



Healthcare Technologies Program

Disclosure

Instructor	E-mail	Phone	Office Hours	Campus
Edgar Cortes, Pharmacy Tech Instructor	ecortes@sltac.edu	(801) 493-8717	8:00am-12:00pm M-F 1:00pm- 4:00pm M-Th	SLC
Ann Driscoll, CNA Instructor	adriscoll@sltac.edu	(801) 493-8720	4:00pm- 8:00pm M-Th	SLC
Rosie Koehler, Program Manager	rkoehler@sltac.edu	(801) 493-8719	By Appointment	SLC
Diane Linderman, MA Instructor	ladydiisalive@yahoo.com	N/A	5:30- 8:30pm T-Th	HIT
Sharon Lyons, Pharmacy Tech Instructor	sharonlyons5@yahoo.com	N/A	4:00- 8:00pm M-Th	GTI
Andrea Martinez-Chavez, MA Instructor	andreachavez1975@hotmail.com	N/A	10:15am- 12:00pm M-F	HIT
Julia Miller, MA Instructor	jmiller@sltac.edu	(801) 493-8728	8:00am- 12:00pm M-F 1:00- 4:00pm M-Th	RPC
Margaret Perez, MA Instructor	mperez@sltac.edu	(801) 493-8770	11:00am- 5:00pm M & Th 11:00am- 8:00pm T & W 11:00am- 3:00pm F	TC
Celeste Skinner, MA Instructor	cskinner@sltac.edu	(801) 493-8785	9:00am- 12:00pm 1:00pm- 6:00pm M-Th	SLC
Tiffany Sorenson, MA Instructor	tsorenson@sltac.edu	(801) 493-8728	4:00pm- 8:00pm M-Th	RPC

Mission Statement

The Salt Lake • Tooele Applied Technology College provides rewarding, competency-based, affordable, and accessible career preparation for youth and adults that meet the needs of Utah employers.

Introduction

The Healthcare Technologies Program has been developed to provide students with the knowledge and technical skills required by employers in this industry. All programs are taught in an open-entry, open-exit format. This means that students can start most programs any Monday and progress through their coursework as quickly as they are able to demonstrate mastery of the required skills. The instructor will not be lecturing the entire class at one time, since students will be studying different course materials, but the instructor is available to help students when they need assistance. Students are expected to work at solving problems they encounter prior to asking for assistance as this develops critical thinking and problem solving skills. Self-motivation is a key skill in this program since students are in charge of setting their own deadlines and to maintain adequate progress through the program. These skills are highly desired by employers in this industry.

Each course has a syllabus. Students must read through the entire syllabus for each of the courses in which they are enrolled since they are required to understand the information and comply with rules and procedures. Each syllabus lists the materials that are required for the class. It is very important that students purchase all the textbooks, workbooks and student packets required in the syllabus.

Description

As the largest industry in 2004, health care provided 13.5 million jobs; and 8 out of 20 occupations projected to grow the fastest are in health care. Combining medical technology and the human touch, the health care industry administers care around the clock, responding to the needs of millions of people—from newborns to the critically ill.

Healthcare industries are increasingly using new technology, trained personnel and expanding to provide complete medical care, nursing care, and specialized services to mention a few. Many different occupations and professions, such as certified nursing assistant, medical assistant, phlebotomy technician, clinical laboratory assistant, central sterilization processing technicians, and pharmacy technicians to mention a few.

Employment in health care will continue to grow for several reasons. The number of people in older age groups, with much greater than average health care needs, will grow faster than the total population between 2004 and 2014; as a result, the demand for health care will increase.

Employment in home health care and nursing and residential care should increase rapidly as life expectancies rise, and as aging children are less able to care for their parents and rely more on long-term care facilities. Advances in medical technology will continue to improve the survival rate of severely ill and injured patients, who will then need extensive therapy and care

www.bls.gov/oco/cg/cgs035.htm

Classroom supplies

Required textbooks, workbooks and student course packets are available for purchase at each campus. Students are responsible to bring their own paper, pencil or pen and a binder or folder to class. When books aren't required, many of the classes have classroom sets of books intended for student use. These classroom books must never leave the room. Some of the books may be available in the bookstore for those students who would like their own copy to work at home, or for reference.

