PUEBLO COMMUNITY COLLEGE

PSYCHIATRIC TECHNICIAN PROGRAM
DEPARTMENT OF NURSING

STUDENT HANDBOOK
2013 - 2014
Approved by the Colorado State Board of Nursing
Pueblo Community College: Psychiatric Technician- Mental Illness Program

Higher Learning Commission Accreditation
Pueblo Community College is accredited by The Higher Learning Commission and is a member of the North Central Association (www.ncacihe.org, 312-263-0456), 30 North LaSalle Street, Suite 2400, Chicago, IL 60602. In addition, several programs hold approval or accreditation from national and state level associations and agencies.

Gainful Employment Information
The US Department of Education requires disclosure of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation.” Go to www.pueblocc.edu/Academics/DegreesCertificates/ for additional program & employment outlook information.

Statement of Non-Discrimination
Pueblo Community College is an equal opportunity educational institution and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, Age Discrimination Act, and Title II of the ADA. The College has designated the Director of Human Resources as its Affirmative Action Officer with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources, 900 W. Orman Avenue, telephone and TDD (719) 549-3220; or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

ADA Notice
Reasonable accommodations will be provided upon request for persons with disabilities. To make a request, please notify the PCC Disability Resources Team at 719-549-3449 or Disability.Resources@pueblocc.edu at least four working days before the event.
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WELCOME TO THE STUDENT

To the 2013-2014 Psychiatric Technician Students:

As the faculty and staff of the Nursing Department at Pueblo Community College, we would like to extend a warm welcome to each and every one of you. The Psychiatric Technician (PT) program is a journey of strength, endurance, experiences and growth. We know that each and every one of you is prepared, both mentally and physically, for the challenge that lies ahead.

The faculty is here to guide you in your journey as a PT student. We encourage you to ask questions, do independent research, and talk with your instructors. We have one common goal, to see each of complete the rigorous curriculum of the Psychiatric Technician program at Pueblo Community College.

To prepare for this demanding and rewarding profession you will be expected to:

1. Attend all classes and clinical/simulation activities as scheduled. (see attendance and tardiness policies).
2. Display an inquiring attitude and a willingness to explore new or different concepts and ideas.
3. Comply with Pueblo Community College policies and those specific to the department of nursing as stated in this manual.
4. Complete all course requirements [clinical/simulation requirements] and written assignments on time and at a minimum academic level of "C" (77%).
5. Accept personal responsibility for requesting extra help and tutorial assistance early in the course if needed.
6. Establish personal priorities that are realistic and a time management action plan for meeting curriculum requirements.
7. Use the problem-solving process to resolve issues and complaints and accept and profit from constructive criticism.
8. Demonstrate behaviors indicative of personal and professional integrity.
9. Inform your instructor in a timely manner of any condition which would interfere with or impair your ability to care for an assigned patient.
10. Follow the chain of command if issues arise. The chain of command is as follows:
    1. Instructor (clinical or course)
    2. Program faculty
    3. Program Director
    4. Dean of Health and Public Safety
ABOUT THE COLLEGE

Pueblo Community College is an educational institution, whose mission is to provide quality educational opportunities that transform the lives of our students, enrich our communities, and strengthen the regional economy. In this context academic programs and support services are designed to provide career skills and knowledge to meet learning and employment needs of a diverse, multicultural population. The rapid expansion of knowledge and the technological development characterizing the work place demands continuing and expanding skills and intellectual abilities by employees. As a result of these changes, adult workers are returning to school to update their knowledge and/or to prepare for new and different careers. College administrators, faculty, and staff are committed to providing a wide variety of creative, up-to-date educational programs, which will provide reentering adults and new high school graduate students with the knowledge and competencies to find meaningful employment. As a productive member of the community, the college accepts the responsibility to design programs that will meet manpower needs of a variety of industries in our service areas. To meet the needs of employers and of students desiring health care careers, several health programs are offered by the college.

Scientific developments are revolutionizing the American health-care system. To maintain competency, Psychiatric Technicians, like other health-care workers, must secure advanced knowledge and develop complex skills to meet the practice needs in this highly demanding field.

