# STUDENT HANDBOOK 2015

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## DISCLAIMER:

*Procedures in this handbook are applicable upon admission to the program. Students are held accountable to these procedures upon admission to the program. If any additions or modifications to the procedures are made, the student will be notified in writing and the procedures will become effective at the beginning of the next semester.*
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STC Comprehensive Mission

Our Commitment to Hidalgo and Starr Counties
Vision Statement:
South Texas College is a world-class institution advancing regional prosperity through education for a better quality of life in our community.

Purpose Statement:
South Texas College is an innovative, public, post-secondary institution providing quality education and career pathways for the people and communities of Hidalgo and Starr counties. The College achieves student success, nurtures talent development, and promotes economic vitality through collaborative and creative approaches to teaching, learning, and support services.

Core Values:
1. Student Success: We promote student success and completion through the implementation of diverse strategies and initiatives.
2. Opportunity: We value providing access and opportunities to students to meet the needs of our communities.
3. Excellence: We value excellence in teaching, learning, and all support services.
4. Innovation: We encourage creativity and champion innovative approaches to teaching, learning, and services.
5. Community: We value engaging the community in students’ learning experiences and in the positive transformation of our region.
6. Professionalism: We demonstrate professionalism through collegiality, respect, and recognition for each other.
7. Collaboration: We value collaboration and communication among STC employees and STC constituents.
8. Integrity: We value integrity through honest and transparent communication and courageous dialogue.

Guiding Principles:
1. South Texas College shares collective responsibility for student learning, student success, and regional prosperity.
2. Students succeed through mutual engagement with the College at each stage of their educational pathways.
3. South Texas College champions innovation through its willingness to transform the College’s systems to meet the educational and workforce needs and challenges of our region.
4. Collaboration with educational and business partners is key to student, college, and community successes.

Strategic Directions*:
(*The development of Strategic Directions incorporated the framework recommended by the American Association of Community Colleges (AACC)’s report Reclaiming the American Dream. The changes recommended by this framework include changing from
Fragmented Course-Taking to Clear Pathways, from Low Success Rate to High Success Rate, from Access to Access and Success, from a Culture of Isolation to Collaboration, and from individual Faculty Prerogative to Collective Responsibility.

- **Clear Pathways** South Texas College provides students with clear pathways to facilitate coherent educational experiences and timely completion of a post-secondary credential leading to relevant employment and/or further educational experiences.
- **Access and Success** South Texas College is committed to increasing the college-going and college-completing rates in the region.
- **High Success Rate** South Texas College engages in effective, proven efforts to ensure student success and positively affect the economic and social mobility of residents in our region.
- **Collective Responsibility** South Texas College empowers faculty to work together within and across disciplines to design best learning experiences for students, leading to their academic success, career readiness, and timely completion.
- **Collaboration** South Texas College commits to effective interdepartmental and interdivisional collaborations and advances mutually beneficial community and educational partnerships that create a collective impact on student success.
- **Cost Efficiency** South Texas College seeks innovative redesign of college processes to promote new approaches to cost-consciousness and cost-efficiency.
Nursing & Allied Health Division
Mission Statement
The mission of the Nursing/Allied Health (NAH) division is to prepare graduates to be safe health care practitioners in their chosen field. The faculty and staff are committed to providing support to students pursuing comprehensive educational programs that will yield graduates with the knowledge, skills, confidence and professional integrity to become outstanding practitioners who will be an asset to their community and healthcare profession. The NAH division will promote partnering with local health care providers for external learning experiences to provide close linkages with the community in order to meet the unique needs of a multi-cultural environment.

Statement of Equal Opportunity
No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, veteran status or disability.

This document is available in an alternative format upon request by calling (956) 872-8302. Individuals with disabilities requiring assistance or access to receive these services should contact Disability Support Services at (956) 872-2173.
I. BEHAVIORS OF SUCCESSFUL OTAP STUDENTS/See Nursing Allied Health Student’s Professional Behavior

PROFESSIONAL BEHAVIORS AND CONDUCT

Students in the OTA Program are expected to conduct themselves in a professional manner at all times, not only in interaction with clients, but also with peers, faculty, and staff. Students represent the OTA program and the Occupational Therapy profession; thus students assume responsibilities toward society. These responsibilities are delineated in the AOTA’s Principles of Occupational Therapy Ethics, 2010. The statements of the Standards of Ethical Conduct and their interpretation provide guidance for occupational therapy personnel behavior in relation to carrying out responsibilities within the framework of ethical decision-making. Students are obligated to function at all times within the framework of the principles of OT Ethics.

Example of desired behaviors are:

1. Honesty/Knowledge
   - Does not cheat on tests, assignments
   - Admits mistakes and corrects mistakes
   - Seeks assistance when necessary
   - Maintains confidentiality
   - Able to convey and adequate response in written and verbal form

2. Responsible for and to Others
   - Responsible for continued learning
   - A good listener--effective listener of peers, instructors and clinicians
   - Participates as part of a group/team when doing group projects
   - Enjoys working together
• Allows others to express their opinions
• Uses professional language; no profane language
• Discusses problems and ideas with instructor(s)
• Speaks clearly and loudly enough to be heard for the particular setting

3. **Respect for Property**
• Shows respect for others & their property
• Does not damage, deface or remove others’ property
• Maintains resources/equipment in good working order
• Cleans up after self

4. **Quantity of Work & Organization**
• Does the required course work?
• Participates constructively
• Does more than the required work
• Uses adequate and appropriate resources to achieve goal
• Hand in neat, professional looking papers/projects
• Clear, legible, precise, and organized written work
• Able to convey an adequate response in written and verbal form
• Has all materials ready for class, adequately prepared
• set up/prepared for projects and presentations
• Completes skills with ease/upon repetition
• Displays appropriate ethical behavior/integrity
• Completes projects and presentations within specified time
• Combines more than one skill with consistency
• Skills completed with ease and becoming automatic
5. *Observes Safety Procedures*
   - Maintains a safe environment in class and at fieldwork sites
   - Keeps track of dangerous materials
   - Aware of precautions for each individual client & groups
   - Aware of necessary assistance in case of an emergency (i.e. fire extinguisher, nearest exit, phone number)

6. *Respects Confidentiality of Others*
   - Maintains confidentiality
   - Does not repeat information outside of classroom or fieldwork site
   - Written reports on clients outside of fieldwork site may not have any part of the client’s name on it except initials

7. *Cooperation with Others*
   - Able to work 1:1 and in groups
   - Follows directions
   - Quiet when instructor/fellow classmate(s) are speaking
   - A team player - participates as part of a team when doing projects
   - Does one’s share of the work
   - Acts in a friendly manner towards others and socializes appropriately
   - Displays a sense of humor when appropriate to the situation
   - Enjoys working with others
   - Contributes toward achieving consensus within a group
   - Allows others to express their opinions, ideas
   - Listens to others without interrupting
   - Speaks clearly and loudly to be heard for the particular setting
PROFESSIONAL BOUNDARIES

Professional boundaries define effective and appropriate interaction between students, educators, supervisors and the public they serve. Boundaries exist to protect students, patients/clients, educators, clinics, institutions, and health care professions in general. Any behavior or interaction which damages the learning environment, health care environment, or those involved is a violation. Violations include sexual and non-sexual misconduct. NAH program students are responsible for conducting themselves in a professional manner, and are to refrain from any activity that tends to compromise the academic integrity of the institution, or subvert the educational process. Specifically, when dealing with: 1) patients/clients entrusted to his/her care, 2) STC NAH program faculty/staff, and/or 3) clinical instructors/staff, NAH students shall not: enter into any type of romantic or sexual relationship, whether consensual or nonconsensual, fraternize and/or engage in social level activities/behaviors outside of the learning environment interfere with another person’s work performance create an intimidating, hostile, or offensive working environment Such relationships and/or interaction will be looked upon as potentially detrimental to the working and learning environment, considered inappropriate and unacceptable, and grounds for disciplinary action, which may include program dismissal.
PROFESSIONAL ATTITUDE

Occupational Therapy Assistants represent the OT profession to the client/families being served and to the professional community in general. The OTA’s attitude may be reflected in non-verbal behavior such as facial expressions and body language, and/or by verbal interactions. It is very important that appropriate behavior and attitude is reflective of openness to learning and motivation to helping others. Listed below are some of the attitudes expected of students, with examples of the type of observable behavior that is desirable.

1. **Honesty and integrity.** Refuses to lie, steal or deceive in any way; abides by the profession’s code of ethics in the classroom and clinical settings.

2. **Punctuality.** Arrives on time for class, clinics and labs; completes assignments on time.

3. **Cooperativeness.** Follows established departmental protocol and procedures; demonstrates a willingness to work well with classmates and is receptive to suggestions for improvement of performance.

4. **Pride in workmanship.** Strives for improvement in assignments and clinical skills; requests assistance when having difficulty in attaining the specified performance standards.

5. **Mature actions.** Assumes responsibility and consequences for his/her actions; accepts his/her own limitations; strives to resolve personal conflicts.

6. **Consideration for others.** Demonstrates by verbal and non-verbal communication thoughtful regard for the feelings and rights of other students, faculty and staff, and clinic personnel. The OTA is a member of the health care team and must therefore learn to cooperate with others. Being respectful and courteous with classmates is the first step toward this goal. Students should show the proper respect and courtesy to the members of the faculty and staff. This applies whether in the classroom, in the laboratory, at the clinical facility, or anywhere on campus.

7. **Concern for patients.** Demonstrates by verbal and non-verbal communication that the patient comes first; refrains from spoken remarks and/or facial expressions which could arouse undue concern, alarm, or embarrassment to the patients; respects patient’s rights to confidentiality of personal information; refrains from referring disparagingly to the services of another health professional in the presence of a patient. The OTA student must be prompt, courteous, and respectful at all times. The patient’s care must always be the OTA’s primary concern.

8. **Enthusiasm.** Displays initiative in class, lab, and in clinical situations; volunteers to assume responsibility.
9. **Ability to accept constructive criticism gracefully.** Strives to improve performance and is not defensive to suggestions for improvement.

10. **Clinical decorum.** Students should remember that lab and clinic are designed to be learning experiences. Discussions held while in lab or clinic should be relevant to such learning. There should be no socializing in lab or clinic that disrupts the instructor. Remember the patient hears everything. Likewise, “chatting” with classmates can also be overheard by patients in waiting rooms and hallways. Each student is responsible for maintaining the cleanliness of his/her area and locker.

11. **Loyalty.** Supports with words and actions the ideals and procedures of the school, the program, and the profession.

12. **Pride in personal appearance.** Maintains professional appearance and personal hygiene consistent with the program’s guidelines.

13. **Tact.** Exercises discretion in words and actions in order to maintain good relations with patients, peers and faculty.

14. **Interaction.** The NAH student refrains from personal involvement with patients under their care, faculty, and staff. The NAH student limits personal/romantic involvement with classmates to “off-duty” hours, or hours outside of the curriculum.

**NOTE:** The faculty reserves the right to dismiss any student for failure to display attitudes as reflective by their behavior that is consistent with those listed above.

*See “Holistic Rubric for Scoring Class Participation”.*
PROMPTNESS AND ATTENDANCE

Regular class attendance is necessary to demonstrate adequate work habits, better assure acquisition of course content and skills, and enrich classroom activities that often rely on the participation and contribution of every student. Absenteeism will influence students’ grades in the OTHA courses, just as it will have repercussions for client care and co-worker morale in the workplace.

Since this is a professional training program, all students are expected to attend all scheduled classes, on time, and to stay through the entire class period. Classes will start on time, and faculty may bar entry or assign special seating for students who arrive late. Generally, faculty will allow one ten-minute break per hour. If a student must leave at other than break time, (s) he is to do so quietly and unobtrusively, and return promptly.

