WELCOME

We sincerely hope that you will have a rewarding and enriching educational experience as a student in the Psychiatric Technician Program at Napa Valley College. In addition to our PT orientation, we strongly encourage you to take the campus-wide orientation at www.napavalley.edu/orientation. This will give you a bigger and more thorough picture of what services are available to all NVC students.

This program has been developed with the specific intent of providing an opportunity for qualified men and women to achieve eligibility for the licensing examination administered by the California Board of Vocational Nurses and Psychiatric Technicians. It reflects a basic concern with the role of the psychiatric technician in the prevention of mental disorders, the promotion of mental health of individuals and families, and the provision of quality nursing care for those patients with incipient and diagnosed mental and physical disorders in diverse settings.

Because of the necessity of a certain number of rules and regulations in any organization composed of a large number of persons, this handbook has been prepared so that everyone will be familiar with rules and regulations and therefore facilitate a better understanding among all concerned.

Included in this handbook is information which will be of help to you in understanding school and hospital regulations and in aiding you to have a profitable and successful three semesters as a student in the Psychiatric Technician Program.

Constructive suggestions and ideas are welcome and student involvement is encouraged. However, ultimate lines of legal responsibility and authority rest with the administrative staff and their decisions.

The ultimate goal of the Psychiatric Technician Program is better patient care. The specific objective is “to educate and train men and women to share in the nursing care of patients in the community under the supervision of a licensed physician and/or a registered nurse, and to prepare students adequately so that they may become licensed to practice.”

Cognizant of the ever-changing scientific measures of patient care, the educational emphasis in the psychiatric technician course is on nursing principles, and learning is progressive along the lines of problem-solving on the vocational level. Classroom theory is enhanced and reinforced by the clinical learning experiences in the various community facilities under direct supervision of the faculty.

After receiving this handbook, read it thoroughly and sign the last sheet, returning it to the Health Occupations office before the first day of class. Students who do not return this signed statement will not be permitted to begin classes.
PHILOSOPHY OF THE PROGRAM

“We believe in people – in their worth as individuals and in their capacity to develop to their fullest potential.” We believe that all people have basic needs and that these must be met in order to achieve well-being. We believe that the environment in which people exist influences their ability to achieve.

We believe that health is a dynamic state of well-being and wholesome fulfillment of basic needs. We are aware that the person’s ability to meet his/her own basic needs varies with individuals and throughout life. These changes can result from birth injuries, hereditary defects, injury, illness and aging.

We believe that learning is a change in behavior. People learn when they encounter a problem or a need. Teaching is the process of directing the behavior by establishing goals expressed in desired behavioral terms, providing activities that learners can translate into concepts and providing the necessary knowledge for the learner to accomplish his/her goals. The teacher assists by providing positive feedback, repetition of experiences and by establishing clearly defined desired outcomes so the learner can recognize his/her own success.

We believe that Psychiatric Technician Practice is a systematic course of study that prepares learners to assist those with physical, mental, emotional and developmental problems in a positive environment. We also believe that this education should be available to and designed to enhance the learning of students from varied ethnic, cultural, religious, educational and life experience backgrounds. We believe that faculty serves as role models and as planners, organizers, facilitators and evaluators of this learning.
GOALS

Program faculty will provide learning experiences for the student enabling them to:

1. Recognize the scope and responsibilities as well as the limitations of psychiatric technician practice.

2. Acquire an understanding of self and skill in relating effectively to others, especially those who are mentally disordered or developmentally disabled.

3. Recognize the individual as a whole and appreciate the relationship between personality trends and patterns and the development of mental illness.

4. Understand the etiology and dimensions of the care of the developmentally disabled in large institution settings as well as community services and care.

5. Acquire the knowledge and skill necessary to provide basic nursing care to the physically ill patient.

6. Develop a comprehensive awareness of Forensic and Community Health services in Napa County.

7. Work effectively as a member of the health team.

8. Develop a comprehensive awareness of Forensic and Community mental health services in California.
FACULTY & STAFF

NAME: Mike Derby
TITLE: Instructor
OFFICE/PHONE: 804 G – 707-253-3126
E-Mail: mderby@napavalley.edu

NAME: Amy Lapan
TITLE: Dean – Health Occupations
OFFICE/PHONE: Room 807– 707-253-3120
E-Mail: alapan@napavalley.edu

NAME: Robert Millay
TITLE: Instructor
OFFICE/PHONE: Room 801 – 707-253-3123
E-Mail: rmillay@napavalley.edu

NAME: Crystal Luikart, R. N.
TITLE: Instructional Assistant III
OFFICE/PHONE: Room 814-B –Skills Laboratory – 707-253-3122
E-Mail: cluikart@napavalley.edu

NAME: Cliff Zyskowski
TITLE: Instructor, Director
OFFICE/PHONE: Room 804 K – 707-253-3131
E-Mail: czyskowski@napavalley.edu

NAME: Peggy Carrol
TITLE: Instructor
OFFICE/PHONE: Room 814 C-2 707 253-4512
E-Mail: pcarrol@napavalley.edu

NAME: Sonia Gambrel
TITLE: Medical Specialist
OFFICE/PHONE: Room 814 B LAB 707-259-6038
E-Mail: sgambrel@napavalley.edu

ACHIEVEMENT COACH: Natalie Bradley extension: 3166
HEOC COUNSELOR: Nicole Corcoran: 3139
HEALTH/IMMUNIZATION REQUIREMENTS

BASIC LIFE SUPPORT (BLS) REQUIREMENTS

1. Documentation of current American Heart Association BLS Level C certification or American Red Cross CPR: BLS for the Professional Rescuer prior to the student’s first clinical assignment. The course must include adult, child, infant and two-man rescue skills.

HEALTH/IMMUNIZATION REQUIREMENTS:

1. Documentation of physical exam within three (3) months prior to entrance into the Psychiatric Technician Program.

2. Documentation of the following required immunizations or of seropositivity (positive titre).

- TETANUS/ DIPTHERIA – Booster must be within the last eight (8) years
- MMR* (Combination MMR shot is acceptable but you must have 2 doses of MMR) OR
  - MEASLES – Two doses of measles vaccine given at least one month apart
  - MUMPS – One dose of mumps vaccine (no booster needed)
  - RUBELLA*– One dose of rubella vaccine (no booster needed)
- HEPATITIS B – recommended schedule for HEP B vaccine:
  - Three doses are required OR Laboratory evidence of immunity is acceptable
  - Dose #1 – Anytime for older child, adult (before starting of program)
  - Dose #2 – one – two months after the first dose (must be at least one month after first dose – before starting clinical)
  - Dose #3 – four – six months after the first dose
- VARICELLA*
  - Laboratory testing for immunity should be done first
  - IF THE BLOOD TEST (TITER) IS NEGATIVE two doses of vaccine are required to provide immunity
  - Varicella vaccine doses must be administered at least one month apart
- TUBERCULOSIS PPD (MANTOUX) TEST
  - Within 6 months of starting clinical rotation (must be updated yearly)
  - If Mantoux test is or has ever been positive, (DO NOT BE RETESTED) a chest x-ray is required (must be updated every two years)

*Females should not be given the MMR, Rubella, or Varivax vaccines if pregnant or if there is any reason to suspect pregnancy. Pregnancy should also be avoided for at least 6 months after vaccination.