The faculty who teach Psychiatric Technician students at Pueblo Community College acknowledges and endorses their institutions’ mission and philosophy. They are committed to providing high-quality, relevant educational experiences congruent with the overall college purpose. The faculty recognizes and accepts additional professional standards that give substance and direction to the various programs and are foundational components of the following philosophical statement of faculty beliefs.
MISSION STATEMENT DEPARTMENT OF PSYCHIATRIC TECHNICIAN

MISSION: To provide quality mental health care education that prepares the learner to become a member of the mental health profession and the community, while meeting the needs of a diverse population, in an ever-changing health care environment.

DEPARTMENT OF PSYCHIATRIC TECHNICIAN PHILOSOPHY

Human beings are unique and complex, integrated systems containing biological, psychological, social, cultural, and spiritual components. Individuals are influenced by their genetic inheritance, their biological make-up, their culture, and the physical and social environment in which they are born and live. Individuals operate within a personally determined value system which is acquired and shaped through experience, personal judgments, interaction with significant others, and contacts with the external world. Human beings possess deliberative abilities and have the potential to make rational decisions about their lives, their health, and their own socially acceptable goals. Individuals possess inherent human rights and are deserving of respect and support in accordance with their basic needs and resources.

Health is a dynamic state that is influenced by each individual's inherited characteristics and life experiences. At any given time, a person's health status is seen as being at some point on a continuum that extends from high-level wellness to the cessation of life. Human beings possess adaptive and recuperative abilities; individuals can alter their health status as a result of personal choices related to life maintenance, promotion, or disintegration. When illness occurs, individuals move in either a positive or negative direction on the health continuum in response to their own efforts and/or through intervention of the health care system. Individuals who have achieved a reasoning level of understanding have the right to information regarding their health and are entitled to make choices about their health care and status and the care they will receive.

Psychiatric Technician is a humanistic, service discipline founded on knowledge from the sciences, humanities, and human experience. It is a discipline that utilizes theories from various disciplines to guide its practice in the promotion of mental health and care of the mentally ill. Psychiatric Technician is concerned with providing information and supportive, recuperative care for individuals needing assistance in attaining or maintaining mental health or coping with mental illness. An over-all emphasis of the profession is promotion of the highest level of mental wellness achievable by the individual and the society as a whole. An attitude of empathic caring is an essential element of effective psychiatric technician care. Like Nursing, the problem-solving approach is utilized by Psychiatric Technicians as they work cooperatively with patients, families, and groups in finding solutions to individual and community health problems. Psychiatric Technicians provide care without bias to all persons needing their service regardless of the individual's race, creed, culture, religious orientation, or health status. A Psychiatric Technician requires continuous up-dating of their knowledge base and treatment modalities in response to emerging mental health care problems, scientific discoveries, and new technologies in the mental health care field. The discipline of Psychiatric Technician encompasses a wide range of technical skills and scientific knowledge. Individuals seeking a career in the mental health field may prepare for different levels of practice and service specialties in accordance with their personal goals and resources.
Preparation for entry into Psychiatric Technician is most effectively offered in institutions of higher learning. The educational process is seen as a cooperative effort requiring extensive interaction between students and instructors. Educational experiences are selected and developed by the faculty and are located in both the academic and the practice setting. Learning activities include instruction and practice in the application of knowledge and effective performance of psychiatric and basic nursing skills and procedures. Curriculum content is designed to proceed from the simple to the complex and progresses from the known to new material. In addition to acquisition of facts, course content is designed to promote independent thinking, problem solving, and incorporation of a caring attitude and an ethical value system. Learning is perceived as producing a change in behavior that persists. Evaluation continues throughout the educational sequence as a mechanism for indicating mastery of content and identification of areas requiring further study. Self-direction and independent study are indicators of responsible student behavior and subsequent, competent practice by the graduate.

A variety of teaching/learning strategies are utilized to meet individual needs of students. Review, reinforcement, and self-paced, guided study are techniques which assist returning and adult students who have difficulty in meeting learning objectives or who have been out of the educational setting for an extended time.

Education is seen as a continuous, life-long process through which individuals expand learning, prepare for new careers, or qualify for advanced employment positions. Options must be provided to facilitate progression from one level of practice to a higher level with minimal delay or loss of academic credit. Responsive, cooperative participation by students and faculty in the educational process will prepare graduates to provide informed, competent, and ethical Psychiatric Technician service to the consumer.