Students are expected to attend all classes, field trips, school programs, and Fieldwork practicums as assigned. The student is responsible for his own transportation and related expenses for all out-of-classroom activities.

All absences are to be communicated directly by the student before class by contacting the instructor or the departmental secretary. Any absences anticipated by the student are to be discussed with the instructor ahead of time. Absences that are not communicated in this manner will be considered unexcused. It is the student’s responsibility to obtain lecture notes, handouts, and assignments for the day(s) absent from class from other class members.

If indicated, OTA students are permitted a maximum of 3 excused absences per course. Any "unexcused" absence (one in which the student did not contact the instructor prior to the class) automatically results in a deduction from the student's professional behaviors final grade. More than three absences may result in the student being administratively dropped from the course by the instructor.

A student is considered tardy if the instructor has taken and closed his/her attendance book before the student enters the class, is late returning from breaks, or leaves the class early without the instructor’s permission. Three “tardies” equal one absence.

Absenteeism may inhibit the student adequately demonstrating course competencies and thereby passing the course. Faculty will discuss and document specific concerns and consequences with the student. Reliability in attendance must be demonstrated before being recommended to begin a Fieldwork course.

Absences are reserved for personal illness, emergencies, or for religious holy days only. Excessive absences as determined by the instructor regardless of reason may place the student at risk for not meeting the course objectives, being dropped, and/or failing the course.
**Fieldwork Level I attendance**

The student may arrange to make up fieldwork contact hours by direct arrangement with the Fieldwork Educator. The student must make up any hours missed by the end of the semester. If the student does not complete the number of external contact hours required for the course, he will receive a failing grade and not be allowed to register for the second year of the program.

The student must also notify the Fieldwork Coordinator of clinical absences and advise her of the number of hours (eight hours or more) that must be made up.

**Punctuality is a concern for both Fieldwork educators and employers.** Lateness in getting to class or returning from breaks is often disruptive to the group and frequently has been a source of complaints from students. Occasional lateness may be unavoidable, and students will be asked to account for such lateness with the instructor, just as they would on the job. Arriving to class late or leaving early without instructor approval will be counted towards absences; i.e. 3 tardy = 1 absence. **Habitual lateness would indicate that an important work habit has not been demonstrated; this would require remediation prior to placement in any Clinical or Practicum Fieldwork course.**

**Instructors have the option of penalizing students who are tardy to class such as deducting points off; not allowing a student to test once the test or lab practical has started, etc.**
EFFECTIVE LEARNING

In order to integrate, relate, and understand lecture and lab material, the successful NAH student will:

1. Attend all lecture and lab courses.

2. Utilize lab time efficiently. Students who are not actively participating in classroom and lab activities and/or distracting other students may be asked to leave and the student will be counted as absent.

3. Discuss lecture/lab material with class members.

4. Study class material BEFORE lecture and lab.

5. Clarify class material and questions with the appropriate instructor as needed.

6. Utilize the Student Success Center for study-skills information, test-taking strategies, etc.

7. Discuss program-related issues with program advisor at the earliest sign of academic difficulty.

8. Seek assistance from the NAH counselor at the earliest sign of personal problems that interfere with the ability to succeed in school.
ACADEMIC INTEGRITY

Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of South Texas College and the Nursing and Allied Health Division programs. Actions involving dishonesty within the program violate the professional code of ethics and are disruptive to the academic/clinical environment.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. Individuals found guilty of academic dishonesty may receive a failing grade for the assignment and/or course as per instructor decision. It is the student's responsibility to have a clear understanding of the various aspects of academic dishonesty.

Students are expected to maintain an environment of academic integrity. Actions involving scholastic dishonesty violate the professional code of ethics and are disruptive to the academic environment. Students found guilty of scholastic dishonesty are subject to disciplinary action that may include dismissal from the program. Scholastic dishonesty encompasses, but is not limited to, cheating, plagiarism, collusion, and any act designed to give an unfair academic advantage to the student. Examples of scholastic dishonesty include, but are not limited to:

- **Plagiarisms and other forms of scholastic dishonesty** are serious academic violations that will not be tolerated. Scholastic dishonesty encompasses, but is not limited to, cheating, plagiarism, collusion, and any act designed to give an unfair academic advantage to the student.
- **“Collusion”** includes, but is not limited to, unauthorized collaboration with another person in the preparation of an academic assignment offered for credit.
- **CHEATING** includes, but is not limited to: copying from another student’s work; using materials not authorized by a testing proctor; possessing materials that are not authorized by a testing proctor, such as lessons, books, or notes; knowingly using or soliciting, in whole or part, the contents of an non-administered test; collaborating with or seeking aid from another student without authorization during the test; substituting for another person, or permitting another person to substitute for oneself, in taking a course test or completing any course-related assignment; using, buying, stealing, or transporting some or all of the contents of an un-administered test, test rubric, homework answer sheets, or computer program; Using, buying, stealing, transporting, or soliciting a test, test facsimile, answer key, test rubric, on-line test, homework answer, computer program or other written works.
- **PLAGIARISM**: Includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means someone else’s work and then submitting that work for credit as if it were one’s own without appropriate acknowledgment to the author.

The penalties for scholastic dishonesty in graded assignments include the possibility of failure in the course. Scholastic dishonesty in examinations will result in a grade of “F” on the examination and an “F” in the course. Students found guilty of scholastic dishonesty are subject to disciplinary action including dismissal from the program and possible dismissal from the College.

A student **dismissed for dishonesty is not eligible for readmission.**

A student will be given due process following the Administration of Student Discipline procedure in the STC Student Handbook. The Instructor involved or Program chair will initiate the process, both verbally and in writing with the student.

A student **dismissed for scholastic dishonesty is not eligible for readmission** to the OTA Program.

Students enrolled in NAH Programs are required to sign an Honor Contract indicating understanding of the Academic Integrity Standard.
DRESS CODE

Students are encouraged to consider the public relation effects of dress and grooming for STC and the program’s image. Appropriateness of one’s appearance and attire should be considered when in the school and community settings; i.e. Field trips, professional meetings.

Classroom setting:

Scrubs: Red, with only a white or black undershirt.

Athletic Closed toe shoes

Labs:

Students may be requested to wear swimsuit tops or warm-ups for lab practical sessions. Shorts (athletic or bike style) and halter-tops may be required for some the lab activities. Non-skid low heel shoes must be worn for safety purposes.

Student dressing rooms and storage lockers are available in the Gym area.

Fieldtrips/Class Presentations:

Program polo shirt

Solid color slacks (tan or black)

School Shirt must be worn tucked in waistbands

Student ID/Name badge

Fieldwork sites:

In addition to wearing a name badge, the students should contact the Fieldwork supervisors to clarify the dress expectation at each clinical site. If required, OTA Program students may wear a lab coat with the STC insignia patch sewn on the left sleeve.

General:

Fingernails must be clean and neatly trimmed in order to not scratch others during lab activities.
Hair must be clean, well groomed, and pulled back away from the face to be in compliance with Infection Control Standards. Males must keep beards and/or mustaches clean and neatly trimmed, or must be clean-shaven.

Good oral hygiene and clean bodies, free of odor is essential.

Cosmetics should be applied discreetly; excessive use of perfume or cologne is not acceptable.

All visible tattoos will be covered.
II. FACILITIES AND SERVICES

LIBRARY SERVICES

Students enrolled in the OTA program will have ready access to an adequate supply of books, journals, periodicals, computers, and other reference materials related to the curriculum at the Library Resource Center at the Nursing and Allied Health Building or at the Pecan campus.

The Learning Resource Center is a combination of library, media center and learning laboratories. Each provides support to all of the instructional programs and provides material for each curriculum. The Learning Resource Center functions as an integral part of STC’s instructional support services for students, faculty, and the community and contributes to the effectiveness of instruction and to the academic progress of all students.

The LRC is organized around a comprehensive learning resources center with equal emphasis on the collection and organization of information and the provision of state-of-the-art facilities and services. It provides access to information supporting the educational needs of both traditional and non-traditional learners. The LRC provides materials, equipment, and services necessary to implement the mission of STC. Services include access to growing book, periodical, and audiovisual collections covering most basic curriculum areas, access to in-house and other collections through provision of electronic database such as University Microfilm Periodical Abstracts, instruction in library use, and inter-library loan services. The STC Learning Resource Center is a member of the Hidalgo County Library System and the Paisano Library Consortium. As such, the LRC provides the students and faculty access through inter-library loan to the collections from more than thirty area and local libraries. The Sam and Bea Lack Alternative Learning Center, an integral part of the LRC, provides open access computers for word processing, database, and spreadsheet functions, Internet access, and equipment for self-paced individualized instruction.

In addition to the LRC, the OTA Program maintains a Resource Room of educational materials which may be checked out by students for maximum of 2 weeks. Each student must complete the required documentation prior to removing and when returning materials.
VISITORS

Visitors or students not enrolled in the OTA Program require the consent of the instructor in be present in the classroom during class time. All visitors must register with Security on the first floor before being allowed access to the OTA program classroom, facilities, and students.
COUNSELING SERVICES

SOUTH TEXAS COLLEGE recognizes the importance of professional advisement and assistance for students. The Counseling and Advising Office offers a variety of cost-free services designed to enhance student development and success. These services are offered in a confidential atmosphere where students may discuss concerns that are important to their educational and personal success.

Personal counseling is available to students at the NAH Building to help them understand and deal with social, behavioral, and personal problems that may interfere with current problems or with future college success. Appointments may be made directly with the counselor by calling 956-872-3077. Counselors may refer students to appropriate community agencies if further services are warranted.

The STC Division of Nursing and Allied Health has a dedicated licensed professional counselor. The counselor offers a variety of academic and personal training workshops for students each semester. The counselor is also available to meet individually with students to address areas such as: personal/family concerns, academic difficulties, transfer/transition services, community/social services resources, disability concerns/assessment, career exploration, or other needs as identified by students and/or faculty including personal, social or academic problems. The counselor is located on the 1st floor in the Student Information Center. No appointment is necessary and walk-ins are welcome. The counselor will refer students to appropriate community agencies if warranted.

The goal of Nursing and Allied Health is to ensure that all students receive the instruction and support they need to be academically successful in their chosen healthcare career. Students will be referred to the NAH Student Success Specialist (SSS) if and when the instructor determines they are at risk for failing. The SSS will meet with and advise students who are referred. The SSS will assess student’s barriers to success and then, depending on the barrier, refer the student to internal resources. In collaboration with the SSS, the student will create an action plan for success.

Additional guidance services are available to NAH students by other STC Departments, which include the Career Center, Counseling Department Center for Learning Excellence, Placement Office, Special Populations, Testing Department and Student Activities/Intramural Services. These departments provide orientation, admissions, records, financial aid, and athletics, and student government, student discipline, testing and counseling services.
STUDENT SUPPORT PROGRAM ADVISING

All faculty, with an appreciation that professional growth develops throughout one’s professional education, supports student professional development. Professional development skills such as the ability to communicate effectively and the ability to take responsibility for one’s behavior are necessary skills for Occupational Therapy practitioners. Faculty will monitor professional skill development and will work with the students to help them understand their strengths and weaknesses.

The Occupational Therapy Assistant program faculty and Program Chair will be responsible for all program advising and maintenance of student degree plans. Each student must meet with OTA faculty prior to registration for the next semester courses. Student information may be accessed via the Degree Works System for the purposes of advising students on coursework and other related issues.

