

**IVY TECH COMMUNITY COLLEGE
LAWRENCEBURG/BATESVILLE REGION
SCHOOL OF HEALTH SCIENCES**



**HEALTHCARE SPECIALIST
STUDENT HANDBOOK
ACADEMIC YEAR
2019-2020**

**IVY TECH COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES**

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STUDENT HANDBOOK**

NON-DISCRIMINATION AND EQUAL OPPORTUNITY POLICY

Ivy Tech Community College provides open admission, degree credit programs, courses and community service offerings, and student support services for all persons regardless of race, color, creed, national origin, religion, gender, sexual orientation, physical or mental disability, age or veteran status. The College also provides opportunities to students on the same non-discriminatory opportunity basis. Persons who believe they may have been discriminated against should contact the campus affirmative action officer, Human Resources Administrator, or Vice Chancellor for Student Affairs. Ivy Tech Community College of Indiana is an accredited, equal opportunity/affirmative action institution.

BOOKLET DISCLAIMER

This handbook is intended to supply accurate information to the reader. The College reserves the right to change the Program and course requirements; however, every effort will be made to inform students of any program changes. This handbook and its provisions are not in any way a contract between an applicant and the College.

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Introduction

This packet introduces you to the Healthcare Specialist program at Ivy Tech Community College of Indiana.

Accrediting Organizations

The Higher Learning Commission
230 South LaSalle St., Suite 7-500
Chicago, Illinois 60604-1411
<https://www.hlcommission.org>
Phone: 800-621-7440 / 312-263-0456
Fax: 312-2637462

Purpose

The Healthcare Specialist program offers exciting opportunities for people who are considering entry into the health care field, as well as to current health care providers who want additional credentials or an Associate of Applied Science degree to complement their current skills. The program allows students to complete personal goals for attaining credentials required or preferred by employers in nearly all health care sectors - hospitals, long term care centers, ambulatory healthcare centers, physician practices, home care, and community services. Students may also complete the Associate of Applied Science degree, which offers courses relevant to many other health care professions, as well. Graduates may find employment as Phlebotomists, Pharmacy Technicians, Personal Trainers, Central Service Technicians, Certified Nursing Assistants (CNA) and Qualified Medication Aides (QMA), Home Health Aides, Massage Therapists, Electrocardiography Technicians, Medical Administrative Assistants, Patient Care Technicians, or Physician Practice-Based Medical Coders.

Philosophy

It is the mission and intent of the Healthcare Specialist faculty to view the educationally qualified student as a person who has received specified technical and clinical training that allows them to function as a productive and valuable member of the health care team. Faculty defines education as a teaching/learning process whereby the assimilation of appropriate knowledge, skills, and judgment produce a graduate who is a credit to his/her profession, as well as one who successfully completes appropriate certification examinations which attest to the level of competency attained. Consistent with the philosophy of Ivy Tech Community College, faculty accepts the responsibility for effective teaching of students through a realistic correlation of foundational knowledge with clinical experience. Furthermore, faculty feels that application of knowledge and skills in realistic situations is necessary in order for the students to become an integral supporting link in the environment of professional health care practice.

The graduate contributes to the well-being of the patient by demonstrating professional competency while assisting in the care of the patient.

College General Education Outcomes

Upon completion of the program, the graduate will be able to:

1. Demonstrate critical and creative thinking.
2. Recognize and understand cultural and individual differences, in terms of both contemporary and historical perspectives.
3. Recognize and understand social, political, civic, and environmental responsibilities relative to our society.
4. Apply basic scientific concepts in a variety of settings
5. Communicate effectively in written, oral and symbolic forms.
6. Exhibit quantitative literacy.
7. Apply ethical reasoning.
8. Demonstrate the acquisition and use of information.

Terminal Program Objectives

Upon completion of the program, the graduate will be able to:

1. Participate as a member of the health care team by giving complete and loyal support and working in close harmony with other health care team members.
2. Protect the health of the patient and coworkers by carefully following Standard Precautions Guidelines and OSHA mandates.
3. Hold in strict confidence all things seen or heard in the facility pertaining to patients and other team members.
4. Employ effective communication techniques in interacting appropriately with patients, their support persons, and members of the health care delivery system.
5. Demonstrate professional conduct which reflects favorably on the educational institution and the employer.
6. Demonstrate responsibility by arriving in appropriate professional attire at assigned times.
7. Demonstrate understanding of rules and regulations of governing bodies as related to selected professional certifications.
8. Demonstrate competent performance of entry-level skills required for selected professional certifications.

Terminal Program Outcome Statements

90% of students completing the capstone course will submit a portfolio scored at 80% or higher.

Teaching Facilities

All facilities and resources of the Ivy Tech Community College are available to Healthcare Specialist students. Students are encouraged to use support services available at their home campus, as well as on-line. Instructional support services include among others: tutoring and learning centers, the Ivy Tech Virtual Library, campus libraries, and use of Ivy Learn to enhance course delivery.

Clinical Facilities

Clinical experience is an integral part of the educational experience for all students pursuing a career in health care. The Healthcare Specialist program has affiliation agreements within each regional service area. For more information on clinical affiliates, please contact the Healthcare Specialist Program Chair at your home campus.

Student Support Services

Ivy Tech Community College uses a faculty advisor system. On admission, each degree student is assigned an advisor whose purpose is to:

- Assist the student in course selection and program planning.
- Guide the student in meeting the requirements for graduation as prescribed by the College.
- Ensure that appropriate technical and general education courses are included in the chosen course of study.
- Students may meet with their advisor during a designated registration session as needed during each semester.

Health Services

For students registered in credit courses, the College provides accident insurance in a designated amount for injuries sustained while participating in College-sponsored activities. The activity must take place on College premises or on any premises designated by the College. Students are also covered while traveling to and from College-sponsored activities as a member of a group under College supervision. It is the student's responsibility to report injuries or accidents occurring on campus promptly to the instructor or to the Office of Student Affairs so that proper medical treatment may be administered. If the College officials deem necessary, emergency medical services may be requested. If a student has a seizure or black out while on campus emergency medical services will be notified. Ivy Tech Community College does not provide on-campus medical or mental health services. Medical and mental health services are available at local hospitals and clinics.

U.S. Immigration and Nationality Act

The Indiana Public Licensing Agency (IPLA) has recently taken a position that may preclude visa

holding or otherwise undocumented students from sitting for certification/licensure within Indiana. Students should seek their own legal counsel in these matters.

The expectations U.S. Immigration and Nationality Act are found in the Federal Regulation 8 of the U.S.C.; Section 1641:

Federal Regulation: 8 U.S.C. Section 1641: The U.S. Immigration and Nationality Act 2018 Amendment

(A) IN GENERAL

Except as otherwise provided in this chapter, the terms used in this chapter have the same meaning given such terms in section 101(a) of the Immigration and Nationality Act [8 U.S.C. 1101(a)].

(b) Qualified alien: For purposes of this chapter, the term “qualified alien” means an alien who, at the time the alien applies for, receives, or attempts to receive a Federal public benefit, is—

(1) an alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act [8 U.S.C. 1101 et seq.],

(2) an alien who is granted asylum under section 208 of such Act [8 U.S.C. 1158], (3) a refugee who is admitted to the United States under section 207 of such Act [8 U.S.C. 1157], (4) an alien who is paroled into the United States under section 212(d)(5) of such Act [8 U.S.C. 1182(d)(5)] for a period of at least 1 year,

(5) an alien whose deportation is being withheld under section 243(h) of such Act [8 U.S.C. 1253] (as in effect immediately before the effective date of section 307 of division C of Public Law 104–208) or section 241(b)(3) of such Act [8 U.S.C. 1231(b)(3)] (as amended by section 305(a) of division C of Public Law 104–208),

(6) an alien who is granted conditional entry pursuant to section 203(a)(7) of such Act [8 U.S.C. 1153(a)(7)] as in effect prior to April 1, 1980; [1] or

(7) an alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980).

Career Development

The Office of Career Development is available to help you in a number of ways:

- * Employment Referral
- * Career Assessment
- * Labor Market Information
- * Occupational Reports
- * Work-Study Positions
- * Resume/Cover Letter Assistance
- * Job Shadowing
- * Practice Interviews
- * Community Employer Portfolios
- * Co-op Education Opportunities

Housing

Ivy Tech Community College is a commuter college and does not operate residence halls. However, the Office of Student Affairs may be able to respond to questions concerning housing in the community. Ivy Tech accepts no responsibility for locating, approving, or supervising local student housing.

Transportation

All necessary transportation to clinical experience is the student's responsibility and is not provided by the school. Students are expected to comply with parking designations. Handicapped parking spaces and visitors areas are reserved for those purposes, and vehicles improperly parked in those areas may be ticketed or towed at the owner's expense.

Disability Services

Students pursuing the Healthcare Specialist program must be capable of fulfilling the Essential Functions of Healthcare Specialist Students included in the Admission, Progression and Graduation Policies section of this booklet. Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, services, and employment in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. College programs and facilities are designed to be accessible to students with disabilities. Each campus has designated parking and special restroom facilities for these students. Support services also will aid students with disabilities with career planning, financial aid, and placement. The College staff works with the Department of Vocational Rehabilitation and other service agencies to assist students with disabilities through available local community resources.

It is the student's responsibility to contact the campus Disability Services representative to request accommodations; any information shared will be kept confidential unless the student authorizes release and exchange of specified information. Requests for accommodations and documentation of disability must be received one month prior to enrollment for the next academic term. Additional time may be required for some requests. Every effort will be made to provide reasonable accommodations in a timely manner.

Students who request accommodations are expected to participate in an intake interview with Disability Services if requesting specific services, academic adjustments or other accommodations for a disability. Prospective students should schedule an intake interview prior to attempting any part of the admission process if accommodations will be required for the information session, academic assessment, completing forms or scheduling classes. The intake process, including intake interview and documentation on file, should be completed at least **one month prior to the need for accommodations**. Documentation of the disability must be on file with the Disability Services office prior to services being provided. Late requests may delay accommodations. In accordance with the above procedure, federal guidelines and respect for individual privacy, no action will be taken without a specific request.

If you would like more information about the Disabled Student Development program at Ivy Tech Community College, please contact the Disabilities Support office at your home campus. All students are expected to meet entry requirements. Essential elements of courses and programs and licensing requirements relevant to a program curriculum cannot be waived, although they may be reasonably accommodated. Please refer to the regional contact

information at the back of this handbook.

If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classroom.

Lawrenceburg/Batesville
Ann Stenger
(812) 537-4010 Ext. 5284
(800) 715-1058 Ext. 5284
astenger2@ivytech.edu

Financial Information

<http://www.ivytech.edu/financialaid/>

Tuition and Fees

Tuition and fees are set by the State Board of Trustees and are subject to change. Expenses will include tuition, fees, books, uniforms, and other materials/equipment for use in the clinical area. At the time of participation in any certification pathway, the Healthcare Specialist student will incur expense associated with obtaining the required physical examination, immunizations, tuberculosis testing, and American Heart Association, Basic Life Support (CPR) certification, criminal background check and drug screen. Students should also anticipate costs associated with applying for certification upon completion of any certification pathway.

