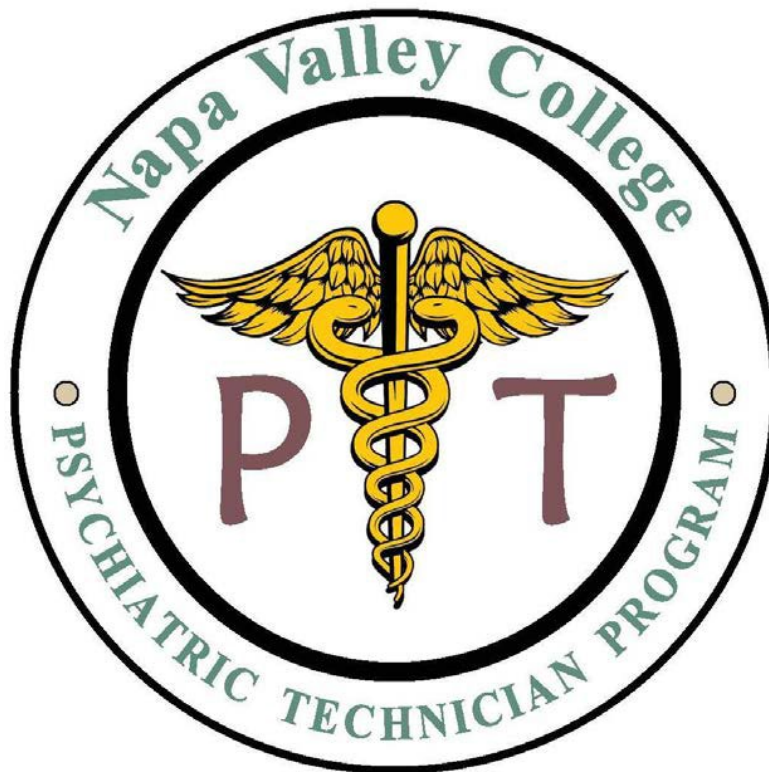


**Napa Valley College Psychiatric
Technician Program
Student Handbook
2025-2026**



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Welcome to the Psychiatric Technician Program!

We are delighted to have you join the Traditional Psychiatric Technician (PT) Program at Napa Valley College or the Psychiatric Technician Fast Track (PTFT) Program at DSH-Napa. We are committed to supporting your educational journey and promoting better patient care.

Best regards,
Andrea Ruybal RN
Napa Valley College
Health Occupations Department
Interim Director of Psychiatric Technician Program

Handbook Purpose

This handbook outlines rules, regulations, and essential information to facilitate understanding and success. Constructive suggestions and student involvement are valued, but ultimate authority rests with the administrative staff.

Important Requirements

1. Read this handbook thoroughly.
2. Sign and return the last sheet to the Health Occupations Office (Traditional PT) or DSH-N Director of Nursing Education (PTFT) by the first day of class.

Failure to return the signed statement will prohibit class participation.

Philosophy of the Napa Valley College Psychiatric Technician Program

At Napa Valley College, the Psychiatric Technician Traditional and Fast Track Programs are founded on a belief in the intrinsic worth of all individuals and their capacity to achieve their fullest potential. We recognize that meeting basic human needs is essential for well-being and that the environment significantly influences an individual's ability to thrive.

Health

We believe that health is a dynamic state of well-being, characterized by the fulfillment of basic needs. An individual's ability to meet these needs varies across their lifespan and may be impacted by factors such as birth injuries, hereditary conditions, illness, injury, or aging.

Learning and Teaching

Learning is a change in behavior. People learn when they encounter a problem or recognize a need. Teaching is the process of guiding behavior through:

- Establishing clearly defined goals expressed in behavioral terms,
- Providing meaningful activities that help learners develop concepts,
- Sharing the necessary knowledge to enable goal achievement.

Teachers play a crucial role in facilitating learning by offering positive feedback, repetition of experiences, and clearly defined outcomes, allowing learners to recognize their own success. Treating all individuals with dignity and respect is essential for fostering self-development. Bullying and incivility are never acceptable and will not be tolerated.

Psychiatric Technician Practice

Psychiatric Technician Practice is a systematic course of study that equips learners to assist individuals with physical, mental, emotional, and developmental challenges in a positive and supportive environment.

This education is designed to:

- Be accessible to students from diverse ethnic, cultural, religious, educational, and life experience backgrounds,
- Enhance the learning experience of a diverse student body.

