



NORTH KERN VOCATIONAL TRAINING CENTER

H.S.M.T. Adult Handbook



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DRESS CODE and GROOMING EXPECTATIONS

The Uniform

- Adult students are required to purchase a uniform. Information regarding this purchase will be provided during class (approximately \$30.00-\$35.00).
- Students are provided a uniform that shall be the designated scrub in the color and pattern of the student's specific NKVTC program.
- Students are responsible to ensure their uniforms are clean, wrinkle free and in good repair at all times. Torn seams will not be allowed.
- Students are responsible to ensure their uniforms fit properly at all times. Uniforms should not be too tight or too loose and should fit at the waist. Pant length must be at the top of the back of the shoe.
- Students must be in full uniform when reporting to class and/or job-sites, unless otherwise instructed.
- Students must remain in uniform and change at NKVTC, not on the bus or at the clinical site.
- Student's speech and conduct must be appropriate when in uniform. No gum chewing is allowed.

Uniform Accessories

- Closed-toe white shoes or sneakers. Shoes are to be kept clean, polished and in good repair.
- Socks or hosiery must be worn.
- A wristwatch with a second hand is highly recommended.
- A white or designated color sweater or white lab coat may be worn in accordance with the clinical facility's policy.
- I.D. badges, worn above the waist, face front, are **mandatory**. No defacing of I.D. badge is allowed.
- M.A. students will be required to wear leather or leather-like shoes on lab days.
- A black pen is required.

Grooming and Personal Accessories

- Only small stud-type pierced earrings may be worn. Only a one-band style ring may be worn.
- Hair should be kept clean and combed. It is to be neatly arranged in a simple off-the-shoulder style. Example: Braided or in a bun. Beard/mustaches are to be kept well trimmed.
- **Fingernails for Non-Patient Contact**: Acrylic nails must be no more than 4cm in length. Nails shall be short, trimmed and filed to prevent injury and aid in infection control. Nails may be freshly polished in a neutral color.
- **Fingernails for Patient Contact**: Acrylic nails are not allowed per CDC guidelines. Nails shall be short, trimmed and filed to prevent injury to patients and aid in infection control. Nails may be freshly polished in a neutral color.
- Visible tattoos must be covered.

- The minimal use of cosmetics is appropriate for the clinical setting. Eyelash coloring, eyebrow make-up, lipstick coloring and skin highlighting are acceptable, if used properly.

Violation of Dress and Grooming Policies

- Students arriving in the clinical setting, the classroom, or on field trips whose dress, uniform, or grooming does not meet the standards, as stated in the policy, shall be sent off-site to correct the situation. The time missed shall be deducted from counted hours. The instructor will be enforcing the dress code policy as stated. For first time and/or minor infractions, students will be counseled. Continued non-compliance may result in probation.

LANGUAGE

Many of our industry partners require an “English Only” policy when engaging with students on curriculum subject matters. Many of our clinical placement settings for students have a similar policy. In these settings, as well as in the classroom setting, for the safety of students and for purposes of checking for understanding of the curriculum, all communications shall be in English.

When providing care, students should not engage in conversation of a social nature with each other or other team members that does not relate to the care of the patient. These policies exist to honor the patient’s comfort and the patient’s right to be fully informed of his or her health status.

Students have the right to communicate with each other in a language of their choice when on break, at lunch, between classes, or during scheduled and appropriate ‘off-task’ times.

Students are expected, in classroom and clinical settings, to adhere to professional and respectful language. Slang, derogatory or foul language will be cause for disciplinary action and/or drop from the program.

ATTENDANCE POLICY

Students are expected to be present and on time for all classroom and clinical experience. Punctual attendance for the classroom and clinical activities is important for the development of self-discipline and appropriate work habits. The material presented and practiced in the classroom prepares students for work in the clinical setting.

In order for students to achieve maximum benefits from the learning experience, it will be the student’s responsibility to attend class, theory and/or clinical training. Parents are responsible for ensuring their child attends all required classes, theory and/or clinical training.