Each new student will be assigned an OTA Faculty Advisor with one mandatory advising session each semester as the student progresses through the program sequence. Students must schedule their initial advisement appointment at the beginning of each semester. In addition to the required session, students are encouraged to initiate additional advisor appointments as needed for academic, professional, or career counseling. The course instructor completes program advising related to specific courses. The Program Chair is responsible for advising students regarding individualized plans of study.
SERVICES FOR STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil protection for persons’ disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disability.

Refer to the “General Information” section of the STC College Catalog for additional information regarding “Rights of Individuals with Disabilities” at: http://www.southtexascollege.edu/catalogs/collegecatalog/pdf/general_info.pdf

A copy of the OTA Essential Functions detailing the physical, cognitive, and environmental factors that is encountered by the OTA student in training and by the COTA in the workforce is included in this Handbook. After reviewing these required elements, the student may determine if she/he has a disability that may affect their performance in the Occupational Therapy academic or clinical coursework. She/he will indicate if they will require special physical, environmental, or academic accommodation for the successful completion of each course. Reasonable accommodation may be made that will allow the student to perform successfully in the Program. Accommodations are provided for the student who substantiate their handicapping condition and need for accommodations with appropriate documentation by an outside, independent evaluator or agency. Students with disabilities, including learning disabilities, who wish to request accommodation for any OTHA course, should notify the OTA Program chair and the ADA Counselor, within two weeks at the start of every semester so that special accommodations, if needed, may be made. In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Office of Disabilities Support Services at 872-2173.

With the student’s informed consent, any limitations in functioning relevant to the Fieldwork aspects of the program will be discussed and documented by the student, Fieldwork Coordinator, and the Fieldwork educator prior to the placement. Acceptance of the student in the clinical fieldwork setting is the prerogative of the independent agency.
ADAPTIVE EQUIPMENT AND ASSISTANCE

Disability Support Services (DDS) provides students with adaptive equipment in order to ensure success at STC. Students are also referred to local community agencies and organizations that assist in supplying adaptive equipment. The STC Disability Support Services makes available sign language interpreters for students, as needed.

STATEMENT ON ALCOHOLIC BEVERAGES, TOBACCO, FIREARMS AND OTHER SUBSTANCES

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) and Texas House Resolution 2253 and Senate Resolution 645 (passed in 1987), South Texas College forbids the unlawful manufacture, possession, sale, use or distribution of illegal drugs and alcoholic beverages at on-and off-campus college-sponsored events. Each of these statutes requires colleges and universities to clearly inform students that no illegal drugs (including unlawful possession of alcohol) will be allowed on campus (inside buildings and on campus property), and that students who are found guilty of such violation(s) will be penalized.

STC also prohibits smoking and the use of tobacco products in all college buildings. Violators of this policy may be subject to disciplinary action. Students seeking assistance or educational materials about alcohol, drugs, tobacco or other substances should contact the Counseling and Advising Office.

Additionally, in accordance with the Texas Penal Code, 46.03 (Concealed Handgun Bill), no person may carry a firearm on the campus of an educational Institution. Violators will be penalized.

Refer to the “General Information” section of the STC College Catalog for complete “Statement on Alcohol, Tobacco, and Firearms” at: http://www.southtexascollege.edu/catalogs/collegecatalog/pdf/general_info.pdf
HOUSING AND TRANSPORTATION

STC does not provide housing or transportation. It is the student’s responsibility to make his/her own arrangements for housing or transportation to the clinical sites while a student in the OTA program.

PARKING

- **Parking Permits Required**: Campus Security monitors traffic regulations and public safety on campus. Any student who plans to park a motor vehicle on campus must purchase a parking permit for each vehicle or motorcycle that will be parked on South Texas College property. A parking permit does not guarantee a parking space, but does authorize parking in designated areas.

- **Purchasing a Parking Permit**: Parking permits must be purchased online through STC Jagnet, accessible on the STC main web page via any internet enabled computer or kiosk. Go to: [http://police.southtexascollege.edu/wp-content/uploads/2014/08/Parking-Rules.pdf](http://police.southtexascollege.edu/wp-content/uploads/2014/08/Parking-Rules.pdf)

- **Temporary Parking Permits**: Students with permanent parking permits may obtain a temporary parking permit for short periods when a vehicle or motorcycle is not available, at the STC Police Department located at Pecan Plaza: 2507 W. Pecan Blvd McAllen, Texas.

**NOTE**: If a sticker is not in place, a citation will be issued. If any ticket is unpaid or an appeal has not been granted, a hold will be placed on the student’s account, which will prevent registration for the upcoming semester. All student vehicles must display a current parking sticker to avoid being ticketed. **NAH students are requested to park their vehicles only in the designated student parking area at the Dr. Ramiro R. Casso NAH Campus.** If parking at any other STC campus, students must adhere to the posted parking regulations.
**E-MAIL**

Use of email is the official communication tool for Nursing & Allied Health students. All STC students are issued a college generated email account (JAG mail). The college utilizes that account as the primary email address. Should a student wish to be contacted on a different email address, it is the student’s responsibility to forward this information to the program secretary. Students are to check college email (JAG Mail) or the designated email account daily for important announcements or requests from the Dean, Program Chair or course instructor.

**TELEPHONE CALLS**

Students may advise their families that only calls of an emergency nature can be made to the Division or Departmental offices. If the Division receives a call for a student that is of an emergency nature, the secretary or other person will locate the student to relay the message.

It is the student’s responsibility to maintain accurate phone numbers and e-mail addresses with the Program Secretary and faculty.

All personal cell phones must be placed on the “Silence/Mute/Vibrate” mode during classroom/lab activities so not to disturb instruction. Special consent must be obtained from the instructor to maintain the phone on “vibration” status is the student is expecting an emergency call.

**EMERGENCY/FIRE EVACUATION PLAN**

The Dr. Ramiro R. Casso Nursing & Allied Health Campus is equipped with a fire alarm system. If a fire occurs, the system will activate and send an electronic message to the municipal fire department. The building is equipped with fire extinguishers. All classrooms within the building have a map posted designating the location of and route to fire exits. All students should be aware of emergency evacuation routes. In the event of a fire, immediately activate the fire alarm, call 911, then the South Texas College Police Department Dispatch Office (956-872-2589). Exit the building to the designated area. In case of an emergency evacuation, elevators should not be used. Fire/evacuation drills will be held throughout the academic school year.

NOTE: During a building evacuation, students should stay with and follow the directions of their faculty. Faculty will call roll to assure all students are safe. Students should not use cell phones or leave the premises until directed to do so by their faculty.
SAFETY PROCEDURES

Any student injured while functioning as a student in the clinical area, laboratory or classroom must report to his/her instructor. An incident report is to be completed by the student and the instructor within 24 hours of the incident and sent to the Program Chair for review and signature. The Program Chair will keep incident reports in a separate secured file.

It will be a requirement for students to carry some form of medical expense coverage, i.e. Medicaid, third party, or student medical insurance, prior to initiating any clinical affiliation experience. Such availability of medical insurance should ensure access to emergency services for all OTA Program students.

OCCUPATIONAL EXPOSURE TO INFECTIOUS AGENTS

The new guidelines recommended by the Center for Disease Control (CDC) as of February 1996 will be followed. The new classifications assist in clarifying specific events that require additional labeling for general clients, respiratory situations, and contact situations. Students are expected to take the Hepatitis B Vaccine series unless a condition exists that requires a waiver to be signed.

College faculty, staff and students participating in clinical and laboratory programs that require the handling of blood, blood products, or body fluids are required to observe the universal precautions and safety guidelines prescribed by the U.S. Public Health Service. In compliance with Occupational Safety and Health Administration (OSHA) regulations, students will receive information regarding Blood Borne Pathogen prevention measures. OTA Program students will also receive instruction on safety and universal precautions throughout the curriculum. College faculty and staff members who supervise students in clinical and laboratory experience will monitor compliance with the precautions and guidelines prescribed by the U.S. Public Health Service by direct observation and as criteria of laboratory and clinical evaluations indicate.
III. STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT ETHICS
Each student is responsible for the academic integrity of all work completed. All reports, papers, projects, and examinations must represent the student’s own work. References and other sources of information must be properly cited. Examples of academic misconduct may include: representation of work completed by others as one’s own; use of unauthorized assistance in any academic work; failure to cite sources used; obtaining and/or using tests unauthorized by the instructor; copy another student’s work during an examination; offering unauthorized assistance to another student; modification, without the instructor’s authorization, of any examination, paper, record, report, or project for the purposes of obtaining additional credit or an improved grade; or failure to meet other conditions of academic integrity as required by the instructor.

A student who engages in cheating or plagiarism or academic dishonesty will face disciplinary action. A failing grade for at least the test or assignment in question will be given. Depending on the severity of the infraction, an instructor may impose a penalty such as a warning, reduce the grade for the assignment, test, or project; reduce the grade for the course; or initiate a suspension or probationary status process.

Cheating in any form is not compatible with the desired professional behavior and violates the professional Code of Ethics.

Fieldwork students are bound by the ethical standards outlined by the AOTA Principles of Occupational Therapy Ethics, Standards of Practice, the published procedures of the Fieldwork agency related to ethical practice, and by related governmental codes and standard.
CONFIDENTIALITY
In accordance with regulations regarding confidentiality of information or knowledge concerning the patients, the faculty of the Nursing/Allied Health Division has adopted the following procedure:

Except in the structured, teaching-learning situation, all aspects of the patient/client’s medically-related information and/or data shall not be discussed with any other person or persons under any circumstances.

Proper identification as stated in the dress code is required before reading charts/records.

Under no circumstances is the student to photo copy and/or tape record any part of the client’s chart/record.

Failure to honor this basic ethical right of the patient/client may result in the immediate dismissal of the student from the program.

During the fieldwork assignments, students are required to comply with the HIPAA Privacy Rule which establishes a federal requirement that most doctors, hospitals, and other health care providers (such as occupational therapists) obtain a patient’s written consent before using or disclosing the patient’s personal health information to carry out treatment, payment, or health care operations.

The hospital on-line Orientation course must be completed before a student is allowed at a clinical site.
HEALTH SERVICES

South Texas College does not provide health care services. The College is close to several health care facilities and will utilize the 911 system in an emergency situation. South Texas College makes available to all enrolling students’ health and accident insurance coverage. Such coverage is voluntary and must be purchased by the students by the 9th class day of each semester. Coverage terminates at the end of each semester. As with most insurance coverage, the procedure will not cover 100% of every claim. As a result, individuals purchasing this insurance are responsible for any balance or unpaid claim due.

Students enrolled in the Occupational Therapy Assistant Program must meet the additional Clinical requirements established by the Division of Nursing and Allied Health. Before enrolling in the clinical practicum, a student, using the COMPLIO Tracking System, must have on file with the Clinical Affairs Specialist at the Nursing and Allied Health Campus the following:

1. Completed Criminal Background check and drug screening
2. Proof of required immunizations (**see below)**
3. Proof of current malpractice insurance (available through STC)
4. Proof of Health and Accident Insurance
5. Current CPR certification

All students enrolled in health related courses, which involve direct patient contact in medical and dental care facilities must show proof of the following immunizations prior to the start of direct care or show serologic confirmation to immunity

- Measles, mumps, and rubella (MMR)
- Tetanus/diphtheria toxoid (DT) within 10 years
- Complete series of Hepatitis B
- Varicella (chickenpox)

Students may be provisionally enrolled for up to ONE semester to allow students to attend classes while obtaining the required vaccines and acceptable evidence of vaccination if they have proof of:
• One dose of MMR
• One dose of DT
• One dose of Hepatitis B
• Varicella

If a student previously signed a Hepatitis waiver, it is no longer valid. To qualify for provisional enrollment in clinical/practicum courses, students must bring proof of the first dose of the Hepatitis B vaccination to the Fieldwork Coordinator.