Students may be exposed to Chicken pox/Herpes Zoster or Mumps. If there is any reason for further titre testing, the physician should so indicate.

[Note: Immunizations may be obtained at low cost at the Napa Valley College Health Services Department or Napa County Health Department.]
3. All nursing students who have or are about to have patient contact are **strongly/highly recommended** to have the following nationally recommended immunizations because of high risk in clinical practice.

   a. **MUMPS**: Receipt of one (1) dose of mumps vaccine received on or after the first birthday) is highly recommended for nursing students born in 1957 or after.

   b. **INFLUENZA**: Annual influenza immunization each fall is highly recommended for nursing students who have extensive contact with patients at high-risk for serious influenza illness, e.g., ICU/CCU patients, immunocompromised patients, patients with serious heart, lung conditions, and the elderly.

   C. **POLIO**: For student who are working or will be working acute care hospitals documented receipt of three (3) doses of polio vaccine (oral, inactivated, or a combination of the two) or sero-positivity to all three polio types are strongly recommended.

   [Note: For students age 18 years and older who have never had any polio vaccine, inactivated polio vaccine is a better choice than oral polio vaccine because of the small risk of a paralytic reaction to the latter.]

   All students who elect not to take the strongly/highly recommended immunization described above are required to sign a waiver prior to clinical assignment.

**SAFETY REQUIREMENTS**

1. **SURGERY OR INJURY**: The student who has had surgery or an injury must have a release from his or her physician allowing him or her to return to clinical practice without physical limitation. The physician’s written release is to be presented to the instructor and placed in the student file.

2. **PREGNANCY**: A student may continue in the program during pregnancy only with the written permission of her physician. For the safety of the student, as soon as pregnancy is confirmed, the physician’s release document must be presented to the instructor and will be placed in the student file.

3. **NEEDLESTICKS OR BLOOD EXPOSURE**: Must be reported **immediately** to the clinical instructor, and/or person in charge. Student will need to be seen by a caregiver and determination made regarding first aid. After seeing a caregiver student needs to return to the Health Occupations Department at Napa Valley College the same day and fill out the appropriate incident and insurance forms so student is covered for any injury in the clinical area.
GENERAL RESPONSIBILITIES

Students are responsible for meeting ALL of the theory and clinical objectives for the program.

ATTENDANCE POLICY

Regular attendance is imperative to successfully complete the objectives for the program.

1. The California Board of Vocational Nurses and Psychiatric Technicians has established a minimum number of class and clinical hour requirements for all accredited Vocational Nursing and Psychiatric Technician programs in California. The student must meet all theory and clinical objectives offered during these hours in order to qualify to take the State Board examination for licensing. Excessive absences may result in failure to meet objectives and student will be brought before the faculty for consideration of his/her disposition. The Napa Valley College attendance regulations make provisions for a limited number of unavoidable absences. A student who has been absent from class and the clinical area for as many times as the class meets each week will have exhausted the provision for unavoidable absences. This number, as applied to our program, is eighteen (18) clinical and six (6) theory hours. Further absence may give the instructor cause to drop the student from the course or administer a clinical “F”. See Napa Valley College Catalog Attendance Policy.

Absence due to illness is sometimes necessary and students are urged to remain at home and seek medical attention if this is the case in order to protect themselves, classmates and patients.

A written statement from a doctor releasing the student to return to the CLINICAL AREA is required if the student is absent for three or more consecutive days or when the legitimacy of the absence is in doubt.

There is no provision for limited duty. In this program students must be able to function at full capacity, which may need to be verified by the student’s doctor as stated above.

2. Reporting absence or tardiness

a. The student is personally responsible for notifying the clinical area and instructor to which he/she is assigned of impending absence or tardiness.

b. Call your instructor and the clinical unit prior to the beginning of the clinical experience and leave a message. Be sure to get the name of the person taking the message. This is your responsibility. Do not rely on a classmate or friend to relay a message.

c. Patterns of tardiness will result in the student not meeting objectives. 4 incidents of tardy behavior per semester is considered excessive and will warrant disciplinary action and/or probation.

3. It is the responsibility of the student to make arrangements with a classmate to obtain all notes, handouts and announcements that have been missed during a student’s absence.

a. The student will need to fill out an absence slip and turn it in when returning from an absence.

4. Attendance records are kept by each instructor. Each student’s written evaluation will include absences and tardiness for each rotation.
5. Students are required to complete all objectives of each semester in order to pass the course. 
   **Attendance** is one of these objectives.

6. **Theory:** Make-up time **may** be completed in a variety of ways appropriate to meet missed objectives, such as: (not by choice of student-need faculty approval)
   
   (a) Written reports
   (b) Case studies
   (c) Written examinations
   (d) Attending appropriate workshops
   (e) Auto-tutorial lab/computer lab

7. **Clinical:** For the student who has missed clinical time objectives **may** be made up in the following ways: (not by choice of student-need faculty approval)
   
   (a) Additional time in clinical area if available
   (b) Performance evaluation in nursing laboratory
   (c) Patient/client assessments
   (d) Written assignments developed to meet the particular objectives missed.

8. During the first 6 weeks only and with faculty approval CNA/PTA hours may be granted with demonstrated competency in assigned skills.

---

**GUIDELINES FOR STUDENTS IMPAIRED ALCOHOLISM, DRUG ABUSE AND EMOTIONAL ILLNESS**

Students who evidence signs and symptoms of emotional illness. Alcoholism and/or drug abuse which impairs their ability to perform safely will not be allowed to continue in the program. Faculty have the responsibility and authority to take immediate corrective action with regard to the student’s conduct and performance in the clinical setting.

Recognizing that these are diseases and should be treated as such, it is the student’s responsibility to voluntarily seek diagnosis and treatment. Instructors will assist in making appropriate referrals.

Students can be readmitted following evidence of successful completion of therapy.