Financial Aid

Ivy Tech Community College offers various types of financial aid to students who need assistance to continue their education. Students are encouraged to carefully survey the available financial aid options. Students must be accepted for admission to the college in an eligible program to receive financial aid. For additional information on financial programs administered through the College, please make an appointment to see a financial aid advisor on your home campus.

Financial Obligation

The Business Office is responsible for the collection of any outstanding obligations to the College. A person with an outstanding account will be denied certain College services. For example, official transcripts may not be obtained, registration forms will not be processed, and diplomas will not be issued.

Liability Statement

Professional liability insurance coverage is provided to all students enrolled in clinical/externship courses within the Healthcare Specialist program. The limits of liability for the Institutional Professional Liability coverage are \$1,000,000 for each medical incident and \$3,000,000 aggregate. This coverage extends to clinical/externship experience at an institution

other than the College when it is a part of the College training program. Each student may obtain additional individual liability insurance at their own expense.

Admission, Progression, and Graduation Policies

Admission/Selection

Each region may have a defined process for registration in any course required in a certification pathway with limited clinical/externship availability.

Southeast Region

The following courses require Program Chair approval prior to registration:

HLHS 107-Certified Nursing Aide Preparation
HLHS 117- Qualified Medication Aid Preparation
PHLB 257-Phlebotomy Externship
HLHS 279-Capstone

Approval for registration in any of the above courses will be based on eligibility for course by meeting prerequisites and program chair approval.

Attendance

College

Students are expected to attend class meetings, or other activities assigned as a part of a course of instruction, on a regular basis. Instructors are responsible for maintaining attendance records. A statement regarding expectations for class attendance is included in the College Catalog. Instructors will also identify attendance expectations in the individual course syllabi.

Students should confer with instructors in advance if absences are anticipated. If the option for making up work exists (for anticipated or unexpected absences), the student is responsible for consulting with instructors immediately upon return in order to make necessary arrangements. Instructors will complete Ivy Advising Reports when classes/activities are missed a sufficient number of times to jeopardize successful course completion, and will forward forms to appropriate personnel for follow-up.

Healthcare Specialist Classroom, Lab, and Clinical

Classroom and Lab Attendance Policy

Students are expected to attend all lecture and lab sessions. Attendance is necessary to maximize student-learning opportunities. Students who are absent are responsible for

missed material. Attendance will be kept for the purpose of financial aid qualification and course completion. Specific expectations will be found in each course syllabus.

Clinical/Externship Attendance Policy

Clinical/externship courses require the presence of the student for evaluation of having met course objectives as clinical course objectives cannot be accomplished or evaluated outside the clinical setting. Additionally, certification eligibility generally requires completion of a specific number of contact hours in a clinical or externship assignment. Furthermore, it is not possible to provide make up for clinical experiences. Therefore, regular attendance is mandatory for successful clinical/externship course completion. The following courses have a clinical or externship component:

- CARD 208 ECG Externship – 40 hours off campus
- HLHS 107 CNA Preparation – 48 hours off campus
- HLHS 117 QMA Preparation – 40 hours off campus
- PHAR 202 Pharmacy Technician Experiential Seminar – 40 hours off campus
- PHLB 257 Phlebotomy Externship – 100 hours off campus
- HLHS 279 Healthcare Specialist Capstone – hours vary based on program specifications

Attendance issues will be reflected in the clinical evaluation grade. Please refer to the specific course syllabus for each of the above courses to review attendance requirements.

Tardiness to clinical/externship experiences jeopardizes continuity of client care. Tardy is defined as not arriving at the designated assignment at the assigned start time.

Clinical/externship faculty has the authority to exclude a student from a clinical/externship session. The reasons for such exclusion include, but are not limited to, tardiness greater than 30 minutes, a student's lack of preparation for the experience, student illness, impairment of the student to perform safely, or failure of a student to follow affiliating agency and Healthcare Specialist Program policies. If a student is excluded from the clinical day, the student will be counted absent for the total contact hours assigned for the day.

Students must remain at the clinical/externship site until dismissed by the instructor or externship site supervisor. Leaving the clinical/externship site early will be counted in the student's total absence time.

Students are not allowed to leave and then return to clinical/externship.

Clinical/externship hours may be made up on a limited basis with approval from the instructor and clinical/externship site.

Students are responsible for tracking their own absences/tardiness times.

Pregnancy does not preclude participation in the program. This is a decision between the student and her physician. Students must discuss potential hazards in the healthcare environment with their physicians. Pregnant students are discouraged from taking clinical/externship courses during the semester of their due date as clinical/externship attendance policies are not waived.

Students who develop illnesses or conditions involving limited activity must provide a physician's written statement that they are physically and mentally capable of undertaking the Essential Functions of Healthcare Specialist Students as outlined in this handbook. Students will not be permitted to participate in clinical/externship without this written physician's statement.

No person shall attend clinical or externship who is not currently enrolled in the course.

Withdrawals and Refunds

Student withdrawal (W) is a status referring to voluntary student withdrawal beginning at the start of the third week of the course for a 16-week semester up to the end of the week marking the completion of 75 percent of the course. It is the student's responsibility to withdraw from a course(s). A student may withdraw from a course by filing a change of enrollment form at the Registrar's Office. The College will refund students' fees, with the exception of any late registration fee, on the following schedule for a 16 week semester.

From Registration to the end of the 10 th day of the semester	100% Refund
Day 11 or later of semester	0% Refund

Please refer to the Student Handbook for a full description of withdrawal and refund procedures: <https://www.ivytech.edu/files/Student-Handbook.pdf>

Progression and Readmission

College Progression and Readmission Policy

Please refer to the College Catalog for policies related to academic standards and readmission following dismissal from the College for violations of rules of conduct and/or failure to meet and maintain academic standards. Students enrolled in the Healthcare Specialist Program must be in good academic standing according to College policy.

https://www.ivytech.edu/files/4.19-standards-of-progress_10-24-14.pdf

Progression in Healthcare Specialist Certification Pathways

Students are expected to progress each semester in the certification pathway sequence. Students who withdraw or do not successfully complete with a minimum grade of “D” all prerequisite courses to a course with a clinical/externship component will not be eligible to progress to enrollment in the clinical/externship course. Should there be any term of non-enrollment in the required sequence of courses, including failure to progress, the student will be required to demonstrate retained competency in the course objectives of any required pre-requisite course(s) before continuing in the required sequence of courses. Demonstrated retained competency is typically satisfied by obtaining a repeat passing score on final exams, comprehensive laboratory exams, and skill check-offs. Students unable to demonstrate retained competency of any required pre-requisite courses will be required to satisfy the requirements of an individually developed remediation plan as a condition of enrollment in any clinical/externship course in which patient safety is contingent upon retained knowledge. Enrollment in clinical/externship courses is dependent upon available cohort space.

Credit for Prior Learning

Ivy Tech Community College proposes to acknowledge the prior learning experiences of both current and prospective students by awarding credit for appropriate prior learning. Such prior experience could include but is not limited to the following: workplace learning, military experiences and training, college-level credit from other institutions, nationally recognized testing, certifications, and community service. Please contact the Healthcare Specialist Program Chair at your home campus to discuss credit eligibility for prior learning, if you hold any of the following valid credentials:

- American College of Sports Medicine-Certified Personal Trainer (CPT)
- American Society of Clinical Pathology/Phlebotomy Tech ASCP/PBT; NHA (CPT)
- American Society of Clinical Pathology/Medical Technologist ASCP/MT
- Current Indiana CNA certification
- Current Indiana QMA certification
- Current Indiana Home Health Aide Registration
- Indiana Alzheimer's Association, Dementia Professional Certification (DPC)
- International Assn. of Healthcare Central Service Material Management (IAHCSMM)
- Certification Board for Sterile Processing and Distribution
- National Healthcareer Association Credential - EKG Technician Certification
- Cardiovascular Credentialing International - Certified Cardiographic Technician
- Pharmacy Technician Certification Board/Certified Pharmacy Technician PTCB/CPhT
- State EMT-B Certification OR Current National Registry EMT-Basic or Paramedic Certification
- American Academy of Professional Coders/Certified Professional Coder
- American Health Information Management Association Certified Coding Specialist-Hospital
- American Health Information Management Association Certified Coding Specialist-Physician

Transferring

The College encourages articulation between programs offered at each campus and similar

programs offered at secondary or post-secondary levels. Please refer to the College catalog or see the Registrar at your home campus for specific information or questions related to transfer of general education credits. Progression into clinical/externship courses in a certification pathway within another region of the Ivy Tech Community College system is dependent upon available cohort space. Please contact the Healthcare Specialist Program Chair to determine clinical/externship availability.

Graduation

Certification requirements for students seeking a degree include:

- Successful completion of all courses within program certification requirements at a minimum cumulative grade point average of 2.00. In addition to general education and professional technical core requirements, students must complete at least one (1) concentration elective and at least two (2) certification pathways to meet the required 60 credits to earn the Associates of Applied Science degree.
- Successful completion of all courses with program certification requirements at a minimum cumulative grade point average of 2.00. In addition to general education and professional technical core requirements, students must complete at least one (1) certification pathway to earn the Technical Certificate
- Successful completion of the required number of credits.
- Completion of at least 15 degree credits as a regular student at Ivy Tech, and not through test-out or other means of advanced placement.
- Satisfaction of all financial obligations due the College.
- Satisfaction of program accreditation standards that may have additional requirements.

This is considered by the U. S. Department of Education to be a “Gainful Employment” program. Information about program length, cost, loan debt, graduates, and related occupations can be found at <http://www.ivytech.edu/academics/gainful-employment.html>.

Student Rights and Responsibilities

The student grievance process provides the College an appropriate mechanism to deal with violations of student rules of conduct and conversely allows a student with a disagreement to grieve against a College employee's decision affecting that student. The College encourages students to resolve their complaints informally. The informal grievance procedures are designed to accomplish a quick resolution that is most expeditious and effective. Whenever the informal process does not result in a satisfactory resolution, the College formal grievance procedure is also available.

In addition, the grade appeal process provides a mechanism for review when a student believes the final grade he or she received in a course is inaccurate. As with the student grievance process, this procedure encourages students to first attempt to resolve the appeal informally, beginning with the faculty member who issued the course grade.