Certification

The following certificates are offered in this program; Certificates of Skill Competence (which may be obtained for completing a specific course), Certificates of Proficiency, and Certificates of Completion (which are earned after successfully completing a series of courses). Additionally, students may take the tests for industry standard certificates when completing specific courses which are intended to prepare students for those certificates.

The Certificate of Skill Competence may be requested by the student after successfully completing a course. This type of certificate provides evidence to employers that a level of competence has been achieved in a course. The Certificates of Proficiency and Certificates of Completion require that a student successfully complete all of the core courses in addition to a set number of hours of elective courses. Students enrolled in programs that require electives, may choose their own electives with instructor pre-approval and guidance.

Classroom Conduct

Students must adhere by the following guidelines:

- Come to class prepared to work and learn
- Stay on task
- Follow SLTATC's policies (available on the website at www.sltatc.edu)
- Follow the safety procedures for each classroom, as applicable
- Follow the classroom rules
- Respect the rights and property of others
- Practice proper care while using classroom equipment
- Use appropriate language
- Refrain from bringing food or drink into the classroom/lab desk area

Student Responsibilities

All students are accountable for the following:

- Bring required materials (textbooks, workbooks, course packets, paper, pencil, highlighter) to class
- Log into the attendance system every scheduled hour, each hour
- Stay engaged and on task (take notes, listen, ask questions, watch videos, work on assignments)
- Log onto Blackboard (the College's course management web page) for course materials, presentations, and examinations
- Follow the instructor's directions AT ALL TIMES
- Ask the instructor for assistance when needed; after FIRST having attempted to resolve the problem yourself

Evaluation

Students receive a passing score when they achieve mastery of 80% for both the theory and of the hands-on and laboratory skill sets. However, for the PHARMACY TECHNICIAN program, students must achieve a 100% on labs and drug knowledge tests. If students do not pass the first time, they may review the course material and re-take the test as outlined in the testing procedure section below. As each module (small sections of the course that take approximately ten hours to complete) is completed, the instructor reviews and provides a Pass/Fail score. These scores are recorded in the Student Information System (SIS) to assist the student and instructor in managing satisfactory progress.

Written examinations on the course materials may consist of multiple-choice, matching, yes/no, true/false, fill in the blank, diagram labeling, and simulations. Laboratory/practical skills will be demonstrated to the instructor as they are mastered by the student. Testing for practical skills may consist of hands-on demonstrations and or written tests.

It is the student's responsibility to notify the instructor each time a module has been completed. The student must do so in-person, and must bring along the program / course MODULE COMPLETION SHEET along. The instructor will record the module completion grade in SIS once the required score is obtained and the correct documentation has been submitted. Instructors will meet with each student at least once every month to review the student's goals and progress and to assist the student in maintaining satisfactory progress.

High School Grades and Citizenship:

The SLTATC may recommend letter grades and citizenship scores for high school students based on their attendance, level of competency and rate of progress. The grading scale is on the website at www.sltatc.edu and may be provided to the student by their Instructor upon request.

Challenging a course

Students may arrange a time with the instructor to challenge a course. Students challenging a course must obtain a score of 80% mastery the first time he/she attempts the examination for all healthcare courses or programs. Students will be allowed to test out of a maximum of 2/3 of the total hours of a program.

Satisfactory Progress

Students are required to maintain satisfactory progress as they progress through their training program/course(s). Satisfactory progress means that students must master competencies in no more than one and one-half times the standard completion time. Students who fail to maintain satisfactory progress will be required to meet with a student advisor to develop a plan to correct the situation. Ongoing failure to maintain satisfactory progress may result in disciplinary action.