**NOTE:** If the above diseases are not treated successfully, they may lead to disciplinary action and prevent licensure to practice as a Psychiatric Technician.
CLASSROOM CONDUCT

Learning for all can only take place in an atmosphere of mutual respect. This is demonstrated by the following classroom behaviors:

1. Being punctual and not disrupting the class once it has begun. **Late students may not be admitted to the classroom until the next break!**
2. Listening quietly when someone else is speaking.
3. It is not acceptable to bring children or visitors to class. Anyone doing so will be asked to leave.
4. Students who disrupt the classroom will be asked to leave. **Zero tolerance for any disruptive, threatening or hostile behavior.**
5. No cell phones/pagers allowed in classroom. If you use a pager or cell phone in class you will be asked to leave.
6. Students are responsible for being prepared for class as evidenced by reading and studying the material, which will be presented in lecture.

The instructor, who has an obligation to assess the learning needs of ALL students, is in the best position to determine what constitutes disruption.

TESTING POLICY

Tests will be time-limited in the Psychiatric Technician program. The time will be calculated on a 43 seconds per question for multiple questions type exams. All papers will be collected at the end of the time limit. Time limit policies for other tests will be given at the time of testing.

Students who require readers or extra time for testing shall make arrangements accordingly. The student is to have the instructor notified, in writing, of the need to forward test to the Learning Skill Center.

Most tests are Scantron. The student is responsible for purchasing Scantron sheets and coming to the test prepared with Scantron sheets and a #2 pencil with a good eraser. The student is responsible for complete erasure on the Scantron. Points are not given on an individual basis for incorrect erasure.

It is the policy of this program to provide make-up testing, due to tests missed for unavoidable absence.

There will be one make-up test day scheduled each semester. All tests missed prior to the make-up day **MUST** be made up on that day. Absence, unavoidable or not, on that day results in receiving "0" points for the test(s) missed.

CLINICAL COMPETENCY:

Students will be tested on clinical skills presented earlier in the 1st semester of fundamentals. All students must demonstrate hands on competency in fundamental skills in order to go on to the 2nd semester of the program. Students are given 2 opportunities to pass competency skills.

* **EXTRA points given for homework assignments will only be calculated at end of semester. Students must have a passing theory grade of 75% or better before extra points will be added.**
CHEATING:

Cheating is not acceptable. See Napa Valley College policy on "Academic Honesty." next two pages.

ACADEMIC HONESTY/DISHONESTY

DEFINITION OF ACADEMIC HONESTY:

The faculty at Napa Valley College holds the highest ethical standards for our students, both in personal behavior and in academic work. It is expected that a student’s academic work be of his/her own making. In spite of the increased use of collaborative learning and other forms of group work (e.g., labs, study groups, group projects), it is important that each student remain accountable for his/her own work, whether it is work on individual or group assignments or tests. We recognize that the vast majority of students maintain high ethical work standards; however, failure to abide by this standard of conduct is considered to be academic dishonesty. (Adapted from other community college Academic Senates).

TYPES OF ACADEMIC DISHONESTY:

- Cheating on an assignment or examination;
- Pre-marked Scantrons or test papers;
- Having others take course or placement exams;
- Buying a commercial research product, such as a term paper or other paper;
- Giving other students information that provides them with an unfair advantage on an exam, such as telling a peer what to expect on a make-up exam;
- Plagiarism: Stealing the works or original efforts of others and presenting them as one’s own. This applies to all written, oral, and artistic work.

Examples:

- Failure to cite sources consulted;
- Submission of papers or other work authored/created by others;
- Undocumented paraphrasing of ideas originated by others;
- Undocumented use of verbatim material originated by others.

IF a student is unclear as to what constitutes academic dishonesty, he or she should consult the instructor.

Refer to STANDARDS OF STUDENT CONDUCT policy for consequences (Board Policy 6301).
CONSEQUENCES OF ACADEMIC DISHONESTY: (to be integrated into Student Conduct Policy).

**In Class:**

Depending on the seriousness of the infraction, the instructor may do one or more of the following:

- Give a lower or failing grade on the assignment or exam
- Lower the course grade
- Fail the student
- Drop the student
- Refer the student to the Vice-President of Student Services for student disciplinary action

**Institutional:**

Depending on the severity of the infraction, the Vice-President of Student Services may:

- Place the student on probation or suspension;
- Expel the student from college;
- Subject the student to other sanctions identified in the Standards of Student Conduct Policy

If the student believes he/she is unjustly accused, he/she may file a grievance with the Vice-President of Student Services.
INTRODUCTION TO CURRICULUM

Our curriculum is developed with the use of objectives. The purpose of using objectives is to let the student know what information and skills the faculty considers to be most essential in preparing the student to be a safe and competent Psychiatric Technician. The great advantage to the student is that the “guessing factor” is eliminated “What’s he/she going to give us on the test???” He/she is going to test on the objectives! That means if the student prepares him/herself well, understands and knows the content of each objective, there will be no problem in passing the test. But remember it is the student’s responsibility to prepare to meet the objectives.

Theory objectives are designed to prepare the student with background knowledge in order to successfully accomplish clinical objectives. The student must pass theory objective testing before being checked off in clinical objectives skills.

WRITTEN ASSIGNMENTS

All written assignments should be in the following form:

1. Standard size white paper 8½ x 11" or assigned notebook
2. Use only black ink
3. Name and date in upper right-hand corner
4. All papers should be NEATLY written or typed (as specified by the instructor)
5. Check for correct spelling

GRADING POLICY

1. Performance in both the classroom and clinical areas determines the grade, which the student receives.

2. A “C” average in the classroom and a satisfactory clinical rating must be achieved by the student at the end of each semester in order to progress to the following semester.

3. STUDENTS MUST PASS PHARMACOLOGY COMPONENT OF EACH SEMESTER WITH A “C” OR ABOVE IN ORDER TO ADVANCE TO THE NEXT SEMESTER.

4. Grades are calculated on a point system and converted to a percentage grade. Letter percentage grades:

   A = 91.5 – 100%
   B = 82.5 – 91%
   C = 74.5 – 82%
   D = 65.5 – 74%
   F = 0.0

5. The number of points the student acquires, divided by the number of total possible points, equals the percentage grade. An example of how the individual students can calculate their grade average is as follows:

<table>
<thead>
<tr>
<th>Test</th>
<th>Total Points</th>
<th>Student Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>40</td>
<td>35</td>
</tr>
<tr>
<td>2</td>
<td>35</td>
<td>32</td>
</tr>
<tr>
<td>3</td>
<td>37</td>
<td>35</td>
</tr>
<tr>
<td></td>
<td>112</td>
<td>102</td>
</tr>
</tbody>
</table>
To calculate average: Divide 102 (student score) by 112 (total points available), then multiply by 100 = 91%.

Fractional grades are rounded off as follows:
- 80.5 – 80.9 will be rounded off to 81
- 80.1 - 80.4 will be rounded off to 80

7. It is the responsibility of the student to keep track of his/her own academic progress.

8. Grades will be posted by the social security number of the student, no sooner than 3 and no later than 7 days following the test, except in unavoidable circumstances.