The student will assume full costs of the immunizations and medical services. Inquiries concerning any exemptions to this requirement should be directed to the Division Dean for Nursing and Allied Health.

A copy of the above documentation will be maintained in a separate student file at the OTA program office.

COMPLIO Tracking System documents and information can be viewed at:

http://nah.southtexascollege.edu/clinical_affairs/pdf/Other%20program%20Clinical%20Packet.pdf
COMMUNICABLE DISEASES

STC and the OTA program recognize contagious diseases are a serious threat to public health and are committed to encouraging an informed and educated response to issues and questions concerning these diseases. As outlined in the faculty handbook, communicable diseases include, but are not limited to:

Measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immuno-deficiency virus (HIV infection), AIDS - related complex (ARC), meningitis, meningococcal infections, and tuberculosis.

Any decision of STC concerning a person who has a communicable disease shall be based on current and medical judgment which includes the following: nature of the disease, risk of transmission to others, symptoms and special circumstances of the person, and available alternatives to respond to a student with a communicable disease. No individual with such diseases will be discriminated against in employment, admission to academic programs, health benefits, or access to facilities. Likewise, students may attend any STC function or event as long as they are physically and mentally able to participate, perform assigned work, and pose no health risks to others.

Duration of risk

Nature and severity of the potential harm

The likelihood that potential harm will occur

The imminence of the potential harm

A safe environment must be maintained for all students and clients. The student with a communicable disease must report the condition to his/her instructor (classroom or clinical) immediately. The OTA program will:

Make information on the prevention of communicable diseases available to students.

All reasonable precautions will be taken to protect confidentiality. However, communicable diseases will be reported as applicable to appropriate authorities, i.e. tuberculosis

1. Students must be able to meet acceptable performance standards and objectives.

2. A student with a communicable disease may attend classes or perform duties at the clinical site if his/her presence does not pose a threat or danger to the individual, others in the College, or to the clients they will be in contact with during the clinical experience.
3. Students are expected to follow the affiliating agency’s’ guidelines governing caring for clients with communicable diseases.

**Financial Information**

Please refer to the STC Catalog for the most current information on the fee structure for tuition and related fees per number of credit hours enrolled in per semester. The second digit of each course number indicates the number of credit hours assigned to each course. Please refer to each course syllabi of the Required and Recommended Book List and Bookstore for current textbook prices. Additional funds may be needed for other expenses related to fieldwork placements. (See Program Costs).
EQUIPMENT LENDING

Loss of equipment and supplies is an indirect expense to students and is an inconvenience to all. Students are encouraged to make efficient use of materials, equipment, and supplies during class periods. Occasionally, borrowing of materials or equipment is required; these may be checked out with the course instructor’s permission. A log for checking out items will be maintained. Students must return materials by the next class day, unless alternative arrangements have been made. Items must be returned to the same instructor who approved the lending of the material(s).

APPROPRIATE USE OF EQUIPMENT AND SUPPLIES

OTA students must comply with the program’s rules regarding the appropriate use of equipment and supplies and for all educational activities that have implications for the health and safety of clients, students, and faculty to include infection control and evacuation procedures.

Prior to admission into the OTA Program, all students must complete the immunization requirement: The Board of Trustees approved Board Policy (#3337) on July 15, 2004 for all students participating in a Nursing or Allied Health Program clinical course. This policy requires all students to pass a criminal background check, meet immunization, and medical health requirements prior to enrolling in a clinical course. In addition, students participating in the program are subject to periodic—“for cause” drug screening. This policy is being implemented to ensure uniform compliance with Joint Commission standards pertaining to Human Resource management and state licensing regulations.

OTA Student Handbook.

OTA students are first directed to familiarize themselves to the STC 2013-2014 Student Handbook, section: STUDENT RIGHTS AND RESPONSIBILITIES; Student Conduct Process; Conduct Violations 6, 7, 8 regarding safety and use of College equipment.

At the beginning of each semester, the students are instructed in the safe evacuation from the NAH building in response to an emergency using the Quick Reference Guide.

In the first semester, when taking OTHA 1415 Therapeutic Use of Occupations or Activities, they reference Chapter 12 Safety Techniques from the Early text which addresses the following:

Universal Precautions
Controlling the Environment
Medical Emergencies and First Aid
Psychiatric Emergencies
Teaching Consumers About Safety
Modifying Environments to Enhance Safety
**LECTURERS/SPEAKERS**

Guests are frequently invited to share their expertise and experiences with OTA students. Continued support from these speakers, the professional image of OTA’s, and the reputation of the program are all influenced by the students’ attention and courtesy during their visits to the classroom. Class members are asked to share responsibility for making speakers feel welcome, and by giving appropriate feedback through questions and comments, and by voicing appreciation for their presentation. Professional dress is required on the days a lecturer is scheduled.

**OTA PROCEDURES/PROCEDURE DEVELOPMENT**

Procedures are developed by the OTA faculty and reviewed and/or revised annually by the OTA Community Advisory Committee. Input from students is valued; Suggestions to be considered should be made in writing and submitted to the Program Chair.

**OTA PROCEDURES/PROCEDURE ENFORCEMENT**

OTA faculty will enforce these procedures to promote an effective operation of the program and to assure fair practices for all students. Confidentiality dictates that students should not be aware of any faculty actions with other students when administering these procedures.

**SOCIAL MEDIA**

The Nursing and Allied Health Division supports the use of social media and upholds a student’s right to personal communication via social media sites.

Students are expected to adhere to the high standards of the health care profession with regard to maintaining confidentiality and are prohibited from communicating using social media platforms.

This practice pertains to South Texas College/NAH related functions such as interactions in both classroom and clinical activities and use of internet conversations for College related activities via the following platforms but not limited to Facebook, My Space, Tweeter, Linked In, Blogs, and YouTube.

Sharing of sensitive and confidential information is protected under HIPAA and FERPA whether conferred through face-to-face communication channels, social media sites, or college communication modes such as Jagnet or Blackboard.
GUIDELINES AND PRACTICES FOR USE OF SOCIAL MEDIA

1. Private information of patients, healthcare facility staff, college staff and fellow students should never be discussed in any form of social media. The Health Insurance Portability and Accountability Act (HIPAA) guidelines are to be upheld at all times both in classroom and clinical course activities.

2. The uploading, downloading and distribution of unauthorized pictures, videos and course materials are strictly prohibited without express written permission of the faculty and other persons concerned, and will be administered entirely by the designated employee of the college responsible for the NAH division social media platform pages.

3. Social media interactions like but not limited to texting, e-mailing and social networking are not permitted during class and clinical hours. The use of PDA and/or PDA combined with cell phone in clinical are used only as authorized by faculty and the healthcare facility. The PDA combined with cell phone must be in vibration mode. In addition, the use of notebooks, iPads, etc… during class will only be permitted for note taking and other related college activities as authorized by the faculty. If a student needs to respond to an emergency text/call, the student is asked to leave the classroom as deemed necessary.

4. Students will not use social media to communicate with faculty and staff. Students will use communication methods as specified in the syllabus (jag-net mail, blackboard).

5. The division of Nursing & Allied Health will maintain a main Facebook page including NAH program pages as determined by each Program Chair.

6. No NAH program or student club shall maintain an independent social media page. All program and student club social media platforms will be administered entirely by the designated employee of the college responsible for the NAH division social media platform page. Students will submit materials for inclusion on their pages to the designated social media administrator.

7. It is the student’s responsibility to keep their private social media site appropriate and profiles clean. It is highly recommended that students adjust privacy settings for personal accounts to limit public access.

8. Consequences for inappropriate use of social and electronic media by a Nursing and Allied Health division student will be handled on a case by case basis. The consequences will depend, in part, on the particular nature of the incident. Violations of patient/client privacy via electronic device will be dealt according to disciplinary action included in the STC Student Handbook, and the NAH handbook.
**PROFESSIONAL LIABILITY INSURANCE**

The college requires professional low risk liability insurance coverage for students in the health professions. Payment for insurance is made at the time of student registration for clinical courses.

**DRUG SCREENING & CRIMINAL BACKGROUND CHECKS**

Screening requirements are in place for South Texas College Nursing & Allied Health clinical/practicum programs. These requirements include criminal background checks and drug screens. The rationale for these requirements for students participating in clinical and practicum courses is based on the concept of due diligence and competency assessment of all individuals whose assignments bring them in contact with patients/clients or employees. Competency extends beyond technical skills to an individual’s criminal and substance abuse history. This approach ensures uniform compliance with JCAHO standards pertaining to human resource management. Moreover, the public is demanding greater diligence in light of national reports of increasing numbers of medical errors. NAH students are obligated to disclose any changes regarding their drug/alcohol dependency or criminal record to the Program Chair. The department will take the information provided into account in determining whether to remove the student from the program or to provide special accommodations. Failure to notify the program of such changes will result in disciplinary action which may include program dismissal.

The student will assume full costs of the drug screening and criminal background checks. Drug screening and criminal background check results will be kept on file in the NAH Division office.
**CHANGE IN HEALTH CONDITION**

In an effort to maintain a safe learning environment, NAH Program students are required to notify their Program Chair of significant changes in his/her medical condition. If such change has the potential to affect or be affected by his/her program coursework, the student will be required to obtain a physician’s release. The release must specify the conditions under which the student is able to return to the classroom and/or clinic experience. Examples of significant changes in health status include but are not limited to: pregnancy, infectious diseases, surgery and physical injury and/or illness.

**PREGNANT AND PARENTING STUDENTS**

South Texas College does not discriminate against any student on the basis of pregnancy, parenting or related conditions. Pregnant or parenting students seeking accommodations should contact the Conflict Resolution Center for assistance at 872-2180. Absences considered necessary by the student’s doctor for students who are pregnant or who give birth will not affect the student’s grade. At the conclusion of the period of time the student is absent, the student will be given an action plan by the Program Chair that outlines what work needs to be made up and/or what the student needs to do to return to the program.

**STUDENTS CALLED TO ACTIVE MILITARY DUTY**

If a student withdraws because the student is called into active military service, the institution, at the student’s option shall:

1. Refund the tuition and fees paid by the student for the semester in which the student withdraws;
2. Grant a student, who is eligible under the institutions guidelines, an incomplete grade in all courses by designating “withdrawn – military” on the students transcript; or
3. As determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material.

**INITIATION OF MILITARY WITHDRAWAL**

It is the student’s responsibility to initiate the withdrawal process. The college is not responsible for any liabilities incurred as result of the student’s failure to officially withdraw from the College. Students whose circumstances require them to discontinue attending a course should promptly take steps through the Office of Admissions and Records to officially withdraw from it. Failure to withdraw properly will result in a grade of “F” in the course.
IV. OTA CURRICULUM DESIGN

METHODOLOGY
The OTA curriculum was developed after careful review of other well established OTA program’s curricula and the Guidelines for Instructional Programs in Workforce Education. The ACOTE’s STANDARDS for educational programs were utilized to develop the courses by integrating the required competencies into each course in the curriculum plan.

COURSE DESCRIPTIONS
The course descriptions were developed from the Community Advisory Committee’s review of desired competencies after grouping the content needed for each specific course. The Committee reviewed course names and subject content before sequencing the OTHA courses. The Committee reviewed all draft course descriptions and made revisions to course descriptions at the February 1997 meeting. These descriptions were subject to approval by the Allied Health Division and the College-wide Curriculum Committees. The accrediting agencies, The Texas Higher Education Coordinating Board (THECB) and the Accreditation Council for Occupational Therapy Education (ACOTE) gave final approval for the coursework implementation effective the Fall 1997 semester.