Requirements of Notification of Absences

It is the responsibility of the student to notify his/her instructor of any absences prior to the time class begins:

- The student must call, email or text the instructor before the class is scheduled to start
- The student must give the reason and expected length of the absence
- The student must also call, email or text the appropriate supervisor of the job site.

Excessive Absences

- If a student begins to accumulate absences, the student and the Executive Director shall be notified.
- An accumulation of ten (10) absences may result in the student being dropped from the program.
- Excessive absences and/or tardiness may result in the student being ineligible to receive a Certificate of

Completion.

- Students who are dropped from the program for absences will NOT have their course fee refunded.

GRADING POLICY

The student is expected to maintain a minimum grade average “C” (70%) throughout the program. Grading details can be found in each course syllabus.

Evaluation and assessment of the student’s progress throughout the course will be measured by means of written tests, projects, reports, term papers, etc. The final grade is a composite of all evaluative measures taken. Before assessment, students will be given, in writing, the criteria needed for successful completion.

Method for Grade Computation

Theory

- At the completion of each module of the curriculum, a theory grade is given.
- A theory grade will be computed based on the average of scores obtained from quizzes, homework and tests. The grade may include scores attained on field trips, special projects or any other educational exercises.
- Students are expected to maintain a “C” average (70%).

Homework

Homework is due and to be completed on the day that the module test is scheduled. All homework must be turned in. Fifty percent (50%) of total homework points will be deducted if homework is turned in late.

Missed Work

Students are responsible for completing missed work within five (5) days following the day of absence. Through independent study, the student will complete appropriate study questions, terminology, etc. Skills practice may be completed before or after school upon making special arrangements with the instructor. Clinical make-up days will be scheduled as necessary at the discretion of the instructor.

Exams

Make-up exams will only be allowed within five (5) days of absences.

Cheating

If the instructor has any suspicions that a student is cheating, their test or assignment will be taken from the student and a zero will be recorded.

Certifications

In order to receive a Certificate of Completion and be eligible to take the Nursing Assistant Competency Test, a student must maintain a 70% grade or better in theory and clinical. Certification also requires a minimum of 100 hours of clinical training time for Nursing Assistant Certification, 160 hours for Medical Assistant, 160 hours for Medical Receptionist.

Clinical Grades

Clinical performance is evaluated by both the instructor and the on-site job supervisor:

- A. Satisfactory - The student has met the clinical objectives based on the developed criteria.
- B. Marginal or Needs Improvement – There are some clinical objectives that the student has met based in the developed criteria.
- C. Unsatisfactory (unsafe) – The student has not met the clinical objectives based on the developed criteria.

Students must demonstrate overall satisfactory performance during the clinical/job-site assignment. A “marginal” rating in three or more areas of performance is equivalent to an overall marginal. Students who receive an overall marginal clinical rating cannot received higher than a “C” in theory for that grading period, irrespective of actual grade.

Grade Rubric

Letter Grade	Numerical Grade
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 60

CONFIDENTIALITY

It is the responsibility, as a student of NKVTC Health Science and Medical Technology Program, to respect the rule of patient health information confidentiality. Under **NO** circumstances are patients or their treatment to be discussed. **NO** person outside of the medical organization will have access to healthcare information including any acknowledgment of the presence of the patient in the clinic or hospital setting. Students should be aware that even discussions held during class hours must respect the confidentiality of the patient as well as fellow students.

Students will be provided with HIPAA (Health Insurance Portability and Accountability Act) training as part of the classroom curriculum. It is essential that students recognize that this is a Federal Mandate, and violations of privacy are considered a civil rights violation. Breach of confidentiality is a serious offense and will be grounds for immediate dismissal from North Kern Vocational Training Center.

This mandate, to respect the privacy of patients, extends to your social media presence. Students are not to take pictures during their NKVTC classes without permission of the instructor. Students are **ABSOLUTELY AND EXPRESSELY FORBIDDEN** to take pictures on the job site. **Do Not** reference your on-the-job experiences, at all, through social media.

TECHNOLOGY AND PERSONAL DEVICES

Students are expected to adhere to their home school's information technology policy regarding the appropriate use of technology in the classroom setting.