9. Points are totaled and averaged for all subjects presented in each semester and the student receives one letter grade for the semester.

10. Grade card listing one letter grade will be sent to the student by mail at the end of each semester.

11. College grades are recorded as follows:

   A = Excellent = 4 grade points per unit
   B = Good = 3 grade points per unit
   C = Fair = 2 grade points per unit
   D = Poor = 1 grade point per unit
   F = Failing = 0 grade point per unit

12. At the end of PTEC 150, the first semester, students will prove competency in basic skills by passing, competency exam.

12. Failure to pass competency exam in the first semester will jeopardize a student progressing to second (2nd) semester.
You have been placed on clinical Needs Improvement in evaluation of your recent rotation at ________________________, by the following instructor ______________________

Present policy states that you now have three weeks in which to attempt to work on the designated problem areas. Please see STUDENT HANDBOOK for exact rules regarding probation status:

Problem Areas:   Examples:
1.     1. 
2.     2. 
3.     3. 
4.     4. 
5.     5. 

Actions required re-obtaining satisfactory standing in Psychiatric Technician program:
1. 
2. 
3. 
4. 
5. 

Date begins:__________________________________________

Date re-evaluation to be made:__________________________

Student Signature ___________________________ Date ____________________________________

Instructor Signature ___________________________ Date ____________________________________

Coordinator Signature ___________________________ Date ____________________________________
**CLINICAL REVIEW POLICY**

**Purpose:** To inform student officially of the status of his/her clinical performance.

**Guidelines:**
1. The student will be evaluated according to the rules of the college and the Psychiatric Technician Program, and the criteria for evaluation contained in each course syllabus AND reviewed at the beginning of each semester. These are based on safe practice principles underlying the Psychiatric Technician Law.

2. Each student and each situation is individual and unique. Therefore, situations sometimes arise which are not covered in minute detail either in the syllabus or handbook. In these circumstances, it is the faculty who carry ethical and professional accountability for determining safe and professional behavior and the faculty will counsel the student accordingly.

**Procedure:**
1. The clinical instructor and the student will meet, as needed during a clinical rotation **AND** at the end of every clinical rotation.

2. The clinical instructor will use the following terms to document clinical progress.
   - **Satisfactory** – progressing at acceptable level
   - **Needs Improvement** – some deficiency/ies need to be corrected and brought to satisfactory level as outlined
   - **Probation** – an individually designated and time-limited period during which the student **must** correct deficiencies in order to continue in the program.
   - **Unsatisfactory** – the student has not met objectives (usually outlined in conditions of probation) OR unsafe practice. Unsatisfactory status translates to a clinical and course “F” (despite theory grades).

3. If a student is not meeting objectives, the student will be counseled by the instructor. A written plan of correction, which includes identification of the problem, will be developed and signed by the instructor and student. This constitutes a Needs Improvement status which must be brought up to satisfactory.

4. If the student does not demonstrate correction of deficiencies, he/she will be placed on probation.

   **A STUDENT MAY ALSO BE PLACED DIRECTLY ON PROBATION WITHOUT PRIOR COUNSELING FOR ANY ACTION OR DEFICIENCY DETERMINED TO BE SEVERE BY THE INSTRUCTOR.**

   Students placed on probation will receive a copy of the probation form and be advised of such by the clinical instructor. The original probation form will be placed in student’s record.

5. During probation period, the student must maintain a satisfactory rating in **ALL** areas, not only in the areas of deficiency.

6. If a less than Satisfactory status (i.e. Needs Improvement or Probation) extends into a new rotation the student and new instructor will review the plan of correction during the first week of the new rotation.

   **It is the student’s responsibility to initiate this meeting.**
CLINICAL PROBATION POLICY

Purpose: To officially notify students of their unsatisfactory progress, based on their performance evaluation.

1. If the student does not demonstrate correction of deficiencies, he/she will be placed on probation.

NOTE: A STUDENT MAY ALSO BE PLACED DIRECTLY ON PROBATION WITHOUT PRIOR COUNSELING FOR ANY ACTION, DEFINED AS REPEATED ERRORS, SEVERE MISTAKES, OR MARGINALLY UNSAFE PRACTICE, OR DEFICIENCY DETERMINED TO BE SEVERE BY THE INSTRUCTOR.

2. During probation period, the student must maintain a satisfactory rating in ALL areas of deficiency.

3. Students placed on probation will be advised of such by the clinical instructor. Reasons for placing the student on probation, recommendations for improving the behavior, and length of probation will be indicated in writing on a counseling slip, and probation form then placed in student's record.

4. Probation cannot continue from one course to another. The student can petition for special consideration if there are extenuating circumstances. In most cases, a satisfactory status must be reached AND maintained by the end of each course.

   It is the student's responsibility to initiate this meeting.

5. If a less than satisfactory status (i.e., Needs Improvement or Probation) extends into a new rotation, the student and new instructor will review the plan of correction during the first week of the new rotation.

6. The student on probation must complete the items outlined in the plan of correction within the designated time frame. Failure to do so results in a clinical “F” (Unsatisfactory).

7. A sustained Satisfactory level of performance is required for successful completion of the program. A student may receive no more than one probation during the three-semester program. If a student demonstrates deficiencies or behavior that require more than one probation during the Psychiatric Technician program (for any reason), the student has earned a clinical “F” (or Unsatisfactory).

8. A clinical F or Unsatisfactory results in an “F” in the course (despite theory grade).

9. A STUDENT MAY BE DROPPED FOR UNSAFE PRACTICE AT ANY TIME AND WILL RECEIVE AN “F” IN THE COURSE.
Unsafe Practice

The faculty as expert practitioners are in the best possible position to determine unsafe and/or unprofessional conduct. In addition, they have a professional obligation to protect the patient and society against potential harm.

Unsafe nursing practice includes two overriding areas of concern. These include prevention of physical and emotional jeopardy to the patient. Physical jeopardy is defined as: **Any action or inaction on the part of the student, which threatens the patient's physical well-being.** Emotional jeopardy is defined as: **Any action or inaction on the part of the student, which threatens the patient's emotional well-being.**

Any time the physical safety and/or emotional well-being of any person is threatened, the student will be removed from the patient care assignment. Due to the vast number of critical elements related to physical and emotional jeopardy of patients, an UNSAFE situation will be determined by instructor evaluation.

**Examples of unsafe behaviors in the clinical area are:**

1. Use of illegal drugs or alcohol on duty or coming to clinical under the influence.
2. Theft or destruction of property.
3. Physical or verbal abuse of patients, staff, faculty, peers, or any person.
4. Willful falsification of records.
5. Breach of patient or staff confidentiality.
6. Any actions, which threaten a patient's physical or emotional well-being.
7. Reporting to clinical with any physical or mental disability, which interferes with the safe application of nursing.