Graduates of the educational program offered through the Department of Nursing for the Psychiatric Technician student will possess knowledge of the history, development, accomplishments, and direction of the psychiatric profession. They will be informed regarding the unique roles, competencies, and responsibilities expected from individuals prepared at the Psychiatric Technician level.
CONCEPTUAL FRAMEWORK

The conceptual framework of the Psychiatric Technician program resides in the program's philosophies and objectives and is demonstrated by the faculty's beliefs. It evolves around the human needs perspective (Maslow), including the family and developmental theories of Duval and Erikson, the concepts of health as a continuum, the nursing process, and the holistic nature of the human being (i.e., the biopsychosocial, cultural, and spiritual facets).

The focus of psychiatric technician care is to meet the needs of the individual (a complex, integrated system), who functions as a member of a family, culture, and society. Although this individual may be studied on the basis of parts and systems, in reality these parts are so interwoven both internally and externally that they function as an integrated whole. Whatever affects any part of an individual (body, mind, spirit, or sociality) affects the whole, hence the concept of a holistic approach.

Health, mental health in particular, is a dynamic, changing phenomenon that varies for each individual and is best viewed on a multidimensional continuum which encompasses wellness, illness, and possibly death. A person's position on this continuum represents movement toward or away from wholeness and is determined by satisfaction (non-satisfaction) of basic needs. Erikson's "psychosocial developmental theory" and the "needs hierarchy" of Maslow provide a context for understanding an individual patient's overall response to all health problems or concerns. Duval's "developing family" theory provides a framework in which the social, cultural, and psychological dimensions can be understood.

Psychiatric Technician offers a humanistic service that assists the individual to attain and/or maintain mental health as part of a wholeness or the highest level of mental health possible for that person. Psychiatric Technician is concerned with the promotion of mental health, and the basic care of the sick, and who support individuals and families in any final stages of life. To ensure safety, students are introduced early to the Colorado Psychiatric Technicians Practice Act (2000) that sets the legal limits of Psychiatric Technician practice in Colorado.

The nursing process provides the methodology of practice that guides the Psychiatric Technician in assisting the individual and/or family to meet those needs that they temporarily or permanently are unable to meet independently. The nursing process involves critical thinking, intellectual skills, and psychomotor competencies. It is based on knowledge gained in biological, social and behavioral sciences, and in all health care related courses. The nursing process is a problem-solving technique defined as a systematic, integrated, and dynamic mechanism for providing structure and direction to Psychiatric Technician education and practice. The concept includes the five steps of assessment, analysis, planning, intervention, and evaluation; which provide the format for creating comprehensive care plans. Developmental theory and human needs concepts are essential considerations in developing and setting priorities for individualized patient care. Psychiatric interventions are designed to assess unmet needs as appropriate within the boundaries of the caregiver's level of preparation, knowledge, and skill.
PSYCHIATRIC TECHNICIAN

Academic preparation for service as a Psychiatric Technician is based on a belief that specialized, carefully designed learning experiences will prepare students for the provision of effective, ethical, rehabilitative care to patients experiencing psychological dysfunction. The curriculum is founded on theory and principles from the fields of biology, social science, psychology, and nursing. Learning experiences include academic and clinical information and practical applications. A major emphasis of the curriculum is preparation for establishing empathic, non-judgmental, therapeutic relationships with clients and their families.

Upon successful completion of the Psychiatric Technician program, graduates are prepared to write the state licensing examination and to be employed in structured and out-patient clinical settings.

The graduate will:

1. Assess the holistic nature of human beings and recognize the right of individuals to make choices regarding their personal goals and life style.

2. Exhibit knowledge of the biological, social, emotional, and spiritual factors that contribute to a breakdown in human functions and behavior.

3. Promote safe, productive, and ethical care congruent with educational preparation and specifications of the state licensing board.

4. Demonstrate interaction with clients, families, and other health care team members in a cooperative, mutually accountable framework for care.

5. Apply a problem-solving perspective and an attitude of inquiry for learning new approaches to care of the psychologically impaired person.

6. Recognize personal responsibility for maintaining practice competence and increasing personal knowledge while being accountable for the quality of care given by self and other health care team members.

7. Demonstrate an attitude of compassionate concern while serving as a care-giver and advocate for patients and their families regardless of of the individual’s age, race, creed, religion, or health care needs.