Please refer to the Student Policies and Procedures for a full description of grievance and grade appeal procedures: <https://www.ivytech.edu/studentpolicies/index.html>

Student Disciplinary System/Student Code of Conduct

College Rules

All Ivy Tech students are expected to abide by the College rules of conduct. Students are subject to College jurisdiction while enrolled at Ivy Tech. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of Ivy Tech representatives, is not in the best interests of the student, other students, or the College. A full description of the student disciplinary system may be found in the Student Policies and Procedures: <https://www.ivytech.edu/studentpolicies/index.html>

Guidelines for Professional Conduct in Clinical Settings

Expectations for student behavior in clinical settings are governed by clinical agency affiliation agreements. These guidelines are consistent with Ivy Tech Community College policies for student conduct and are subject to the Student Disciplinary System as described in the Student Policies and Procedures: <https://www.ivytech.edu/studentpolicies/index.html>

Guidelines for Professional Conduct

PURPOSE: This information is presented to students by the faculty to ensure that students recognize the many guidelines for professional conduct that must govern their behavior and decisions. Even as a student in training, you must ensure that patients assigned to you receive appropriate attention and care. It must be provided in a timely fashion. Additionally, it must be in accordance with professional standards for students and respectful of the confidentiality of information provided to you as a part of your clinical experience.

Although you may consider yourself to be in a learning mode, patient lives may be at stake. Their safety and security is a top priority. Additionally, the quality and reputation of the College rests upon the performance of our students. Read the following with great care, and count on it to serve as your guide. Realize that if these guidelines are not followed, continued participation in the training may be jeopardized. Our ultimate goal is to help you succeed. Faculty members are available to assist you, and they count on you to take these responsibilities seriously. If you have questions related to any of this information, please discuss them with one of your instructors.

As a student, you are held accountable for the rights and responsibilities as established in the Ivy Tech Student Handbook as well as practices of safe, professional and ethical conduct as outlined in this document. Record of incidences will be maintained by the Program Chairperson or appropriate designee and will have a collective effect until the point of graduation.

Clinical affiliating agencies have the right to prohibit students from participating in clinical experiences based on unprofessional behavior. If a student is excluded from participating in clinical experiences at a clinical site, the student may not be able to complete course and program requirements, resulting in a failing grade for the course and possible removal from the program.

Faculty has divided expectations of professional conduct into two groups, which are outlined on the following pages. All are critical. Follow-up actions for non-compliance reflect courses of action that would be similar for a professional in a work setting. These actions are listed at the end of each category.

GROUP I

THIS CATEGORY ADDRESSES MAJOR COMPLIANCE ISSUES AND APPROPRIATE MEASURES FOR PATIENT CARE IN A HEALTH SETTING.

The following thirteen points are critical to the successful training and employment of health care professionals and should be followed from the onset of training and referenced as models for behavior to be continued throughout one's career:

1. You must comply with Indiana State law both on campus and at off-campus locations. This includes, but is not limited to interactions with clients, patients and their families, faculty, peers and personnel of affiliating agencies.
2. You must refrain from consuming, being under the influence of, or possessing intoxicating beverages or unauthorized prescription or non-prescription drugs on College property or at the clinical sites. If suspected of being under the influence in the clinical area, you must submit to a serum and/or urine test at your own expense. Results of the tests must be released to the College. Refusal to comply would result in removal from the clinical area and possible recommendation for dismissal pending a conference with faculty regarding professional conduct expectations.
3. You will adhere to state and federal confidentiality laws, including but not limited to HIPAA and clinical affiliate confidentiality policies and procedures. You will maintain confidentiality about all aspects of the clinical experience; this includes confidentiality for all patients, fellow students, clinical affiliate employees, physicians, and operations of the clinical affiliating agency. If there is a situation that arises that requires disclosure of information by law, you must seek out guidance from your clinical faculty member or the Dean of the School of Health Sciences before proceeding with that disclosure.
 - a) You will only discuss confidential information in secure and appropriate locations and with those individuals who have a need/right to know.
 - b) You will not remove or photocopy any part of the patient/client or clinical records.
 - c) You will not use any patient identifiers, as defined by HIPAA, in written assignments.
 - d) You will destroy any notes you have taken to enable you to provide care for your patient according to the clinical affiliate policy and will not carry

those notes outside of the clinical agency if they contain any patient identifiers.

- e) You are expected to follow guidelines in this Student Handbook with regard to social media, cell phones, email or other electronic media.
- 4. You will follow guidelines regarding disruptive behavior, sexual harassment and discrimination activities and will exhibit appropriate physical, verbal, and nonverbal behavior towards patients, families, or personnel in cooperating agencies.
- 5. You will not falsify any component of the written or oral patient/client record.
- 6. You will exhibit behaviors that respect the dignity and rights of the patient/client regardless of socioeconomic status, personal attributes, or nature of health problem.
- 7. You must provide for patient safety at all times, including, but not limited to adherence to Standard Precaution Guidelines, safety rules and regulations, use of safety equipment and following written protocol for all diagnostic procedures and policies in the clinical setting.
- 8. You will not abandon or neglect patients/clients requiring health care.
- 9. You will not leave the assigned clinical unit during assigned clinical hours without permission and without providing for safe patient hand-off.
- 10. You will not perform any technique or procedure for which you are unprepared by education or experience and/or without faculty approval.
- 11. You will guard against theft, abuse, misuse, or destruction of personal property, College property or property located on the College property or clinical site.
- 12. You will not possess firearms and other weapons, dangerous chemicals, or any explosives or explosive device on College property or at any College-sponsored activity held elsewhere including clinical practicum sites.
- 13. You will not cheat on papers, tests, or other academic works including clinical practicum assignments.

IN THE EVENT OF NON-COMPLIANCE WITH EXPECTATIONS LISTED ABOVE:

Because these expectations cannot be compromised, non-compliance is a serious matter. Students are encouraged to address any related questions prior to the start of the term, or on any given day that a question arises, by seeking counsel of faculty.

ACTION: If non-compliance in **any** of these areas becomes evident, a written status report or other documentation will be prepared and the student will be required to meet with the Chair and/or Dean of the School of Health Sciences. The Chair and/or Dean will further investigate and make a recommendation regarding action taken by the School of Health Sciences. Recommended actions may include: continued enrollment in the clinical course with additional requirements stipulated and an appropriate reduction in the clinical grade as determined by the clinical evaluation tool, administrative withdrawal and failure of the clinical course, a change in program status up through and including permanent removal from the program. In the event a student is permanently dismissed from one program, he/she may not apply for admission to a Healthcare Specialist program at any other Ivy Tech Community College campus. In addition, further disciplinary action may be recommended according to College policy. Pending outcome of the recommendations, the student will not be permitted to engage in patient care until approved to do so by the Dean of the School of Health Sciences. Further, if allowed to continue, the student will be required to complete remediation as prescribed by the Chair and/or Dean prior to re-enrolling in any clinical course.

GROUP II

THIS CATEGORY RELATES TO GENERAL PROTOCOL AND GUIDELINES:

1. You are expected to follow program guidelines regarding the attendance policy and notification of intended absence. You must follow rules/regulations pertaining to the occupational area and/or clinical affiliate policy.
2. You must refrain from smoking or using other tobacco products in restricted areas.
3. You will not solicit, vend or distribute literature, written or printed material in the clinical setting without proper authorization.
4. You will not accept gratuities from patients; this includes both monetary and non-monetary gifts.

IN THE EVENT OF NON-COMPLIANCE WITH EXPECTATIONS LISTED ABOVE:

These four items reflect appropriate responses as related to professional protocol and guidelines that are expected while in the student role and once employed in a health care field.

ACTION: Any behavior not meeting the expectations listed above would result in a written status warning report for the first incident and will impact the clinical grade. The student would be asked to acknowledge receipt of the warning, and should take the initiative to review what is expected and modify behavior accordingly.

In the event that any subsequent infraction(s) occur(s) involving one of the Group II expectations and/or a previous infraction of a Group I expectation, a written status report or other documentation will be prepared and the student will be required to meet with the Chair and/or Dean of the School of Health Sciences. The Chair and/or Dean will further investigate and make a recommendation regarding action taken by the School of Health Sciences. Recommended actions may include: continued enrollment in the clinical course with additional requirements stipulated and an appropriate reduction in the clinical grade as determined by the clinical evaluation tool, administrative withdrawal and failure of the clinical course, a change in program status up through and including permanent removal from the program. In the event a student is permanently dismissed from one program, he/she may not apply for admission to a Healthcare Specialist program at any other Ivy Tech Community College campus. In addition, further disciplinary action may be recommended according to College policy. Pending outcome of the recommendations, the student will not be permitted to engage in patient care until approved to do so by the Dean of the School of Health Sciences. Further, if allowed to continue, the student will be required to complete remediation as prescribed by the Chair and/or Dean prior to re-enrolling in any clinical course.

ADDITIONAL PROFESSIONAL CONDUCT EXPECTATIONS SPECIFIC TO THOSE WHO ADMINISTER MEDICATIONS (HLHS117 QMA PREPARATION):

NOTE: Administration of medications is prohibited by all students in the Healthcare Specialist program, except for those students enrolled in HLHS117, and would be subject to the ACTIONS described in Group I. Administration of medications without faculty approval is prohibited and will be subject to the ACTIONS described in Group I.

1. A potential medication error that is prevented by the clinical faculty member will still be considered a medication error on the part of the student.
2. You will ensure that medications are administered on time and in accordance with patient care plans.

3. You will follow correct medication procedure as summarized in the “Six Rights” listed below:

SEVEN RIGHTS

- Right Patient
- Right Medication
- Right Dose
- Right Reason
- Right Time/Date
- Right Route
- Right Document

4. You will be prepared to verbalize knowledge of medications and the relationship to the patient.
5. You will calculate proper medication dosage or safe dosage in the clinical area.
6. You will report any medication error to your clinical faculty member or clinical agency staff nurse immediately in order that appropriate action may be taken to care for the involved patient and so that appropriate clinical agency policies are followed.

IN THE EVENT OF NON-COMPLIANCE WITH EXPECTATIONS LISTED ABOVE:

Medications errors are a leading cause of patient injury and must be taken seriously. Consistent with current practice guidelines, the school supports the initial stance of conducting a root-cause analysis to help prevent future errors. In the event of an error, the student will be expected to meet with the faculty member to determine strategies to prevent future errors and will be expected to participate as requested in any root-cause analysis conducted by the clinical agency. However, repeated errors constitute a failure to demonstrate competence and safety in this important component of patient care and will be subject to actions that will impact the student’s status in the program.

ACTION: Every medication error will be documented on a student status form and will impact the clinical grade. The student will be expected to acknowledge receipt of this feedback, review appropriate procedures, address any related questions with faculty, and initiate precautionary measures to make certain that it does not happen again. In the event that there is more than one documented student status form for medication-related errors, **occurring at any point throughout the student’s enrollment in the program**, a written status report or other documentation will be prepared and the student will be required to meet with the Chair and/or Dean of the School of Health Sciences. The Chair and/or Dean will further investigate and make a recommendation regarding action taken by the School of Health Sciences. Recommended actions may

include: continued enrollment in the clinical course with additional requirements stipulated and an appropriate reduction in the clinical grade as determined by the clinical evaluation tool, administrative withdrawal and failure of the clinical course, a change in program status up through and including permanent removal from the program. In the event a student is permanently dismissed from one program, he/she may not apply for admission to a Healthcare Specialist program at any other Ivy Tech Community College campus. In addition, further disciplinary action may be recommended according to College policy. Pending outcome of the recommendations, the student will not be permitted to engage in patient care until approved to do so by the Dean of the School of Health Sciences. Further, if allowed to continue, the student will be required to complete remediation as prescribed by the Chair and/or Dean prior to re-enrolling in any clinical course and subsequent infractions will be subject to the same process as described above.

