Napa Valley College Psychiatric Technician Program

Student Handbook

2023-2024

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WELCOME

We sincerely hope that you will have a rewarding and enriching educational experience as a student in the Traditional Psychiatric Technician Program at Napa Valley College or, the Psychiatric Technician Fast Track (PTFT) Program at DSH-Napa. In addition to our PT orientation, we strongly encourage students to take the campus-wide orientation at www.napavalley.edu/orientation. This will give you a bigger and more thorough picture of what services are available to all NVC students. The term student is used throughout the student handbook and refers to the students in the traditional program, and the students in the PTFT- who are referred to as PT Apprentices. The polices in this handbook are the same for both programs unless specifically stated otherwise.

This program has been developed with the specific intent of providing an opportunity for qualified persons to achieve eligibility for the licensing examination administered by the California Board of Vocational Nurses and Psychiatric Technicians. It reflects a basic concern with the role of the psychiatric technician in the prevention of mental disorders, the promotion of mental health of individuals and families, and the provision of quality nursing care for those patients with incipient and diagnosed mental and physical disorders in diverse settings.

Because of the necessity of a certain number of rules and regulations in any organization composed of many persons, this handbook has been prepared so that everyone will be familiar with rules and regulations and therefore facilitate a better understanding among all concerned.

Included in this handbook is information which will be of help to you in understanding school and hospital regulations and in aiding you to be successful as a student in the Psychiatric Technician Program.

Constructive suggestions and ideas are welcome and student involvement is encouraged. However, ultimate lines of legal responsibility and authority rest with the administrative staff and their decisions.

The goal of the Psychiatric Technician Program is better patient care. The specific objective is to educate and train people to share in the nursing care of patients in the community under the supervision of a licensed physician and/or a registered nurse, and to prepare students adequately, so that they may become licensed to practice.

Cognizant of the ever-changing scientific measures of patient care, the educational emphasis in the psychiatric technician course is on nursing principles, and learning is progressive along the lines of problem-solving on the vocational level. Classroom theory is enhanced and reinforced by the clinical learning experiences in the various community facilities under direct supervision of the faculty.

After receiving this handbook, read it thoroughly and sign the last sheet. Returning it to the Health Occupations Office before the first day of class. Fast Track students will turn the form into the DSH-N Director of Nursing Education or designee during New Employee Orientation. Students who do not return this signed statement will not be permitted to begin classes.

PHILOSOPHY OF THE PROGRAM

We, Napa Valley College Psychiatric Technician Traditional and Fast Track program, believe in people – in their worth as individuals and in their capacity to develop to their fullest potential. We believe that all people have basic needs and that these must be met to achieve well-being. We believe that the environment in which people exist influences their ability to achieve.

We believe that health is a dynamic state of well-being and wholesome fulfillment of basic needs. We are aware that the person's ability to meet their own basic needs varies with individuals and throughout life. These changes can result from birth injuries, hereditary defects, injury, illness and aging.

We believe that learning is a change in behavior. People learn when they encounter a problem, or a need. Teaching is the process of directing the behavior by establishing goals expressed in desired behavioral terms, providing activities that learners can translate into concepts and providing the necessary knowledge for the learner to accomplish goals. The teacher assists by providing positive feedback, repetition of experiences and by establishing clearly defined desired outcomes, so the learner can recognize their own success. Treating everyone with dignity and respect is always essential to self-development. Bullying and incivility are never acceptable and will not be tolerated.

We believe that Psychiatric Technician Practice is a systematic course of study that prepares learners to assist those with physical, mental, emotional and developmental problems in a positive environment. We also believe that this education should be available to and designed to enhance the learning of students from varied ethnic, cultural, religious, educational and life experience backgrounds. We believe that faculty serves as role models and as planners, organizers, facilitators and evaluators of this learning.

GOALS

Program faculty will provide learning experiences for the student enabling them to:

1. Recognize the scope and responsibilities as well as the limitations of psychiatric technician practice.
2. Acquire an understanding of self and skill in relating effectively to others, especially those who are mentally disordered or developmentally disabled.
3. Recognize the individual and appreciate the relationship between personality trends and patterns and the development of mental illness.
4. Understand the etiology and dimensions of the care of the developmentally disabled in institution settings as well as community services and care.
5. Acquire the knowledge and skill necessary to provide basic nursing care to the physically ill patient.
6. Develop a comprehensive awareness of Forensic and Community Health services in California.
7. Work effectively as a member of the interdisciplinary health care team.

STUDENT LEARNING OUTCOMES

1. Accurately perform and document basic nursing skills, basic physical and mental assessments and interventions while prioritizing patient care.
2. Student will ethically advocate for ALL patients including those with mental illness and developmental disabilities in all settings, assuring patient's rights, privacy, dignity and confidentiality.
3. Student will develop team building, leadership and supervision skills, and identify need for crisis intervention and implement the least restrictive measures.
4. Able to effectively participate in a therapeutic environment and communicate in a professional and respectful manner.
5. Pass the state board exam for licensure as a psychiatric technician.

CREDIT GRANTING

Academic Credit

1. Hourly credit for previous education may be granted, upon evaluation, to applicants who have completed any of the following courses **within five years** preceding application to the program:
   a) Accredited Psychiatric Technician Courses
   b) Accredited Vocational or Practical Nurse Courses
   c) Approved registered nursing courses.
   d) Armed services nursing courses
   e) Certified nurse assistant courses.
   f) Other academic courses related to the Psychiatric Technician Curriculum
2. Students seeking credit for other related courses must contact the Director at least **two weeks** prior to the beginning of the first term of admission for evaluation of the previous education. No exceptions will be made.
3. Students must submit **official transcripts** to the Program Director at least **two weeks** prior to the beginning of the first term of admission for evaluation.

Challenge Credit

1. The clinical portion of a term may be challenged if the student has "relevant knowledge and/or skills acquired in a traditional setting, including certified nursing assistants.
2. Challenges and/or credit of clinical components of the program are reserved for students who can provide documentation of previous comparable experience and duties.
3. If a student is interested in applying for credit based on previous experience, the following information must be submitted:
   a. Letter of reference.
   b. Proof of hours worked (8 hours of work experience = 1 hour of credit for clinical).
   c. Written statement of duties and responsibilities (pre-printed duty statements are not acceptable).
   d. Students wishing to **challenge** clinical must contact the Program Director at least **two weeks prior to the start of the first term of admission** to discuss the possible challenge/credit.
   e. Students will be required to verify competency via a "Skills Competency Examination".
   f. If the student fails the skill competency examination(s), he/she will be required to complete the required clinical hours and objectives.
   g. Examinations and evaluation will be "according to the competency-based objectives for that course." Credit will be granted if "the applicant meets minimum requirements equivalent to those required of students completing the course

BASIC LIFE SUPPORT (BLS) REQUIREMENTS

Basic Life Support (BLS) Requirements

Documentation of current American Heart Association Basic Life Support (BLS) for Healthcare Providers (HCP) prior to the student's first clinical assignment. The course must include adult, child, infant and two-man rescue skills.

1. Students accepted into the Fast Track Program will be provided training on AHA BLS and First Aid. Students who are unable to pass the test for AHA will be dismissed from the program.

HEALTH/IMMUNIZATION REQUIREMENTS

1. Documentation of physical exam (NVC documentation) within three (3) months prior to entrance into the Psychiatric Technician Program. Documentation of the following required immunizations or of seropositivity (positive titer).
    a. TETANUS/ DIPTHERIA – Booster must be within the last eight (8) years.
    b. MMR
        - MEASLES – Positive Titer (blood test) Result
        - MUMPS – Positive Titer (blood test) Result
        - RUBELLA– Positive Titer (blood test) Result
        - If titer or titers are negative, please receive one or two boosters (spaced 28 days apart)
        - You will re-titer 28 days after booster(s).