While on the clinical setting, personal devices are strictly forbidden to be on the body (in a pocket, tucked into pants, etc...) of a student. Devices are to be left in a backpack or purse, or left in the car. Instructors will provide emergency phone numbers to family members. On **NO** occasion are students to take pictures on the job site, check phones, make personal calls, listen to headphones, plug a phone in, or use the phone as a tool (timer, calculator, etc...). Students are not to reference their job site on any social media or public platform.

This NKVTC policy is mandated of students, regardless of how employees at the job site may use their phones.

Violation of this standard is grounds for a drop from the program and/or failure to obtain a Certificate of Completion.

DEMONSTRATION OF PROFESSIONAL CONDUCT

Our industry partners have devoted 30 years of willingness to train students, giving their time and resources to mentor future generations. Students are carefully trained during the classroom setting in professional standards for behavior, called the Career Ready Work Practices. *Any student who demonstrates, during classroom hours, an inability to behave with professional conduct and attitude may not be placed in a clinical setting.* If a student gives the instructor reason to doubt his or her ability to make independent and trustworthy professional choices while in the clinical setting, the student may not be placed. Examples of this include, but are not limited to: dress code, tattoos, attitude, cell phone violation, grooming, HIPPA violation, failure to follow directions, gossip or challenging authority inappropriately. In some instances, even one violation may result in consequences. In some instances, even one violation may result in consequences.

MANDATORY REQUIREMENTS PRIOR TO PLACEMENT IN A CLINICAL SETTING

- Cardiopulmonary Resuscitation - All students must be certified in Cardiopulmonary Resuscitation prior to entering the clinical setting
- Tuberculin Skin Test - Purified Protein Derivation Skins Test or chest x-ray verification is required prior to entering the clinical setting
- Fingerprint Clearance
- Doctor's Clearance – prior to entering the clinical setting for training
- Flu Shot
- HIPPA Training
- Grades - A minimum grade of 70% is required for all students entering the clinical setting
- Some clinical placement sites may also require drug screening
- Instructor approval based on demonstration of professionalism and mastery of Career Ready Work Practices.

In addition to the above requirements, Nursing Assistant students will need to provide the following documentation:

- A Social Security Card and number

Course Fees

The cost of this program for 2017 is \$1900.00.

- For the 2017 program, the Wasco Adult School is able to offer a grant of \$500.00. Students should register with Wasco Adult School to be eligible for this grant.
- The remaining balance shall be paid directly to NKVTC.
 - Please work directly with your instructor and Mrs. Hart (in the NK Wasco office), and Mrs. Briseno (in the NK Delano office), if you need to create a payment plan.

**NORTH KERN VOCATIONAL TRAINING CENTER
STUDENT CONTRACT**

I have read and understand NKVTC's Student Handbook, and I agree to abide by these policies as set forth in the Health Science and Medical Technology Handbook. I understand that failure to follow these policies may result in being dropped from the program and/or forfeiture of a Certificate of Completion.

Student
Name: _____ Date: _____
Please Print

Student
Signature: _____ Date: _____

I have read and understand NKVTC'. As the parent/guardian of _____
I understand it is my responsibility to ensure he/she will attend all required classes, theory and clinical training. I understand that excessive absenteeism (Maximum of 10 days theory and/or clinical training) and/or failure to abide by these policies may result in him/her being dropped from the program and/or forfeiture of a Certificate of Completion.

Parent
Signature: _____ Date: _____

Instructor
Signature: _____ Date: _____

Declaración De Política: He leído y entendido el código de vestuario, lenguaje, asistencia, calificación, confidencialidad y pólizas requeridas. Como padre/tutor de _____
entiendo que es mi responsabilidad de asegurarme de que él/ella asista a todas las clases, entrenamiento de teoría y entrenamiento clínico requeridos. Comprendo que el estar ausente (10 días por lo máximo) del entrenamiento de teoría, clínico y/o faltar a los mandatos requeridos, resultara en ser dado de baja del programa y/o la pérdida de su certificado de finalización.