Academic Honesty Statement

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement and will result in Academic consequences ranging from failure on an assignment up to termination from the college.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

Grading Practices

The Healthcare Specialist Program will use the following grading scale:

93-100	A
85-92	B
79-84	C
75-78	D
0 – 74	F

Evaluation of Student Learning

General Education Outcomes Assessment

Graduates' skills in several general education areas are assessed to determine whether they meet the learning outcomes defined for general education and whether their performance with respect to these outcomes has improved during their period of enrollment at the College.

The College uses the Collegiate Assessment of Academic Proficiency (CAAP) exam to identify skills in Math, English, Scientific Inquiry and Critical Thinking. CAAP is used at many colleges around the country. Each associate degree graduate will take two of the four modules possible. Tests will be given in the capstone course. Capstone courses represent the culminating experiences in the student's program.

The College places a strong emphasis on student learning outcomes as a focus for planning and institutional improvement. Students will receive a copy of their CAAP scores; in addition, students who score at or above the national mean will receive a "certificate of achievement" for each module. Certificates of achievement may be useful to a student in building their resume or portfolio.

Technical Outcomes Assessment

The primary purpose of technical outcomes assessment is to determine the Ivy Tech graduates' mastery of the professional knowledge, comprehension, and skills required for the field the students are preparing to enter. Technical outcomes assessment also provides statewide curriculum committees with necessary information regarding the currency of the curriculum and effectiveness of student learning.

Ivy Tech Community College Healthcare Specialist Programs utilize a comprehensive portfolio prepared as a component of the capstone course, HLHS 279. The portfolio will include key components of the students' professional preparation throughout the Healthcare Specialist curriculum. A well-developed portfolio will be an invaluable tool in gaining employment in the health care field.

Certification/Licensure

In the state of Indiana, certification is not required for all healthcare careers. However, it is highly recommend that students complete certification examinations for which they are eligible following completion of the appropriate certification pathway. Professional certification signifies a level of expertise in your field. It gives you, and your employer, confidence in your

job skills. For some healthcare careers, certification is required for employment. In Indiana, Certified Nurse Assistants, Qualified Medication Aides, Emergency Medical Technicians, Massage Therapists, and Pharmacy Technicians must be certified. Positive findings on a criminal background check may impact an individual's ability to obtain licensure or certification or to gain employment.

This is considered by the U. S. Department of Education to be a "Gainful Employment" program. Information about program length, cost, loan debt, graduates, and related occupations can be found at <http://www.ivytech.edu/academics/gainful-employment.html>.

Student Requirements Associated with Clinical Affiliation Agreements

Student clinical/externship experiences are arranged by program faculty and affiliation agreements obtained with clinical affiliating agencies. These agreements outline the responsibilities and privileges of both parties. In an off-campus setting, it is the policy of the College that faculty and students shall conform to all policies of the affiliating agency, including drug screening, criminal background checks, physical examination, immunization records, tuberculosis screening, and certification in basic life support.

Criminal Background Checks and Drug Screening

Purpose

Requiring criminal background checks and drug screenings ensures students meet the same standards as health care facility employees. This will also provide consistency for Ivy Tech School of Health Sciences and School of Nursing programs. Health care facilities are obligated to document that any individual authorized to provide such care does not have a criminal history of mistreatment, neglect, violence, defrauding the public, or otherwise taking advantage of another person and has no record of illegal use of pharmaceuticals or use of any illegal substances.

Organizational Scope or Audience

This policy applies to all students who will have direct patient contact within a health care facility or laboratory, or other setting where health care is provided, as well as students who do not have direct patient contact but engage in practice-based learning within a setting where health care is provided.

Definitions

Drug Screening: technical analysis of a biological specimen - for example urine, hair, blood, sweat, or oral fluid / saliva - to determine the presence or absence of specified parent drugs or their metabolites.

Practice-based learning: as applicable to this policy, any course of study in which the student may be assigned to a healthcare or practice laboratory setting to meet course objectives. This includes, but is not limited to, assignment in any setting where a student provides direct patient care or patient care services, has direct contact with patients or their families in an observational role, has access to patients' health records, or is performing invasive healthcare procedures in a campus laboratory setting.

Policy

Criminal background checks and drug screenings will be required for all currently enrolled clinical students and newly admitted students in School of Health Sciences and School of Nursing programs. Completion of a criminal background check and drug screening are required for admission and/or clinical placement in Health and Nursing programs. The criminal background check and drug screening may be done either before enrollment in the professional courses or just prior to the first day of clinical or externship as specified by the program. Additional criminal background checks and/or drug screenings will be required in programs for students enrolled in clinical courses more than 12 months.

Students who are enrolled in courses for credit or non-credit, but who are not in a degree-seeking program, may be exempt from the drug testing and background check requirements in this policy. Further, additional or different requirements may apply to students in any program for which rules or regulations external to College policy exist.

Students who are not continuously enrolled in a program until completion may be required to complete additional checks upon re-entry to a program or admission to a different program in the School of Health Sciences or School of Nursing. Clinical sites or the College may request additional background checks or drug screenings at their discretion.

Students who are denied clinical placement or who are withdrawn from enrollment in a clinical course due to clinical site refusal to accept students with positive findings on criminal background checks or drug screenings, may reapply to the same or different School of Health Sciences or School of Nursing program the next semester, but will need to comply with additional criminal background checks or drug screenings as required. College program admission and progression policies will apply. If a student is denied placement for clinical at one site, up to two more attempts will be made to place the student at other clinical sites if other sites are available.

Procedure

The student is responsible for completing the online processes and other required paperwork, paying for the criminal background check and drug screening, working with the company providing the criminal background check and drug screening for any follow-up information or testing that may be required, and monitoring the results of the criminal background check and drug screening. By participating in the required criminal background check and drug screening, students are giving the College permission to release information as needed to the clinical affiliates. The College will provide clinical sites an assurance that background checks and drug screenings will be completed for every student. The student, the College, and clinical sites will have access to the secure web-based results.

The student will initiate the required background check and drug screening with the company of the College's choice by the due date designated by the program. Students who refuse to comply with the background check and drug screening will not be eligible to enroll in clinical courses, and therefore will not be eligible to enroll, progress, and/or graduate from the program.

The background check will include the following elements (additional elements may be added if required by the clinical site):

- County, state, and federal criminal record searches of all places of principal residences for the past 7 years (or since age 18, if less than 25 years old). Records will be verified against all known names and addresses as revealed on the social security report.
- National criminal history database that includes 50-state sex offender and Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN).
- Office of Inspector General (OIG)/ General Services Administration (GSA) Sanction Reports, United States Treasury, applicable state exclusion list
- Social security verification and residency report
- Maiden name and alias report

The drug screening will include the following elements (additional elements may be added if required by the clinical site) Note: examples of common names for drugs or illegal substances are listed in parentheses.

- Marijuana (cannabis, weed, hemp)
- Cocaine (coke, snow, blow)
- Opiates (morphine, codeine)
- Amphetamines and methamphetamines (Ritalin, Ecstasy, speed, meth)
- Phencyclidine (PCP, angel dust)
- Propoxyphene (Darvon)

- Barbiturates (Valium, Librium)
- Methadone (oxycodone, hydrocodone, Vicodin)
- Benzodiazepines (Versed, Dalmane, Restoril, Xanax)
- Methaqualone (Quaalude, Sopor)

The student will have access to findings of the criminal background check and drug screening, via the results posted on the secure web site, as required by the Fair Credit and Reporting Act. The student has both the responsibility and the right to challenge any information in the findings that the student believes to be erroneous with the company providing the background check and drug screening. The student is responsible to present documentation of any clarification of the findings to the College, and the College may share that documentation with the clinical site(s).

The student may reapply to the same program or another program in the School of Health Sciences or the School of Nursing the next semester. The student will need to complete the criminal background test again if s/he is readmitted. College program admission and progression policies will apply.

Disclaimers

- Completion of a criminal background check and drug screening for a Health Sciences or Nursing program does not ensure admission to or continued enrollment in any program.
- Completion of a criminal background check and drug screening for a Health Sciences or Nursing program does not ensure eligibility for licensure, credentialing, or future employment. Additional criminal background checks and/or drug screenings may be required for licensure, credentialing, or employment.
- Clinical affiliates can establish more stringent standards for criminal background checks and/or drug screenings than those required by the College, and students will be required to meet those standards.
- Clinical affiliates can conduct additional background checks and drug screenings (including random drug screenings during clinical) at their discretion.
- Completion of background checks and/or drug screenings from other vendors, such as those required by current employers of the students, may not be used in lieu of the College requirements.
- If a student is found to be ineligible for clinical placement at any time during the program, the student will be withdrawn from the clinical course and any co-requisite courses pending resolution of the situation.

Protection of confidential information from the background checks and drug screenings

Information obtained from the result of student background checks and drug screenings will be treated as confidential information, and protected from unauthorized access. Authorization to view the results will be limited to individuals who make clinical assignments and designated individuals at clinical sites requesting the information for students placed at the sites. Release

of the results of criminal background checks and drug screenings to clinical sites is given for the purpose of clinical placement. In the event that a student is prevented from enrolling in and/or completing a clinical course or courses due to the results of the drug screen and/or criminal history background check, a printed copy of the results and a memorandum summarizing the rationale and action(s) taken at that time will be maintained in a secure (locked file cabinet) School of Health Sciences and School of Nursing file for seven (7) years.

Procedures for Determining Eligibility for Clinical Placement

1. Eligibility for Clinical Experiences with Affiliating Clinical Agencies

Clinical sites have the right to refuse any student for clinical placement. Policy at clinical sites may vary in whether or not students with particular positive findings on the background check will be allowed to attend clinical. In the event there are positive findings on any portion of the criminal background check, a primary clinical site will be notified and requested to make a decision on whether or not the student will be allowed to complete a rotation at the site, in light of the specific positive findings on the criminal background check. If the clinical site will not allow the student to participate in clinical at that site, the program chair will contact up to two additional clinical sites offering the same type of clinical experience, if available, to attempt to place the student. If these attempts do not result in a clinical site placement for the student, the student will be notified that s/he may not enroll in clinical courses and any co-requisite courses. In most cases, this will mean that the student will not be able to progress in the program, and will therefore not be able to complete the courses required for graduation. Ineligibility must be documented.

2. Eligibility for Clinical Experiences in Campus-Based Clinical Services

Certain School of Health Sciences and School of Nursing programs, including Dental Assisting, Dental Hygiene, and Therapeutic Massage, may offer services to the general public and/or Ivy Tech students and employees in campus-based laboratories or clinics. In these courses, the Criminal Background Check and Drug Screen results will be reviewed by the Program Chair, and a determination will be made on whether or not each student is able to participate in the patient care activities based on the results. Any recommendation by the Program Chair to not allow a student to participate in patient care activities based on the results of the Criminal Background Check or Drug Screen results will be reviewed and approved by the appropriate School of Health Sciences or School of Nursing Deans and the Vice Chancellor for Academic Affairs.