8. Apply the knowledge and skill necessary for beginning level employment as a mental health care worker.

9. Exhibit knowledge of the Psychiatric Technicians Practice Act, the standards of care, and fulfill employment responsibilities in accordance with these standards.

10. Determine practice within the framework of a personal and professional ethical value system.
GENERAL INFORMATION

The teaching approach used in the Department of Psychiatric Technician is a combination of discussion, lecture, and self-directed learning. Time limitations prevent presentation of all the Psychiatric Technician course material within scheduled class periods; therefore, you are expected to utilize the nursing lab, specified audio-visual resources, study guides, textbooks, and library material outside of regular class hours. To be successful in your academic program you must be committed to the course of study and will need to spend a significant amount of time preparing for class and clinical assignments. Keep in mind that this is a professional program and attendance is important just as it will be in the employment for which these courses are designed to prepare you.

You will have a number of different faculty instructors with individual differences in personalities and teaching styles. Every faculty member holds one or more degrees in nursing or counseling and has significant experience as a practicing professional. Take the opportunity to learn as much as possible from the special skills each person possesses.

Student Success
To be successful in your academic program you must be committed to the course of study and will need to spend a significant amount of time preparing for class and clinical assignments. Keep in mind that this is a professional program and attendance is important, just as it will be in the employment for which these courses are designed to prepare you.

Community Service
Psychiatric Technician is a service profession, and as such, you will be expected to participate in a minimum of 2 hours of community service each semester. You may select activities from options provided by each program's faculty.

Background Checks/Drug Screens
Clinical agencies used during the program require that students successfully complete a background check and a urine drug screen.

NOTE:

From time to time additional policies will be adopted. All class schedules are tentative and may be altered for enhanced learning at the discretion of the faculty. You will be notified verbally and/or in writing of these changes. You are responsible for keeping informed and complying with program standards.

Students are responsible for making a copy of all assignments for grading for their own files.
ATTENDANCE/TARDINESS POLICIES

All Department of Psychiatric Technician policies are in addition to those of the general college. Policies apply to all required program activities. The limited time frame for covering an extensive amount of subject matter does not allow options for making up missed content. In addition, the fact that patients' lives may be adversely affected by lack of Psychiatric Technician knowledge mandates a strict attendance policy for ALL scheduled learning experiences. Expectations are as follows:

1. Students are expected to attend all scheduled academic, clinical, and/or laboratory for which they are enrolled unless excused by the instructor. Instructors will maintain an official attendance record for all scheduled activities. Any time missed in the academic, clinical, and/or laboratory area must be made up, at faculty discretion and when time permits. If more than twenty percent (20%) of the academic or clinical or laboratory scheduled time is missed, the result will be either the student being withdrawn from the course or failure of the academic, clinical, and/or laboratory portions of the course, depending on the drop/add schedule of the college. If greater than 15 minutes is missed per hour of lecture, a one hour absence will be recorded. In no case can a student miss more than 20% of the course time and receive a passing grade.

For excused clinical absences, only the Nursing Department director/Psychiatric Technician Coordinator will decide the time, place, and extent of make-up. Regardless of time made up, the absence continues to count toward the 20% total. The make-up time does not erase an absence.

Excused absences (a written legal or medical excuse) are at the discretion of the nursing faculty and more than two (2) non-consecutive excused absences will result in time lost for the student and inability to make up academic/clinical/laboratory activities. Make up of time lost will be at the availability of the instructor and, in the case of clinical, the clinical agency. Note that due to clinical placement requirements, if you are absent in the last two weeks of the semester, clinical make-up is not guaranteed and may result in an incomplete course grade or failure of the course. In general, more than one clinical day absence may result in course failure (see individual course syllabus for required theory, laboratory, and clinical hours).

2. As a part of any professional behavior, in the case of absence or tardiness, the student is required to notify:
   a. course lead instructor verbally and with written documentation
   b. clinical/laboratory instructor, and
   c. assigned clinical agency

Failure to notify the academic, clinical, and/or laboratory instructor or clinical agency prior to the absence or tardiness will result in an automatic absence and academic, clinical, and/or laboratory written warning or probation.

3. Punctuality is essential. Students must report to the class/clinical site at or before the time designated for the experience.
ELECTRONIC COMMUNICATION DEVICE USE POLICIES

1. Hospital/agency telephones **are not** to be used for personal calls. Incoming, **emergency** calls for students in the clinical area must be routed through the instructor responsible for the student. Families should be informed to contact the instructor/office when a message must be delivered during the clinical/class time. The instructor will notify you of any emergency calls.

