



Phlebotomy / EKG Technician Program

Student Handbook

Updated January 2017

Camsen Career Institute

Policies and Procedures

The course policies and procedures for Camsen Career Institute are to be referred to as guidelines governing the program. It is your responsibility as a student to be familiar with these policies and procedures and to adhere to them throughout the program duration.

Program hours

See particular class schedules for class dates, topics and exam dates. Classes are generally 4 1/2 to 9 hours in length. 1 day per week classes meet 9-6 pm. Night classes meet various evenings from 6pm to 10:00pm. 3 Day per week classes meet Monday, Wednesday and Thursday from 9-1:30 pm.

The student will schedule clinical and field externship hours. Externship hours must be completed prior to sitting for the Final Exam.

Office Hours

Office hours are from 9 a.m.-5 p.m., Monday through Friday. Phone numbers for staff will be provided at orientation for emergencies.

Appointments

Should you require a meeting with any administrative staff, an appointment is necessary.

Mission statements

At Camsen Career Institute our mission is to successfully prepare our graduates for new career opportunities. Our goals are:

Offer our graduates career opportunities by providing a quality education based upon the requirements of perspective employers.

Create a positive learning environment that recognizes an individual's learning style and one that will meet their unique learning goals.

Use diverse instructional methods to foster a desire to learn.

Maintain a qualified staff dedicated to the professional development of the individual student.

Use the latest methods of instruction by constantly training our faculty and staff through continuing education.

To invoke a personal desire for each student to want to be a life-long learner and constantly meet expectations.

We believe that training and education is the foundation that a successful career will be built upon. We will help develop this philosophy by:

Believing that all students should be treated as individuals and will always be encouraged to develop to their potential.

Acknowledge that education must be responsive to the needs of the industry that the student intends to enter or advance.

Acknowledge that each student shares the responsibility for his or her own achievements and successes.

Providing each individual with the tools needed to achieve their career goals.

Including all faculty members in the decision process regarding development and changes in curriculums.

Externship Hours

Didactic/Testing/Skills	Phlebotomy	64 hours
	EKG	32 hours
Hospital Externship		24 hours

Faculty

The Camsen Career Institute faculty is made up individuals who are experts in their field. The instructors in each discipline specialize in their knowledge of the subject matter. Instructors and guest speakers will include doctors, nurses, paramedic and subject matter experts.

Injury / Exposure protocol

Students must be covered by Workman's compensation or personal health coverage while enrolled in the Course and during field or hospital externships.

The procedure to follow for an injury or exposure is as described below:

1. The student is to immediately inform the Instructor or Preceptor, who will then inform administrative staff.
2. Complete a Written Report (Obtain from Camsen Career Institute Staff).
3. Report to the Emergency Department if deemed necessary.
4. If student is covered by their agency, they must follow agency policy.
5. Return completed paperwork to administrative staff to determine course of direction.

Required pre-course paperwork

All required student paperwork is to be turned in no later than 7 (seven) days after the start of class. Failure to comply will result in immediate suspension. The student may return to class, once paperwork is received. Attendance policy will apply to any missed class hours due to suspension.

Property damage

Any damage to equipment that involves a student must be reported to the Lead Instructor. The student, who damages any equipment or property may be responsible for its replacement or repair cost.

Infection control

Universal Standards:

- Students **MUST** wear gloves any time they are in contact with patients during externships.
- If the patient is coughing, or vomiting, goggles and masks must be used.
- In case of exposure consult “Injury / Exposure protocol” above
- Gloves will be worn at the discretion of the Lead Instructor during class or lab times

All students **must complete all required immunization requirements prior to attending any externship.** All potential exposures/needle sticks must be reported to the campus director immediately and follow the policies outlined in the Camsen Career Institute’s Exposure Control Plan.

Attendance

Students are responsible for the material covered in ALL scheduled classes. Students will be responsible for all content of the textbook(s).

If the student misses class hours, he/she will be responsible for all material covered during the absence. The instructor is not responsible for providing the student with any handouts or notes that are covered during the absence. It is up to the student to make arrangements to obtain the material missed.

Students are only permitted to miss a maximum of 8 lecture/lab hours. Make up time must be completed outside of scheduled classroom hours, at the discretion of the Lead Instructor.

****ANY STUDENT WITH MORE THAN 8 HOURS OF ABSENCES WILL AUTOMATICALLY BE PLACED ON ACADEMIC PROBATION.****

Absences will be considered per hour missed, this includes time when the student arrives late or leaves early. Excessive tardiness will be addressed by the lead instructor and MAY result in disciplinary action by the Director. Students may not be responsible for responding to calls, while in class.

