

## **Policy and Procedure**

### **Criminal Background Check**

The Ohio Revised Code requires a criminal background check for all prospective employees for positions where the individual will be caring for older adults or children.

All students enrolled in Balizza HCS programs must successfully complete a criminal background check as a criterion for participating in clinical courses. The check must include fingerprinting and must be completed by the Ohio Bureau of Criminal Identification and Investigation (BCII).

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If a student has not been a resident of Ohio continuously for the previous five years, a Federal Bureau of Investigation is required. The criminal records check must be completed within twelve months immediately prior to the students' entry into clinical courses.

Trainees are given all information including forms and a list of where background checks can be completed prior to

the first day of class. **All trainees are required to have background checks and drug screens completed and results MUST be received prior to the first day of class. The clinical rotation or the trainee CANNOT participate in the clinical rotation.**

**Payment plan: For the STNA program, at least \$360 is due at the Time of Registration. Balance is due in two weeks after class starts.**

**Refund Policy: \$150 is non refundable. Refund is only applicable if class cancelation is done three business days before class start date.**

**You can reschedule a class to another month at least three business days before class starts.**

**Attendance – 100% attendance is required**

1. Trainees **MUST** attend all hours of the classroom and clinical components of this program.
2. Classroom hours missed **MUST** be made one hour for one hour and must match standards and lab practice skills missed. All classroom hours must be completed prior to the clinical rotation.
3. Tardiness will also be considered when reviewing attendance. 1st episode is excused; 2nd episode, you get a verbal warning; 3rd episode, you get a written warning and addressed individually and could lead to dismissal from the class.
4. Any trainee needing to be absent from a class or clinical must contact the Primary Instructor or Program Coordinator **prior** to the absence to be considered for a makeup session. With the approval of the Program Coordinator, trainees who need to make up hours may attend another session that covers the standards missed if available or with personal one-on-one instruction at the trainee's expense. The cost for this make-up time would be \$30 per hour.
5. Trainees must have an 80% average on quizzes to take the final exam and an 80% on the final to go on to clinical rotation, pass the class, and receive a certificate of completion.
6. **Grading Scale: A=93-100, B=86-92, C=80-85**

TB Testing

All trainees are required to have a two-step tuberculin test completed prior to the first day of class. A copy of the test must be submitted to the instructor before the trainee can participate in the class. Trainees are given information on how and where to obtain the tuberculin upon registration

### Dress Code for Classroom

Any color scrubs are required while you are attending the classroom. However Seal/Light blue scrub top, Seal/Light scrub pants and moisture resistant nursing shoes are required for clinicals.

### Cell Phone Use

7. Cell phone is discouraged during the classroom and/clinical components of the STNA program.
8. Cell phones/electronic devices are not permitted in the testing area during a quiz/test or during the post-quiz/-test review. Inappropriate/questionable use of electronic devices will be addressed by the individual instructor at the time of the occurrence.

### Confidentiality Statement

As a student/trainee participating in clinical learning experiences, the student/trainee must understand they may have access to confidential patient/resident or agency information for which they have a need to know.

The student/trainee agrees to:

1. Only access confidential information for which they have a need to know.

2. Only discuss confidential information with medical personnel involved in the professional care of the patient and only in patient-care areas and conference areas.
3. Not include any agency or client identifiers (hospital, room number, patient name, patient identification number, etc.) on any written course materials or assignments including patient care preparation sheets, care plans, and ad journals.
4. Safeguard and not disclose any access code or other authorization I have that allows me to access confidential information.

Students/Trainee obligations under this agreement will continue after completion of the clinical learning experiences and after termination and/or graduation from the STNA program.

Disregard of this policy will result in disciplinary action by the college which may include dismissal from the program and may also result in possible legal action by the patient, family, and/or the healthcare facility.

#### Exposure Control Guidelines

1. Balizza HCS strongly recommends that students obtain adequate medical insurance coverage upon entry into the health career programs. It should be noted that some facilities, and therefore some programs, require students to have health insurance.

2. Balizza HCS is responsible for informing students of potential infection hazards inherent in health education programs, including those that might pose additional risks to the student's health.
3. Students will be instructed in standard precautions and will be supervised in their clinical learning experiences.
4. All Balizza HCS instructors and students are professionally and ethically obligated to provide client/patient care with compassion and respect for human dignity. No faculty or student may ethically refuse to care for a patient solely because the patient has an infectious disease.
5. It is the student's responsibility to immediately report any education-related injury to their instructor, who will assist them in seeking prompt advice and emergent treatment if indicated and in filling out and submitting agency and Balizza HCS incident reports.
6. If an education-related exposure occurs, students and faculty should follow the CDC and agency guidelines for testing and treatment.
7. It is the student's responsibility to cover the cost of any diagnostic or therapeutic measures recommended as a result of an accidental injury resulting from performing assigned responsibilities related to the course of study.