Attendance

The best way to ensure satisfactory progress is for students to attend on time as scheduled. Students who are aware that they will be absent for more than 10 consecutive days, should contact Student Services to avoid paying additional tuition and fees.

Schedules may be changed by contacting Student Services, provided that space in the course is available at the desired time. Schedules may be changed twice with no charge. Subsequent schedule changes carry a \$5.00 fee unless the change is initiated by the College or required by an employer. Students whose training is paid for by a person or an agency that requires progress and/or attendance reports must make arrangements with Student Services.

Professionalism

For all the Health Care Technologies Program, students must conduct themselves as if they were at their place of employment. Therefore, students are expected to attend regularly and on time, follow rules and procedures, remain respectful of coworkers and supervisors (students and instructor), and dress appropriately for the occupation. Sandals, flip flops, shorts, tank tops, and low cut shirts are examples of inappropriate attire for any healthcare profession. Students exhibiting behaviors that inhibit learning in the program will be subject to disciplinary action. It is expected that students be on time, work while in class and laboratory, and stay the entire duration of the scheduled class time.

Computer Use

Students must adhere to the Computer Resources Acceptable Use policy that is signed during the orientation. Students will adhere to the following guidelines:

- Use the internet appropriately
- Do not use streaming audio over the internet
- Do not attempt to "hack" the computers
- Do not violate copyright laws
- Use the equipment appropriately to prevent damage
- Do not use the printers for personal use unless permission is obtained from the instructor for a school-related form or information
- Always leave the computers on, but make sure to log off when finished for the day
- Do not bring food or drinks near computers—IT IS PROHIBITED.

Cheating/Stealing

Cheating and/or stealing will not be tolerated. Any student who is caught will be subject to disciplinary action, consistent with the standards of due process, which may include termination from the program and law enforcement action.

Cellular Phone Use

Cellular phones will be turned to silent mode BEFORE ENTERING THE CLASSROOM. If the phone does not have a silent option it must be turned off while in class. NO CELL PHONE MAY BE ANSWERED in the classroom—if it's an emergency, excuse yourself, leave the classroom, and either answer or return the phone call in a non-disturbing area (please abstain from using your cell phone outside the classroom or any other program's classroom—as it is extremely disruptive). While a student is taking an examination, his or her cell phone MUST be in OFF MODE.

Due Process

The College shall strive to provide clear and precise standards and regulations concerning student conduct and to administer these standards in an equitable manner. Due process provides that students shall receive notification of statements or charges made against them in a timely manner and shall have the opportunity to respond to such charges prior to any action taken by the College. The procedures for due process are easily accessible through the College's website at www.sltatc.edu.

Grievances

Eligible grievances are those which occurred while a student IS / WAS officially enrolled at the SLTATC. The complete grievance policy is easily accessible through the College's website at: www.sltatc.edu. Students who wish to discuss a concern are encouraged to address the concern with the instructor first. If this is impossible, students may address their concern with the program manager (please refer to the cover page of this document to identify the Program Manager's information). This process allows students the opportunity to exercise real world chain of command communication.

Termination

Termination from the program will be for a period of 10 weeks. After that period, a student is eligible to re-enroll in the class, provided there is availability. Students with more than one termination will not be allowed to enroll any Healthcare Technologies Program.

Students with Disabilities

Students with disabilities who wish to request an accommodation must contact the ADA Coordinator in the Student Services Office and follow the appropriate procedures for obtaining an accommodation. If, after evaluation, an accommodation is approved by the ADA Coordinator, the instructor will receive a letter regarding the accommodation.

Testing Procedures

Please adhere by the College testing procedures as follows:

1. The student advises the instructor that he/she is ready for a test.
Note: Tests will not be given less than one hour before closing time.
2. The student logs in to the network, opens LOCKDOWN BROWSER, logs-in to his or her Blackboard account, selects the test, and asks the instructor to type in the password.
Note: No materials are allowed at or near the computer station during testing time; and cell phones must be away from the computer station on OFF MODE.
3. The student completes the test on the same day it is started—Blackboard will immediately grade it and provide the student a grade for feedback.
4. The student then needs to provide the instructor with the SKILLS SHEET to mark it appropriately. The instructor(s) is responsible for updating the test results in the SIS in a timely manner.