Positive Drug Screen:

Students with any positive result on the drug screen, and not otherwise cleared by the testing company after retesting and/or testing company medical officer review, shall not participate in campus-based direct care activities, including accessing patient health information, providing any type of direct patient care, or assisting another health care worker with patient care.

Criminal Background Check:

Students with any criminal conviction or guilty pleas for the following shall not participate in campus-based patient care activities, including accessing patient health information, providing any type of direct patient care, or assisting another health care worker with patient care:

1. Rape
2. Criminal deviate conduct
3. Exploitation of an endangered adult or a child
4. Failure to report battery, neglect, or exploitation of an endangered adult or a child
5. Theft, if the person's conviction for theft occurred less than ten (10) years before the date of submission by the person of an application for the criminal background check for the purposes of entering or completing an educational program at Ivy Tech Community College
6. Conviction of any crime which requires registration with any state or national Sexual Offender Registry
7. Aggravated murder
8. Murder
9. Voluntary manslaughter
10. Felonious assault
11. Kidnapping
12. Sexual Battery
13. Aggravated arson
14. Aggravated robbery
15. Aggravated burglary
16. Any misdemeanor or felony drug law conviction

Ineligibility must be documented.

Physical Examination and Health Records

A physical examination is required not more than one year prior to beginning certification pathway courses in order to identify health status and accommodation needs. The student's health care provider must complete a physical assessment to determine if the student is capable of undertaking the Essential Functions of Healthcare Specialist Students (included on the following pages). Records of current immunization status and tuberculosis screening are required by affiliating clinical institutions and the Indiana State Department of Health. Submission of the health records occurs after the student is selected for admission, but prior to the start of the first nursing course. Students will be required to keep immunizations and

tuberculosis screening current and to provide the School of Health Sciences with updated health records as necessary throughout their enrollment in the program.

Essential Functions of Healthcare Specialist Students

Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as these essential functions. **Students with documented need for accommodations are to meet with the campus Disabilities Support Services Representative.**

Frequency: O = Occasionally (1-33%) F = Frequently (34-66%) C = Constantly (67-100%)

Function	Program-Specific Examples	Frequency
GROSS MOTOR SKILLS	Move within confined spaces Maintain balance while sitting and standing Reach above shoulders and below waist(e.g., IV poles, plug electrical appliance into wall outlets)	C
FINE MOTOR SKILLS	Manipulate small objects with fingers (e.g., IV tubing, pencil, manipulate a syringe, eye dropper, write with pen or pencil) Key/type (e.g., use a computer) Twist (e.g., turn objects/knobs using hands)	C
PHYSICAL ENDURANCE	Prolonged standing (e.g., at client side during surgical or therapeutic procedure) Sustain repetitive movements (e.g., CPR) Maintain physical tolerance (e.g., work entire shift)	C
PHYSICAL STRENGTH	Push, pull, support and lift 50 pounds (e.g., position clients, ambulate client, pick up a child, transfer client) Move light object weighing up to 10 pounds (e.g., IV poles) Move heavy objects (transfer, transport, assist falling patients to ground) Defend self against combative client. Carry equipment/supplies Use upper body strength (e.g., perform CPR, physically restrain a client) Squeeze with hands (e.g., operate fire extinguisher)	C
MOBILITY	Twist and bend Stoop/squat Move quickly (e.g., response to an emergency) Climb (e.g., ladders/stools/stairs) Walk	C
AUDITORY	Hear normal speaking level sounds (e.g., person-to-person report) Hear faint voices Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes) Hear in situations when not able to see lips (e.g., when masks are used) Hear auditory alarms (e.g., monitors, timers, fire alarms, call bells)	C

Function	Program-Specific Examples	Frequency
VISUAL	<i>See objects up to 20 inches away (e.g., information on a computer screen, skin conditions)</i> <i>See objects up to 20 feet away (e.g., client in a room)</i> <i>See object more than 20 feet away (e.g., client at end of hall)</i> <i>Use depth perception</i> <i>Use peripheral vision</i> <i>Distinguish color (e.g., specimens, lab reagents, color codes on supplies, charts, bed)</i> <i>Distinguish color intensity (e.g., flushed skin, skin paleness)</i>	C
TACTILE	Feel vibrations (e.g., palpate pulses) Detect temperature (e.g., skin solutions) Feel differences in surface characteristics, sizes and shapes (e.g., skin turgor, rashes, palpate vein, identify body landmarks) Detect environment temperature (e.g., check for drafts)	C
OLFACTORY	Detect odors from client and environment (e.g., foul smelling drainage, alcohol breath, lab chemicals/reagents) Detect smoke, gases or noxious smells etc.)	C
COMMUNICATION	Engage in verbal, two-way communication, in English, with others of a variety of social, emotional, cultural and intellectual backgrounds (e.g., client interaction in person and via telephone, physician orders, co-workers) Discern and interpret nonverbal communication	C
EMOTIONAL STABILITY	Establish therapeutic boundaries Adapt to changing environment/stress/crisis Focus attention on task Monitor own emotions Handle strong emotions (e.g., grief)	C

Note: Students with disabilities requiring accommodations must meet with the College Disabilities Support staff.

Universal Standard Precautions

According to the Universal Standards Rule 410 IAC 1-4 under Public Law 123-1988: "An employer shall provide training and the necessary equipment to each employee and student trainee who has duties that require the employee to have direct contact with blood or body fluids in the scope of the employee's employment." This training must include instruction in the procedures "Universal Standards" adopted by the Indiana State Department of Health. Because

students in the Healthcare Specialist program may have direct contact with blood or other body fluids, the program is required to provide annual training in Universal Standards to comply with agency affiliation agreements.

Caring for patients with communicable diseases and opportunistic parasites increases the possibility of student susceptibility for acquiring these infections/infestations. All students who are enrolled in clinical or laboratory courses accept responsibility for consistent and correct use of Universal Standard Precautions at all times.

Confidentiality

As part of their affiliation with clinical agencies, students enrolled in clinical/externship courses are required to comply with Federal HIPAA regulations, state regulations, and facility policies with regard to privacy of patient information. All information, which is learned about a patient, is considered to be confidential information. Confidential information may NOT be discussed in any public place – such as the student lounge, the halls of the hospital or school, hospital cafeteria or any similar public place.

Written information, such as care plans, physician's notes, growth and development papers, etc. pertaining to a patient, or any written information must be guarded as confidential. Any written information should contain only the patient's initials and never the patient's name or any other identifying information.

DO NOT DISCUSS CLINICAL EXPERIENCES in any public place. Confidentiality of patients, staff, faculty and students is to be maintained at all times. Patient information or clinical situations should never be discussed in public places or on social networking sites even if the patient is not referred to by name.

Photocopying of any patient records or removal of patient records from the clinical facility is expressly forbidden.

Photography of any patient or clinical situation is strictly prohibited.

Violations of privacy regulations/policies may result in immediate dismissal from the program as outline in Guidelines for Professional Conduct, as well as civil and criminal penalties.

Social Networking (for example Facebook and Twitter) and Cell Phone Guidelines

Students shall not use online social networking to harass, threaten or discriminate against other students, faculty, staff or any member of the public.

Text, photos, e-mails or videos that are demeaning or insulting to others may not be

used/posted.

Personal information about students, faculty, staff or clinical sites may not be shared on networking sites without written permission from all parties involved.

Computers and cell phones are not to be used during class or clinical time for social networking, texting, e-mailing or other recreational use.

Students should be aware that information posted on these sites that violates the Guidelines for Professional Conduct outline in this handbook, may result in disciplinary action up to and including expulsion from the program. Furthermore, such violations can place the student at risk for civil and criminal penalties.

Associate of Applied Science - Clinical Support Concentration

Students must choose a minimum of two (2) certifications (available certifications vary by campus) and a minimum of one (1) concentration elective to meet 60 credits required for the Associate of Applied Science degree with a Clinical Support Concentration. Students completing the Associate of Applied Science degree must complete the entire sequence of indicated courses in order to be eligible to sit for the appropriate certification exam.

General Education 19 Credits

ENGL 111	English Composition	3 credits
IVYT 112	Student Success Elective for Health	1 credit
MATH 123	Quantitative Reasoning or Higher	3 credits
XXX	Life/Physical Science Elective	3-5 credits
	Choose one of the following:	3 credits
PSYC 101	Introduction to Psychology	
OR	OR	
SOCI 111	Introduction to Sociology	
	Choose one of the following:	
COMM 101	Fundamentals of Public Speaking	3 credits
OR	OR	
COMM102	Introduction to Interpersonal Communication	

Professional-Technical 19 Credits

CINS 101	Introduction to Microcomputers	3 credits
HLHS 100	Introduction to Health Careers	3 credits
HLHS 101	Medical Terminology	3 credits
HLHS 102	Essentials of Anatomy & Physiology	3 credits
HLHS 105	Medical Law and Ethics	3 credits
HLHS 111	Health and Wellness for Life	3 credits
HLHS 211	Nutrition	3 credits
HLHS 279	Healthcare Specialist Capstone Course	1 credit

Concentration Electives Choose 1 to 6 Courses

APHY 101	Anatomy and Physiology 1
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APHY 102	Anatomy and Physiology 2
APHY 201	Advanced Human Physiology (4 credit hours)
BIOL 2XX	Microbiology Elective (3-4 credit hours)
CHEM 1XX	Chemistry Elective (3-4 credit hours)
DENT 171	Dental Terminology (4 credit hours)
FITN 100	Lifetime Fitness and Wellness (2 credit hours)
HLHS 103	Dosage Calculations (1 credit hour)
HLHS 104	CPR/Basic Life Support (3 credit hours)
HLHS 106	Healthcare Specialist Certifications (3 credit hours)
HLHS 108	Advanced Cardiac Life Support (1 credit hour)
HLHS 109	Pediatric Advanced Life Support (1 credit hour)
HLHS 110	Tuberculosis Training (0.5 credit hour)
HLHS 115	Pharmacology for Healthcare Specialist (3 credit hours)
HLHS 118	Diversity in Health Care (3 credit hours)
HLHS 171	Restorative and Rehab Therapy Aide (3 credit hours)
HLHS 202	Community Resources (3 credit hours)
HLHS 203	Disability Awareness in Health Care (3 credit hours)
HUMS 120	Health and Aging (3 credit hours)
HUMS 140	Loss and Grief (3 credit hours)
MEAS 215	Advanced Medical Terminology (3 credit hours)
MEAS 219	Medical Assisting Laboratory Techniques (3 credit hours)
MEAS 227	Medical Office Management (3 credit hours)
MEAS 242	Disease Conditions (3 credit hours)
PHYS 101	Physics I (4 credit hours)
PTAS 101	Introduction to the Physical Therapist Assistant (3 credit hours)
RADT 117	Radiation Physics and Equipment Operation (3 credit hours)
SCIN 111	Physical Science (3 credit hours)
SURG 203	Surgical Pharmacology (3 credit hours)
TMAS 101	Holistic Approach to Massage Therapy (3 credit hours)
TMAS 107	Herbal Remedies
TMAS 115	Ethics & Massage Management (3 credit hours)
TMAS 203	Herbs, Drugs, & Massage (3 credit hours)
XXXX XXX	Social & Behavioral Ways of Knowing Elective (3-6 credit hours)