**Reasons for Failure in the Clinical Area**

1. Inability to meet the clinical objectives.
2. Unbecoming and/or disorderly conduct.
3. Continued tardiness or excessive absenteeism.
4. Continued neglect of notifying instructor and/or clinical unit of impending tardiness or absence.
5. Poor personal hygiene, appearance, and cleanliness.
6. Physical or mental illness sufficient to interfere with application of nursing.
7. Personal habits and/or behavior patterns which interfere with the safe practice of nursing.
8. Violation of the rule for keeping information confidential.
9. Smoking in unauthorized areas.
10. Violation of Student Conduct Code
**Dismissal and Readmission Policy**

1. A student who fails to maintain a **75%** or higher GPA by the 9th week of the semester will not be allowed to attend clinical and a recommendation will be made that the student drop the course.

2. Failure to maintain **adequate** clinical attendance (see attendance policy on pages 8 & 9) will result in student being dropped from the course.

3. An unsatisfactory clinical evaluation (see clinical evaluation policy on pages 16 & 17) will result in the student being dropped.

4. A student must maintain a **75%** or higher overall GPA on all Pharmacology Math quizzes in each course or will be dropped from the program.

5. At the end of any semester, students who have **failed to achieve** a **75%** or higher grade point average in each Psychiatric Technician course including theory, clinical & Pharmacology Math will fail the course and be dropped from the program.

6. Prior to withdrawing from any psychiatric technician course, the student must send to the instructor and director a letter outlining what the student believes led to their inability to successfully complete the course. Before being allowed readmission to the program, the student must send a letter to the director their intention to re-apply to the program and what steps they have taken to overcome the previous difficulties which led to their inability to successfully complete the program previously.

7. A student who withdraws or is dropped from the Psychiatric Technician program for any reason may reapply for admission the following semester.

8. There must be a meeting of the psychiatric technician faculty to review each readmission to the program prior to the student being officially accepted into the program. Students are allowed a maximum of 2 admissions to this program.

**Grievance Procedure**

This Policy is designed to help you with the Student Grievance/Complaint process. While it is our hope that concerns, complaints, and grievances can be minimized through direct communication between the parties affected, in some cases a formal action is required. By following the process outlined, we believe that resolution of the grievance/complaint can be achieved.

Remember, resolution of grievances and complaints involves a willingness to listen and openness to different perceptions and types of resolutions.

The grievant or complainant may be represented at any meeting or hearing of the grievance and complaint procedure by a member of the ASB Grievance Committee, and member of the Napa Valley College staff, or the Title IX Officer. The subject of the grievance also has rights of representation at any meeting or hearing of the grievance. If any party involved in the grievance or complaint believes that the procedure is not being appropriately followed, that individual has the right to file a letter with the Superintendent/President who, within ten (10) school days of receipt of this letter, shall make a decision regarding the letter's allegations and determine at which level the process shall be resumed.
Nothing in the policy or procedures shall compromise the rights of faculty members to provisions of due process, just cause, and relevant provisions of the Education Code or the agreement between the Napa Valley Community College District and the Napa Valley College Faculty Association.

Deadlines may be extended by mutual consent of the parties involved and shall be documented with the Vice President, Student Services.

The Napa Valley College Grievances and Complaints Policy is attached for your information.

Should a difficulty, question, or lack of understanding arise, either in the classroom or in the clinical area (regarding grades, progress, performance, evaluation, assignments, criticisms, corrections, reprimands, discipline, personality difficulties or any situation which constitutes a problem), the student should consult with the instructor FIRST. Most problems can be satisfactorily solved on this level.

**For students in Health Occupations Programs, the following are the levels of appeal through which a student would proceed.**

1. Instructor
2. Program Coordinator
3. Dean of Health Occupations
4. Dean, Student Services*
5. Vice President, Instruction and Student Services
6. President
7. Board of Trustees
8. Board of Psychiatric Technician Examiners

*The ombudsperson for all students is the Vice President of Student Services.

The procedure has been utilized by students in past appeals. While students have not always agreed with the decision, they have been afforded the opportunity for due process and the chance to be heard.

Psychiatric Technician students also have the right to contact the Board of Vocational Nurse and Psychiatric Technicians regarding concerns about the educational program at Napa Valley College.

You can contact the Board at:

Board of Vocational Nursing and Psychiatric Technician
2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833-2945
Telephone: (916) 263-7800; FAX (916) 263-7859
Internet Address: [http://www.bvnpt.ca.gov](http://www.bvnpt.ca.gov)

**TELEPHONE**

Absolutely NO cell phones or pagers are allowed in the classroom or clinical areas. If you use a cell phone or pager during these times you will be asked to leave and not return until the next class meeting.
<table>
<thead>
<tr>
<th>Classroom:</th>
<th>1. There are pay telephones available for outgoing calls.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Only emergency incoming calls are accepted for students</td>
</tr>
<tr>
<td>Clinical Area:</td>
<td>1. There are pay telephones available for outgoing calls.</td>
</tr>
<tr>
<td></td>
<td>2. Only emergency incoming calls are accepted for students.</td>
</tr>
</tbody>
</table>
**PARKING AND TRANSPORTATION POLICY**

1. Students will purchase parking permits for parking on college campus. Failure to do so, or submitting checks that “bounce” are reasons for the college to drop you off the registration list.

2. Students will park in specified areas at various clinical facilities. Your instructors must have an updated list of your car(s) year, make & model and license plate numbers for parking permits at the hospitals. Please keep these numbers current, and notify your instructor if you change vehicles during the program.

3. Car pooling is encouraged, but please be aware that you must have reliable individual transportation.

4. Your car must be kept in good working order, and/or your ride to clinical must be responsible. Absence due to transportation problems are not excusable.

**PSYCHIATRIC TECHNICIAN CLUB**

The Psychiatric Technician Club exists to raise money for student events such as field trips and graduation ceremonies. Officers are elected by a majority vote of the class. Officers usually include president, vice president, secretary, treasurer and graduation committee chairman. The class president sits on the Napa Valley College Advisory Board Committee. Participation in the college associated student body is recommended.

**Nomination of officers is done by the class and submitted for approval to the faculty. All officers must maintain a class average of “B” or better with minimal absences from clinical and theory and maintain a satisfactory clinical performance.**

**There are other clubs on campus that students may wish to join:**

- African American Club
- Filipino Club
- Foreign Student Club
- Gay and Lesbian Student Club
- Hispanic Student Club
- Native American Club
- Nightingales – VNX Student Club
- Psychiatric Technician Club
- Re-Entry Center Club
- RN Student Club
- VN Student Club
GRADUATION

1. Psychiatric Technician faculty shall recommend for graduation only those students who have met the requirements of the Psychiatric Technician Program at Napa Valley College.