If a student wishes to contest a question he/she feels was graded incorrectly, the student must provide documentation from the training material supporting his/her position that an answer is correct. This documentation must be emailed or given directly to the instructor. Once the instructor has made a decision, the student will be advised of the decision, either in person, phone or via email. If it is determined that the contested answer was correct, the test score will be updated accordingly.

Other testing guidelines by Program

CERTIFIED NURSING ASSISTANT

1. Most tests are located on BLACKBOARD. Tests not on blackboard must be given on paper by the instructor.
2. All tests MUST be taken using the RESPONDUS LOCKDOWN browser.
3. Students must achieve an 80% or better on ALL tests to receive credit.
4. Students may attempt the test three times; if not successful after the third try, they MUST review the chapter(s), chapter review, work book & power point presentations.
5. The waiting time to retake all exams is 24 hours.

MEDICAL ASSISTING, CLINICAL LABORATORY ASSISTANT AND CENTRAL STERILIZATION PROCESSING TECHNICIAN

1. All tests are located on BLACKBOARD
2. All tests & quizzes MUST be taken using the RESPONDUS LOCKDOWN browser.
3. Students must achieve an 80% or better on ALL tests to receive credit.
4. Students may attempt the test three times; if not successful after the third try, they MUST review the book, book review, workbook review & practice quizzes prior to retaking.
5. The waiting time to retake the exams is 48 hours.

PHARMACY TECHNICIAN

1. All tests are located on BLACKBOARD
2. All tests MUST be taken using the RESPONDUS LOCKDOWN browser.
3. Students must achieve a 80% or better on ALL tests to receive credit.
4. Students may attempt the test three times; if not successful after the third try, they MUST review the chapter(s), chapter review, workbook review & power point presentation if applicable.
5. The waiting time to retake the exam after the 3rd attempt is THREE enrollment hours—NO EXCEPTIONS.

Externship Guidelines by Program

CERTIFIED NURSING ASSISTANT

1. All students are required by state guidelines to successfully complete a 16-hour clinical.
2. All students who have finished module G are eligible to be placed on the Clinical Ready List.
3. Each eligible student must notify the instructor that they have satisfied the clinical requirements, and are ready to be placed on the Ready List.
4. A minimum of 4 students must be on the list in order to schedule a clinical.
5. All scheduled students must arrive at the clinical site as assigned by the instructor in order to proceed with the clinical experiential.

MEDICAL ASSISTING AND CENTRAL STERILIZATION PROCESSING TECHNICIAN

1. All students are required to successfully complete a 160-hour externship for CMA, 90-hours for MOA, and 400-hours (elective) externship for the CPT course.
2. All eligible students must notify the instructor that they have satisfied the externship requirements and are ready for placement.
3. Dependant on the externship site, drug screening, background check, etc. may be needed before placement.
4. Each student must make an appointment to review the externship process, expectations and documentation prior to starting the externship hours.

PHARMACY TECHNICIAN

1. All students are required by state law to successfully complete a 180-hour externship.
2. All students must first satisfy the classroom-work portion of the program before starting the externship.
3. Students who are 2-4 weeks away from finishing the classroom portion of the program must notify their instructor in order to be placed on the externship waiting list.
4. Once the classroom-work has been successfully completed and entered on the College database, the student must complete the Program Externship Tutorial.
5. Each student must schedule a 1-hour appointment with their instructor to complete all necessary pre-externship paperwork, review externship documentation and understand the post-externship process—**NO EXCEPTIONS.**

BASIC EMERGENCY RESPONSE CONCEPTS

Students and College employees will receive and review Basic Emergency Response Concepts document during their initial orientation to Salt Lake - Tooele Applied Technology College and acknowledge receiving and reviewing document by signature.