Hurricane Procedures

Camsen Career Institute will determine the activities of the school on a daily, or sometimes, hourly basis when a hurricane is involving the North Florida region. If there are any questions, please contact the school for direction.

Conduct

Students are expected to arrive for class prepared and ready to begin class at the time posted. Late arrivals are disruptive to the class. After each classroom session, the area shall be free of trash and other unnecessary materials. After lab sessions, the student is expected to assist in the Instructors in returning the area back to an orderly fashion. Each class will elect a class leader. The class leader will be responsible for making sure the area is restored to a presentable state. The class leader will also work with the lead instructor to address class problems and work as a liaison between the class and the instructors.

Class lectures are allowed to be recorded with approval of the instructor.

Tobacco Use

This is a **NO SMOKING** building. Smoking is allowed only in designated areas outside of the building. No tobacco products are allowed in the building at any time. This includes electronic cigarettes, vapor devices and oral tobacco of any type.

Any conduct that reflects negatively on the program or Camsen Career Institute will result in dismissal from the EMT Program. Any violation of the medical ethics for patient care and patient confidentiality will result in a meeting with the Program Director. The meeting will determine the proper course of discipline or dismissal.

Examples of infractions, which may result in disciplinary action or dismissal from class, are:

- Cheating or any type of dishonesty
- Unprofessional behavior during class or any field externships
- Harassment of any kind toward students or staff
- Falsification of any documents pertaining to the campus or program
- Breach of patient confidentiality
- Drug or alcohol use

Failure to comply with the campus rules and regulations will be considered reason for the students' dismissal from the program. The student may appeal a suspension or dismissal within 72 hours to the President, CEO. The decision of this meeting will be final. If the student is reinstated, the time missed will be made up at the discretion of the instructor. The student will be under a probationary period, not to exceed 3 weeks, after reinstatement.

Camsen Career Institute does not allow the possession of any object deemed a weapon of any kind on campus. This includes any object capable of inflicting serious harm.

Camsen Career Institute has a Zero Tolerance drug and alcohol policy. All students will receive drug and alcohol testing prior to attending any externship. Failure of the initial testing will result in the student retaking the test within two weeks of initial screening. A positive result on the second screening will result in immediate dismissal from the program. The cost of the second screening will be solely a responsibility of the student.

Students will also be subject to random drug and/or alcohol screening or anytime that Camsen Career Institute staff deems it necessary. The cost of this screening will be solely upon the school.

Any student who refuses a drug and/or alcohol screening will be dismissed from the program.

Conditions for Reinstatement

Once a student has been dismissed for any of the reasons listed, they may seek reinstatement through a personal interview with the Course Coordinator and/or Program Director. If the Course Coordinator and/or Program Director feel the student will return and comply with the schools rule and regulations, a probationary period, not to exceed three (3) weeks, will be arranged.

Counseling / Grievance

Students who violate Course Policies shall be counseled by the Program Director. A counseling form, which includes the problem, corrective action and student's comments, will be completed and signed by the

Program Director and the student. A copy will be given to the student and the original will be placed in the student's personal file.

Any grievance deemed necessary by the student shall be in writing to the Campus Director. If the meeting between the Campus Director and the student remains unsatisfactory a meeting between the student and the Campus President/CEO will be scheduled. Any dispute that remains unresolved can be taken to the Commission for Independent Education through a grievance procedure

Electronic Devices

Electronic devices will be allowed for use in class as long as they are used for class activities. A device that is used for disruption of the class will be terminated from use.

Camsen Career Institute Dress code

Dress code for Classroom and Lab:

School issued Scrubs. If a jacket is necessary, it shall have no writing or design that is considered an advertisement or offensive in any way.

Shoes must be sturdy and form fitting to the foot and be black in color. Black athletic shoes are acceptable.

No open toe shoes, sandals or flip-flops are allowed.

Watches and wedding rings are allowed. Earrings must not hang from the ear. No visible piercing is allowed.

Good personal hygiene and appearance must be maintained at all times. Hair that exceeds collar length must be tied up and be above the collar.

Name tags, student ID's, are worn in class at the discretion of the lead instructor

Any student found not wearing the appropriate "uniform" may be sent home and will not receive hours the class time missed. NO DEVIATIONS from the dress code will be allowed.

Dress Code for Externships

School issued Scrubs. If a jacket is necessary, it shall have no writing or design that is considered an advertisement or offence in any way.

Shoes must be sturdy and form fitting to the foot and be black in color. Black athletic shoes are acceptable.

No open toe shoes, sandals or flip-flops are allowed.

Watches and wedding rings are allowed. Use caution when riding units with wedding rings. Earrings must not hang from the ear. No visible piercing is allowed.

Good personal hygiene and appearance must be maintained at all times. Hair that exceeds collar length must be tied up and be above the collar.