2. A student will not be permitted to graduate from the program while on any status less than satisfactory.

3. When the student has completed all requirements satisfactorily, he/she will receive a certificate of completion, which will be mailed to them after graduation.

4. Upon graduation from the program you may apply to take the California State Board Examination to become a Licensed Psychiatric Technician.

Application for examination includes:

b. Record of Conviction – A statement regarding arrests

c. Application Fees (State Board – $100.00) Fees subject to change without notice

d. Two identical front view 2” x 2” photographs with signature on back.
   (Only one picture is submitted with application. One picture is retained to be used with the Admit Card on the testing date.)

e. Record of Nursing Program – (Content and hours completed by the director of the program)

f. Fingerprints (Livescan)

g. Personal Data Card – (Yellow and to be filled out by student)

LIBRARY

1. Located on the Napa Valley College campus.

2. Hours are posted at the entrance to the library. In addition to day hours, service is also provided at night on the evenings that night school is in session.

VISITING PATIENTS

Students will be taught the difference between therapeutic and social relationships. Any violation of a therapeutic relationship is emotionally hazardous to the patient and constitutes unsafe practice. As a rule, students do not socialize with assigned patients. If you have occasion to visit a personal acquaintance who is in a facility to which you are assigned, you must follow the rules and regulations for VISITORS as established by the facility. Visits must be made outside of clinical hours.

INSTRUCTIONAL MEDIA SERVICES

The Instructional Media Services, Room 1028, are available to Health Occupations students.

HEALTH OCCUPATIONS LABS

The Nursing Lab, Room 1013, is available to Health Occupations students to practice procedures. If special assistance is necessary, the student is to make arrangements with De Sturdevant - Instructional Lab Assistant on duty in the campus lab regarding day and time. Hours are posted on the door. Additional Lab policies will be handed out and reviewed by the instructional assistant.

The Computer Labs, located in Room 1013 and the room between rooms 1000 and 1001 marked Nursing Computer Lab, is available to Health Occupations students to practice patient simulations and other educational programs. Policy and procedure for using these computers will be reviewed by the instructional assistant.
STUDENT SUPPORT SERVICES

There are many services available on campus to assist students. Information may be obtained on these services listed in the college catalog, class schedule or student handbook. Check with Admissions and Records for these documents.

CLINICAL EXPERIENCE

Students may be assigned to the following facilities for clinical experience:

Arc of Solano  California Specialties Hospital
Crestwood Behavioral Health  Crestwood Manor, Vallejo
Napa Nursing  Napa State Hospital
Napa Valley Activity Center  All Community Pace Facilities
Sonoma Development Center  Veterans Home, Yountville
Vine Village  (May be other clinical sites that are not listed)

UNIFORMS

1. Uniforms are required in all clinical areas. The uniform for both men and women includes:
   a. Navy blue Polo shirt with Napa Valley College Logo, regulation patch and white regulation pants
   b. Program/school patch sewn on left sleeve of each tunic – 2 inches from shoulder seam
   c. White closed-toe shoes with good support - cleaned and polished; closed toe and heel,
      white leather
   d. Name tag – from Napa Valley College
   E. Pen and pocket notebook
   f. Watch with seconds indicator
   g. Stethoscope

2. Regulations regarding wearing of uniform:
   a. The uniform must be clean, neat and in good repair.
   b. Students will be sent off duty if the above details are neglected.
   c. Uniforms are to be worn only in the clinical area unless otherwise instructed by faculty

3. Student must be in complete uniform while functioning in the clinical areas. If a student does not meet the described uniform code, he/she will be dismissed from the clinical area—missed time to be made up by arrangement with instructor.

Once arriving to the clinical area, students should not leave facility without checking with instructor.

You must have the following equipment with you daily:
   a. Watch with sweep hand
   b. Stethoscope
   c. Black ball-point pen
   d. Bandage scissors
   e. Small pocket notebook

Anytime you are in uniform, you are to adhere to the uniform code. Uniforms should not be worn in public places, i.e., shopping in stores, socializing in bars, etc. You are encouraged to wear street clothes to class (unless otherwise instructed by faculty).
UNIFORM CODE

A. BASIC UNIFORM:

Women: Navy blue Polo shirt with Napa Valley College logo, regulation patch and white regulation pants (Polo shirts & patches will be purchased through the Health Occupations Department).

Closed white oxford shoes (NO sandals, nor cloth shoes) and plain white stockings complete the uniform.

If you wear a sweater, white tailored style is regulation. Sweaters are not worn while giving patient care.

Men: Navy blue Polo shirt with Napa Valley College logo, regulation patch and white regulation pants. (Polo shirts & patches will be purchased through the Health Occupations Department).

Closed white oxford shoes (NO sandals, nor cloth shoes) and plain white socks complete the uniform.

If you wear a sweater, white tailored style is regulation. Sweaters are not worn while giving patient care.

B. Identification

B. Identification

Badge: A laminated photo identification – with first and last name and PTEC
Napa Valley College is part of your uniform and worn at all times.

C. Hair:

For men and women hair to be off collars and out of eyes in the clinical area and any time the uniform is worn. Beards and mustaches must be short and neatly trimmed. Hair color needs to be of a naturally occurring color.

D. Jewelry:

No jewelry such as bracelets, necklaces or costume rings are allowed. May wear a plain wedding band. May wear stud earrings no larger than 1/8 inch, one per ear. No ‘grills” or other unnatural looking appendages or other facial piercing.

E. Nails:

Should be well-manicured and short. Light or Natural polish may be worn.

F. Make-up:

Use in moderation.

G. Eating, And Chewing Gum:

No gum chewing in clinical. Meals, coffee breaks are taken in designated areas. No snacks or drinks on the unit regardless what staff does.

H. Cleanliness and Health:

Be careful about personal cleanliness. A daily bath, a good deodorant, a fresh uniform everyday are required. Strong perfume as well as unpleasant body odors are especially offensive to people who are sick and to co-workers. Shoes are to be clean and polished with clean laces.