PLEASE NOTE: Females should not be given the Measles, Mumps, Rubella, or Varivax vaccines if pregnant or if there is any reason to suspect pregnancy. Pregnancy should also be avoided for at least 1 month after vaccination.

    c. HEPATITIS B- Positive Titer (blood test) Result
        - If titer is negative, please follow the below shot series:
        - Dose #1 – Adult dose at 0 months.
        - Dose #2 – one month after first dose.
        - Dose #3 – six months after second dose.
        - You will re-titer 4-8 weeks after dose #3.
    d. VARICELLA- Positive Titer (blood test) Result
        - If titer is negative, please receive one or two boosters (spaced 28 days apart)
        - You will re-titer 28 days after booster(s)

PLEASE NOTE: Females should not be given the Measles, Mumps, Rubella, or Varivax vaccines if pregnant or if there is any reason to suspect pregnancy. Pregnancy should also be avoided for at least 1 month after vaccination.

    e. TUBERCULOSIS PPD (MANTOUX) TEST
        - Within 6 months of starting clinical rotation (must be updated yearly).
        - If Mantoux test is or has ever been positive, (do not be retested) a chest x-ray is required along with an Annual Symptom Review (Chest x-ray must be updated every two years). Or if you receive a Quantiferon Gold Tb test, an

Annual Symptom Review is also required. Quantiferon Gold test must be updated every two years.

f. DRUG SCREEN
g. COVID vaccination with at least one booster is a requirement for some of our clinical agencies and therefore required for the program. There are no exemptions.
h. INFLUENZA- Annual influenza immunization each fall is ***required*** for students who have extensive contact with patients at high-risk for serious influenza illness, e.g. ICU/CCU patients, immunocompromised patients, patients with serious heart, lung conditions, and the elderly. Facilities will require students without validation of influenza immunization to wear face masks while in patient care areas.

Students may be exposed to Chicken pox/Herpes Zoster or Mumps. If there is any reason for further titer testing, the physician should so indicate.

Note: Some Immunizations may be obtained at low cost at the Napa Valley College Health Services Department, or Napa County Health Department.

2. All nursing students who have or are about to have patient contact are **strongly/highly recommended** to have the following nationally recommended immunizations because of high risk in clinical practice. The clinical sites have the right to decline any student who is not up to date on all vaccinations for the safety of their clientele. This could result in being dropped from the program due to inability to meet clinical objectives.

   a. **POLIO:** For student who are working or will be working acute care hospitals documented receipt of three (3) doses of polio vaccine (oral, inactivated, or a combination of the two) or sero-positivity to all three polio types are strongly recommended.

   [Note: For students age 18 years and older who have never had any polio vaccine, inactivated polio vaccine is a better choice than oral polio vaccine because of the small risk of a paralytic reaction to the latter.]

DISTANCE LEARNING REQUIREMENTS FAST TRACK

The students in the Fast Track Program MAY be doing some Distance Learning from home. This requires potential students have a home computer with sufficient internet speed/bandwidth that will allow them to do Distance Learning along with a microphone speakers and web camera (many computers have them built in), or headset and a phone with a number they can be reached at while Distance Learning.

Students in both programs utilize software programs (e.g., Swift River). This software is a main component for the Pharmacology class/experience as well as extra activities as required for student learning. Purchase of the Swift River Program (or other software program approved by the director) is mandatory.

ATTENDANCE POLICY

Students are responsible for meeting **all** the theory and clinical objectives for the program. Regular attendance is imperative to successfully complete the objectives for the program.

1. The California Board of Vocational Nurses and Psychiatric Technicians has established a minimum number of class and clinical hour requirements for all accredited Vocational Nursing and Psychiatric Technician programs in California. The student must meet all theory and clinical objectives offered during these hours to qualify to take the state board examination for licensing. Excessive absences may result in failure to meet objectives and student will be brought before the faculty for consideration of his/her disposition. The Napa Valley College attendance regulations make provisions for a limited number of unavoidable absences. A student who has been absent from class and the clinical area for as many times as the class meets each week will have exhausted the provision for unavoidable absences, resulting in dismissal from the program.

    a. **Traditional Program:** This number, as applied to the Traditional program, is eighteen (18) clinical and six (6) theory hours per week. Further absence may give the instructor cause to drop the student from the course or administer a clinical "F". See Napa Valley College Catalog Attendance Policy.

    b. **Fast Track Program:** PTEC 160 twenty (20) clinical and thirteen (13) theory hours per week; PTEC 161, twenty (20) hours of clinical and thirteen (13) hours of theory per week; PTEC 162, twenty (20) hours of clinical and thirteen (13) hours of theory per week.

2. Reporting absence or tardiness

    a. The student is personally responsible for notifying the clinical area and instructor to which they are assigned of impending absence or tardiness.
        i. Leave your first and last name, area you are assigned to, reason for calling in, a contact number.
        ii. PTFT students ***must also*** call the DSH-Napa Training & Education Center main line (707-253-5725) whenever they are going to be absent and/or tardy for work.
    b. Call your instructor and the clinical unit no less than one (1) hour prior to the beginning of the clinical experience and leave a message. Be sure to get the name of the person taking the message. ***This is your responsibility.***
    c. Patterns of tardiness will result in the student not meeting objectives. Three (3) incidents of tardy behavior per semester is considered excessive and will warrant disciplinary action and/or probation. At three (3) tardies, the student must meet with the instructor and provide a written plan of correction. At four (4) tardies, the student must meet with the full faculty team and will be placed on probation. At five (5) tardies, the student will be dismissed from the program.
    d. Students who are late when an exam is in progress will not be admitted until the exam is complete. Students will be marked tardy. Make up for one (1) exam will occur prior to the end of each semester. Students may only make up one missed exam per course per semester.

    (PTFT Students Only: One (1) make-up exam per subject per semester on week #15.)

e. No Show – No Call is an egregious policy violation which may result in termination.

3. It is the responsibility of the student to arrange with a classmate to obtain all notes, handouts and announcements that have been missed during a student's absence.

4. Attendance records are kept by each instructor. Each student's written evaluation will include absences and tardiness for each rotation.

5. Students are required to complete all objectives of each semester to pass the course.

6. **Theory Make Up**: Students may only make up one missed theory per semester. ***Instructors will approve and assign the make-up*** **on** a case by case basis. Make up work is due within five (5) academic days from the date assigned. Make-up may be completed by:
    a. Written reports (1,000 words for each hour missed).
    b. Case studies (1,000 words for each hour missed).
    c. Written examinations.
    d. Attending appropriate workshops.
    e. Auto-tutorial lab/computer lab.

    Theory grade will be posted "INC" (incomplete) until the theory make-up has been satisfactorily completed. Timely makeup and coordination with the instructor of record is expected. Failure to do so may result in failure and/or dismissal from the program.

7. **Clinical Make Up:** Clinical should not be missed. Exceptions can only be considered by the PT Program Director and may only be approved on a case by case basis. Traditional students may only make up one missed clinical per rotation. Fast Track students may only make up one missed clinical day (10 hours) per semester. Make-up time approved by faculty may be completed by:

    a. Additional time in clinical area if available
    b. Skills lab with instructor supervision (ONLY-if clinical objectives are achievable in that setting).

    Note: For PT Program Director's review, clinical absence must be substantiated with a medical note, quarantine as required by Public Health, jury duty letter, proof of funeral services of immediate family (parent, sibling, spouse, domestic partner, child, or grandparent). ALL hours missed MUST be made up prior to the end of the semester. The student is subject to dismissal from the course (Traditional Program) or the PT Program (Fast Track PT Program) if they are unable to complete all clinical hours.

8. During the first 5 weeks only and with faculty and director approval CNA/PTA hours may be granted with demonstrated competency in assigned skills (traditional program only).

SAFETY, INJURY, ILLNESS, PREGNANCY

A safe and secure environment can only be achieved with the cooperation of all.

1. Absence due to injury and/or illness is sometimes necessary and students are urged to remain at home and seek medical attention to protect themselves, classmates and patients.

    a. Medical documentation from a medical care provider releasing the student to return to the **clinical area at full duty** is required; if the student is absent for three or more consecutive days, and/or had a surgery, or when the legitimacy of the absence is in doubt.

    b. There is **no** provision for limited duty. In this program students must be able to function at full duty, which may need to be verified by the student's medical care provider as stated above. The medical documentation must be presented to the instructor and will be placed in the student file.