2. All electronic communication devices must be **turned off** during all classes, labs, and clinicals. Students may return calls/messages **during breaks** and/or after class.

3. Electronic communication devices are not to be activated in any clinical facility.
FAILURE/CONTINUATION/READMISSION POLICIES

Continuation in any program offered by the Department of Psychiatric Technician is conditional upon meeting the following standards:

1. Continuation in the Psychiatric Technician program requires a minimum grade of “C” (77%) in all program course work.

2. When a student has failed (less than 77%) or withdrawn from a course, the student is ineligible to continue in the program.

3. To ensure PCC’s commitment to patient safety, all students must pass a clinical calculations competency exam at 90% or higher for program progression. This exam will occur prior to the first clinical rotation (1st year/fall semester). Failure to meet this competency will result in program completion delay.

4. To be re-admitted to the program, you must apply in writing for re-admission to the Psychiatric Technician program, where a faculty re-admission committee will consider readmission based upon any faculty decision concerning remediation, a minimum of a 2.0 GPA, seat availability and next course offering after failing or withdrawing from the course. Completion of the psychiatric technician admission forms will be required including a letter validating correction of any deficiencies and plans for successfully completing the program.

5. CHECK-OFFS: Check-offs must be completed by the designated dates. Students may repeat a check-off ONLY one (1) time; after the second time the same check-off is failed, a grade of unsatisfactory will be recorded, resulting in failure of the course regardless of the percentage grade on the written tests.

   Unsatisfactory first-time check-offs of more than two (2) different check-off skills, resulting in multiple repeat check-offs, will also result in a failing grade for the course.

   If a check-off must be repeated, it is the responsibility of the student to make an appointment with the faculty member to repeat the check-off.

   The criteria utilized for all check-offs are based on the current standards of practice.
ACADEMIC/CLINICAL ISSUES

A. Unusual Occurrence Report:

An unusual occurrence form is to be filled out by a student when an actual or potential injury occurs to a patient as a result of student care. It is the student's responsibility to obtain this form from the instructor, and to complete it before leaving the clinical agency where the incident occurred. The person in charge must receive this report.

B. Course Issues:

When a Psychiatric Technician student is experiencing problems in an academic or clinical course, it is the responsibility of that student to make an appointment with the instructor to discuss the problem and explore means of resolution. The initial meeting should occur as soon as a problem is identified.

C. Academic Dishonesty:

“Academic dishonesty” is any form of cheating and plagiarism which results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own.

PCC’s Student Code of Conduct lists, but is not limited to, the following acts of misconduct as acts of academic dishonesty.

1. Cheating
2. Fabrication
3. Facilitating Academic Dishonesty
4. Plagiarism
5. Unauthorized Collaboration

(See PCC Student Handbook for details.)

If an instructor determines that an act of academic/clinical dishonesty has taken place, the student(s) will receive a zero for the test or assignment. This grade penalty may result in a failing grade in lecture or clinical and possible dismissal from the program. Condition for readmission to the program may be specified by the Department Chair/Coordinator.

D. PCC Code of Conduct

Pueblo Community College Students are expected to adhere to the PCC Student Code of Conduct found in the PCC Student Handbook which defines unacceptable behaviors. Programmatic behaviors are further described in this program handbook in order to clearly define specific behaviors to students and expectations. Students will be held accountable for all behaviors. All violations of behavior will be documented after discussing with the student by faculty/chair and a written summary will be forwarded to the Vice President of Student Services (VPSS) for further investigation and action.
Academic cheating is considered a behavior but may have program sanctions applied that impact the student academically – which indicates the interference or lack of acquiring knowledge and/or skills to achieve the course/program outcomes. Cheating, plagiarism, or other academic dishonesty behaviors may have program/course impacts such as lowering of grade, failure of the assignment/course or other sanctions as described on the program handbook. The due process for academic dishonesty is described in the PCC Student Handbook and may also result in additional College sanction from the VPSS.

E. Warning/Probation:

If the student demonstrates unsatisfactory performance (academic/clinical/laboratory), a warning or probation may be issued to the student. The situation will be discussed with the student, and a written report will be made and signed by both the student and the instructor.