CHOOSE 2 OF THE FOLLOWING CERTIFICATIONS

Certification - Certified Nurse Aide		
HLHS 107	CNA Preparation	5 credits
Certification - Dementia Care		
HLHS 113	Dementia Care	3 credits
Certification – Electrocardiography		
CARD 205	Introduction to Electrocardiography	3 credits
CARD 206	Advanced Electrocardiography Technique	3 credits
CARD208	ECG Experiential Seminar	3 credits
HLHS 115	Pharmacology for Healthcare Specialist	3 credits
Certification – Medical Office Administration		
MEAS 109	The Professional Medical Assistant	3 credits
MEAS 137	Outpatient Insurance Basic Coding	3 credits
MEAS 209	Electronic Administrative Practices	3 credits
Certification – Outpatient Insurance Coding		
MEAS 137	Medical Insurance and Basic Coding with Computer Applications	3 credits
MEAS 203	Advanced Insurance Coding	3 credits
MEAS 204	Advanced Insurance Claims Processing	3 credits
Certification – Pharmacy Technician		
HLHS 115	Pharmacology for Healthcare Specialist	3 credits
PHAR 203	Pharmacy Technician Fundamentals	4 credits
PHAR 202	Pharmacy Technician Experiential Seminar	3 credits
Certification – Phlebotomy		
HLHS 105	Medical Law and Ethics	3 credits
PHLB 212	Phlebotomy	3 credits
PHLB 257	Phlebotomy Externship	2 credits
Certification – Qualified Medication Aide		
HLHS 117	QMA Preparation	5 credits

This is considered by the U. S. Department of Education to be a “Gainful Employment” program. Information about program length, cost, loan debt, graduates, and related occupations can be found at <http://www.ivytech.edu/academics/gainful-employment.html>.

Suggested Semester Sequence - Associate of Applied Science - Clinical Support Concentration

Following is a recommended semester sequence only. Students should meet with their advisor to determine course availability and create a plan of study. Please visit www.ivytech.edu/academics

Semester 1:

ENGL 111	English Composition
HLHS 100	Introduction to Health Careers
HLHS 101	Medical Terminology
HLHS 102	Essentials of Anatomy & Physiology
IVYT 112	Student Success Elective for Health
MATH 123	Quantitative Reasoning

Semester 2:

COMM 101	Fundamentals of Public Speaking
OR	
COMM 102	Introduction to Interpersonal Communication
HLHS 105	Medical Law & Ethics
HLHS 111	Health & Wellness for Life
XXXX XXX	HLCS Statewide Concentration Elective
XXXX XXX	HLCS Certification Elective

Semester 3:

CINS 101	Introduction to Microcomputers
HLHS 211	Nutrition
XXXX XXX	Humanities/Social & Behavioral Sciences Elective
XXXX XXX	HLCS Statewide Concentration Elective
	OR
XXXX XXX	HLCS Certification Elective
XXXX XXX	HLCS Statewide Concentration Elective
	OR
XXXX XXX	HLCS Certification Elective

Semester 4:

HLHS 279	Healthcare Specialist Capstone Course
XXXX XXX	HLCS Statewide Concentration Elective
XXXX XXX	HLCS Statewide Concentration Elective
XXXX XXX	HLCS Statewide Concentration Elective
XXXX XXX	HLCS Statewide Concentration Elective
XXXX XXX	HLCS Statewide Concentration Elective
	OR
XXXX XXX	HLCS Certification Elective

Associate of Applied Science - Patient Care Technician

General Education 19 Credits

APHY 101	Anatomy & Physiology I	3 credits
APHY 102	Anatomy & Physiology II	3 credits
ENGL 111	English Composition	3 credits
IVYT 112	Student Success Elective for Health	1 credit
MATH 123	Quantitative Reasoning	3 credits
PSYC 101	Introduction to Psychology	3 credits
SOCI 111	Introduction to Sociology	

Select one of the following:

COMM 101	Fundamentals of Public Speaking	3 credits
OR	OR	
COMM102	Introduction to Interpersonal Communication	

Professional-Technical 19 Credits

HLHS 101	Medical Terminology	3 credits
HLHS 105	Medical Law and Ethics	3 credits
HLHS 106	Healthcare Specialist Certifications	3 credits
HLHS 107	CNA Preparation	5 credits
HLHS 111	Health and Wellness for Life	3 credits
HLHS 113	Dementia Care	3 credits
HLHS 121	Customer Service in Healthcare	3 credits
HLHS 122	Electronic Health Records	3 credits
HLHS 221	Patient Care Technician Prep	4 credits
HLHS 222	Patient Care Tech Experiential	2 credits
HLHS 279	Healthcare Specialist Capstone Course	1 credit

Concentration 26-27 Credits

CARD 205	Introduction to Electrocardiography	3 credits
CARD 206	Advanced Electrocardiography Technique	3 credits
PHLB 212	Phlebotomy	3 credits
PHLB 257	Phlebotomy Externship	2 credits

Suggested Semester Sequence - Associate of Applied Science - Patient Care Technician

Following is a recommended semester sequence only. Students should meet with their advisor to determine course availability and create a plan of study. Please visit www.ivytech.edu/academics

Semester 1:

APHY 101	Anatomy and Physiology I
HLHS 101	Medical Terminology
HLHS 106	Healthcare Specialist Certifications
HLHS 107	CNA Preparation
IVYT 1XX	Student Success Elective

Semester 2:

APHY 102	Anatomy and Physiology II
HLHS 113	Dementia Care
HLHS 121	Customer Service in Healthcare
HLHS 221	Patient Care Technician Prep
PHLB 212	Phlebotomy

Semester 3:

CARD 205	Introduction to Electrocardiography
ENGL 111	English Composition
HLHS 122	Electronic Health Records
HLHS 222	Patient Care Tech Experiential

Semester 4:

CARD 206	Advanced Electrocardiography Technique
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Select one of the following

COMM 102	Introduction to Interpersonal Communication
HLHS 111	Health and Wellness for Life
HLHS 279	Healthcare Specialist Capstone Course

Select one of the following

PSYC 101	Introduction to Psychology
OR	
SOCI 111	Introduction to Sociology

Certificate Programs Available in the Southeast Region

Healthcare Specialist Certificate Programs

Certificates are sequences of technical and professional courses. They provide access to targeted, short-term workforce training, and completers may be eligible to sit for specific certification exams, following completion of the all courses required in the certificate sequence. Courses in certificate programs also apply toward the Associate of Applied Science in Healthcare Specialist. Please visit www.ivytech.edu/academics

Electrocardiography Technician (18 credits)

Upon completion leads to eligibility for certification examination through the National Healthcareer Association or Cardiovascular Credentialing International, employment and/or completion of an associate degree.

HLHS 101	Medical Terminology
HLHS 102	Essentials of Anatomy and Physiology
HLHS 121	Customer Service in Healthcare
CARD 205	Introduction to Electrocardiography
CARD 206	Advanced Electrocardiograph Technique
CARD 208	ECG Experiential Seminar

This is considered by the U. S. Department of Education to be a “Gainful Employment” program. Information about program length, cost, loan debt, graduates, and related occupations can be found at <http://www.ivytech.edu/academics/gainful-employment.html>.

Medical Office Administration (18 credits)

CINS 101	Introduction to Microcomputers
HLHS 101	Medical Terminology
HLHS 102	Essentials of Anatomy and Physiology
MEAS 109	The Professional Medical Assistant
MEAS 137	Outpatient Insurance Basic Coding
MEAS 209	Electronic Administrative Practices

This is considered by the U. S. Department of Education to be a “Gainful Employment” program. Information about program length, cost, loan debt, graduates, and related occupations can be found at <http://www.ivytech.edu/academics/gainful-employment.html>.

Outpatient Insurance Coding (18 credits)

APHY 101	Anatomy and Physiology I
APHY 102	Anatomy and Physiology II
HLHS 101	Medical Terminology
MEAS 203	Advanced Insurance Coding
MEAS 204	Advanced Insurance Claim Processing
MEAS 137	Medical Insurance Basic Coding

This is considered by the U. S. Department of Education to be a “Gainful Employment” program. Information about program length, cost, loan debt, graduates, and related occupations can be found at <http://www.ivytech.edu/academics/gainful-employment.html>.

Pharmacy Technician (19 credits)

Upon completion leads to eligibility for certification examination through the National Healthcareer Association, both Indiana State Board of Pharmacy recognized certification exams, employment, and/or completion of an associate degree.

HLHS 101	Medical Terminology
HLHS 102	Essentials of Anatomy and Physiology
HLHS 115	Pharmacology for Healthcare Specialist
PHAR 203	Pharmacy Technician Concepts
PHAR 202	Pharmacy Technician Experiential Seminar
HLHS 121	Customer Relations in Healthcare OR
HLHS 122	Electronic Health Records

This is considered by the U. S. Department of Education to be a “Gainful Employment” program. Information about program length, cost, loan debt, graduates, and related occupations can be found at <http://www.ivytech.edu/academics/gainful-employment.html>.

Phlebotomy Technician (17 credits)

Upon completion leads to eligibility for certification examination through the National Healthcareer Association employment and/or completion of an associate degree.

HLHS 101	Medical Terminology
HLHS 102	Essentials of Anatomy and Physiology
HLHS 105	Medical Law and Ethics
PHLB 212	Phlebotomy
PHLB 257	Phlebotomy Externship

This is considered by the U. S. Department of Education to be a “Gainful Employment” program. Information about program length, cost, loan debt, graduates, and related occupations can be found at <http://www.ivytech.edu/academics/gainful-employment.html>.

Course Descriptions

Official college-wide Course Outlines of Record (COR) are available on the College Web site. In addition to course number, title, credit and contact hours, the COR includes the prerequisite and co-requisite requirements, the catalog description, major learning objectives, and a topics list.