2. Report any accident, injury, illness, and/or near miss, however minor, to your immediate instructor and supervisor. This includes needle sticks and blood and body fluid exposure.

    a. Students will be provided First Aid on the scene.
        i. Traditional students will report as soon as possible to the Napa Valley College Occupational Health Department to fill out appropriate incident and insurance forms.
        ii. Students in the Fast Track Program will report as soon as possible to DSH-Napa Occupational Health Clinic and shall be referred to Health & Safety to complete appropriate incident and insurance forms.
        iii. Instructors will notify management.

    b. In cases of a life-threatening emergency, emergency medical services will be called, and the student taken to the nearest medical facility for care and treatment. Instructors are responsible for notifying management for follow up.

3. **PREGNANCY:** A student may continue in the program during pregnancy only with the written permission of her physician. For the safety of the student, as soon as pregnancy is confirmed, the physician's release document must be presented to the instructor and will be placed in the student file.

4. Help prevent injury to yourself and others by following rules to eliminate hazards, reporting unsafe equipment, or equipment needing repair and carrying out assignments in a safe and intelligent manner, both in the classroom and clinical areas.

STANDARDS OF STUDENT CONDUCT ADMINISTRATIVE REGULATIONS BOARD POLICY 6310

Students may obtain a copy via the Student Affairs website by clicking on www.napavalley.edu/studentaffairs, or by visiting the Student Government Office on the campus of Napa Valley College. Copies of the regulations and any questions may be directed to the Vice President of Student Affairs. What follows are excerpts from the policy, please refer to the policy for full details.

The primary purpose of Board Policy 6310 is to provide notice to all students of the type of conduct that is expected of each student. Students shall be disciplined only for good cause as a result of behaviors that are detrimental to the student, the student's peers, the faculty, or the college in general. Examples of these types of behaviors include, but are not limited to::

1. Dishonesty
2. Forgery
3. Continual willful and knowing obstruction or disruption of teaching
4. Willful misconduct which results in injury or death
5. Harassment of any type
6. Bullying
7. Theft, attempted theft
8. Willful or persistent smoking that interferes with the educational process of the student or interferes with others ability to engage in the educational process
9. Unauthorized entry into college facilities
10. The use, sale, possession, or being under the influence of any controlled substance while on campus or engaging in campus/program related activities
11. Use, possession, or distribution of alcohol ~~W~~while on campus or engaging in any campus or program related activities
12. Disorderly, lewd indecent, or obscene conduct

CLASSROOM CONDUCT

Learning for all can only take place in an atmosphere of mutual respect. This is demonstrated by the following classroom behaviors:

1. Being punctual and not disrupting the class once it has begun. Late students may not be admitted to the classroom until the next break, late students will be marked tardy.
2. Listening quietly when someone else is speaking.
3. It is not acceptable to bring children or visitors to class. Anyone doing so will be asked to leave.
4. Students who disrupt the classroom will be asked to leave. Zero tolerance for any disruptive, threatening, or hostile behavior. This includes behavior of a sexual nature. (See NVC Board Policy 3540 and AP 5500 Standards of Conduct.)
5. Students in the Fast Track Program will report to the Supervising Registered Nurse.
6. No electronic devices of any type are allowed in the classroom unless specified by DSPS at NVC for students with accommodations. For the Fast Track Program, any electronic device provided by DSH-N will be allowed.
7. Students who come to the classroom with an electronic device will be removed from the classroom and placed on probation.

8. Students who bring an electronic device into the classroom during a test, quiz, exam etc. will be considered cheating and dismissed from the program.
9. Students are responsible for being prepared for class as evidenced by reading and studying the material, which will be presented in lecture.
10. The instructor, who has an obligation to assess the learning needs of ALL students, is in the best position to determine what constitutes disruption.

GUIDELINES FOR STUDENTS IMPAIRED BY ALCOHOL, DRUG ABUSE AND EMOTIONAL ILLNESS

Students who evidence signs and symptoms of emotional illness, alcoholism and/or drug abuse which impairs their ability to perform safely will not be allowed to continue in the program. Faculty have the responsibility and authority to take immediate corrective action regarding the student's conduct and performance in the clinical setting.

Recognizing that these are diseases and should be treated as such, it is the student's responsibility to voluntarily seek diagnosis and treatment. Instructors will assist in making appropriate referrals.

Students can be readmitted following evidence of successful completion of therapy.

NOTE: If the above diseases are not treated successfully, they may lead to disciplinary action and prevent licensure to practice as a Psychiatric Technician.

TELEPHONE/ ELECTRONIC DEVICES

Absolutely no cell phones or electronic devices are allowed while in class, or clinical areas without expressed authorization by the Napa Valley College PT Program Director or the Department of State Hospitals-Napa Nursing Education Director for the NVC PT Fast Track Program. If you use an electronic device while in class or clinical, you will be asked to leave and not return until the next class meeting.

1. Some clinical sites do not allow cell phones or electronic devices in the buildings.
2. Only emergency incoming calls are accepted via the business line for students in the Classroom and Clinical Areas.
3. Electronic device use exceptions may be for approved accommodations for learning disability and/or for a verified medical reason.

Fast Track Students: Shall give out the Training & Education Center phone number (707-253-5725) for emergency contact purposes. The Office Technician will notify the instructor when a Fast Track student needs to be excused from the classroom to take and/or return an emergency call.

PARKING AND TRANSPORTATION POLICY

1. Students will purchase parking permits for parking on college campus. Failure to do so or submitting checks that "bounce" are reasons for the college to drop you off the registration list.
2. Students will park in specified areas at various clinical facilities. Your instructors must have an updated list of your car(s) year, make & model and license plate numbers for parking permits at the hospitals. Please keep these numbers current and notify your instructor if you change vehicles during the program.
3. Car-pooling is encouraged, but please be aware that you must have reliable individual transportation. All parties who arrive late to clinical due to unreliable transportation will be marked tardy. Tardiness because you carpooled is still tardy and not an acceptable excuse.
4. Your car must be kept in good working order, and/or your ride to clinical must be responsible. Absence due to transportation problems are not excusable.

PENALTIES FOR MISCONDUCT

A student may be removed from class, warned, censured, placed on conduct probation, suspended from the program, terminated from the program, or expelled from the college for a variety of behavioral misconducts. The level of disciplinary action will be determined by the type of misconduct, the severity of misconduct, and the record of misconduct of the student and will be determined on an individual, case-by-case process.

INTRODUCTION TO CURRICULUM

Our curriculum is developed with the use of objectives. The purpose of using objectives is to let the student know what information and skills the faculty considers to be most essential in preparing the student to be a safe and competent Psychiatric Technician. The great advantage to the student is that the "guessing factor" is eliminated. "What's the instructor going to give us on the test?" The instructor is going to test on the objectives. That means if the student prepares well, understands and knows the content of each objective, there will be no problem in passing the test. But remember it is the student's responsibility to prepare to meet the objectives.

Theory objectives are designed to prepare the student with background knowledge to successfully accomplish clinical objectives. The student must pass theory objective testing before being checked off in clinical objectives skills.

WRITTEN ASSIGNMENTS

All written assignments should be in the following form:

1. Standard size white paper 8 ½ x 11" or assigned notebook.
2. Use only black ink.
3. Name and date in upper right-hand corner.
4. All papers will be typed (unless otherwise specified by the instructor).
5. Check for correct spelling and grammar.
6. Assignments maybe e-mailed to the instructor as Word attachments, that can be printed. Assignments that are e-mailed in the body of the e-mail will not be accepted and student will receive an "F".

TESTING POLICY

Tests will be time-limited in the Psychiatric Technician program. The time will be calculated at one (1) minute per question for multiple choice question type exams. All papers will be collected at the end of the time limit. Time limit policies for other tests will be given at the time of testing.

Students who require accommodations, readers or extra time for testing shall make arrangements accordingly. The student is to have the instructor notified, in writing, of the need to forward test to the NVC Testing and Tutoring Center, or through Disabled Student Program and Services.

Most tests require Scantrons. The student is responsible for purchasing Scantrons and coming to the test prepared with Scantron and a #2 pencil with a good eraser. The student is responsible for complete erasure on the Scantron. Points are not given on an individual basis for incorrect erasure. To avoid machine correction errors, purchase of "scantron" sheet made by Scantron ® is required.

It is the policy of this program to provide make-up testing, due to tests missed for unavoidable absence. There will be one make-up test day scheduled each semester. All tests missed prior to the make-up day must be made up on that day. Absence, unavoidable or not, on that day results in receiving "0" points for the test(s) missed. Students needing a make-up exam will not be allowed to attend test reviews with the rest of the class.