Basic Emergency Response Concepts:

1. REMAIN CALM. Think clearly and act rationally.
2. WHEN THE FIRE ALARM SOUNDS occupants of the building must proceed immediately under verbal direction of Sweep Team Members or administrative staff to the nearest cleared exit.
3. Collect personal belongings that are EASILY WITHIN REACH. Close doors and assist others, when requested to do so, in a safe and orderly manner.
4. TAKE TIME TO LOCATE EACH EMERGENCY EVACUATION ROUTE and alternate exits.
5. NEVER FIGHT A FIRE ALONE. If smoke fills the path to the exit - crawl to the exit. Safer air is lower to the floor.
6. IT IS EXTREMELY IMPORTANT TO ACCOUNT FOR ALL STUDENTS, FACULTY AND STAFF during an emergency evacuation. All students, faculty, and staff evacuating the building must report to designated assembly points and be checked-in/out by Sweep Team Members assigned to the assembly area.
7. ASSEMBLY AREAS All students, faculty, staff and visitors evacuating the building must assemble at the designated assembly point (north end of the soccer field).
8. COMPROMISE OF ASSEMBLY AREA or change of assembly area because of emergency situation, a designated staff or faculty member will verbal notify students and staff and establish a temporary command post at a safe distance from the building. Sweep Team members will gather information on the safety and location of students, faculty, and staff and then report to the Incident Manager and wait for instructions.
9. DO NOT RETURN TO BUILDING OR LEAVE WITHOUT AUTHORIZATION.
10. INDIVIDUALS WITH MOBILITY LIMITATIONS please contact Student Services for expanded guidelines for response to emergency situations
11. Wait until the "ALL CLEAR" directive is given before returning to the building.
12. EMERGENCY RESPONSE PROCEDURES. Prior to actual emergency, students, faculty, and staff should take time to become familiar with the procedures described in the *Emergency Response Procedures Manual*.

BASIC EMERGENCY RESPONSE CONCEPTS AND EVACUATION PROCEDURES –
ACKNOWLEDGEMENT:

Signature

Date



Signature Page & Checklist for Healthcare Technologies DISCLOSURE

(The original copy of the document must go to STUDENT SERVICES, one to the instructor's STUDENT FILE, and a third copy is given to the student).

1. Introductions

- I have met the program instructor(s), and their names is / are:

Name _____

Name _____

- The classroom philosophy was explained to me, which mainly consists of "they are here to help me understand the material, and no question is too simple to ask."
 A brief, but classroom orientation was given, which included: computer location, location of forms, bulletin board information, etc.
 Location of restrooms, parking and student lounge were discussed
 Introductions among fellow students who will study during the same time as my schedule time was provided.

Name _____

Name _____

Name _____

2. SIS (Student Information System)

- Instructions were provided or a demonstration was given on how to log into Northstar to keep track of my attendance.
 Login procedures & importance was fully explained.
 Logging in at no later than 5 min before or 5 min after the hour is mandatory. It is also the student's responsibility to log out when they leave class.
 I was advised of the importance of attendance, since it will prepare for me for the workforce and contribute to my progress (Please Note: that employers may ask for a transcript of your attendance and or grades before hiring).

3. Safety Review

- I was encouraged to read the College's Incident Report Process and Form link, provided below: http://www.sltatc.org/student/policies_incident.html.
 The instructor directed me to the nearest classroom emergency procedure booklet and reviewed the emergency procedures with me.
 I understand I must review the evacuation route, assembly point and procedures as stated on the emergency procedures booklet.
 The instructor directed me or pointed to the location of the nearest first aid kit(s), flashlight and fire extinguisher(s).
 The instructor reviewed the contents of the first aid kit.
 The instructor provided a basic demonstration on how to use a fire extinguisher.
 The instructor alerted me on the type of fire extinguisher in the classroom(s).
 The instructor reviewed possible scenarios in which I may have to use a first aid kit, flashlight and or fire extinguisher(s).