I. Uniform Patch

Must be attached and centered on left sleeve only – 2 inches from shoulder seam. See additional instructions for attaching patches on next page.
PATCH INSTRUCTIONS FOR UNIFORMS

Before you apply your patch:

- To set the colors of the patch:
  - Soak patch for 2 hours in a bowl of 1/4 cup vinegar and 1/4 cup warm water
  - Let dry
This should set the colors of your patch so it will be safe to wash with the uniform. When washing any garment with a patch, use only non-chlorine bleach

Patch Application

- Patch Position:
  - Patch must be located on left shoulder only – centered – 2 inches down from shoulder seam
- To sew:
  - By machine, use a large basting stitch (6-8 stitches per inch) stitch around the outer edge
  - By hand, stitch over outer edge of patch with a whip stitch
  - Many dry cleansers also do applications of this kind
- To “Tack-It”
  - Using temporary bond glue allows you to remove your patch for garment washing. We have discovered a product called “Aleene’s Tack-It.” This can be purchased at many craft stores or Wal-Mart stores.
  - Follow directions on bottle:
    - Apply a thin coat to back of patch, making sure to spread evenly and over entire patch
    - Let dry 24 hours
    - Remove patch before washing garment
    - When patch loses “tackiness” (after 6-8 wearings) reapply Tack-It
- To Iron On. However, if you patch does not have a shiny white backing, it cannot be ironed on).
  - Center patch over area to be ironed
  - Pass a hot iron over the patch two or three times until the entire patch has been covered
    - This should adhere the patch to your uniform, however, a few stitches around the edges will help keep it securely in place through repeated washings
    - An ironed on patch may be removed by reheating the patch with a hot iron

Helpful Hints for Stains

- Here are some products to try in case your uniform becomes stained:
  - Zout spray
  - Spray and Wash
  - 1/8 cup Cascade to 1/8 cup Clorox II in 1 cup very hot water (soak overnight and wash as usual)
  - Hydrogen Peroxide works well for blood stains
- Always pre-treat stains before washing.
- Try and catch stains before they go into the dryer (stains bake into fabric when put in the dryer).
- Spraying hairspray on ink helps to loosen the stain
- Work the stain from the outside toward the center to avoid spreading
EXPECTATIONS FOR STUDENT CONDUCT

1. NO SMOKING is permitted in or near the classroom, the clinical areas, during ward conference or when walking anywhere in uniform. Napa Valley College has designated smoking areas around campus – which are located in all parking lots and in front of the Gym – 1100 building by the pool. Smoking is not allowed in any other area on campus.

2. Possession or use of illegal drugs or alcoholic beverages is prohibited while attending school or in connection with a school activity. Violation of this rule will be reason for immediate dismissal. Students who display personal habits and/or behavioral patterns which interfere with safe practice of nursing will be counseled by the Psychiatric Technician staff. If, in the opinion of the staff a student, is, in fact, hazardous in the continuing practice of nursing, he/she will be counseled out of the program.

3. Psychiatric Technicians are expected to conduct themselves with dignity and poise at all times.
   a. **English only** to be spoken in classroom and clinical areas with exception of interpreting purposes and with patients who have English as a second language.
   b. Omit “shop talk” in the coffee shops and other public places.
   c. A violation of the rule for keeping information confidential will be considered grounds for dismissal.

SAFETY RULES AND REGULATIONS

1. The security of a safe environment can only be achieved with the cooperation of all personnel.

2. Help prevent injury to yourself and others by following rules to eliminate hazards, reporting unsafe equipment or equipment needing repair, and carrying out assignments in a safe and intelligent manner, both in the classroom and clinical areas.

3. Report any accident, however minor, to your immediate supervisor and instructor.

4. Injuries sustained on campus or in clinical areas are to be reported within 24 hours to the Health Occupations Office, and proper insurance forms completed.

5. Any body secretion exposure must be immediately reported to instructor and hospital protocol will be followed.

TIPS OR GIFTS

It is unethical to accept any sort of tip from patients. If this situation arises, simply thank the patient and tactfully but emphatically state the policy regarding this. If you are given a personal gift, and it is a genuine expression of gratitude and a refusal would hurt the donor, accept it graciously.
The Skills Laboratory serves all of the Health Occupations Programs. In Room 1013 is the larger lab area, the Lab office (A), a supply room (B), a study/computer room (C), and a med. computer room (D). In Room 1012 there are two lab areas and the linen/supply area. The laboratory is available for:

- Practice of skills
- Skills performance evaluation (student must schedule time)
- Scheduled small work groups or classes in designated areas
- Viewing of audiovisual materials (student must schedule time)
- Computer assisted study (student must schedule time)

1. Name tags must be worn in lab, classroom and in Health Occupations area of campus at all times.
2. No food, drinks, pets, children, or visitors in lab. No sitting or lying on beds (unless a "patient") and no shoes on the beds.
3. Students may wear lab coat or appropriate street wear (unless otherwise instructed by faculty) which will not hinder skills performance (i.e.: no long or bulky sleeves).
4. Keep personal possessions out of work areas and floor areas clear of backpacks, etc.
5. All equipment, supplies, and literature are to be used in the lab. Students may borrow certain equipment overnight. Materials must be signed out and in with the lab assistant using equipment and supply log in the Health Occupations office.
6. The student is responsible for loss or damage.
7. For skills practice: assemble necessary equipment, use your own lab pack materials and refer to equipment index (located on black counter in Room 1013) for location of items needed. Clean equipment and work areas then return to proper storage areas after use.
8. For skills evaluation:
   a. Sign in appointment book (located on brown cart in Room 1012) for lab assistant or faculty time and indicate the skill to be evaluated. Sign up in pencil for 15-30 minute increments only.
   b. Notify lab assistant (by telephone 253-3122 or in person) if you cannot attend scheduled lab time. Failure to show or cancel appointment will be brought to the attention of your instructors.
   c. You must be prepared before scheduling evaluation of skill in laboratory. Research and practice skill before scheduling time! When you are unprepared, you will be asked to reschedule an appointment.
9. All required skills on checklist must be evaluated and signed off in campus lab prior to performing skill in the clinical area.
10. Before exiting the lab, return chairs, tables, materials, and equipment to their proper place.
11. Please be courteous and quiet when entering lab especially when there is a class or evaluation in session. Professional conduct is expected of all students while in the skills laboratory.

Do Not disassemble mannequins! You must get De to change any parts around.

Thank-you for your cooperation, De
The Psychiatric Technician Pledge

To uphold the integrity and human dignity
Of those entrusted in my care and protect them
Against humiliation, insult or injury,
Without regard to race,
Color or creed.

To inspire hope and confidence and give Assistance,
with understanding and friendliness,
In finding realistic and meaningful life.

To continue my development of professional
Competence by complementing scientific study,
Improving therapeutic techniques and
Maintaining high standards of leadership
in the Field of Psychiatric Technology.
DUTY STATEMENT
SONOMA DEVELOPMENTAL CENTER
PSYCHIATRIC TECHNICIAN STUDENT
(IN A COLLEGE P.T. TRAINING PROGRAM)

STUDENT NAME: ________________________________

COLLEGE: ______________________________________

GENERAL STATEMENT OF DUTIES: Under the direct or indirect supervision of the College Clinical Instructor or licensed nursing personnel, will follow and participate in the development of the client’s Individual Program Plan. Will provide appropriate nursing care and other interventions at the student’s knowledge and ability level. Seeks assistance from licensed nursing personnel when situations are encountered that are beyond the student’s preparation and training level. Participates in other related educational activities as required.