There are no make-ups for Final Exams.

CLINICAL COMPETENCY

Students will be tested on clinical skills presented earlier in the semester on their fundamentals. All students must demonstrate hands on competency in fundamental skills to go on to the next semester of the program. Students are given two (2) opportunities to pass competency skills.

1. An instructor may recommend that a student who commits a critical error during testing, that would have caused the patient harm and/or permanent injury in actual practice, be dropped from the program for unsafe practice in accordance with the rules outlined in this handbook under Clinical Probation Period. Additionally, in accordance with Part II, California Code of Regulations, Title 16, Professional and Vocation Regulations, Division 25 BVNPT of the State of California, Chapter 2, Article 3, Examinations, §2570 Scope of Examinations and §2577.1 Incompetence.

2. The Instructors recommendation must be reviewed and either approved or denied, in writing by the Napa Valley College Psychiatric Technician Program Director.
    a. Students in the Fast Track Program must report to the DSH-N Director of Nursing Education for review and scheduling remediation

3. Points given for homework, clinical, log, or additional work assigned will only be calculated at end of semester. Students must have a passing theory grade of 75% or better before extra points will be added.

CHEATING

Cheating is not acceptable. See Napa Valley College policy on "Academic Honesty."

The Napa Valley College PT Program Director, or the Department of State Hospitals -Napa Nursing Education Director for the NVC PT Fast Track Program may approve the use of an electronic device in the classroom when it has been pre-approved as an accommodation for learning disability or verified medical reason. Other reasons are considered an unauthorized use. Unauthorized use of electronic devices during an examination is considered academic dishonesty and willful cheating. Students found to commit academic dishonesty may be subject to disciplinary action including, but not limited to, dismissal from the program.

DEFINITION OF ACADEMIC HONESTY/DISHONESTY

The faculty at Napa Valley College holds the highest ethical standards for our students, both in personal behavior and in academic work. It is expected that a student's academic work be of their own making. Despite the increased use of collaborative learning and other forms of group work (e.g., labs, study groups, group projects), it is important that each student remain accountable for their own work, whether it is work on individual or group assignments or tests. We recognize that most students maintain high ethical work standards; however, failure to abide by this standard of conduct is academic dishonesty.

If a student is unclear as to what constitutes academic dishonesty, Refer to *Standards of Student Conduct*, Board Policy 6301, or consult the instructor.

TYPES OF ACADEMIC DISHONESTY

1. Cheating on an assignment or examination;
2. Pre-marked Scantrons or test papers;
3. Bringing any electronic device in exam room;
4. Having others take course or placement exams;
5. Buying a commercial research product, such as a research paper or other paper;
6. Giving other students information that provides them with an unfair advantage on an exam, such as telling a peer what to expect on a make-up exam;
7. Plagiarism: Stealing the works or original efforts of others and presenting them as one's own. This applies to all written, oral, and artistic work.

   Examples:

   a. Failure to cite sources consulted;
   b. Submission of papers or other work authored and created by others;
   c. Undocumented paraphrasing of ideas originated by others;
   d. Undocumented use of verbatim material originated by others.

CONSEQUENCES OF ACADEMIC DISHONESTY

In Class - Depending on the seriousness of the infraction, the instructor may do one or more of the following:

1. Give a lower or failing grade on the assignment or exam;
2. Lower the course grade;
3. Fail the student;
4. Drop the student;
5. Refer the student to the Vice-President of Student Services for student disciplinary action.
   a. Fast Track Instructors will refer the student to the DSH-N Director of Nursing Education

Institutional - Depending on the severity of the infraction, the Vice-President of Student Services may:

1. Place the student on probation or suspension;
2. Expel the student from college;
3. Subject the student to other sanctions identified in the Standards of Student Conduct Policy.

If the student believes they are unjustly accused, they may file a grievance with the Vice-President of Student Services.

GRADING POLICY

1. Performance in both the classroom and clinical areas determines the grade, which the student earns.

2. A "C" average (2.0) in the classroom and a satisfactory clinical rating must be achieved by the student at the end of each semester to progress to the following semester.

3. Students must pass pharmacology component of each semester with a "C" or better to continue to the next semester. That includes pharmacology unit exams and weekly pharmacology math quizzes that directly affect clinical objectives. Students receive remediation and one retest after failing quiz and/or exam to demonstrate clinical competency.

4. Grades are calculated on a point system and converted to a percentage grade. Letter percentage grades:

   A = 90 – 100%
   B = 80 – 89%
   C = 75 – 79%

   a. Traditional students must maintain a 75% GPA by the end of week nine (9) to remain in the program. This will allow the student to drop the course with a W (withdraw), instead of receiving a failing grade.

   b. Fast Track students by the end of week six (6) who fall below 75% will meet with the DSH-Napa Faculty Staff and be placed on Academic Probation until the end of the semester. Inability to bring the grade up to 75%, or better the student will be given the opportunity to withdraw, instead of receiving a failing grade.

5. The number of points the student acquires, divided by the number of total possible points, equals the percentage grade. An example of how the individual students can calculate their grade average is as follows:

Test	Total Points	Student Score
1	40	35
2	35	32
3	37	35
	112	102

   a. To calculate average: Divide 102 (student score) by 112 (total points available), then multiply by 100 = 91% or "A". Fractional grades are not rounded up.

6. It is the responsibility of the student to keep track of their own academic progress.

7. Grades will be posted by the last four digits of the NVC student ID number no sooner than three (3) days, and no later than seven (7) days following the test, except in unavoidable circumstances.

8. Fast Track students will have grades posted by the last four (4) digits of their DSH-Napa Identification Badge.

9. Points are totaled and averaged for all subjects presented in each semester and the student receives one letter grade for the semester.

    a. Fast Track students do not take pre-requites therefore that course content is covered throughout each semester; a 75% or above average for each course content and a satisfactory clinical rating must be achieved by the student at the end of each semester to progress to the following semester.

    Example: A Fast Track Student in PTEC 161 would need to maintain a 75% in Pharmacology, a 75% in Intellectual & Developmental Disabilities, 75% in Human Growth & Development and a 75 % in clinical. Failure to maintain a 75% for each course content will prevent the student from moving forward in the program.

10. Grade card listing one letter grade will be post on WebAdvisor at the end of each semester.

11. Students will prove competency in basic skills by passing a comprehensive competency exam at the end of each semester of PTEC.

12. Failure to pass the comprehensive competency exam in the first semester will jeopardize a student progressing to the next semester.

REMEDIATION POLICY

To insure student success, we strive to clearly state course and program objectives that are based on the established standards set by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) for all psychiatric technician programs in California (class content, theory and clinical hours required etc.)

During clinical and theory evaluations, which are performed as stated in the Student Handbook, instructors will evaluate the students' compliance with the stated objectives in the handbook, syllabi, and clinical objectives for all of our courses. When students fail to meet stated objectives, our goal is to counsel that student and develop a remediation plan that will meet the stated objectives and therefore the standards required by the BVNPT to take the state licensing exam.

When Objectives Are Not Being Met:

1. The instructor will schedule a meeting with the student, discussing any issues and the objectives not being met. The student will be assigned the task of planning how they will make up and/or meet the objectives, in writing (form attached) within one week of the meeting.
2. Remediation plans may include any or all of the following: evaluation by the learning center for potential learning disability, counseling by program staff or other appropriate person; make up of clinical objectives with demonstration of skill/s.

3. A second meeting will occur where the instructor and student review the plan and make any needed revisions. A timeframe for completion and a follow up meeting date will be planned.
4. The follow up meeting will occur to discuss and evaluate the achievement of the goals and define any ongoing plan (if needed).
5. If goals are met, the remediation plan will become part of the student's file and the student will continue the program.
6. If goals are not met, the instructor will discuss alternative options to the student, which may or may not include continuation in the program as stated in the program handbook.

Students in the NVC PT Fast Track Program are mandated to attend remediation for any of the reasons below. Failure to attend will be subject to disciplinary action.

1. The student has a 75% or less in any of the first four (4) exams of the semester.
2. The student's GPA is at 75% or less at any time during the program.
3. If the student is on academic probation.

Students in the NVC PT Fast Track Program are recommended to attend remediation for any test or GPA between 76% - 79%.