Course Contact Hours

Lecture: 1 credit = 1 contact hr Lab: 1 credit = 2 contact hrs Clinical: 1 credit = 3 contact hrs

Healthcare Specialist Course Hours

Course No.	Course Name	Credits	Total Semester Contact Hours		
			Lecture	Lab	Clinical/ Externship
APHY 101	Anatomy & Physiology I	3	32	32	
APHY 102	Anatomy & Physiology II	3	32	32	
APHY 201	Advanced Human Physiology	4	48	32	
BIOL 2XX	Microbiology Elective	3-4	48	32	
CARD 205	Introduction to Electrocardiography	3	32	32	
CARD 206	Advanced Electrocardiograph Technique	3	32	32	
CARD 208	ECG Experiential Seminar	3	16	64	40
CHEM 1XX	Chemistry Elective	3-4	48	32	
CINS 101	Introduction to Microcomputers	3	48		
COMM 101 OR COMM 102	Fundamentals of Public Speaking OR Introduction to Interpersonal Communication	3	48		
CPTR 205	Structural Kinesiology	3	48		
CPTR 206	Current Concepts in Physical Fitness	3	32	32	
CPTR 212	Introduction to Exercise Science	3	48		
CPTR 220	Health Screening & Exercise Program Design Across Populations	3	32	32	
CSTC 102	Surgical Instrumentation	3	32	32	
CSTC 105	Fundamentals of Central Service Technician Skills	3	32	32	
CSTC 107	Applications of Central Service Technician Skills	3	32	32	
CSTC 108	Clinical Application	5.5	8	400	
DENT 171	Dental Terminology	3	48		
ENGL 111	English Composition	3	48		
HLHS 100	Introduction to Health Careers	3	48		
HLHS 101	Medical Terminology	3	48		
HLHS 103	Dosage Calculation	1	16		
HLHS 105	Medical Law and Ethics	3	48		
HLHS 106	Healthcare Specialist Certifications	3	32	32	
HLHS 107	CNA Preparation	5	48	32	48
HLHS 111	Health and Wellness for Life	3	48		
HLHS 112	Home Health Aide Bridge	2	32		

HLHS 113	Dementia Care	3	48		
HLHS 114	Home Health Aide	5	64	32	
HLHS 115	Pharmacology for Healthcare Specialist	3	48		
HLHS 117	QMA Preparation	5	64		48
HLHS 118	Diversity in Health Care	3	48		
HLHS 171	Restorative and Rehab Therapy Aide	3	32	16	24
HLHS 202	Community Resources	3	48		
HLHS 203	Disability Awareness in Health Care	3	48		
HLHS 211	Nutrition	3	48		
HLHS 279	Healthcare Specialist Capstone Course	1	16		
HUMS 114	Social Service-Long Term Care	3	48		
HUMS 120	Health and Aging	3	48		
HUMS 124	Activity Director	6	96		
HUMS 140	Loss and Grief	3	48		
MEAS 203	Advanced Insurance Coding	3	48		
MEAS 204	Advanced Insurance Claims Processing	3	48		
IVYT 112	Student Success in Healthcare	1	16		
MATH 123	Qualitative Reasoning	3	32	32	
MEAS 109	The Professional Medical Assistant	3	48		
MEAS 137	Medical Insurance and Basic Coding with Computer Applications	3	32	32	
MEAS 209	Electronic Administrative Practices	3	32	32	
MEAS 215	Advanced Medical Terminology	3	48		
MEAS 219	Medical Assisting Laboratory Techniques	3	16	80	
MEAS 242	Disease Conditions	3	48		
PARM 102	Emergency Medical Technician-Basic Training	7.5	92	48	20
PHAR 203	Pharmacy Technician Concepts	4	40	48	
PHAR 202	Pharmacy Technician Experiential Seminar	3	32	32	40
PHLB 212	Phlebotomy	3	32	32	
PHLB 257	Phlebotomy Externship	2	12		100
PHLB 258	Phlebotomy Donor Technician Externship	2	12		100
PHYS 101	Physics I	3	48	32	
PTAS 101	Introduction to Physical Therapy Assistant	3	32	32	
SCIN 111	Physical Science	3	32	32	
TMAS 101	Holistic Approach to Wellness	3	48		
TMAS 115	Ethics & Massage Management	3	48		
TMAS 120	Therapeutic Massage Training I	3	16	80	
TMAS 123	Clinical I	1	80		
TMAS 140	Therapeutic Massage Training II	3	32	32	
TMAS 141	Massage Through the Life Span	3	32	32	
TMAS 202	Deep Tissue Muscle Release	3	16	80	
TMAS 203	Herbs, Drugs, and Massage	3	48		
TMAS 205	Pathology and Massage	3	48		
TMAS 207	Therapeutic Massage Seminar	2	12		100

TMAS 210	Biomechanics	3	32	32	
TMAS 220	Advanced Techniques and Hygiene	3	32	32	
TMAS 223	Clinical II	1	80		
XXXX XXX	Humanities/ Social & Science Behavioral Sciences Elective	3	48		
XXXX XXX	Social & Behavioral Science Elective	3	48		

Healthcare Specialist General Education Courses

Healthcare Specialist Gen Ed Courses	ASN	PN	Dental Asst	Dental Hyg	Diagnostic medical	Health Info Tech	Rad Tech	Medical Asst	Medical Lab Tech	Paramedic	Phys Therapist Asst	Radiation Therapy	Respiratory Care	Surgical Tech	Therapeutic Massage
APHY101	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
APHY102	R	R	R	R	R	R	R	R	E	R	R	R	R	R	R
COMM101/102	R		R	R	R	R	R	R	R	R	R	R	R	R	R
ENGL111	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
IVYT112	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
MATH 123 Quantitative Reasoning	R			R	136	R	136	R	R	R	136	136	R	R	R
Humanities Behavior, Social Science elective	PSYC 101	PSYC 101	SOCI 111 and PSYC 101	PSYC 101 and SOCI 111	PSYC 101 or SOCI 111	R	PSYC 101 or SOCI 111	R	PSYC 101 or SOCI 111	R	PSYC 101 And SOCI 111	PSYC 101	PSYC 101 or SOCI 111	PSYC 101 or SOCI 111	R

Symbol Key: E = Elective Course R = Required Course

Healthcare Specialist General Education Courses Continued

Healthcare Specialist Gen Ed. Elective Courses	ASN	PN	Dental Asst	Dental Hyg	Diagnostic Medical	Health Info Tech	Rad Tech	Medical Asst	Medical Lab Tech	Paramedic	Phys Therapist Asst	Radiation Therapy	Respiratory Care	Surgical Tech	Therapeutic Massage
Additional Science:	Choose 2:														
APHY 201	201							E	E						
BIOL 2XX	201 or 211			R				E	E			R	R	R	
CHEM 1XX	101 or 111			1XX				E	101				R		
PHYS 101															
SCIN 111											R				
Additional Social Science Electives	Choose 1: PSYC 2XX or SOCI 1XX														

Symbol Key: E = Elective Course R = Required Course

Healthcare Specialist Technical Courses

Healthcare Specialist Prof/Tech Courses	ASN	PN	Dental Asst	Dental Hyg	Diagnostic Medical	Health Info Tech	Rad Tech	Medical Asst	Medical Lab Tech	Paramedic	Phys Therapist Asst	Radiation Therapy	Respiratory Care	Surgical Tech	Therapeutic Massage
HLHS 100								E							
HLHS 101					R	R	R	R				R		R	R
HLHS 105								E	R					R	
HLHS 111								E							
HLHS 211								E							
CINS 101			R			R		E							

Symbol Key: E = Elective Course R = Required Course

Health Care Careers - Department of Labor Data

According to the U.S. Department of Labor, individuals enrolled in health care career programs can anticipate solid growth in health care related field across a broad spectrum of professions. Below is a brief table summarizing some potential occupations within the health care field individuals might consider during their career exploration.

Profession	Minimum Education	Anticipated Median Salary - INDIANA (2014)	Projected Growth 2014-20248
Electrocardiography Technician	Certificate	\$12.99/Hour \$27,000/Year	More than 20% (High Growth)
Pharmacy Technician	Certificate	\$13.69/Hour \$28,470/Year	More than 20% (High Growth)
Emergency Medical Technician (EMT)	Certificate	\$12.99/Hour \$27,000/Year	Approx. 7% - 13% (Average Growth)
Paramedic Science	Associate's Degree	\$14.70/Hour \$30,580/Year	Approx. 14% - 19% (Faster than Average Growth)
Certified Nursing Assistant (CNA)	Certificate	\$11.31/Hour \$23,530/Year	More than 20% (High Growth)
Qualified Medication Aid (QMA)	Certificate	\$12.55/Hour \$26,100/Year	Approx. 14% - 19% (Faster than Average Growth)
Massage Therapists	Certificate	\$14.69/Hour \$30,560/Year	Approx. 14% - 19% (Faster than Average Growth)
Phlebotomist	Certificate	\$14.01/Hour \$29,130/Year	Approx. 14% - 19% (Faster than Average Growth)
Registered Nurse (RN)	Associate's Degree	\$27.83/Hour \$57,890/Year	More than 20% (High Growth)
Licensed Practical Nurse (LPN)	Certificate	\$19.55/Hour \$40,660/Year	More than 20% (High Growth)
Diagnostic Medical Sonography	Associate's Degree	\$30.65/Hour \$63,750/Year	More than 20% (High Growth)
Imaging Science / Radiologic Technologist	Associate's Degree	\$25.55/Hour \$53,150/Year	Approx. 14%-19% (Faster than Average Growth)
Dental Assistant	Technical Certificate	\$17.11/Hour \$35,590/Year	More than 20% (High Growth)
Dental Hygiene	Associate's Degree	\$33.33/Hour \$69,330/Year	More than 20% (High Growth)
Health Information Technologist	Associate's Degree	\$16.20/Hour \$33,690/Year	More than 20% (High Growth)
Medical Assistant	Technical Certificate	\$13.94/Hour \$28,990/Year	More than 20% (High Growth)
Medical Laboratory Technician	Associate's Degree	\$16.78/Hour \$34,900/Year	Approx. 7% - 13% (Average Growth)
Physical Therapy Assistant	Associate's Degree	\$26.77/Hour \$55, 680/Year	More than 20% (High Growth)
Respiratory Care Technologist	Certificate	\$25.96/Hour \$54,000/Year	More than 20% (High Growth)
Surgical Technologist	Associate's Degree	\$19.93/Hour \$41,450/Year	More than 20% (High Growth)

Note: Data obtain from the U.S. Department of Labor. For the most recent information, visit: www.onetonline.org
Pay ranges vary based upon location, including but not limited to state and city.

This is considered by the U. S. Department of Education to be a “Gainful Employment” program. Information about program length, cost, loan debt, graduates, and related occupations can be found at <http://www.ivytech.edu/academics/gainful-employment.html>.

Estimated Costs

Item	Cost
Tuition	In state: \$145.01/credit hour as of Fall 2019
	Out of State face to face: \$283.69/credit hour Out of State Online Class: \$170.06/credit hour
Technology Fee	\$75.00 per semester (additional \$20 per credit hour for hybrid)
Books	Variable based on course
Lab pack, uniforms and other supplies	Variable based on course
Physical Exam& Immunizations	Variable based on provider
CPR Certification	Variable based on provider
Background Check & Drug Screen	99.90
Certification Examination Fees Personal Trainer (ACSM).....\$279 Central Service Tech (CRCST).....\$128 CNA \$75 QMA\$75 EKG Technician Certification(CET).....\$115 Billing and Coding Specialist (CBCS)..... \$115 Home Health\$5 Pharmacy Tech (EXCPT)\$115 Phlebotomy (CPT) ... \$115 Patient Care Technician (CPCT/A).....\$115	\$5 to \$279 depending on credential (Most certification exams are incorporated into the cost of tuition)

Note: All costs are estimated and subject to change without notice.