Name tags, student ID's, must be worn and visible at all times. Student must readily identified as a student by the public at all times. ID's must be worn above the waist.

Any student found not wearing the appropriate "uniform" may be sent home and will not receive hours the class time missed. NO DEVIATIONS from the dress code will be allowed.

During externships, the facilities dress code may supersede Camsen Career Institutes policies. If this is the case, the student must conform to that facilities dress code. Agencies allowing externships at their facilities have the right to dismiss the student for not adhering to the dress code.

Externship requirements:

Hospital Externship Time:

Students are required to complete 24 hours of hospital externship time. The Lead Instructor will assist the scheduling of externship time. Each student will be *required* to successfully obtain **25 venipuncture's** and **5 capillary punctures**. This will be completed during externship and lab practice.

The preceptor will counsel any student who is late for a hospital externship. The preceptor will then determine it whether or not the student is allowed to attend the externship. A student that fails to show up for a scheduled hospital externship, without prior cancellation notice **will be assessed a rescheduling fee of \$50.00** and/or disciplinary action, subject to the discretion of the lead instructor and externship coordinator. The externship cancellation form must be filled out at least one week prior to the date of cancellation. If the form is received less than one week in advance of externship date the student will be assessed the rescheduling fee of \$50.00.

If a faculty member is late without prior notification, students must make all efforts to contact the instructor or externship coordinator. If no contact is made within 30 minutes, the students may leave the facility.

Students will not receive credit for the externship, so it is in the best interest of the student to make contact with the externship coordinator, so that he may schedule someone to appear for the externship to continue. All handbook tasks must be completed in each area as described. Successful completions of clinical and field externships are necessary for course completion.

Externships may be scheduled after all required paper work has been completed and is in the student's file. These are:

- Proof of high school diploma or equivalent
- Be at least 18 years of age upon graduating from the program
- Completion of registration form and enrollment agreements
- Documentation of U.S. citizenship
- Proof of good physical condition by a licensed Physician.
- Proof of MMR Vaccination, current TB Test, Hepatitis B Vaccine.
- Fulfillment of all admission requirements
- Must maintain certification in CPR by the American Heart Association Health Care Provider or equivalent.

ALL required externship paperwork must on file before the student will be allowed to take the Final Written Examination.

Testing

Students will take modular exams and quizzes as outlined in the syllabus. Each exam may consist of multiple choice, fill in the blank, or short essay questions. Students must maintain an average of 70% on all exams combined to sit for the Final Exam. If a student falls below the 70% average, he or she will be placed on academic probation until such time as the average is increased to 70%, not to exceed 3 weeks. The student will be notified in writing of probation status along with suggestions for improvement. If, after the probation period, the student is still below a 70% average, the student will be dismissed from the program. Students must pass the final with a 70% or greater. If a student does not pass the final he/she will be removed from the program at that time. There will be no retests for any exam.

Pass/Fail criteria for the Practical Skills Evaluation Exam is as follows:

- Fail a station - retake that station with a different evaluator.
- Fail any station on retake – meet with Program Director for direction

Successful completion of the final written exam and the final practical skill evaluation exam must be completed to pass the program.

Quizzes will be graded in the same manner as exams, and all quizzes will be averaged together to equal one (1) test grade. Make-up quizzes are at the discretion of the Lead Instructor.

Chapter quizzes must be passed with a 70% or better. Any Chapter quiz below 70% will be graded as a 0 (zero) towards the quiz averages. The quizzes for each chapter Exam will account for 10% of that Chapter Test grade. All Chapter Quizzes will be averaged just before Final Exams. The points given toward the Mid-term and Final exams are as follows:

- Below 70% - No points added to Final grade
- 70%-79% - 1 point added towards Final grade
- 80-90% - 2 points added towards Final grade
- Above 90%- 4 points added towards Final grade

Graduation requirements

The student must complete the following to be considered for graduation. These requirements must be completed prior to taking the Final Exam.

1. Class/Lab 96 hours
2. Externship 24 hours
3. Pass each modular with an overall average of 70%
4. Successfully complete 25 venipuncture's and 5 capillary punctures
5. Successful completion of a comprehensive Final Written and Practical Exam.
6. Complete required competency evaluations from externships.
7. Demonstrate competencies in required critical tasks, as outlined in skills lab, clinical area and field internships.

Issuance of a certificate of completion

Diplomas will be issued within 14 days of meeting all graduation requirements listed above. The final decision as to whether a student passes or fails the course shall be determined at the discretion of lead instructor, Program Director and ultimately the Medical Director. Each candidate for a diploma will be reviewed by the Program Director on an individual basis. The decision for successful completion shall not be determined by grade point average alone.