Napa Valley College
Psychiatric Technician Programs
Remediation Plan

Student Name: _____ Date: _____

Course: _____

Issue/s:

_____

_____

_____

Objectives not being met:

1. _____
2. _____
3. _____

Goal/Plan of Correction:	Completed by:
1. _____	_____
2. _____	_____
3. _____	_____

Student Signature: _____

Instructor Name & Signature: _____

Follow-up Meeting Date: _____

Goals Met? Yes No (Circle one)

Explanation how goals met or not met:

_____

_____

_____

Outcome and Ongoing Plan (If applicable):

_____

_____

Student Signature: _____

Instructor Name & Signature: _____

ACADEMIC PROBATION POLICY

Purpose: To officially notify students of their unsatisfactory progress, based on grades and/or violation of the NVC Student Code of Conduct.

1. The student will be evaluated according to the rules of the college, the Student Code of Conduct, the Psychiatric Technician Program, and the criteria for evaluation are contained in each course syllabus and reviewed at the beginning of each semester. These are based on safe practice principles underlying the Psychiatric Technician Law.

2. A student who violates the rules or fails to maintain a 75% GPA will be placed on Academic Probation.

3. During Academic Probation period, the student must correct their behavior to comply with the rules and/or bring their grade up to a 75% rating in **ALL** areas of deficiency.

4. Students placed on Academic probation will be advised of such by the NVC PT Program Director. Fast Track Students will be notified by the DSH-N Director of Nursing Education and/or the NVC PT Program Director. The length of probation will be indicated in writing on a probation form along with the reasons and recommendations for improving their conduct and/or grades. The Academic Probation From will be placed in student's record.

5. The student on Academic Probation must complete the items outlined in the plan of correction within the designated time frame. Failure to do so results in further disciplinary action which may include dismissal from the program.

CLINICAL EXPERIENCE

Students may be assigned to the following facilities for clinical, all sites may not be listed:

1. Becoming Independent, Santa Rosa
2. Department of State Hospitals -Napa, Napa
3. Napa Valley Unified School District, Napa
4. NBI (North Bay Industries), Rohnert Park
5. Piner's Nursing Home, Napa
6. St. Helena Behavioral Health Hospital
7. Veterans Home, Yountville
8. Wine Bev, Napa

UNSAFE PRACTICE

The faculty as expert practitioners are in the best possible position to determine unsafe and/or unprofessional conduct. In addition, they have a professional obligation to protect the patient and society against potential harm.

Unsafe nursing practice includes two overriding areas of concern. These include prevention of physical and emotional jeopardy to the patient. Physical jeopardy is defined as: **Any action or inaction on the part of the student, which threatens the patient's physical well-being.** Emotional jeopardy is defined as: **Any action or inaction on the part of the student, which threatens the patient's emotional well- being.**

Any time the physical safety and/or emotional well-being of any person is threatened, the student will be removed from the patient care assignment. Due to the vast number of critical elements related to physical and emotional jeopardy of patients, an unsafe situation will be determined by instructor evaluation.

EXAMPLES OF UNSAFE BEHAVIORS IN THE CLINICAL AREA

1. Use of illegal drugs or alcohol on duty or coming to clinical under the influence.
2. Theft or destruction of property.
3. Physical or verbal abuse of patients, staff, faculty, peers, or any person.
4. Willful falsification of records.
5. Breech of patient or staff confidentiality.
6. Any actions, which threaten a patient's physical or emotional well-being.
7. Reporting to clinical with any physical or mental disability, which interferes with the safe application of nursing.

REASONS FOR FAILURE IN THE CLINICAL AREA

1. Inability to meet the clinical objectives.
2. Unbecoming and/or disorderly conduct, including, but not limited to:
    a. Sleeping in the clinical setting.
    b. Willful destruction of equipment.
    c. Profane, derogatory, inflammatory language (e.g. gossip).
    d. Sexual harassment.
    e. Bullying or creating a hostile work environment.
    f. Failure to follow facility policies.
    g. Argumentative or disruptive behavior towards staff, peers, patients and/or instructors.
3. Using personal electronic devices during patient care.
4. Leaving a clinical site/unit without express permission from clinical instructor.
5. Continued tardiness or excessive absenteeism – see Attendance Policy.
6. Poor personal hygiene, and cleanliness in accordance with California Business and Professions Code, Division 2, Chapter 10, Psychiatric Technicians, §4521, Grounds for Action (8)(O), the knowing failure to protect patients by failing to follow infection control guidelines.
7. Physical or mental illness sufficient enough to interfere with patient safety.
8. Personal habits and/or behavior patterns which interfere with patient safety. Students need to be judicious when using scented products such as perfume and cologne, at it will affect patients with allergies, asthma and other medical conditions. Students will be asked to use less of the product, change the product and/or stop using the product.
9. Smoking which includes vaping and/or the use of any type of tobacco product in unauthorized areas.
10. Violation of Student Code of Conduct.
11. Failure to clear a fingerprint, background check and live scan in any clinical site will prevent you from attending all clinical sites and may result in a dismissal from the program due to an inability to meet clinical objectives.
12. Failure to pass oral medication quiz prior to administering medications.
13. Passing medications to a patient without direct licensed staff supervision.
14. Administration of insulin without direct instructor supervision.
15. Performance of clinical skills not within the Psychiatric Technician scope of practice.

VISITING PATIENTS

Students will be taught the difference between therapeutic and social relationships. Any violation of a therapeutic relationship is emotionally hazardous to the patient and constitutes unsafe practice. As a rule, students do not socialize with assigned patients. If you have occasion to visit a personal acquaintance in a facility to which you are assigned, you must follow the rules and regulations for visitors as established by the facility. Visits must be made outside of clinical hours.

TIPS OR GIFTS

It is unethical to accept any sort of tip, or gift from patients. If this situation arises, simply thank the patient and tactfully state the policy regarding this. If the patient may become upset you can suggest they give the gift to the treatment team, so that everyone can enjoy it, and there are no rule violations.

CLINICAL REVIEW POLICY

Purpose: To Officially inform the student of their clinical performance.

Guidelines:

1. The student will be evaluated according to the rules of the college and the Psychiatric Technician Program, and the criteria for evaluation are contained in each course syllabus and reviewed at the beginning of each semester. These are based on safe practice principles underlying the Psychiatric Technician Law.

2. Student clinical review is handled on a case by case basis. It is the faculty who carry ethical and professional accountability for determining safe and professional behavior and the faculty will counsel the student accordingly.

Procedure:

1. The clinical instructor and the student will meet, as needed during a clinical rotation and at the end of every clinical rotation.
    a. The clinical instructor will use the following terms to document clinical:
    b. Satisfactory –Meeting clinical objectives.
    c. Needs Improvement – Deficiencies noted need to be corrected and brought to satisfactory.
    d. Probation – an individually designated and time-limited period during which the student must correct deficiencies to continue in the program. The NVC PT Program Director or designee places the student on probation in writing.
    e. Unsatisfactory – the student has not met objectives, or unsafe practice. Unsatisfactory status translates to a clinical and course "F" (despite theory grades).

2. If a student is not meeting objectives, the student will be counseled by the instructor. A written plan of correction with remediation as necessary, which includes identification of the problem, will be developed and signed by the instructor and student. This constitutes a "Needs Improvement" status which must be brought up to satisfactory.

3. If the student does not demonstrate correction of deficiencies, they will be placed on probation. A student may also be placed directly on probation without prior counseling for any action or deficiency determined to be severe by the instructor or by the NVC PT Program Director or designee.

4. Students placed on probation will receive a copy of the probation form and be advised of such by the clinical instructor. The original probation form will be placed in student's record.

5. During probation period, the student must maintain a satisfactory rating in all areas, not only in the areas of deficiency.

6. If a less than satisfactory status (i.e. Needs Improvement or Probation) extends into a new rotation the student will be dismissed from the program.

CLINICAL PROBATION POLICY

Purpose: To officially notify students of their unsatisfactory progress, based on their performance evaluation.

1. If the student does not demonstrate correction of deficiencies, they will be placed on probation.

2. A student may also be placed directly on probation without prior counseling for any action, defined as repeated errors, severe mistakes, or marginally unsafe practice, or deficiency determined to be severe by the instructor.