The course descriptions have been revised in accordance with the THECB guidelines re: standardization that insures portability of WECM courses among the Texas OTA programs. All OTHA courses offered by Texas public institutions of higher learning may be transferred to another accepting program, as the descriptions are consistent.

PROGRAM OBJECTIVES
The curriculum of the Occupational Therapy Assistant Program was formulated according to the Texas Higher Education Coordinating Board Guidelines for Instructional Programs in Workforce Education and is monitored by the Division of Academic Affairs. The curriculum design was recommended by the Community Advisory Committee, which is composed primarily of Occupational Therapy professionals.

The Fieldwork practicums scheduled at several intervals during the course of study will progressively allow the students to practice and apply all of their knowledge base in a clinical setting with a variety of patients.

NOTIFICATION REQUIREMENTS
The OTA Program at South Texas College must adhere to all requirements established by the credentialing agencies in order to maintain compliance to established Standards and Rules.

The purpose of the Curriculum and Accreditation Department is to support student learning by coordinating the regional accreditation processes for the College, facilitating the development and ongoing revision of instructional programs, and ensuring efficient processes for student evaluations of faculty and course scheduling.
In addition, the OTA Program Director must work with the College’s Curriculum and Accreditation Officer to assure that the following activities which affect the Program’s accreditation status with ACOTE are completed:

a. Inform ACOTE of the transfer of program sponsorship or change of the institution's name within 30 days of the transfer or change.
b. Inform ACOTE within 30 days of the date of notification of any adverse accreditation action taken to change the sponsoring institution's accreditation status to probation or withdrawal of accreditation.
c. Notify and receive ACOTE approval for any significant program changes prior to the admission of students into the new/changed program.
d. Inform ACOTE within 30 days of the resignation of the program director or appointment of a new or interim program director.
e. Pay accreditation fees within 90 days of the invoice date.
f. Submit a Report of Self-Study and other required reports (e.g., Interim Report, Plan of Correction, Progress Report) within the period of time designated by ACOTE. All reports must be complete and contain all requested information.
g. Agree to a site visit date before the end of the period for which accreditation was previously awarded.
h. Demonstrate honesty and integrity in all interactions with ACOTE.

ACADEMIC CALENDAR/PROGRAM SCHEDULES
Check the STC web site for most recent academic calendar and Holiday Schedule approved by the STC Board of Trustees for the current school year.
V. STUDENTS LIFE AND STANDARDS

ADMISSIONS REQUIREMENTS

A. Meet general admission requirements to STC.

B. Have a High School diploma or GED.

C. Be TSI complete.

D. Achieve an ACT composite score of 19 or above and a minimum of 16 in all individual areas (English, Math, Reading, and Science). Take the ACT plus Writing component Exam, the ACT Writing score must be a 6 or above. Scores must be current within the last 5 years.

E. Earn a minimum cumulative GPA of 3.0 on a 4.0 scale in all transfer courses if applicable.

F. Earn a minimum cumulative GPA of 3.0 on a 4.0 scale in all courses completed at STC.

G. Complete all prerequisite courses with a minimum grade of "B" as listed in the Occupational Therapy Assistant Program degree plan.

H. Submit a completed Program application by stated deadline. For more information contact the Occupational Therapy Assistant Program at 872-3161 or access the information online.

I. Participate in student advisement per program requirements. For more information contact the Occupational Therapy Assistant Program at 872-3161.

J. Pass a background check and drug screen through approved providers. Students with criminal histories must provide proof of certification and licensure eligibility from the National Board for Certification in Occupational Therapy (NBCOT) and the Executive Council of Physical Therapy and Occupational Therapy Examiners (ECPTOTE). For more information contact the NAH Clinical Affairs Specialist.

K. Present documentation of volunteer experience of a minimum of 25 hours each at Pediatric and Adult client settings.

L. Meet technical standards as stated by Occupational Therapy Assistant Program.

Students who have met the above requirements may submit their application. Applications will be evaluated through a competitive selection process. Due to program size limitations, meeting application requirements does not guarantee admission into the program.
RECEIPT OF DIVISION/PROGRAM STANDARDS HANDBOOK

All students that are admitted into the program are required to submit the forms at the end of the OTAP Student Handbook during orientation:

- Verification of Notification
- Honor Contract
- Student Contact Information
- Release of Personal Information
- Student Consent to be Videotaped or Photographed
- N.A.H. Confidentiality Statement
- N.A.H. Conference Summary
- *N.A.H. Allied Health Division Student Incident Report (if needed)*

*All forms are found at the end of this handbook, please print and turn in once admitted into the occupational therapy assistant program.*
APPLICATION PROCESS
The student will:
Complete a specific program application for admission by the deadline date posted. (Last Friday in May for Fall admission)
Complete an Information Form for the OTA Program.
Request a Documentation of Experience Form from the OT Practitioner who supervised the volunteer experience.

STC’s Office for Admission s and Records will:
Verify that the minimum requirements for admission are met.
Document student’s College readiness completion status.

The OTA Program Admissions Committee will:
Verify total eligibility points based on GPA and number of academic courses completed.
Verify completion of Student Information Form and Verification of OT Experience Form within deadline date.
Review completed application packets (Program Application Form, Verification of Experience Form, Admission Office clearance of THEA and pre-requisite course completion.
If the number of qualified applicants exceeds the number of admission slots available, then the following selection procedure will apply:

a. Complete the Student Application Score Sheet
b. Rank order student applications based on the total score earned
c. Rank order the applicants based on highest to lowest score. The final ranking of scores will be done using student ID number identification only. If there is a tie for the last slot, the student with the earliest application submission date will be selected.
d. Notify the candidates of their approval or denial into the program. The students with the highest total scores and two alternates will be selected for each Fall semester.

Schedule and conduct a new student Orientation class for the top students and alternates to review the OTA Student Handbook and rules and regulations specific to the Program. The alternates may be admitted if any of the top students chooses not to accept their slot.

If any of the top applicants are unable to start the program during the Fall semester, he may request in writing that his slot be held for one year. The student will not be required to re-apply for his position the following year. Slots are not held open for approved students for more than one year.

Statement of Equal Opportunity
No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, veteran status or disability.

This document is available in an alternative format upon request by calling (956) 872-8302. Individuals with disabilities requiring assistance or access to receive these services should contact Disability Support Services at (956) 872-2173.
IMMUNIZATION REQUIREMENT PRIOR TO ENTERING THE OTA PROGRAM

Prior to admission into the OTA Program, all students must complete the immunization requirement: *The Board of Trustees approved Board Policy (#3337) on July 15, 2004 for all students participating in a Nursing or Allied Health Program clinical course. This policy requires all students to pass a criminal background check, meet immunization, and medical health requirements prior to enrolling in a clinical course. In addition, students participating in the program are subject to periodic—“for cause” drug screening. This policy is being implemented to ensure uniform compliance with Joint Commission standards pertaining to Human Resource management and state licensing regulations.* NAH Student Handbook.

OTA students are first directed to familiarize themselves to the STC 2013-2014 Student Handbook, section: STUDENT RIGHTS AND RESPONSIBILITIES; Student Conduct Process; Conduct Violations 6, 7, 8 regarding safety and use of College equipment.

At the beginning of each semester, the students are instructed in the safe evacuation from the NAH building in response to an emergency using the Quick Reference Guide.

In the first semester, when taking OTHA 1415 Therapeutic Use of Occupations or Activities, they reference Chapter 12 Safety Techniques from the Early text which addresses the following:

Universal Precautions
Controlling the Environment
Medical Emergencies and First Aid
Psychiatric Emergencies
Teaching Consumers About Safety
Modifying Environments to Enhance Safety
REGISTRATION FOR CLASSES
Only those students who have been accepted into the OTA Program may be registered for OTHA courses. Initial registration is completed at the OTA Program location during the Orientation Class by program faculty. Registration for academic courses required in the degree plan can be completed at that time or in any other method as outlined in the Catalog (WEB, on-site etc.) Students must have evidence that they have begun the ‘Clearance to Register” process, by completing a drug screen and a criminal background check before they may enroll in the program. Students who have not initiated the process by the first class day may not be admitted.

CONFIDENTIALITY OF STUDENT RECORDS
It is the procedure of South Texas College and the OTA Program to maintain confidentiality of the student’s educational records and to be in compliance with the provisions of all federal and states laws governing the release of student educational records. An unofficial program file for each OTA student’s academic and professional skill progress is maintained in the OTA Program Chair’s Office. It may be released only to an OTA faculty member and/or the Division Director or Vice-President or his designee upon request. A student may have access to his own file. If the student is age 18 years or older, he must authorize in writing his permission to share information with parents or other individuals. All formal communication regarding student progress, problems, disciplinary actions, etc. must be reviewed and co-signed by all applicable parties to document accuracy of the information contained therein.

PART-TIME STUDENTS
(Students who have all academic courses completed): The OTAP courses are cohort in nature. They must be taken in the sequence described in the degree plan, as they are only offered one time a year. The student must complete each course satisfactorily with a grade of “C” or better in order to progress to the next semester as outlines in the program’s degree plan.

At the beginning of the program sequence, the OTA Program may offer some flexibility for students who wish to be employed and also attend classes by the scheduling of labs. During the second year and as the program sequence progresses, the number of OTHA coursework increases each semester thus requiring the student to attend on a full-time status. Students are discouraged from full-time employment, as this may interfere with the students’ ability to participate in open lab and other optional learning experiences.
STUDENT PROFESSIONAL MEMBERSHIP
Student organizations and clubs provide students with the opportunity to supplement classroom work with activities that meet personal needs for companionship, civic involvement and creative effort, and promote leadership development and effective group participation.
All OTA students are encouraged to obtain membership in the Student OT Association, SOTA. Active SOTA club involvement helps students develop the profession-related awareness, commitment and organizational skills needed to support consumer groups, community service organizations, and professional associations. Students may participate in fund-raising activities and service projects to support their attendance costs to out of area meetings and other club activities.
Students are further encouraged to become members of the American Occupational Therapy Association (AOTA) and the Texas Occupational Therapy Association (TOTA) There are many benefits associated with student membership in professional associations.

CONTINUING EDUCATION
Maintaining one’s competence and broadening ones skills are an on-going process and responsibility of the OT practitioner. Students are notified of appropriate continuing education opportunities and are encouraged to participate. Students are advised to maintain a folder of such activities for documentation purposes.

GRADE STANDARDS
Scholastic achievement is not only for meeting the student’s learning needs but also for insuring a sound knowledge base when treating future clients. Grades become a statement for competency. As such, all course work outlined in the OTA Program degree plan must be completed with a grade of C or better. Students with a grade of C or lower at mid-term must seek faculty advisement and develop a plan to improve deficit areas. Any OTHA course completed with a grade of less than a C will have to be repeated during the next year as per the scheduled sequence. Students must request re-admission into the program.

Every OTHA course with the exception of Clinical and Practicum courses will be assessed by at least two categories. Students must pass both grading categories with a minimal average of 75%. If less than 75% in one or both categories are scored, a grade of “D” will be recorded and the student will not be eligible to progress in the program.