SUPERVISION: College Clinical Instructor and Licensed Nursing Personnel

PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this statement.

TYPICAL WORKING CONDITIONS: On-going interaction with staff and clients, potential exposure to communicable diseases, blood-borne pathogens, medical preparations, and other conditions common to a clinical nursing environment.

ESSENTIAL DUTIES:

- Participate as an active member of the Interdisciplinary Team in data collection assessment, planning and revising care plans for Developmentally Disabled clients.
- Perform treatment procedures associated with the care of Developmentally Disabled clients.
- Accurately observe and record behavior using the Clinical Record Documentation System (CRDS).
- Maintain a safe, hygienic, and therapeutic environment.
- Appropriately apply Behavior Management principles and techniques in working with Developmentally Disabled clients.
- Participate in developing Individual Care plans according to the clients’ needs and developmental level.
- Participate in developing Individual Education Plans appropriate to the clients’ needs and developmental level.
- Participate in developing individual programs that will enable clients to participate in Special Education activities, Independent Living situations, and Vocational Habilitation as permitted by their developmental level and condition.
- Provide nursing care when required by client’s condition in situations such as communicable disease, respiratory infection, head injury, seizure, and gastrointestinal disorders.
➢ Safely prepare, administer, and chart medications and demonstrate proficiency in use of various medication delivery systems under the supervision of the college clinical instructor or a licensed nursing staff.

➢ Follow confidentiality policy SDC # 336, and clients’ right policy SDC # 415.

➢ Transcribe physician’s orders under the supervision of the college clinical instructor or licensed nursing staff.

➢ Will follow and implement the Client Protection Process SDC Policy #410. (attached)

SIGNATURES:

STUDENT: ___________________________ DATE: __________

COLLEGE CLINICAL INSTRUCTOR: ___________________________ DATE: __________
CLIENT PROTECTION
ABUSE REPORTING

Posters are displayed in each residence, various public arrears, and work sites. These posters will bring a better awareness to Sonoma Developmental Center (SDC) on ABUSE REPORTING.

The following is the procedure for reporting abuse:

1. SDC staff and students doing a clinical rotation at SDC are required to report all suspected abuse cause immediately to the Eldridge Police who are available on a 24-hour basis. The Operator will notify Eldridge Police if they are on patrol.

2. The Eldridge Police phone number is x6360.

3. SDC staff and students doing a clinical rotation at SDC are required to report all client deaths and serious injuries of unknown origin through the Eldridge Police to local law enforcement who may elect to conduct an independent investigation.

4. SDC Investigation will continue to do investigation on all cases after the first responders (Eldridge Police) notify them.

5. In the future the Department of Developmental Services will be implementing a universal abuse reporting phone number so that all Developmental Centers will have the same phone number for reporting abuse.

6. SDC staff and students doing a clinical rotation at SDC shall continue with program management/department head notification in the event of suspected abuse.

Name: _______________________________ College: ________________
Psychiatric Technician Student

Signature: ___________________________ (I have read and understand the above)

College Clinical Instructor: ________________________________
SONOMA DEVELOPMENTAL CENTER
CONFIDENTIALITY OF CLIENT RECORDS

When using information for class work, it is mandatory that no client be referred to in any identifiable way. No client or staff’s initials or identifying numbers may be used. You may not make reference to any state developmental center specifically. False names may be used.

Gathering information from the client working record to be used in class work, you must sign the record review log, located in the working record.

To review a client record in clinical records the attached request form shall be completed.

All of the following information shall be completed on the first day of orientation to SDC.

1. A photocopy of the signed and dated confidentiality statement on file with your school.
2. A signed and dated Oath of Confidentiality form (DS 2505). (Provided by SDC)

I have read and understand the statement above:

_______________________________________
Student’s Signature and Date

_______________________________________
Student’s Name (please print)

_______________________________________
Name of School

_______________________________________
Name of School Program

_______________________________________
Clinical Instructor

_______________________________________
SDC Clinical Rotation Site
OATH OF CONFIDENTIALITY

I the undersigned, hereby agree not to divulge any information or records covering any client/patient without proper authorization in accordance with California Welfare and Institutions (W&I) Code, Section 4514, et.seq., and 5328, et.seq.

I recognize the unauthorized release of confidential information may make me subject to a civil action under provisions of the W&I Code and Title 9, California Administrative Code, as follows:

W & I Code, Section 5330; Any person may bring an action against an individual who has willfully and knowingly released confidential information or records concerning the person in violation of the provisions of this chapter for the greater of the following amounts:

(1) Five hundred dollars ($500)
(2) Three times the amount of actual damages, if any sustained by the plaintiff.

Any person may, in accordance with the provisions of Chapter 3 (commencing with Section 525) of Title 7 of Part 2 of the Code of Civil Procedure, bring an action to enjoin the release of confidential information or records in violation of the provisions of this chapter, and may in same action seek damages as provided in this section.

It is not a prerequisite to an action under this section that the plaintiff suffers or be threatened with actual damages.

Title 9, California Administrative Code, Section 942, Oath Of Confidentiality
All officers and employees of the department collecting, maintaining, and utilizing any client/patient data information in the course of their duties with the department shall sign an oath of confidentiality.

As a condition of performing my duties as an officer or employee of the Department of Developmental Service, I agree not to divulge to any unauthorized person any client/patient data information obtained from any facility by the department.

I recognized that unauthorized release of confidential information may make me subject to a civil action under the provisions of the Welfare and Institutions Code, and may result in the termination of any office of employment.

_________________________________________  __________________________________________
Name (Please Print)                      Position Title

_________________________________________  __________________________________________
Place of Employment                      Address

_________________________________________  __________________________________________
Signature                                Date
This is to verify that ___________________________, Psychiatric Technician student has received a personal copy of the Psychiatric Technician student handbook containing rules and regulations relative to the Psychiatric Technician program. The policies and procedures have been developed by the Psychiatric Technician Program faculty. This handbook is to be used as a reference during your enrollment in our program. A Psychiatric Technician instructor has reviewed much of the pertinent content with all members of the class during orientation and it is the responsibility of each student to thoroughly read the handbook and understand the meaning of its content. The student agrees to follow the outlined parameters of the program and is responsible for asking questions regarding the clarification of any policies which may be unclear. **Students who do not return this signed statement will not be permitted to begin classes.**

Student signature: __________________________

Date: ________________________________