Faculty members serve as role models and function as planners, organizers, facilitators, and evaluators of the educational process, embodying the values of respect, inclusivity, and professional excellence.

Program Overview

Our program aims to provide qualified individuals with the opportunity to become eligible to apply for the California Board of Vocational Nurses and Psychiatric Technicians (BVNPT) licensing examination. We focus on preventing mental disorders, promoting mental health, and delivering quality nursing care in diverse settings.

Program Objectives

1. Train students to provide competent care for individuals with mental health conditions, developmental disabilities, and medical needs while upholding dignity, fairness, and respect.
2. Develop practical skills in patient assessment, personal care, medication administration, therapeutic interventions, and crisis response across diverse healthcare settings.

3. Foster critical thinking, problem-solving, and informed decision-making to ensure individualized and equitable patient care.
4. Emphasize professional integrity, accountability, and adherence to legal and ethical guidelines in psychiatric and mental health care.
5. Prepare students for California state licensure and support their transition into professional roles, empowering them to contribute meaningfully to patient care and their communities.

Program Learning Outcomes

1. Demonstrate ethical behavior by respecting client privacy and confidentiality in accordance with professional standards and regulations.
2. Accurately document clinical assessments and interventions in a timely manner, ensuring patient care is prioritized and services are delivered in an age-appropriate manner.
3. Contribute effectively to a therapeutic environment by communicating professionally and collaborating with team members and clients.

Credit Granting Policy

Academic Credit

1. Hourly credit may be granted for previous education completed within five years of program application, including:
 - a. Accredited Psychiatric Technician courses
 - b. Accredited Vocational/Practical Nurse courses
 - c. Approved Registered Nursing courses
 - d. Armed Services nursing courses
 - e. Certified Nurse Assistant courses
 - f. Relevant academic courses
2. Students must submit official transcripts at least two weeks prior to the first term admission.

Challenge Credit – Student must contact Program Director, at least two weeks prior to first term admission, for evaluation and challenge credit inquiries.

1. Clinical components may be challenged with documented comparable experience and duties.
2. Required documentation:
 - a. Letter of reference
 - b. Proof of work hours (8 hours = 1 hour credit)
 - c. Written duties and responsibilities statement

3. Students must contact the Program Director at least two weeks prior to the first term admission.
4. Verification of competency via Skills Competency Examination is required.
5. Failure to pass examination(s) requires completion of clinical hours and objectives.

Evaluation Criteria

1. Competency-based objectives
2. Minimum requirements equivalent to course completion.

Admission Requirements

Basic Life Support (BLS)

1. Current “Hands on Learning” certificate from American Heart Association BLS for Healthcare Providers. Certification must be maintained through the duration of the program.
2. Hands on training must include adult, child, infant, and two-man rescue skills.

Health/Immunization Requirements

1. Physical exam within three months prior to program entrance.
2. Immunizations must remain current through the duration of the program.
3. Required immunizations or seropositivity:
 - a. **Tetanus/Diphtheria:** Booster within last eight years.
 - b. **MMR (Measles, Mumps, Rubella):** Positive Titer (laboratory test)
 - c. **Hepatitis B Surface Antibody:** Positive (reactive) Titer (laboratory test)
 - d. **Varicella:** Positive Titer (laboratory test)
 - e. **Tuberculosis PPD (Mantoux) Test:** Within six months, updated yearly.
 - f. **COVID-19:** Vaccination with at least one booster.
 - g. **Drug Screen**

Recommended Immunizations

1. **Mumps:** One dose for nursing students born in 1957 or after.
2. **Influenza:** Annual immunization.
3. **Polio:** Three doses or zero-positivity.

Distance Learning Requirements (Fast Track)

1. Home computer with sufficient internet speed/bandwidth.
2. Microphone, speakers, web camera (or headset and phone).
3. Swift River software program purchase (or director-approved alternative).

Important Notes

1. Immunizations are available at low cost through Napa Valley College Health Services or Napa County Health Department.
2. Clinical sites may decline students with incomplete vaccinations.
3. Students must pass Live Scan Fingerprint clearance for some clinical placements. Prior personal history may prevent a person from being able to attend a clinical. Inability to attend clinical because of this matter will result in the student's discontinuance in the program.

Attendance Policy

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 total program hours are 1530 hours or 50 semester units. The student must meet all theory and clinical objectives offered during these hours to qualify to take the state board examination for licensing. Excessive absences may result in failure to meet objectives and students 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, which may result in dismissal from the program.