The purpose of the warning is to clearly identify the problem areas that must be remedied, the steps to be taken by the student, and the date when the student's status will be reviewed by the current instructor. Depending on the nature of the problem, the warning may extend into the next clinical/academic/laboratory course, with a date when the student's status is to be reviewed. Probation is implemented by joint faculty decision. A date is specified at which time the probationary status will be reviewed by faculty and either removed or extended into the next course. Clinical/academic/laboratory failure may occur.

Each student must complete standardized testing if so designated by the course syllabus. If a passing score is not achieved within two (2) testings, evidence of remediation must be provided to either the instructor or nursing advisor. If a student fails to achieve a passing score (within two testings) in two (2) consecutive courses, the student will be placed on academic warning and a remediation/action plan will be established in conference with their nursing advisor. Failure to comply with the remediation/action plan will result in both of the following consequences: academic probation and an incomplete course grade. Depending on the course sequence, program completion may be delayed.

F. Notification/Documentation:

When the student receives a copy of the academic, clinical, and/or laboratory warning or probation status; a copy will be placed in the student's file, and a copy will be attached to the course evaluation form in the case of clinical or laboratory. In order to graduate all conditions on warnings and/or probations must be met. Warnings are not part of a students’ permanent file.

G. Clinical Dismissal:

A student who comes to the clinical setting unprepared, as specified in program/course guidelines, will be asked to leave. This will be considered an absence for the clinical day. (See attendance/tardiness policy.) Before leaving the clinical area for that day, the student
must schedule an appointment to meet with the instructor prior to the next scheduled clinical experience and a clinical warning will be issued.

H. Clinical Failure:

Repeated lack of preparation and/or unsatisfactory performance will result in clinical failure. Receiving a grade of “U” in any critical behavior on a clinical evaluation form, will result in failure for the clinical course.

A student may be immediately dismissed from the clinical area and/or may fail clinical if the safety of the patient becomes a factor. Unsafe behaviors include, but are not limited to:

1. Charting or reporting completion of nursing interventions when, in fact, such action was not taken.
2. Failure to report an error.
3. Failure to report changes in patient condition to instructor and appropriate staff.
4. Assuming responsibilities or performing skills in which the student has not demonstrated competency in the nursing laboratory.
5. Failure to practice within the scope of the Colorado Nurse Practice/Colorado Psychiatric Technicians Practice Act.
6. Violation of confidentiality.
7. Unsafe performance of clinical practice. (See critical behaviors listed on the clinical evaluation form.)
8. Demonstrated physical and/or mental impairment.
9. Abandonment of clinical assignment or patient care.
10. Incomplete admission requirements.
11. Failure to comply with facility orientation requirements.
12. Leaving the clinical facility grounds.
13. Substance abuse. (If suspected, Faculty have the right to test for cause.)

I. Protocol Following Academic/Clinical Failure:

1. The student must meet with the instructor or program chair/coordinator within three working days from the day of academic/c临床 failure.
2. Department chair/coordinator will convene an ad hoc faculty committee meeting within three working days after meeting with student.
3. Decision of the ad hoc faculty committee will be mailed to the student within three
working days after the date of their meeting.

4. The student may request, in writing, to meet with a special purpose committee within five working days after signed receipt of the decision.

5. Demonstration of ability to perform safely in the clinical area must be validated by joint faculty decision before the student will be allowed to return to any clinical area.
GRIEVANCE PROCEDURE

A student who believes they have experienced an unfair or arbitrary judgment by a faculty member may initiate a grievance action. The steps to follow are:

1. Gather all facts related to the situation and carefully analyze this material.
2. Identify approaches that might resolve the problem.
3. Schedule an appointment with the instructor for discussion and possible resolution of the issue.

If the problem cannot be solved with the instructor:

1. Make an appointment with the program chair/coordinator for the purpose of discussion and correction of the problem.

If satisfaction is still not achieved:

1. Follow the grievance procedure as outlined in the college catalog/student handbook.

INJURY AND ACCIDENTAL EXPOSURE

1. If the student sustains an injury or is accidentally exposed to an infectious disease in the clinical area, she/he must notify the instructor immediately. An incident report will be filled out according to agency policy.

   Students are covered under Workers’ Compensation for clinical injury and exposure to infectious disease. The student must fill out a workers' compensation form in the PCC Personnel office (not the facility), within 72 hours of the incident.