Nursing & Allied Health Division’s System of Grading will be utilized as follows:

<table>
<thead>
<tr>
<th>GRADE MARK</th>
<th>NUMBER GRADE</th>
<th>GRADE MEANING</th>
<th>GRADE POINT PER SEMESTER</th>
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<tbody>
<tr>
<td>A</td>
<td>100-90</td>
<td>Excellent</td>
<td>4</td>
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<tr>
<td>B</td>
<td>89-80</td>
<td>Good</td>
<td>3</td>
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<tr>
<td>C</td>
<td>79-75</td>
<td>Average</td>
<td>2</td>
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<tr>
<td>D</td>
<td>74 or less</td>
<td>Failing</td>
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Name of student: ________________________
Semester: ______________________________

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<tr>
<th>% Weight</th>
<th>Behaviors</th>
<th>4 points each</th>
<th>% Weight received</th>
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<tr>
<td>16%</td>
<td><strong>Commitment to Learning</strong></td>
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<td></td>
<td>• Assuming responsibility by self-starting projects and other tasks,</td>
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<td></td>
<td>including own learning.</td>
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<td></td>
<td>• Doing more than what is minimally expected.</td>
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<td></td>
<td>• Showing an energetic, positive and motivated manner in class, lab,</td>
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<td></td>
<td>and in clinic.</td>
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<td></td>
<td>• Accepting one’s limitations and participating in appropriate self-</td>
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<td></td>
<td>assessment</td>
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<td>24%</td>
<td><strong>Communication Skills</strong></td>
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<td></td>
<td>• Active in-class participation (Both individual and group) verbally</td>
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<td></td>
<td>interacting in class activities/discussions and verbalizing opposing</td>
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<td></td>
<td>opinions constructively</td>
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<td></td>
<td>• Appropriately controlling expression of emotion: verbal, postural,</td>
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<td></td>
<td>gestural, &amp; facial.</td>
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<td></td>
<td>• Remaining quiet when fellow classmate(s) /instructor is speaking/</td>
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<td></td>
<td>presenting in class (no talking with others , on electronic devices,</td>
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<td></td>
<td>or on cell phones)</td>
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<td></td>
<td>• Communicating ideas and opinions clearly and concisely verbally and</td>
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<td></td>
<td>in written papers, notes, and reports/article abstracts.</td>
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<td>• Attentive in class using body posture and affect that communicates</td>
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<td>interest or engaged attention. (includes no sleeping in class)</td>
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<td></td>
<td>• Proper appearance and mature behavior (professional appearance, speech</td>
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<td>and conduct, including wearing I.D. badges, appropriately dressed and</td>
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<td></td>
<td>personal hygiene) for all classes and program related activities</td>
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<td>24%</td>
<td><strong>Responsibility</strong></td>
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<td></td>
<td>• Being prepared for class (Ready for in class discussions, having</td>
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<td>required supplies: book, print outs, assignments, etc.)</td>
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<td></td>
<td>• Responsible for obtaining assignments missed from classmate(s) and</td>
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<td></td>
<td>following through with commitments and responsibilities in class,</td>
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<td>clinic, and program related activities.</td>
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<td>• Being on time for class, clinic, and labs including full attendance</td>
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<td></td>
<td>of entire class time (No tardiness &amp; Not leaving early).</td>
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<td><strong>8%</strong></td>
<td><strong>Effective Use Of Time</strong></td>
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<tr>
<td>• Absent providing instructor with notice via email or phone call prior to class time (No unexcused absences).</td>
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<tr>
<td>• Submission of complete assignments &amp; on time (no late submissions)</td>
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<tr>
<td>• Completing required coursework in a timely fashion; not waiting for last day to begin projects/ask for help (No procrastination).</td>
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<thead>
<tr>
<th><strong>12%</strong></th>
<th><strong>Use Of Constructive Feedback</strong></th>
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<tbody>
<tr>
<td>• Maintaining resources, equipment and classroom lab workspace clean and in good working order</td>
<td></td>
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<tr>
<td>• Prioritizing self and tasks, managing time to meet commitments.</td>
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<tr>
<th><strong>16%</strong></th>
<th><strong>Honesty/Integrity</strong></th>
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<tbody>
<tr>
<td>• Respecting others, maintaining confidentiality, their property and STC instructional materials.</td>
<td></td>
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<tr>
<td>• Refusing to lie, steal, cheat or deceive in any way.</td>
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<tr>
<td>• Displaying ethical behaviors by observing the profession’s code of ethics and demonstrating mature values and manners.</td>
<td></td>
</tr>
<tr>
<td>• Compliance with all STC policies, procedures, and OTA program standards.</td>
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</tr>
</tbody>
</table>

| **Total 100%** | **Actual Total for student ____%** |

**POINT STRUCTURE**

(4) **Very Good** 90 - 100% of the time

(3) **Good** 80 - 89% of the time

(2) **Fair** 70 – 79 % of the time

(1) **Poor** 50 – 69% of the time

(0) **Deficient** Less than 50% of the time
EXAMINATION PROCEDURES
EXAMINATIONS, QUIZZES AND MAKE-UP EXAMINATIONS:
Exams will begin promptly at beginning of class on scheduled dates unless otherwise specified by instructor. All exams will be timed. Students must take exams at the scheduled time and date. No exams will be dropped. NO MAKE UP exams will be given if the student does not notify the course instructor before the scheduled start time for the exam that he/she will be absent. Documentation must be submitted to the course instructor regarding and justifying the absence (i.e. doctor’s excuse if ill). Arrangements for makeup exams must be made with the instructor before the student returns to the classroom. The format of the exam may differ from the original exam, i.e. an essay exam instead of multiple choice exam. **Grades for make-up exams will not exceed 95.**

If a student scores below 75% on an exam they will receive a referral to make an appointment with the Student Success Specialist in room 123. It is the student’s responsibility make and attend this appointment. The student must also schedule a meeting with the instructor to identify areas of weakness and formulate a plan of action. At a minimum, this plan will require that student participate in mandatory 1 hour per week tutoring sessions with either the course instructor, OTA lab assistant, and/or CLE staff. Tutoring sessions will be scheduled at the instructor’s convenience and will require weekly attendance until a passing grade is earned on the subsequent exam.

During examinations student desks are to remain clear of items not specifically required for testing during an exam such as cell phones, electronic devices, purses, wallets, books, etc. Personal electronic devices are to be turned “off” and put away prior to the exam.

*Students must demonstrate competency of at least 75% to pass all written or computer-assisted tests. If a student receives a grade below 75% in the Exam/Quiz category, a grade of “D” will be recorded as the final course grade or the lesser grade if the final overall grade average at the end of the semester is below a “D” average. As a result the student will not be allowed to progress in the OTA Program sequence.*

RE-EXAMINATION:
Students will not be given an opportunity to re-take failed examinations.

LAB PRACTICAL EXAMINATIONS
*Students must successfully complete all practical skills checklists for this course with a score of 75% or better. If a student receives a grade below a 75% on any practical skills checklist, he/she may request only one retake with a max score of “80%” recorded. If a grade of 75% or higher is not earned by the student on the retake, he/she will not have met the competency skill for the course and will be immediately removed from the OTA program. A score of 75% or higher in this category is required before the student is allowed to progress in the program sequence. If a student receives a grade below 75% in the Practical Examination/Checklist Category, a grade of “D” grade will be recorded as the final course grade or the lesser grade if the final overall grade average at the end of the semester is below a “D” average. As a result the student will not be allowed to progress in the OTA Program sequence. Students are required to practice the skill prior to testing.*
MISSED/LATE WORK
Online Participation may be a combination of homework, group participation, and/or discussion questions for any of the covered chapters. They will be posted on Blackboard and are due at the beginning of the designated class session. Any assignments requiring online participation will only be accepted through Blackboard submission. You will not be able to submit after the cutoff date and time and a “0” will be awarded if submitted after the deadline. Case studies, research on new treatment techniques, review of recent articles, and video assignments are just some of the in-class assignments that will be conducted. There is no makeup for in-class assignments that are missed and a score of “0” will be given for that day.
In-Class projects will be completed either in a group or on an individual basis depending on the assignment.

Assignments that are to be turned in to the instructors are due at the beginning of the class session. A 5 point deduction will be applied if the assignment is turned in late during the day it is due. A 10 point deduction will be applied each day thereafter.

ASSIGNMENTS
One’s efficiency can affect costs to consumers; therefore, time management and organization skills will be reinforced throughout the curriculum. All assignments are to be completed and turned in at the beginning of the class period on the designated due date. Any late assignments will be reduced by one letter grade per class day late. Assignments due during an appropriately communicated absence will not be considered late until the student returns to the next class session. As each assignment is designed toward students meeting specific professional competencies, it is the student’s responsibility to submit all required assignments in order to pass the course.

All Fieldwork Level II Practicum coursework must be completed within eighteen months of completion of the classroom non-capstone courses. A student will not be eligible for graduation until all academic and Fieldwork requirements are met. Failure to do so will prohibit the student from successfully completing the educational program requirements as per the professional accreditation agency. The student will not be eligible to graduate or apply to sit for the national certification examination.

INCOMPLETES
Non-Capstone courses: Because OTHA courses build on previous courses, INCOMPLETES are rarely given and can affect a student’s course of study. The student must initiate a request in writing, citing the reason for the request and attach any relevant medical documentation. A plan, including an alternate date for course completion, must also be included. Assignments to remove an Incomplete grade must be achieved by the student on an independent basis. Requests must be filed with the course instructor at least two weeks before the final exam. The Incomplete, if granted, must be removed by the end of the subsequent semester, or the grade will be changed to an F. All course requirements listed in the syllabus must be completed satisfactorily for a student to pass an OTHA course. All academic and/or OTHA course INCOMPLETES must be removed before initiating a Fieldwork Level II placement.

*The instructor may assign an INCOMPLETE because of illness or other unavoidable circumstances if the student is in “good standing”. The student must complete work within one semester after the end of the semester in which the grade was issued or receive an “F” for the course.
**Capstone courses:** If passing and with the approval from the fieldwork educator and Fieldwork Coordinator, a student may request a maximum of two weeks additional time for OTHA 2366 if it is agreed that he needs more time to refine his skills. The OTHA 2367 course will be then delayed for a later start date and the student may earn an “Incomplete” grade for that course.

A student may receive a “Drop-Pass” grade in a Practicum Capstone course if he presents with a personal or medical problem within the first four weeks of the course and will not be able to complete the course. If he receives a “Drop-Pass” grade for OTHA 2366, he may be allowed to complete OTHA 2367 as scheduled, and then register for OTHA 2366 at a later date.

**Capstone Practicum courses** must be completed within eighteen months of the completion of the academic and technical non-capstone courses listed in the OTA degree plan.

**PROGRAM EXIT EXAM**

In order that STC OTA program graduates are prepared to pass the NBCOT Certification Practice examination upon graduation, students are required to pass a comprehensive exit exam with a score of 75% or higher in the CAPSTONE course, OTHA 2430. Students will have only three opportunities to take and pass this NBCOT exit exam with a grade of 450 or higher.

**PROGRAM WITHDRAWAL**

Students choosing to withdraw from the OTA program should contact the Program Chair so that career/program alternatives can be discussed and/or a referral to a counselor may be made if appropriate. The Division Director will also be notified of the student’s withdrawal.

Any student in the OTA Program who drops or withdraws from an OTHA course will be dropped from the program. It is the student’s responsibility to initiate the withdrawal process. Merely discontinuing class attendance does not constitute a drop or withdrawals from class.

1. **Withdrawing students from Selective Admission programs, regardless of the reason for exiting, must schedule an exit interview with their Program Chair or Program Advisor. A written signed record and/or clinical evaluation tool must be completed. A Drop/Withdrawal form will also be completed with the student at that meeting and a copy attached to the exit documents.**

2. **Program Chair will maintain a file for their program’ withdrawal forms for statistical purposes.**

   **Note:** Failure to formally meet with the Program Chair will make the student ineligible for readmission or admission to selective admission programs in the future.