Regular attendance is crucial for meeting program objectives and qualifying for the state board examination. **Traditional and Fast Track Program:** The clinical evaluation sheet will document any clinical absences and makeup assignments. Theory instructors will assign makeup for missed lecture time; students are expected to review the material covered. The student will be placed on academic probation plan to ensure students success in the program. **The student must make up all hours before the end of each course so they may move on to the next course in the program.**

Absence and Tardiness Regulations

1. **Unavoidable Absences:**
Limited provisions, excessive absences may result in failure. All missed time must be made up prior to the end of the current semester
2. **Reporting Absence/Tardiness:**
 - a. Notify clinical area/instructor one hour prior.
 - b. Follow up with a written plan of correction/probation within 1 week
 - c. Leave name, reason, and contact number.
 - d. **PTFT Students:** Call CSO (707-253-5797) or TEC (707-253-5725).
3. **Tardiness:**
 - a. Three incidents/semester warrant disciplinary action (probation).
 - b. Written plan of correction required.

- c. Students who are late when an exam is in progress **may not be admitted until the exam is complete**. Students will be marked tardy.
4. **No Show – No Call:**
Egregious policy violation, potential termination from the program.

Makeup Policy

1. **Theory Makeup:** One missed class/semester, instructor approved.
2. **Clinical Makeup:** Exceptions considered by Program Director, case-by-case basis. Student must contact the director within 72 hrs. of absence.
 - a. **Traditional Students:** All clinical absences must be made up.
 - b. **Fast Track Students:** Two missed clinical days (20 hours)/semester. Time must be made up before moving on to the next semester.

Additional Requirements

1. Obtain missed notes/handouts/announcements from classmates.
2. Attendance records kept by instructors.
3. Tardy 30 minutes = full clinical day absence.
4. Complete all objectives/semester to pass.
5. **Theory Make Up:** **Instructors will approve and assign the makeup on a case-by-case basis.** Make up work is due within five (5) academic days from the date assigned. Makeup may be completed by:
 - a. Written reports/responses as assigned by instructor (500 words for each hour missed).
 - b. Case studies
 - c. Written examinations.
 - d. Attending appropriate workshops.
 - e. Completion of chapter objectives and vocabulary for missed theory content.
 - f. Theory grade will be posted "INC" (incomplete) until the theory makeup has been satisfactorily completed.

Consequences

1. Failure to meet objectives and make-up requirements: **probation/dismissal**.
2. Excessive absences/tardiness: **dismissal**.

Exceptions

1. Medical note/quarantine/jury duty/funeral services documentation required.
2. CNA/PTA hours granted (traditional program only, first 5 weeks).

Safety, Injury, Illness, and Pregnancy Policy

A safe environment requires cooperation from all students, faculty, and staff.

Injury/Illness Absence

1. If sick with fever, vomiting, flu-like symptoms- remain at home, and seek medical attention when necessary. Student must wear a mask with active coughing.
2. Medical documentation required for:
 - a. Three or more consecutive days' absence.
 - b. Surgery.
 - c. Legitimacy of absence in doubt.
 - d. Full-duty verification by medical provider.
3. Documentation from the student's medical care provider is required to release the student to return to the clinical setting at full duty. This is necessary if the student has been absent for three or more consecutive days, had surgery, or if the legitimacy of the absence is in question.
4. There is no provision for **limited duty** in this program. Students must be able to perform all duties at full capacity. If necessary, this ability must be verified by the student's medical care provider, as outlined above. The medical documentation must be presented to the instructor and will be filed in the student's records.

Incident Reporting

1. Report accidents, injuries, illnesses, and near misses to instructors and supervisors.
2. Includes needle sticks and blood/body fluid exposure.
3. **Traditional Students:** Report to Napa Valley College Occupational Health Department.
4. **Fast Track Students:** Report to DSH-Napa Occupational Health Clinic.

Emergency Procedures

1. Life-threatening emergencies: Call emergency medical services.
2. Instructors notify management.

Pregnancy Policy

1. Written physician permission required.
2. Present release document to Director of the program upon confirmation of pregnancy.
3. Students may be granted a temporary leave or adjustment in the program.
4. Health & Safety- it is important to prevent physical and or environmental risks to all students during program attendance.

Safety Precautions

1. Follow rules to eliminate hazards.
2. Report unsafe equipment or needed repairs.
3. Carry out assignments safely and intelligently.