Parent
Signature: _____ Date: _____

Instructor
Signature: _____ Date: _____

NORTH KERN VOCATIONAL TRAINING CENTER

1732 Norwalk Street, Delano, CA 93215
Phone: 661.725.4187 ■ Fax: 661.720.4299

TUBERCULIN SKIN TEST PERMISSION FORM

School ID: _____

DOB: _____ / _____ / _____
Mo Day Year

I give permission for my child _____, whose birthdate is _____, to have a tuberculin skin test. As far as I know, the following statements apply to my child:
Please Print Mo Day Year

		YES	NO
1.	Has had a positive tuberculin skin test.		
2.	Has had a recent viral infection. <i>(Within past three weeks)</i>		
3.	Is now on steroid therapy. <i>(Cortisone, Prednisone)</i>		
4.	Is now pregnant.		
5.	None of the above situations apply.		

I understand that a certified health care professional, along with the instructor’s supervision, will give the skin test and that it will be read two (2) to three (3) days later in class.

Parent’s Signature

Date

RESULTS OF TUBERCULIN SKIN TEST

_____ had a tuberculin skin test (Mantoux): Intermediate PPD on _____
Please Print Student’s Name Date

The results were: _____ / _____ / _____
Negative Positive mm of Duration

Recommendations: _____

Nurse’s Signature

Date

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FORMULARIO DE PERMISO PARA LA PRUEBA DE TUBERCULINA

School ID: _____

DOB: _____ / _____ / _____
Mo Day Year

Yo doy permiso para que mi hijo/hija _____ cumpleaños es _____ / _____ / _____
Please Print Mo Day Year

tener una prueba de la Tuberculina. Por lo que yo sé, las siguientes afirmaciones se aplican a mi hijo:

		SI	NO
1.	¿Ha tenido una prueba de la tuberculina positiva		
2.	¿Ha tenido una infección viral reciente (Dentro de los últimos 3 semanas)		
3.	¿Es ahora en la terapia con esteroides (Cortisona, Prednisona)		
4.	¿Es ahora embarazada		
5.	Ninguna de las situaciones anteriormente descritas.		

Entiendo que un profesional, junto con la supervisión del instructor de cuidado de la salud certificado dar la prueba de la piel y que se leerá dos (2) a tres (3) días después de la clase.

Firma del Padre

Fecha

RESULTADOS DEL PRUEBA DE LA TUBERCULINA

Se aplico a _____ la prueba de la tuberculina (Mantoux): Intermedio PPD en _____
Nombre Del Estudiante Fecha

Los resultados fueron: _____ / _____ / _____
Negativo Positivo mm de Duración

Recomendaciones: _____

De la enfermera Firma

Fecha

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FLU SHOT PERMISSION FORM

School ID: _____

DOB: _____ / _____ / _____
Mo Day Year

I give permission for my child _____, whose birthdate is _____ / _____ / _____
Please Print Mo Day Year

to have a flu vaccine. As far as I know, the following statements apply to my child:

		YES	NO
1.	Has had a recent viral infection. <i>(Within past three weeks)</i>		
2.	Is now on steroid therapy. <i>(Cortisone, Prednisone)</i>		
3.	Is now pregnant.		
4.	None of the above situations apply.		

I understand that a certified health care professional, along with the instructor's supervision, will give the flu vaccine.

Parent's Signature

Date

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PERMISO PARA VACUNA DE GRIPA

School ID: _____

DOB: _____
Mo / Day / Year

Yo doy permiso para que mi hijo _____ cumpleaños es _____
Please Print Mo / Day / Year

tener una vacuna contra la gripa. Por lo que yo sé, las siguientes afirmaciones se aplican a mi hijo:

		YES	NO
1.	¿Ha tenido una infección viral reciente (Dentro de los últimos 3 semanas)		
2.	¿Es ahora en la terapia con esteroides (Cortisona, Prednisona)		
3.	¿Es ahora embarazada		
4.	Ninguna de las situaciones anteriormente descritas.		

Entiendo que un profesional, junto con la supervisión del instructor de cuidado de la salud certificado dará la vacuna contra la gripe.

Firma del Padre

Fecha