3. **When students withdraw from a program , they must also go to the College Admission Center to officially withdraw from the course with a grade of “W” and any other program courses in that semester. Failure to follow the withdrawal procedure will result in a failing grade of an “F”.

A student who is not progressing satisfactorily toward completion of the course objectives due to non-attendance may be withdrawn from the course by the instructor with the Program Chair’s permission, students who withdraw temporarily from the program may do so for a period of no more than one academic year. A student must submit such a request in writing with supporting rationale and plans to complete the program sequence. To assure adequacy of knowledge and skills, re-entering students are subject to a plan of study review and requirements determined by the faculty as a condition of re-enrollment.
STUDENT FAILURE

- A student may repeat an OTHA course previously failed or withdrawn from only one time.
- The student will obtain a failing grade if he does not achieve a minimum passing score on the AOTA Evaluation form or if he cannot demonstrate entry-level practice skills at the end of an eight-week Practicum course.
- Students failing OTHA 2160 for safety or unprofessional behavior will need to petition the NAH Division Progression’s Committee in order to be allowed to retake the course.
- If a student fails a Practicum course because of safety infractions involving patient care, he will not be allowed to register for the course a second time and will not be eligible for graduation. If the student receives a failing grade in OTHA 2366 due to “unsafe practice”, illegal, or unethical behavior at the Practicum setting, he will not be allowed to progress to the next course, OTHA 2367.

There are established grievance procedures outlined in the College Student Handbook if a student does not agree with the grade earned.

A student who receives a failing grade (D or F) in an OTHA lecture course, he may be given permission to take the course a second time the next year following the program sequence. The student will be required to complete the following procedure before requesting permission to repeat the course:

1. Meet with the instructor or Program Chair to review the situation and plan strategies.
2. Write a self-assessment of the situation
2. Develop measurable goals for remediation of the difficulties and develop implementation strategies to master the goals
3. Review the document such as a portfolio with the program advisor
4. Petition for re-admission into the program with the Division’s Progression Committee
5. Receive approval from the Division of Nursing and Allied Health Progressions Committee to continue.
PROGRAM RE-ADMISSION

The Program Chair, Fieldwork Coordinator and the Division Dean utilizing the following guidelines will evaluate consideration for a student’s re-admission into the OTA Program:

a. A student may request only ONE re-admission into the OTA Program

b. Readmission is dependent on availability of space in lab or clinical placements after the current class progression needs are met. (not automatic)

c. Failure of two OTHA courses in one semester will result in ineligibility for readmission to the Occupational Therapy Assistant Program

d. A student may be denied readmission to the OTA Program if failure or withdrawal was related to unsafe practice, dishonesty, and/or unethical practice.

e. Consideration for readmission is based on the following:

   - Recommendation from a previous faculty member
   - Academic grade average and/or clinical evaluation
   - Reasons for withdrawal/failure
   - Resolution of external situation causing the problem, if appropriate
   - Adherence to and completion of any contractual agreements
   - Progression in program sequence will be dependent on the availability of clinical Fieldwork sites.

RE-ADMISSION PRIORITY

After ascertaining that the student has met the general criteria listed above, the following priority guidelines will determine placement on a waiting list for available openings in the following program class.

First priority: Students who were selected for admission into the program, but were unable to begin the previous Fall sequence.

Second priority: Once enrolled in the program, students who withdrew for personal/health reasons and were in good academic standing (GPA above 3.0) at the time of withdrawal. For example: family crisis, personal health, pregnancy, and finances.

Third priority: Students who withdraw or fail an OTA or required academic course due to poor academic/clinical performance.

Fourth priority: Students who were administratively withdrawn due to absences.

The waiting list will be compiled according to priority rating. The Nursing and Allied Health Division Progressions Committee will rank a student falling into more than one priority after evaluation. Students who have not adhered to and completed previous contractual agreements are ineligible for readmission.
RE-ADMISSION PROCESS (Student Responsibility)

If the student plans to re-apply for admission, he will develop a remedial plan evaluating his problem areas and outline specific activities/courses to improve his performance if allowed to return. This plan should help the student to overcome the obstacles preventing his success if readmitted to the OTA Program.

When applying for readmission to the OTA Program, the student must schedule an interview with the Program Chair and submit a written request to be considered for readmission within the established timelines.

Students must re-enter the OTA Program with the new program class in order to insure continuity of learning. The student will be given credit for previous courses successfully completed, and allowed to re-enter in the corresponding semester from which they withdrew/failed.

The student will be given opportunity to give explanation for course withdrawal or failure. Following appropriate evaluation by the Committee and Program Chair, the student is expected to enter into a contractual agreement for the purpose of problem solving and resolution of areas of concern. The student will be required to furnish proof of successful completion to the OTA Program Chair, i.e. documentation, grades, skills/lab check-offs, course audits.

Readmitted students must schedule a meeting with the Program faculty within two weeks of re-entry. A regularly scheduled meeting time will be established for the remainder of the semester to ensure the student’s compliance with course assignments. Failure to comply with this requirement may result in administrative dismissal.

***PLEASE SEE AT THE BOTTOM OF THE OTA HANDBOOK BELOW
ACADEMIC OR TECHNICAL COURSES APPEAL

Any STC student has the right to appeal academic decisions or actions that he/she considers unjust or improper. The primary responsibility for assigning grades in a course belongs to the individual course instructor, and unless the student can present compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the instructor responsible for the course will stand.

A student who believes that an improper or incorrect grade was assigned should first take informal steps to resolve the situation. The request for a grade change must occur before the end of the semester following the semester in which the grade was assigned. The student should first discuss the matter with the instructor. If not resolved, the student should discuss the matter with the Program Chair who will attempt to resolve the grade dispute.

If these informal measures fail to satisfy the student, and he/she wishes to appeal, the following procedures should be followed:

- The student should submit a written request to the Division Dean requesting a formal review of the course grade. This request should include a description of the concern, reasons for the review, evidence to support the student’s request, and the suggested remedy for the situation.
- The Division Dean should then notify the course instructor of the review and request a written response from the instructor.

The Division Dean should then appoint a committee of three persons consisting of one faculty member from within the division, one faculty member from outside the division, and a student appointed by the Dean. The committee’s responsibility will be:

- to review the student’s request and supporting evidence
- to consider the instructor’s response
- To call any witnesses, if appropriate, to corroborate supporting evidence. If summoned to testify, either the instructor or the student, or both may decline.

The Division Dean should communicate the committee’s decision to both the instructor and the student within 10 working days following the review.
GRIEVANCE PROCEDURE

Students enrolled in either academic or clinical Fieldwork courses have the right to make complaints or voice their concerns about unfair treatment by faculty or fieldwork educators without fear of reprisal or of making a failing grade. The OTA Program faculty will strive to provide fair and objective procedures for hearing student complaints and endorse compliance with the spirit of non-discriminatory regulations. Thus in an effort to resolve misunderstandings or grievances, students must first make every attempt to solve the problem with the individual against whom the complaint originated. If the grievance is not settled, then the following procedure will apply:

1. The student and the faculty member, Fieldwork Coordinator, or Clinical Educator will meet at a conference within the next academic day of the grievance to discuss and develop a remediation plan to address the student’s identified needs.

2. The Program Chair will receive a copy of the Conference Summary within 72 hours. If the issue involves a student’s unsafe practice or behavior in a fieldwork setting that is so inappropriate as to cause harm to the patient, he will not be allowed to return to that clinical setting.

3. If the student fails to follow through with Step 1 or if the behavior continues to occur in the clinical area, the student will be dismissed and given a failing grade and the case will be submitted to the Faculty Advisory Committee for consideration. A conference will be held with the course instructor, student, and Program Chair to decide on a course of action. If allowed to continue in the program under probationary status, a contract will be developed to facilitate correction of inappropriate behaviors. Continuation in the program is contingent on following through with the established contract directives with appropriate documentation.

4. The Division Dean should communicate the committee’s decision to both the instructor and the student within 10 working days following the review.
GRADUATION

Upon satisfactory completion of the curriculum as outlined in the OTA Degree Plan, the student will be eligible to receive an Associate in Applied Science Degree. The general requirements indicate that the student must:

- Satisfactorily complete the course of study for the declared major
- Maintain a 2.5 GPA minimum in all academic and OTA program courses listed in the degree plan.
- Pay all debts to the College before graduation.
- Submit an application for graduation to the office of Admissions and Records twelve (12) weeks before the end of the Fall or Spring semester or 30 days before the end of the summer term in which the degree is to be conferred.

All OTAP students will be expected to participate in the commencement exercises UNLESS they are given permission by the Program Chair to graduate in absentia. Students who complete the requirements for graduation during the summer or fall semesters will apply for graduation during the appropriate semester and participate in the May Commencement Exercises.

OTA CREDENTIALING

Various credentialing methods (certification, licensure, and registration) assure the consumer that health professionals are qualified to practice. Certification as a COTA is separate from school graduation. The National Board for Certification in Occupational Therapy, Inc. (NBCOT) certifies entry-level competence of OTA’s. Professional certification currently requires completion of an AOTA approved educational program and successful completion of the national qualifying exam. Applicant scores are forwarded to the state regulatory agency where the applicant intends to practice. In Texas, an applicant may apply for a temporary license once he submits an application, fees, and proof of supervision and NBCOT has confirmed that the applicant is eligible to take the certification exam. Once the state regulatory board (TBOTE) has been notified of the applicant passing the national certification examination, he will be issued a regular license to practice as a COTA. Regular licenses may be renewed every two years as long as the licensee maintains in good standing with the Board; i.e. current with continuing education requirements, is not subject to any disciplinary action from the Board, etc. During the Program Orientation, all new students will be required to sign a Conviction Statement acknowledging their understanding the national credentialing and state licensure application restrictions.
V. RECEIPT OF DIVISION/PROGRAM STANDARDS HANDBOOK

Forms

VERIFICATION OF NOTIFICATION

I have been given a copy of the current Standards governing the Nursing & Allied Health Division and ____________________ Program at South Texas College. The standards have been discussed with me and I understand that my continuance in the Program is contingent upon my following the standards as outlined within the handbook. I agree to abide by the standards and fully understand the implications and consequences of failure on my part.

I understand that additions or modifications to the standards can be made during my program participation. When additions or modifications are made, I will be notified in writing of such changes before they go into effect.

___________________________________ _____________________
Name of Student (PRINTED) Date

___________________________________
Name of Student (SIGNATURE)

___________________________________ _____________________
Signature of Program Chair Date
HONOR CONTRACT

I understand that Nursing & Allied Health Program students are expected to maintain an environment of academic integrity. I further understand that actions involving scholastic dishonesty violate the professional code of ethics. I have been informed and understand that any student found guilty of scholastic dishonesty is subject to dismissal from the _________________________ Program.