4. Syllabus Review

- A copy of the syllabus for the course I am currently enrolled in was provided to me.
- The structure of the syllabus was fully explained, and I understand its contents.
- I understand the requirements for adequate progress and attendance.
- I understand the Clinical or Externship Process for the Program or Course I have chosen.
- I understand that in an open-entry/open exit system I must set goals for attendance and study to be successful in the program.

FOR PHARMACY TECHNICIAN STUDENT'S ONLY

- The instructor explained the ONE YEAR requirement mandated by state law in order to receive a Pharmacy Technician License:
 - a. I must complete all the assigned classroom work/test & externship hours to successfully pass the program
 - b. I must successfully pass the Pharmacy Technician Certification Exam (PTCE) or the Exam for the Certification of Pharmacy Technicians (ExCPT) within the one year requirement
 - c. I must successfully pass the Utah Pharmacy Technician Law Exam (part of the licensure application)
 - d. I must successfully obtain all requirements and pay all applicable fees determined by DOPL in order to submit licensure application
- I must submit a complete & truthful application to DOPL within ONE YEAR from the start of the program in order to receive a Utah Pharmacy Technician license.

5. Student Concerns

- I was encouraged to read the College's Grievance Policy link, provided below: http://www.slatac.org/student/handbook_21d.html , and a brief verbal summary was provided (also located under www.slatac.edu, current students, Student policy & procedures)
- I was encouraged to read the New Student Overview information link, provided below: <http://www.slatac.org/student/orientation.html?PHPSESSID=cdb974a034054288d240f55da9786ec> (also located under www.slatac.edu, prospective students).

6. Classroom Environment

- Classroom & appropriate conduct guidelines were fully explained as outlined in the School's Disclosure—ABSOLUTELY NO CELL PHONE USE!!!
- Staying on task & focused was highlighted by the instructor. The instructor reviewed the importance of respecting the rights and properties of my fellow students and that of the college.
- The instructor encouraged teamwork; however, lengthy discussions need to be carried out in a lower-tone of voice.
- The instructor advised me, there is NO eating in the classroom; however, eating can be done in the student lounge on the second floor. For example, hamburger and fries, pizza, chicken, tacos, etc. are UNACCEPTABLE in the classroom. However small snacks such as potato chips, chocolate, granola bars, etc. are ACCEPTABLE. Hands must be washed before computers are used.

7. Training Plan

- The instructor reviewed & explained the course sequence in the Program.
- I was once again reminded that I must maintain a minimum of 67% progress rate or better to remain in good standing.
- I understand that I will receive a Certificate of Proficiency / Skills Certificate when I successfully complete the program or course.
- The Placement Specialist will assess the job market upon the successful completion of my chosen program and will work with me if I choose to (Her office is located in the Student Services Center, and her name is _____).

8. Course Evaluation

- I understand that in order to complete the "Evaluation Program," I must do so in the Student Services Center, and must advise a Student Services representative to enable the program.
- I understand that this "Evaluation Program" session provides me the opportunity to evaluate the instructor, facilities, curriculum materials and overall program anonymously.

9. Overall Course Orientation

- I have received a thorough Program orientation from the Program Instructor that includes all of the above information.
- I hereby attest that throughout the orientation process & checklist, I was allowed ample of time to read the material and ask questions.

I affirm that I have received and reviewed BOTH a course syllabus and disclosure for the course/program I have chosen. Furthermore, the instructor has emphasized the areas checked above.

Student Name (please print) _____

Student's Signature _____ Date _____

Parent/Guardian's Name (please print) _____
(High school students only)

_____ (Parent/Guardian's initials) I have reviewed, signed and returned the MINOR STUDENT CONSENT FORM to Student Services.

Parent/Guardian's Signature _____ Date _____