   If the clinical injury or exposure to infectious disease occurs after office hours or during the weekend, follow your instructor's direction.

   If the student is exposed to an infectious disease or is potentially exposed to an infectious disease, the exposure must be investigated within 24 hours.

2. It is recommended that the student carry his/her own health insurance. Students are not covered by workers’ compensation for injuries or exposure to infectious disease if it occurs in the nursing lab.
DRESS CODE

During your Psychiatric Technician Program clinicals, the following dress code will apply:

1. Regular "street" clothes with comfortable shoes and your PCC picture name tag.
2. New, well-fitting (neither baggy nor tight) jeans are allowed.
3. No muscle, midriff, or t-shirts with logos can be worn.
4. No sandal or spring soled shoes are allowed (this is a safety issue).
5. No suggestive clothing is allowed (too tight, showing cleavage).
6. Any body tattoos are to be covered while in clinical.
7. Grooming: Cleanliness and good grooming are essential for the student. The following guidelines should be followed:
   - Daily bathing is recommended.
   - Use of a deodorant (un-scented) is recommended.
   - Thorough, daily oral hygiene is essential; a mouthwash and/or breath mints are essential if the individual is a smoker or eats foods with a strong odor.
   - No perfumed products are to be used, including scented cosmetics, lotions and deodorants.
   - Minimal cosmetics may be used, in accordance with good taste.
   - Hair is to be neat and clean. During your nursing clinical rotations long hair must be pulled back, secured and not able to fall forward. Hair ornaments and ribbons are not acceptable in any agency setting. A conservative hairstyle should be followed. You must comply with any additional restrictions in an agency.
   - Male students must be clean-shaven or have a well-trimmed beard and mustache.
   - Nails are to be clean and well trimmed. Neither nail polish nor artificial nails may be allowed in some clinical areas.
8. Watches that indicate the seconds are required; name pins and watches are part of the uniform. (Stethoscope, pen light, bandage scissors, hemostat, name pins, and watches which indicate seconds are required as part of the nursing clinical uniform.)
9. Engagement and wedding rings may be worn (recommended "plain" wedding band); other rings, bracelets, and chokers or other visible necklaces are not permitted. Only very small, posted-pierced earrings (one per ear) are permitted. No other visible pierced jewelry is permitted (including tongue piercings). In some clinical areas, regulations may be stricter than this policy. Students are responsible for any loss or damage to engagement or wedding rings.
10. All above dress code policies and only appropriate dress street clothes – no jeans, are to be worn to ANY Nursing/Psychiatric Technician program sponsored activity, clinical agency, or Profession sponsored conferences. Name badges should be worn for identification.
During Nursing Program clinicals, the following additional dress code will also apply:

1. The official uniform for the Nursing Program clinicals is an opaque, dark maroon uniform pant or skirt and an opaque, dark maroon uniform top; students may also wear a dark maroon uniform dress. The length of the dress uniform should extend to the middle of the knee. Scrub pants should be ankle length. All dresses, uniform tops and cover jackets must display a student patch on the left shoulder. Dress code for Colorado Mental Health Institute-Pueblo will include approved, dark maroon Nursing polo shirt and dark maroon scrub pants.

   a. a dark maroon colored scrub top with student patch on left shoulder

2. Soft rubber professional shoes are to be worn. All-white, low-top, leather athletic shoes are permitted. Sandals, clogs, spring shoes, and open toe/open heeled shoes are not allowed. Shoes and shoelaces will be clean.

3. When dress or skirt uniform is worn, hose must be worn and must be neutral or white-colored, clean, and without runs. Underclothing is not to be visible.

4. Any body tattoos are to be covered while in clinical per agency policy.

5. When in the agency to collect data, wear uniform with name badge -- omit lab coat. If a white lab coat is worn, it must be worn with designated school name badge, student patch on left shoulder, and over appropriate dress street clothes, no jeans. Hair is to be neat, off the face, and pulled back and secured up if long. Other grooming standards listed under Item 6 above must be followed.