I have read the Scholastic Honesty Standard in the NAH Division Student Handbook. I understand the Scholastic Honest Standard and I agree to fully abide by this stated policy. ________ (initials)

_______________________________________  ____________________________
Name of Student (PRINTED) Date

_______________________________________
Name of Student (SIGNATURE)

_______________________________________  ____________________________
Signature of Program Chair Date
## STUDENT CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Printed Student Name</th>
<th>Student ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td></td>
</tr>
<tr>
<td>ADDRESS</td>
<td></td>
</tr>
<tr>
<td>HOME PHONE</td>
<td></td>
</tr>
<tr>
<td>WORK PHONE</td>
<td></td>
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<tr>
<td>CELL PHONE</td>
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<tr>
<td>PAGER NUMBER</td>
<td></td>
</tr>
<tr>
<td>OTHER</td>
<td></td>
</tr>
<tr>
<td>EMERGENCY CONTACT PERSON</td>
<td></td>
</tr>
<tr>
<td>ADDRESS</td>
<td></td>
</tr>
<tr>
<td>HOME PHONE</td>
<td></td>
</tr>
<tr>
<td>WORK PHONE</td>
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<td>CELL PHONE</td>
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<tr>
<td>PAGER NUMBER</td>
<td></td>
</tr>
<tr>
<td>OTHER</td>
<td></td>
</tr>
</tbody>
</table>

All students must have a current email address. Please indicate which of the following you prefer as your main contact address.

| JAG Mail email address: | |
|------------------------| |
| Personal email address:| |
RELEASE OF PERSONAL INFORMATION

As a student in the NAH Division/Occupational Therapy Assistant Program at South Texas College, I consent to the release of the following information for the purposes of receiving information, materials, and/or telephone calls from various recruiters and/or agencies that are interested in employing new Program graduates.

Additionally, I understand that I may remove my personal information from any published list by contacting the departmental secretary.

Printed Name: ________________________________________________________

Address: _____________________________________________________________

Phone Number: _______________________________________________________

Anticipated Graduation Date: ___________________________________________

_____________________________________________ ____________

Signature Date ______________________________________________________________________________

Signature of Program Chair Date 40 ___________________________________________________________________________________
STUDENT CONSENT TO BE VIDEOTAPED OR PHOTOGRAPHED

Videotaping, audio-taping, photographs and other media may be used in this course to record instructor and/or student demonstrations of procedures and techniques, lab activities, and/or practical examinations. These will be used by faculty and/or Program students for instructional purposes only. If the instructor or the college wishes to use these for any other purposes (e.g. program promotion, public relations, commercial sale), you will be asked to sign a separate release. Refusing to allow yourself to be videotaped, photographed, etc. may impact your grade in a course, or your progress in the Program.

I agree to participate in any videotaping, audio-taping, photographing or other media presentations to be used for instructional purposes only.

_______________________________________
Name of Student (PRINTED) Date

_______________________________________
Name of Student (SIGNATURE)

_______________________________________
Signature of Program Chair Date
NAH CONFIDENTIALITY STATEMENT

In accordance with regulations regarding confidentiality of information or knowledge concerning the client/patient, students in Nursing & Allied Health Programs shall adhere to the following policy:

1. All aspects of the patient/client’s medically related information and/or data shall not be discussed with any person or persons under any circumstances, except in a structured, teaching-learning situation.

2. Proper identification as stated in the clinical affiliation dress code is required before reading charts/records.

3. Under no circumstances is the student to photocopy and/or tape record any part of the client’s medical record/chart.

4. Failure to honor this basic ethical right of the patient/client may result in the immediate dismissal of the student from the program.

I understand that all information about the client/patient’s condition is confidential. I hereby acknowledge that I will not discuss such confidential information in ANY public area inside or outside of the educational arena.

_______________________________________ ____________________
Name of Student (PRINTED) Date

_______________________________________
Name of Student (SIGNATURE)

_______________________________________ _____________________
Signature of Program Chair Date
# NAH CONFERENCE SUMMARY

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Semester:</td>
<td>Instructor:</td>
</tr>
<tr>
<td>Nature of Concern:</td>
<td></td>
</tr>
</tbody>
</table>

**AREA OF CONCERN:**

<table>
<thead>
<tr>
<th>Theory/classroom</th>
<th>Clinical Safety</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical performance</td>
<td>Professional Behaviors:</td>
</tr>
<tr>
<td>Skills/Lab performance</td>
<td>Other (specify):</td>
</tr>
</tbody>
</table>

**Attendance:**

**Recommendation:**

<table>
<thead>
<tr>
<th>Instructor Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**Student Response:**

- I have discussed this issue with my instructor and received a copy of this conference summary:

<table>
<thead>
<tr>
<th>Student Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**Recommendation Follow-up:**

<table>
<thead>
<tr>
<th>Instructor Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**Copy distribution:**

- Program Director/Chair
- Instructor
- Student
- Student File
# NURSING & ALLIED HEALTH DIVISION
## STUDENT INCIDENT REPORT

This form needs to be completed by student and STC instructor. Report should be submitted to Clinical Affairs Specialist within 72 hours of incident.

<table>
<thead>
<tr>
<th>Name of Student:</th>
<th>Student ID #: A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Full-time ☐ Part-time ☑</td>
</tr>
<tr>
<td>City, Zip Code:</td>
<td>Cell Phone:</td>
</tr>
<tr>
<td>Home Phone:</td>
<td>Date of Incident:</td>
</tr>
<tr>
<td>Time of Occurrence:</td>
<td></td>
</tr>
<tr>
<td>Was the instructor notified?</td>
<td>Yes ☐ No ☑</td>
</tr>
<tr>
<td>Was the facility administrator notified?</td>
<td>Yes ☐ No ☑</td>
</tr>
<tr>
<td>Describe the details of the incident (How/What/Where/Why) BE VERY SPECIFIC:</td>
<td></td>
</tr>
<tr>
<td>Nature, Extent, Degree and Body Locations (s) affected by incident:</td>
<td></td>
</tr>
<tr>
<td>Was protective equipment worn, provided or required? (Ex, goggles, gloves, facemask, etc.) (If yes, please describe):</td>
<td></td>
</tr>
<tr>
<td>Were there any witnesses to the incident?</td>
<td>Yes ☐ No ☑</td>
</tr>
<tr>
<td>(If yes, please list names):</td>
<td></td>
</tr>
<tr>
<td>Recommended Action:</td>
<td></td>
</tr>
<tr>
<td>Preventative Measures taken:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Faculty Signature:</td>
<td></td>
</tr>
<tr>
<td>Faculty Name (print):</td>
<td></td>
</tr>
<tr>
<td>Signature of Student:</td>
<td></td>
</tr>
<tr>
<td>Student Name (print):</td>
<td></td>
</tr>
</tbody>
</table>
Technical Performance Standards are the essential functions which every STC NAH student is expected to perform for successful participation in the Program. These are necessary in order to provide healthcare services in a safe, ethical, and legal manner. Students participating in a STC NAH Program are expected to demonstrate the essential functions listed below, with or without reasonable accommodation. These are applicable in classroom, laboratories, and clinical/practicum settings.

The STC NAH Program uses independent clinical education sites that may or may not be able to offer the same reasonable accommodations that are made available by the College. Any student wishing to request reasonable accommodations due to a documented disability must initiate the process by contacting an ADA representative from the STC Office of Disability Support Services for information and procedures at (956) 683-3137 or (956) 872-2513.

Please initial each item.

1.**READ:** Students must be able to read and understand printed materials used in the classroom and health care settings such as textbooks, signs, medical supply packages, policy and procedure manuals and patient records.

2.**ARITHMETIC COMPETENCE:** Students must be able to read and understand columns of numbers and measurement marks, count rates, tell time, use measuring tools, write numbers in records, and calculate (add, subtract, multiply, divide) mathematical information such as fluid volumes, weights and measurements, and vital signs.

3.**CRITICAL THINKING:** Students must possess sufficient ability to:
   - comprehend and process information in a timely manner
   - acquire and apply information from classroom instruction, skills laboratory experiences, independent learning, and group projects
   - Prioritize multiple tasks, process information, and make decisions
   - collect, interpret, and assess data about patients
   - observe, measure, and interpret normal and abnormal patient responses to interventions, and appropriately modify treatment interventions
   - act safely and ethically in the lab and clinical/practicum setting

4.**COMMUNICATION:** Students must be able to:
   - communicate effectively in English in oral and written form with peers, instructors, patients, and other health care professionals
   - complete assignments and tests in both written and oral formats
   - give directions, explain procedures, give oral reports, speak on the telephone and interact with others
   - document care using appropriate terminology, accuracy, efficiency, and in a legible manner.
   - comprehend, interpret, and follow oral and written instructions
• recognize, interpret, and respond to nonverbal behavior of self and others
• interpret and communicate information regarding the status, safety, and care of patients.

5. **BEHAVIORAL SOCIAL SKILLS**: Students must be able to:
• develop therapeutic relationships with patients and others
• work in stressful situations with multiple patients and colleagues at the same time
• interact appropriately with individuals of all ages, genders, races, socio-economic, religious, and cultural backgrounds
• establish rapport and work effectively with peers, patients/clients, and instructors (ask advice, seek information, and share)
• negotiate interpersonal conflicts
• cope with the fast pace of class/lab/clinic, heavy workloads, classroom and/or patient demands, changes in schedule, motivate a sometimes discouraged patient and demonstrate patience and empathy with patients

Page 2 of 3
• focus attention on task, monitor own emotions, perform multiple responsibilities concurrently, deal with the unexpected, handle strong emotions (i.e. grief, revulsion), manage impulses
• tolerate close physical contact with co-workers and sick or injured patients who may have multiple problems and diagnoses
• cope with patients who may be terminally ill
• exercise appropriate work ethics including the maintenance of confidentiality.
• recognize and respond appropriately to potentially dangerous situations
• maintain the emotional health and stability required to fully utilize intellectual capabilities, demonstrate good judgment, and render patient care.

6. **FINE MOTOR**: Students must possess manual dexterity necessary to palpate muscles and/or bony prominences, pick up objects with hands, grasp small objects, write with pen or pencil, and squeeze fingers.

7. **MOTOR CONTROL**: Students need to be in good physical condition and have a moderate amount of strength in order to:
• Safely adjust, move, position, and lift patients and equipment
• Safely assist and protect patients who are walking with and without assistive devices, exercising, or performing other activities
• Provide for the patient’s safety in all patient care activities
• Reach arms above head and below waist, stoop/twist, stretch, bend, kneel, squat, push, pull, walk, sit, or crawl as the need arises; move quickly (respond to emergency) while maintaining safe posture/body mechanics
• Perform bimanual activities easily
• Obtain and maintain CPR certification (American Heart Association CPR for Healthcare Providers)
Use proper body mechanics for all skills related to patient care, and apply standard precautions when rendering patient care treatment.

Possess the endurance necessary to perform 40 hour work weeks during clinical education courses.

Stand and maintain balance during classroom or therapeutic procedures/activities for long periods of time, and maintain a high energy level throughout the day.

8. **VISUAL**: Students must be able to:
   - read small numbers/scales and fine print on goniometers and other measuring devices and computer screens accurately to ensure safe treatment
   - recognize and interpret facial expressions and body language
   - discriminate differences and changes in skin and soft tissue
   - recognize a patient’s physiological status
   - assess a patient’s environment
   - recognize depths and use peripheral vision

9. **AUDITORY**: Students must be able to:
   - recognize and respond to a normal speaking level sounds/verbal communication, auditory equipment timers, and alarms in an environment with a moderate level of background noise
   - effectively use equipment to assess blood pressure, pulse rate, and breath sounds

10. **SMELL**: Students must be able to detect odors from client, smoke, gases or noxious smells.

11. **TACTILE**: Students must be able to:
   - feel vibrations (palpate pulses)
   - detect and assess changes or abnormalities in skin texture, skin temperature, muscle tone, and joint movement
   - detect environmental temperature (drafts, cold and hot)
   - adjust physical therapy equipment.

12. Students must have the ability to use computers and complete computer-based assignments.

13. Students must have the ability to complete tasks/examinations within required time limits in the classroom, laboratory and in the clinical areas.

To the best of my knowledge, I am able to function in the classroom, laboratory and clinical/practicum component of Nursing & Allied Health Program.

Student signature: _____________________________________________________________

Print name: ______________________________________________________________________

Date: ___________________________________________________________________________