3. During probation period, the student must maintain a satisfactory rating in **ALL** areas of deficiency.

4. Students placed on probation will be advised of such by the clinical instructor. Reasons for placing the student on probation, recommendations for improving the behavior, and length of probation will be indicated in writing on a counseling slip, and probation form then placed in student's record.

5. The student on probation must complete the items outlined in the plan of correction within the designated time frame. Failure to do so results in a clinical "F" (Unsatisfactory) and dismissal from the program.

6. A sustained Satisfactory level of performance is required for successful completion of the program. A student may receive no more than one probation during the three-semester program. If a student demonstrates deficiencies or behavior that requires more than one probation during the Psychiatric Technician program (for any reason), the student has earned a clinical "F" (or Unsatisfactory).

7. A clinical F, or Unsatisfactory results in an "F" in the course (despite theory grade).

8. A student will be dropped for unsafe practice at any time and will receive an "F" in the course.

NAPA VALLEY COLLEGE SKILLS LABORATORY GUIDELINES

Location:	Room 814, Building 800 - Lower Floor
Hours:	7:00 a.m. - 4:00 p.m., Monday - Friday
Phone:	Lab Office (707) 256-7607 or Health Occupations Office (707) 256-7600
Resource Person:	NVC PT Director or designee

The Skills Laboratory serves all the Health Occupations Programs and is available for:

a. Practice of skills.
b. Skills performance evaluation (student must schedule time).
c. Scheduled small work groups or classes in designated areas.
d. Viewing of audiovisual materials (student must schedule time).
e. Computerized medication dispenser system – "pyxis".

1. Students must always be in full uniform in the classroom and in Health Occupations area of campus.
2. No food, beverages, pets, children, or visitors in lab. No sitting or lying on beds (unless playing the role of a patient), no shoes on the beds.
3. Keep personal possessions out of work areas and floor areas clear of backpacks, etc.
4. All equipment, supplies, and literature are to be used in the lab. Students may borrow certain equipment overnight. Materials must be signed out and in with the lab assistant using equipment and supply log in the Health Occupations office.
5. The student is responsible for loss or damage.
6. <u>For skills practice</u>:
    a. Assemble necessary equipment, use your own lab pack materials and refer to equipment index (located on black counter in Room 814) for location of items needed.
    b. Clean equipment and work areas then return to proper storage areas after use.
    c. Students must log IN and OUT on the computer log sign in/out form.
7. <u>For skills evaluation:</u>

a. Sign in via Timekeeper program on the computer in the skill lab in room #814, regardless of where you are practicing your skills.
b. Notify lab assistant (by telephone 256-7607 or in person) if you cannot attend
c. scheduled lab time. Failure to show or cancel appointment will be brought to the attention of your instructors.
d. You must be prepared before scheduling evaluation of skill in laboratory. Research and practice skill before scheduling time! When you are unprepared, you will be asked to reschedule an appointment.

8. All required skills on checklist must be evaluated and signed off in campus lab prior to performing skill in the clinical area.
9. Before exiting the lab, return chairs, tables, materials, and equipment to their proper place.
10. Please be courteous and quiet when entering lab especially when there is a class or evaluation in session. Professional conduct is expected of all students while in the skills laboratory.

<u>Do Not disassemble mannequins. You must get an instructor for assistance.</u>

DSH-NAPA PT FAST TRACK SKILLS LABORATORY GUIDELINES

Location: Department of State Hospitals - Napa, Trailer A
Resource Person: DSH-N Training & Education Center's Director of Nursing Education, or designee

The Skills Laboratory at DSH-Napa serves only the Fast Track Program. The laboratory is available for:

a. Practice of skills.
b. Skills performance evaluation (student must schedule time).
c. Scheduled small work groups or classes in designated areas.
d. Viewing of audiovisual materials (student must schedule time).

1. Full uniforms per regulation must always be worn in the Skills lab.

2. No pets, children, or visitors in lab.

3. No electronic devices allowed in the lab.

4. No sitting or lying on beds, unless playing the role of a "patient." No shoes on the beds.

5. Keep personal possessions out of work areas and floor areas clear of backpacks, etc.

6. All equipment, supplies, and literature are to be used in the lab.

7. Be respectful of the Skills Lab equipment and use supplies judiciously. The student is responsible for loss or damage.

8. <u>For skills practice</u>:

    a. Assemble necessary equipment, use your own lab pack materials and refer to instructor for location of items needed.
    b. Clean equipment and work areas return the equipment to proper storage areas when done.

9. <u>Skills evaluation:</u>

    a. You **must** be prepared before scheduling evaluation of skill in laboratory. Research and practice skill before scheduling time! When you are unprepared, you will be asked to reschedule an appointment.
    b. Skills evaluation are to be scheduled with your instructor.
    c. Unsatisfactory skills performance will require remediation, see Clinical Competency.

10. Before exiting the lab, return chairs, tables, materials, and equipment to their proper place.

11. Professional conduct is expected of all students while in the skills laboratory.

Do Not disassemble mannequins. You must get an Instructor for assistance.

PSYCHIATRIC TECHNICIAN PROGRAM PROBATION FORM

Name: _____ **Date:** _____

You are placed on *(insert Clinical or Academic Probation)* due to your performance in *(insert location of clinical rotation or student conduct i.e. attendance, grades etc.)*
_____**, by the following instructor** _____

Present policy states that you now have three weeks in which to attempt to work on the designated problem areas. Please see **STUDENT HANDBOOK** for exact rules regarding probation status:

Problem Areas:	**Examples:**
1.	1.
2.	2.
3.	3.

Actions required for achieving satisfactory standing in the Psychiatric Technician Program:

1.

2.

3.

Start Date: _____ **Re-evaluation Date:**_____

_____ _____
Student Signature **Date**

_____ _____
DSH-N Director of Nursing Education Signature **Date**

_____ _____
NVC PT Program Director Signature **Date**

DISMISSAL AND READMISSION POLICY

1. A student who fails to maintain a **75%** or higher GPA by the 9th week of the semester will not be allowed to attend clinical and a recommendation will be made that the student drop the course.

    a. Fast Track students will be placed on probation on week #6 and Friday of week #8 is the last day to drop the course with a "W" (withdraw).

2. Failure to maintain adequate clinical attendance will result in student being dropped from the course, see Attendance Policy.

3. An unsatisfactory clinical evaluation (see Clinical Review and Clinical Probation Policy) will result in the student being dropped.

4. Halfway through the course semester, a student must maintain a **75%** or higher overall GPA on all course content including Pharmacology and Math quizzes in each course (to pass medications in clinical) or the student will be dropped from the program. (Fast Track Program Only)

5. At the end of any semester students who have failed to achieve a **75%** or higher-grade point average in each Psychiatric Technician course including theory, clinical & pharmacology math will fail the course and be dropped from the program. The comprehensive pharmacology final exam must be passed with 75% or higher and the overall pharmacology grade must remain at least 75% to advance to the next semester.

6. Prior to withdrawing from any psychiatric technician course, the student must send to the instructor and director a letter outlining what the student believes led to their inability to successfully complete the course. Before being allowed readmission to the program, the student must send a letter to the NVC PT Program Director of their intention to re-apply to the program and what steps they have taken to overcome the previous difficulties which led to their inability to successfully complete the program previously.

7. A student who withdraws or is dropped from the Psychiatric Technician program for any reason may reapply for admission the following semester.

8. There must be a meeting with the Director of the Psychiatric Technician Program to review each readmission to the program(s) prior to the student being accepted. Students are allowed a maximum of two (2) admissions to the program.

GRIEVANCE PROCEDURE

This Policy is designed to help you with the Student Grievance and Complaint process. While it is our hope that concerns, complaints, and grievances can be minimized through direct communication between the parties affected, in some cases a formal action is required. By following the process outlined, we believe that resolution of the grievance and complaint can be achieved.

Remember, resolution of grievances and complaints involves a willingness to listen and openness to different perceptions and types of resolutions.

The grievant or complainant may be represented at any meeting or hearing of the grievance and complaint procedure by a member of the ASB Grievance Committee, and member of the Napa Valley College staff, or the Title IX Officer. The subject of the grievance also has rights of representation at any meeting or hearing of the grievance. If any party involved in the grievance or complaint believes that the procedure is not being appropriately followed, that individual has the right to file a letter with the Superintendent and President who, within ten (10) school days of receipt of this letter, shall respond to the letter's allegations and determine at which level the process shall be resumed.