Additional resources

The following links provide additional resources regarding careers in health care.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Healthcare <https://www.bls.gov/ooh/healthcare/home.htm>

Massage Therapists

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, , Massage Therapists, on the Internet at

<https://www.bls.gov/ooh/healthcare/massage-therapists.htm>

CareerOneStop, U. S. Department of Labor, *Occupation Profile - Massage Therapists*, http://www.careerinfonet.org/occ_rep.asp?optstatus=011000000&soccode=319011&id=1&nodeid=2&stfips=18&search=Go

National Center for O*NET Development, O*NET Online, *Summary Report for: 31-9011.00 - Massage Therapists*, <http://www.onetonline.org/link/summary/31-9011.00>

Medical Administrative Assistant/Medical Secretary

CareerOneStop, U. S. Department of Labor, *Occupation Profile - Medical Secretaries*, http://www.careerinfonet.org/occ_rep.asp?optstatus=011000000&soccode=436013&id=1&nodeid=2&stfips=18&search=Go

National Center for O*NET Development, O*NET Online, *Summary Report for: 43-6013.00 - Medical Secretaries*, <http://www.onetonline.org/link/summary/43-6013.00>

Nursing Assistants and Home Health Care

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Nursing Assistants and Orderlies, <https://www.bls.gov/ooh/healthcare/nursing-assistants.htm>

CareerOneStop, U. S. Department of Labor, *Occupation Profile - Home Health Aides*, on the Internet at

http://www.careerinfonet.org/occ_rep.asp?optstatus=011000000&soccode=311011&id=1&nodeid=2&stfips=18&search=Go

CareerOneStop, U. S. Department of Labor, *Occupation Profile - Nursing Assistants*, on the Internet at

http://www.careerinfonet.org/occ_rep.asp?optstatus=011000000&soccode=311014&id=1&nodeid=2&stfips=18&search=Go

CareerOneStop, U. S. Department of Labor, *Occupation Profile - Personal Care Aides*, on the Internet at

http://www.careerinfonet.org/occ_rep.asp?optstatus=011000000&soccode=399021&id=1&nodeid=2&stfips=18&search=Go

National Center for O*NET Development, O*NET Online, *Summary Report for: 31-1011.00 Home Health Aides*, on the Internet at

<http://www.onetonline.org/link/summary/31-1011.00>

National Center for O*NET Development, O*NET Online, *Summary Report for: 31-1014.00 - Nursing Assistants*, on the Internet at

<http://www.onetonline.org/link/summary/31-1014.00>

National Center for O*NET Development, O*NET Online, *Summary Report for: 39-9021.00 - Personal Care Aides*, on the Internet at

<http://www.onetonline.org/link/summary/39-9021.00>

Pharmacy Technicians

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2010-11 Edition*, Pharmacy Technicians and Aides, on the Internet at

<https://www.bls.gov/ooh/healthcare/pharmacy-technicians.htm> CareerOneStop, U. S.

Department of Labor, *Occupation Profile - Pharmacy Technicians*, on the Internet at

http://www.careerinfonet.org/occ_rep.asp?optstatus=011000000&soccode=292052&id=1&nodeid=2&stfips=18&search=Go

National Center for O*NET Development, O*NET Online, *Summary Report for: 29-2052.00 - Pharmacy Technicians*, on the Internet at

<http://www.onetonline.org/link/summary/29-2052.00>

Phlebotomists

American Society of Clinical Pathologists (ASCP), *A Career as a Phlebotomy Technician*, <https://www.ascp.org/content/functional-nav/career-center>

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2010-11 Edition*, Clinical Laboratory Technologists and Technicians, on the Internet at

<https://www.bls.gov/ooh/healthcare/phlebotomists.htm> CareerOneStop, U. S.

Department of Labor, *Occupation Profile - Medical and Clinical Laboratory Technicians*, on the Internet at

http://www.careerinfonet.org/occ_rep.asp?optstatus=011000000&soccode=292012&id=1&nodeid=2&stfips=18&search=Go

National Center for O*NET Development, O*NET Online, *Summary Report for: 29-2012.00 - Medical and Clinical Laboratory Technicians*, on the Internet at

<http://www.onetonline.org/link/summary/29-2012.00>

Other Region-Specific Information

Program chair approval is necessary for enrollment in some courses. For registration or questions about these courses, an appointment must be scheduled. For summer and fall registration, appointments can be made beginning March 1. For spring registration, appointments can be made beginning September 1. Appointments must be made through the School of Health Sciences (812)537-4010.

Program Chair MEAS/HLHS:

Monica Bolton, MS, NCC, LPC, RMA (AMT)

Program Chair Medical Assisting and Healthcare Specialist

Mbolton12@ivytech.edu

Phone: (812) 537-4010 ext. 5234

Fax: (812) 537-0993

50 Walnut St

Lawrenceburg, IN 47025

MEAS/HLHS Faculty:

Kayla Meister, MSN

Assistant Professor

Health Care Support Faculty

Kmeister3@ivytech.edu

(812)934-3954 ext. 8113

1 Ivy Tech Dr.

Batesville, IN 47006

SIGNATURE PAGES

Student Name_____

Date of Program Entry_____

CONFIDENTIALITY OF INFORMATION
IVY TECH COMMUNITY COLLEGE SCHOOL OF HEALTH SCIENCES

Students are required to comply with Federal HIPAA regulations, state regulations, and facility policies with regard to privacy of patient information.

All information that you learn about a patient is considered to be confidential information. Confidential information may NOT be discussed in any public place, such as the student lounge, the halls of the hospital or school, hospital cafeteria or any similar public place. This includes all social media formats.

Written information, such as care plans, practice nurse's notes, growth and development papers, etc. pertaining to a patient, or any written information must be guarded as confidential. Any written information should never contain any of the patient's name or any other identifying information.

Confidentiality extends to any and all operations of the clinical affiliating agency. DO NOT DISCUSS ANY HOSPITAL EXPERIENCES in any public place, whether or not you refer to patient information. This includes discussion of clinical experiences in any social media format.

Photocopying of any client records or removal of client records from the clinical facility is expressly forbidden.

I hereby acknowledge that I have received instruction related to Federal HIPAA regulations and patient confidentiality. I agree to comply with all Federal HIPAA regulations, state regulations, and facility policies with regard to privacy of patient information. I understand that violations of privacy regulations/policies may result in immediate dismissal from the program, as well as civil and criminal penalties.

Student's Printed Name

Student Signature

Date

**ACKNOWLEDGEMENT OF CERTIFICATION ELIGIBILITY INFORMATION
IVY TECH COMMUNITY COLLEGE SCHOOL OF HEALTH SCIENCES**

I understand that the possibility exists that a record of certain offenses may result in a graduate being denied certification or licensure as a health practitioner in the State of Indiana. These offenses include but are not limited to being convicted of a crime or disciplinary action taken on previous licenses or certifications.

Ivy Tech Community College has informed me that if I have a record of any criminal offenses or prior actions related to certification or licensure, the Indiana Professional Licensing Agency may choose to deny me certification or licensure, even if I satisfactorily complete Ivy Tech Community College's required curriculum.

Student's Printed Name

Student Signature

Date

**STUDENT VERIFICATION OF TRAINING IN UNIVERSAL AND STANDARD PRECAUTIONS
IVY TECH COMMUNITY COLLEGE SCHOOL OF HEALTH SCIENCES**

According to the Universal Standards Rule 410 IAC 1-4 under Public Law 123-1988: "An employer shall provide training and the necessary equipment to each employee and student trainee who has duties that require the employee to have direct contact with blood or body fluids in the scope of the employee's employment." This training must include instruction in the procedures "Universal Standards" adopted by the Indiana State Board of Health. Because students in the Healthcare Specialist program may have direct contact with blood or other body fluids, the Healthcare Specialist Program is required to provide annual training in Universal Standards. This form will be retained in the Healthcare Specialist Program's office as documentation of training in Universal/Standard Precautions.

I realize that instruction may require that I safely and accurately perform invasive procedures such as injections/drawing blood/starting intravenous fluids during the laboratory and clinical components of my program. I recognize the importance of practice under faculty supervision in the learning laboratory as well as in the clinical environment. Likewise, I am aware of the dangers inherent with giving and receiving injections. I acknowledge the need for 100% use of Universal and Standard Precautions and sterile technique when performing parenteral procedures.

Therefore, my signature below verifies that I have had training and instruction on Universal and Standard Precautions and that I accept responsibility for consistent application of Universal and Standard Precautions, consistent application of sterile techniques, handling syringes and other sharp equipment only as instructed, and practicing skills in the lab setting only under the supervision of faculty.

Student's Printed Name

Student Signature

Date

Further, I accept responsibility for allowing classmates in my program, under faculty supervision in the learning laboratory, to practice parenteral procedures on me. I understand that this is not a mandatory requirement.

Student's Printed Name

Student Signature

Date

**IVY TECH COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES PROGRAMS**

PERMISSION TO DISCLOSE PERSONAL, CONFIDENTIAL INFORMATION

I do hereby grant permission to authorized persons in Ivy Tech Community College, including School of Health Sciences Program faculty, to comply with requests for information for evaluative purposes by others acting on my behalf in such matters as: clinical/externship placement, employment references, admission to other colleges, and/or securing financial aid, scholarships, honors, or awards.

I understand and agree that enrollment in the Healthcare Specialist program requires my participation in clinical/externship educational activities at certain health care provider locations, including but not limited to hospitals, nursing homes, physical rehabilitation centers and other health clinics. I further understand that such clinical/externship locations require proof of immunity to certain infectious illness, tuberculosis screening, and documentation that I am capable of performing essential functions, criminal background checks, and drug screening. Consequently, I hereby authorize Ivy Tech Community College to disclose such personal protected information that it may possess, whether provided directly by myself or my personal health care provider, to such clinical/externship locations as may be necessary for my participation in said health care related instructional program.

Finally, I understand that this authorization extends indefinitely and may be revoked at any time by providing written and signed notice to Ivy Tech Community College. I understand that refusal to authorize release of this information may result in my inability to participate in clinical experiences and may result in withdrawal from the nursing program.

Student's Printed Name

Student Signature

Date

**ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK
IVY TECH COMMUNITY COLLEGE SCHOOL OF HEALTH SCIENCES**

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I HAVE RECEIVED A COPY OF THE HEALTHCARE SPECIALIST PROGRAM STUDENT HANDBOOK
AND HAVE BEEN GIVEN AN OPPORTUNITY TO ASK QUESTIONS RELATED TO THE CONTENTS.

Student Signature

Date

Email address: _____@ivytech.edu