6. Any additional dress standards of the health-care agency must be followed.

7. All other dress code policies as listed above are also required.
PROFESSIONAL BEHAVIOR

1. **Professional behavior is expected of all students at all times.** This is a must for each required activity on or off campus (e.g., classroom, on campus, clinical, workshops, professional meetings, volunteer activities, etc.). Courtesy and respect should be demonstrated in all forms of communication. Appropriate disciplinary actions will be taken if indicated (i.e., written warnings or probation).

2. Professional behavior includes, but **is not limited to**:
   - following PCC and Psychiatric Technician department policies as stated in this handbook.
   - following the appropriate chain of command.
   - attending all required activities.
   - being on time for all required activities.
   - being prepared for class, campus lab, check-offs, clinical, and other required activities.
   - reading and following directions.
   - reading all memos and designated communication boards.
   - as an adult learner accepting responsibility and accountability for:
     * own behaviors.
     * own learning and self development.
     * seeking help/tutoring per own needs.
   - having backup child care and backup rides.
   - not using foul language in any circumstance.
   - following HIPPA confidentiality and privacy policies.
   - being respectful of instructor office hours/contact times by not contacting them outside of normal business hours except in emergencies.
Pinning is a long honored tradition that dates back to Florence Nightingale and is held to welcome graduate Psychiatric Technician candidates into their profession.

**Pinning Ceremony Requirements**

1. The PCC school pin is the only acceptable pin for the ceremony.

2. Appropriate attire for all pinning ceremonies will be designated by Psychiatric Technician faculty and approved by the program chairperson/coordinator.

3. A faculty advisor must be present at all planning meetings for the pinning ceremonies.

4. Final pinning ceremony plans must be approved by program chairperson/coordinator.

5. Financial arrangements will be handled per institutional policy.
DRUGS/ALCOHOL/TOBACCO

1. The use of drugs classified as "controlled, dangerous substances", unless prescribed by a physician for an identified therapeutic effect (excluding medical marijuana), is prohibited. Any student suspected of such use will be removed from any classroom/clinical area and will be required to undergo urine and/or blood tests. If a student demonstrates physical or mental impairment as a result of prescription drug use, they will be removed from the classroom or clinical area and subject to clinical failure and/or dismissal from the nursing program.

2. All Psychiatric Technician students are required, as part of admission into the programs, to complete drug testing and background and child registry checks.

   If a student tests positive for any drug, the student may be subject to immediate dismissal. All background checks and drug screens will be reviewed by the program director.

3. If a student submits to a drug retest (one time only) upon direction of the program chairperson/coordinator, and the test is positive, the student will be immediately dismissed.

4. If a student submits to a one time only retest upon direction of the program chairperson/ coordinator and is cleared, the student may be subject to a random drug test (with a two hour notice) at discretion of the program chairperson/coordinator during their program. Any missed coursework due to this test must be made up. If the random test is positive, the student will be immediately dismissed from the program.

5. All agency policies related to drug or random drug testing will be followed.

6. All drug testing and background checks are done at the students' expense.

7. The use of alcohol will not be condoned in the classroom or clinic. If at any time a question of inebriation becomes an issue, the student will be removed from any classroom/clinical area and will be required to undergo appropriate testing.

   If the student refuses to submit to testing or if such tests are positive, the student is subject to immediate dismissal. Any charges incurred are the responsibility of the student.

8. Smoking is not allowed in PCC buildings at any time. There will be no smoking or chewing tobacco during class or lab time and use will be restricted to approved PCC grounds smoking areas. Most clinical facilities are “non-smoking campuses” and students are subject to clinic rules regarding the use of tobacco during clinicals and internships. For those who wish to stop using tobacco products, support will be provided through the PCC Health Clinic such as pharmacological aids (as applicable), smoking cessation kits/educational aides and programs accessible through the Colorado QuitLine.
Letter of Agreement

Psychiatric Technician Program Admission

I have read the Department of Psychiatric Technician Student Handbook and agree to comply with the printed policies. Furthermore, I have been informed that changes in standards may occur as determined by developments in clinical and/or academic settings and that, in as far as possible, changes will be effective prior to the beginning of the new academic term. When notified verbally and/or in writing of these changes I will comply with them. I understand that a minimum grade of "C" (77%) must be attained to pass each Psychiatric Technician program course. My signature indicates my acceptance of this agreement.

________________________________________________________________________

Please PRINT Name

________________________________________________________________________

Date

Student Signature

(The Letter of Agreement is to be turned into the Department administrative assistant and will become a part of my file.)