Nothing in the policy or procedures shall compromise the rights of faculty members to provisions of due process, just cause, and relevant provisions of the Education Code or the agreement between the Napa Valley Community College District, The Joint Apprentice Committee, and the Napa Valley College Faculty Association.

Deadlines may be extended by mutual consent of the parties involved and shall be documented with the Vice President, Student Services.

Should a difficulty, question, or lack of understanding arise, either in the classroom or in the clinical area (regarding grades, progress, performance, evaluation, assignments, criticisms, corrections, reprimands, discipline, personality difficulties or any situation which constitutes a problem), the student should consult with the instructor first. Most problems can be satisfactorily solved on this level.

ACTIVE MILITARY

In accordance with the Napa Valley College Policy, students who are called up for active military service, upon verification of military orders, will be assigned the symbol "MW" and withdrawn from courses. Military withdrawal shall not be counted in progress probation or dismissal calculations.

In accordance with Military and Veteran's Code §824, not later than one year after the student's release from military service, other than a dishonorable release, Napa Valley College shall restore the student to the educational status the student had attained prior to being called to military service without loss of academic credits earned, scholarships or grants awarded, or tuition and other fees paid prior to the commencement of military service.

APPEAL

1. For students in Health Occupations Programs, the following are the levels of appeal through which a student would proceed**.**
    a. Instructor;
    b. DSH-N Director of Nursing Education (Fast Track students only);
    c. Program Director/ Coordinator of NVC;
    d. Dean of Health Occupations;
    e. Dean, Student Services;
    f. Assistant Superintendent/Vice President of Academic Affairs;
    g. NVC President/Superintendent;
    h. Board of Trustees;
    i. Board of Vocational Nurse and Psychiatric Technician Examiners.

2. The ombudsperson for all students is the Vice President of Student Services.

3. The procedure has been utilized by students in past appeals. While students have not always agreed with the decision, they have been afforded the opportunity for due process and the chance to be heard.

4. Psychiatric Technician students also have the right to contact the BVNPT regarding concerns about the educational program at NVC. You can contact the Board at:
    Board of Vocational Nursing and Psychiatric Technician
    2535 Capitol Oaks Drive, Suite 205
    Sacramento, CA 95833-2945
    Telephone: (916) 263-7800; FAX (916) 263-7859
    Internet Address: http://www.bvnpt.ca.gov

UNIFORM

A professional appearance is important not just to make a positive impression but also gain respect in the workplace. The way you look and carry yourself creates a lasting impact. It lets people know that you are important and that you matter, and you are to be taken seriously. People like to work and do business with people who look professional. It puts people at ease and can give a sense of trust.

Students will purchase and wear the prescribed uniform as listed for the program they are attending; either the Traditional Program, or the PT Fast Track Program. The uniform must always be kept clean, neat, and in good repair.

In addition to clothing and shoes, the following items are considered part of the uniform and shall be with you daily:

1. Analog watch (not electronic) with second hand.
2. Stethoscope.
3. Black ball point pen
4. Small pocket notebook

If a student does not meet the described uniform requirements, they will be dismissed from the clinical area—missed time to be made up by arrangement with instructor.

UNIFORM TRADITIONAL PROGRAM

Students must be in complete uniform while functioning in all clinical areas. Uniforms are to be worn only in the clinical area unless otherwise instructed by faculty. Once arriving to the clinical area, students will not leave facility without checking with the instructor.

Traditional students may wear their uniforms in public to facilitate quick errands such as getting gas, getting lunch, traveling to and from work, emergency stops.

The uniform for both men and women includes:

1. Navy blue Polo shirt with Napa Valley College Logo, regulation patch and grey scrubs/cargo style regulation pants (no shorts). A solid colored gray, black, white, short or long-sleeved "under scrub", without designs and/or logos, maybe worn under the polo for warmth.
2. Program/school patch sewn on left sleeve of each shirt – 2 inches from shoulder seam.
3. Black Shoes, non-skid, closed toe, closed heel, (no sandals, no flip flops, no cloths, no suede).
4. Name tag – from Napa Valley College.
5. Stethoscope.
6. Analog watch (not electronic) with second hand.
   Note: Any electronic devices brought into the classroom may result in corrective action and/or dismissal from the program.
7. Black ball point pen.
8. Small pocket notebook.

UNIFORM PT FAST TRACK PROGRAM

Students in the Psychiatric Technician Fast Track Program will be in uniform at the discretion of the DSH-N Director of Nursing Education. Fast Track Students shall wear their uniform while they are in the C.N.A. program, but without the patch.

Fast Track students who successfully complete the C.N.A. program and advance into the first semester (PTEC 160) will have earned the right to wear the patch. Students must have the patch sewn on the uniform within 14 calendar days.

Fast Track students may wear their uniforms in public to facility quick errands such as getting gas, getting lunch, traveling to and from work, emergency stops.

Fast Track students at the discretion of the DSH-N Director of Nursing Education may wear their personal clothing during OJT, in compliance with DSH-Napa Policy.

1. Steel gray scrub top with scrub pants. A solid colored gray, black, white, short or long-sleeved "under scrub", without designs and/or logos, maybe worn under the top for warmth.
2. Program/school patch sewn on left sleeve of each shirt – 2 inches from shoulder seam (patch is not to be worn until completion of C.N.A. program and approval of DSH-N Director of Nursing Education).
3. Black Shoes, all black, non-skid, closed toe, closed heel (no sandals, no flip flops, no cloth, no suede), water proof/wipeable.
4. Black Socks, all black, no logo showing.
5. Name tag – from Napa Valley College (will be supplied).
6. Identification Badge – DSH -Napa (will be supplied).
7. Stethoscope.
8. Analog watch (not electronic) with second hand.
9. Note: Any electronic devices brought into the classroom may result in corrective action and/or dismissal from the program.
10. Black or blue, ball point pen.
11. Small pocket notebook.

UNIFORM STANDARDS FOR ALL STUDENTS

1. Jewelry: No jewelry such as bracelets, necklaces, rings, custom rings. Plain, flat wedding bands are allowed.

2. Earrings: May wear stud earrings no larger than ¼ inch, one per ear. No "grills", or other unnatural appendages, or other facial piercings.

3. Fingernails: Must be clean, short and natural (per Public Health Code recommendations).

4. Tattoos: Students with tattoos shall be prepared to cover them up at the discretion of faculty and/or the clinical facility.

5. Hair: Men and women shall wear their hair off the collar and out of their eyes. Beards, goat tees and mustaches must be short, neatly trimmed and pass the (N-95) fit test.

6. Makeup: Use in moderation

7. Eating: Food and beverages are to be consumed in approved designated areas. No eating in front of patients unless this is an activity sanctioned by the team.

8. Gum: No gum in clinical areas.

These rules have been established based on best practices, historical incidents and California Law. The intent of these rules is to ensure the safety of the patient, the student, and others who are in the area. By having rules, we all understand what is expected and what will happen if the rules are violated. The results of following rules create a stable environment where people feel safe, increases teamwork and morale.

Clinical sites have the right to refuse students access to their facility temporarily and/or permanently for failing to follow the clinical site policies. Removal from a clinical site may result in dismissal from the program. **PATCH INSTRUCTIONS FOR UNIFORMS**

1. Before Applying Patch to set the patch colors:
    a. Soak patch for 2 hours in a bowl of 1/4 cup vinegar and 1/4 cup warm water -Let dry.
    b. This should set the colors of your patch, so it will be safe to wash with the uniform. When washing any garment with a patch, use only **non-chlorine bleach.**
2. Patch Application:
    a. Patch to be worn on the ***left shoulder only***, centered and two (2) inches down from shoulder seam.
    b. Sew on by machine using a large basting stitch (6-8 stitches per inch) stitch around the outer edge, or;
    c. Sew on by hand, stitch over outer edge of patch with a whip stitch; or
    d. Many dry cleansers also do applications of this kind.

3. Do not tape, staple, pin, or safety pin patch on sleeve. You will be sent out of skills lab or clinical if the patch is not attached properly, marked tardy, and maybe put on probation.

GRADUATION

1. Psychiatric Technician faculty shall recommend for graduation only those students who have met the requirements of the Psychiatric Technician Program.
    a. Fast Track students can participate and are encouraged to participate in the graduation ceremony at Napa Valley College. DSH-Napa will hold a Pinning Ceremony, this is separate from the graduation ceremony and will be explained at the appropriate time.
2. A student will not be permitted to attend the graduation ceremony from the program while on any status less than satisfactory.
3. When the student has completed all requirements satisfactorily, they will receive a certificate of completion, which will be mailed to them after graduation.
4. Upon graduation completion of the program you may apply to take the California State Board Examination to become a Licensed Psychiatric Technician.
5. Application for examination includes:
    a. Record of Conviction – A statement regarding arrests as well as documentation for each offense from the assigned courts and police departments.
    b. Application Fees (State Board $345.00) Fees subject to change without notice. This fee must be paid at the time of application and may only be through a major credit card or ATM.
    c. Record of Psychiatric Technician Program (Content and hours completed by the director of the program).
    d. Fingerprints (Livescan $49.00-$75.00 + agency's "rolling fee").
    e. Any paperwork submitted with the letter of conviction must be scanned, uploaded with BreEZe online applications, as well as mailed to BVNPT with hard copy application.
    f. A letter briefly describing the past conviction, what one has done to change the applicant's life should be included and mailed to the BVNPT.
    g. The BVNPT wants certified copies of all police reports and court records related to any reportable incident when requesting licensure application with the BVNPT.
    h. If the student has been approved by the Disabled Support Programs & Services (DSPS) to receive accommodations, the student must obtain a letter from DSPS stating the reason for accommodation, a letter requesting the accommodations for state board examination, as well as a letter from the program director verifying these accommodations were provided during the program. All three letters will be uploaded to BreEZe at the time of application.

PSYCHIATRIC TECHNICIAN CLUB

(not applicable for the PT Fast Track Program)

The Psychiatric Technician Club exist to raise money for student events such as field trips and graduation pinning ceremonies. Officers are elected by a majority vote of the class. Officers usually include president, vice president, secretary, treasurer and graduation committee chairman. The class president sits on the Napa Valley College Advisory Board Committee. Participation in the college associated student body is recommended.

Nomination of officers is done by the class and submitted for approval to the faculty. All officers must maintain a class average of "B" or better with minimal absences from clinical and theory and maintain a satisfactory clinical performance.

The runner up from the votes will take the place of a student whose class average drops below "B" and/or whom has been placed on clinical and/or academic probation for any reason. Faculty reserves the right to replace a class officer.

CLASS REPRESENTATIVE

The Class Representative is applicable to the NVC PT Fast Track Program only. Faculty designates a class representative for each semester. Class Representative must maintain a class average of "B" or better with minimal absences from clinical and theory and maintain a satisfactory clinical performance. This person is deemed by faculty to have good leadership and communication skills. The Class Representative is expected to attend all faculty meetings to represent their class.

STUDENT SUPPORT SERVICES

This is an abbreviated summary of some of the Student Services available to Napa Valley College Students. Fast Track students are not officially registered as Napa Valley College Students until they start the PTEC 160 semester. Please see the Napa Valley College Class Schedule, or catalog for a list of all services.

ASNVC/STUDENT LIFE OFFICE

(707)256-7340

Bldg. 1300, Rm. 1342 – www.napavalley.edu/ASNVC. Associated Students of Napa Valley College government club activities and events…, student ID Cards housing board, bus schedules…

CAREER CENTER

(707) 256-7327

Bldg. 1300, Rm 1335 – www.napavalley.edu/careercenter. …Assistance with resumes, cover letter and interview techniques…

CHILD DEVELOPMENT CENTER

(707) 256-7040

Bldg. 3000 – www.napavalley.edu/CDC. Early childhood care and education for children ages 2 months to 5 years…

DISABILITY SUPPORT PROGRAMS AND SERVICES

(707) 256-7345

Bldg. 1700, Rm. 1766 – www.napavalley.edu/DSPS. Services for students with disabilities; assistance with academic counseling, Learning Disability testing, and general support…. Fast Track Students need to notify the DSH-Napa Nursing Education Director ASAP if they need testing assistance. While Fast Track Students are not registered as Napa Valley College Students until they enter the first semester of PTEC 160, the DSH-Napa Nursing Education Director can notify the Napa Valley College Psychiatric Technician Director. The NVC PTD can notify the DSPS program and get the process started (this process can take 4 weeks or longer, so that when the student starts the PTEC 161 semester the services may be ready.

EOPS: EXTENDED OPPORTUNITY PROGRAM & SERVICES

(707) 256-7301

Bldg. 1100, Rm. 1132 – www.napavalley.edu/EOPS. EOPS is a state funded program established to address the issues of equal access to a quality education…

INSTRUCTIONAL MEDIA SERVICES/LIBRARY

(707) 256-7400

Bldg. 1700, 1st Fl. – www.napavalley.edu/library. Instructional media services are available at the McCarthy Library. Hours are posted at the entrance to the library. In addition to day hours, service is also provided at night on the evenings that night school is in session.

STUDENT HEALH CENTER

(707) 256-7780

Bldg. 2250 – (behind Life Science Bldg.) – www.napavalley.edu/healthcenter. Free to students: diagnosis and treatment of illness and injuries, visits with mental health therapist, …

WRITING CENTER

(707) 256-7640

Bldg. 800, Rm 832 – www.napavalley.edu/academics/writingcenter . … 30 minute appointments for students not enrolled in ENGL. 800/801 available for feedback on essay and other writing projects.

HEALTH OCCUPATIONS LABS

The Nursing Lab, Room 814, is available to Health Occupations students to practice procedures there. If special assistance is necessary, the student is to arrange with the Instructional Lab Assistant, on duty in the campus lab regarding day and time. Hours are posted on the door. Additional Lab policies will be handed out and reviewed by the instructional assistant.

The Skills Labs, located in Room 814 and room 811, are available to Health Occupations students to practice patient simulations and other educational programs. Policy and procedure for using these computers will be reviewed by the instructional assistant.

Fast Track Program, Department of State Hospitals-Napa at the Training and Education Center (TEC) has a skills lab located on the northeast of TEC.

There are many services available on campus to assist students. Information may be obtained on these services listed in the college catalog, class schedule or student handbook. Check with Admissions and Records for these documents.

THE PSYCHIATRIC TECHNICIAN PLEDGE

Having developed an awareness of the dignity encompassed in the field of Psychiatric Technology and of my responsibility because of specialized training in the therapeutic techniques utilized in the care of individuals with mental illness and developmental disabilities, I pledge myself:

To uphold the integrity and human dignity

of those entrusted in my care and protect them against humiliation,
insult or injury, without regard to race,
color or creed.

To inspire hope and confidence and give assistance, with understanding
and friendliness,
In finding realistic and meaningful life.

To continue my development of professional competence by
complementing scientific study, improving therapeutic techniques
and maintaining high standards of leadership in the field of
Psychiatric Technology.

NAPA VALLEY COLLEGE FACULTY & STAFF

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ADJUNCT FACULTY:

Cecil Kirkpatrick, RN

Carolyn Staats, BSN, RN

Joel Williams, RN

DSH NAPA FACULTY & STAFF

PSYCHIATRIC TECHNICIAN APPRENTICESHIP FAST TRACK PROGRAM

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If you wish to inquire about the PT Fast Track Program call the DSH-Napa Hiring Unit. DSH-Napa Hiring Unit (707) 253-5643. Open Monday -Friday 0800-1700, closed weekends and holidays.

PSYCHIATRIC TECHNICAN PROGRAM STUDENT AGREEMENT

This is to verify that _____, Psychiatric Technician student, has received a personal copy of the Psychiatric Technician student handbook containing rules and regulations relative to the Psychiatric Technician program. The policies and procedures have been developed by the Psychiatric Technician Program faculty. This handbook is to be used as a reference during your enrollment in our program. A Psychiatric Technician instructor has reviewed the content with all members of the class during orientation and it is the responsibility of each student to thoroughly read the handbook and understand the meaning of its content. The student agrees to follow the outlined parameters of the program and is responsible for asking questions regarding the clarification of any policies which may be unclear. **Students who do not return this signed statement will not be permitted to begin classes.**

Student signature: _____

Date: _____