Responsibilities

1. Students: Cooperate to maintain a safe environment.
2. Instructors: Notify management of incidents.

Documentation

1. Medical documentation placed in student file.
2. Incident reports completed.

Important Note

Failure to comply with this policy may result in disciplinary action or dismissal from the program.

Standards of Student Conduct

Board Policy 6310

Students may obtain a copy via the Student Affairs website by clicking on www.napavalley.edu/studentaffairs, or by visiting the Student Government Office on the campus of Napa Valley College. Copies of the regulations and any questions may be directed to the Vice President of Student Affairs. What follows are excerpts from the policy, please refer to the policy for full details.

The primary purpose of Board Policy 6310 is to provide notice to all students of the type of conduct that is expected of each student. Students shall be disciplined only for good cause as a result of behaviors that are detrimental to the student, the student's peers, the faculty, or the college in general. Examples of these types of behaviors include, but are not limited to:

Prohibited Behaviors

1. Dishonesty
2. Forgery
3. Continual willful and knowing obstruction or disruption of teaching
4. Willful misconduct which results in injury or death
5. Harassment of any type
6. Bullying

7. Theft, attempted theft
8. Willful or persistent smoking that interferes with the educational process of the student or interferes with others' ability to engage in the educational process
9. Unauthorized entry into college facilities
10. The use, sale, possession, or being under the influence of any controlled substance while on campus or engaging in campus/program related activities
11. Use, possession, or distribution of alcohol while on campus or engaging in any campus or program-related activities
12. Disorderly, lewd, indecent, or obscene conduct

Classroom Conduct

1. Punctuality- do not disrupt the class once it has begun. Late students may not be admitted to the classroom until the next break, and they will be marked tardy.
2. Respectful listening- Quietly listening to others.
3. No visitors/children- It is not acceptable to bring children or visitors to class. Anyone doing so will be asked to leave
4. No disruptions- Students who disrupt the classroom will be asked to leave
5. Cell phones silenced
6. Electronic devices prohibited during exams
7. Preparedness- as evidenced by reading and studying the material which will be presented in lecture.

Impaired Students Guideline

Students impaired by emotional illness, alcoholism, or drug abuse:

1. Seek diagnosis/treatment
2. Provide evidence of successful therapy for readmission

Responsibilities

1. Students who demonstrate 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 regarding the student's conduct and performance in the clinical setting.
2. It is the student's responsibility to voluntarily seek diagnosis and treatment

Consequences

1. Disciplinary action
2. Dismissal
3. Potential licensure denial

Use of Telephone/Electronic Devices

1. Use is prohibited in class/clinical areas without Program Director/Nursing Education Director authorization. For Fast Track Students, provide Training & Education Center phone number (707-253-5725) for emergency contacts.
2. Exceptions: approved accommodations for learning disabilities/medical reasons.
3. Unauthorized use may result in dismissal from class/clinical.

Parking and Transportation

1. Purchase parking permits for college campus-You may be ticketed.
2. Park in designated areas at clinical facilities.
3. Update instructor on vehicle information.
4. Car-pooling encouraged, but reliable transportation required. Absence due to transportation problems is not excusable.

Academic Honesty Policy

Students are expected to submit academic work that is their own, reflecting individual effort and responsibility. While collaborative learning, including labs, study groups, and group projects, is encouraged, each student must remain accountable for their contributions, whether in individual assignments, group assignments, or tests.

Failure to adhere to this expectation will be considered academic dishonesty.

Prohibited Actions

1. Cheating on assignments/exams
2. Unauthorized electronic device use
3. Plagiarism
4. Collaborating on individual assignments
5. Artificial intelligence (AI) misuse- Unethical use of Artificial Intelligence (A.I.) results in work that does not authentically reflect a student's effort or understanding. A.I. should be viewed as a tool to support learning, not as a substitute for the student's own intellectual contributions.

Consequences

In-Class

1. Lower/failing grade
2. Course grade reduction
3. Failure
4. Drop
5. Referral for disciplinary action

Institutional

1. Probation
2. Suspension
3. Expulsion
4. Sanctions per Napa Valley College Board Policy's 5500 and 5505
5. Sanctions per Napa Valley College Administrative Policy's 5500 and 5520

Resources

1. Instructor consultation
2. Napa Valley College Policy on Academic Honesty-
<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto?open&id=BJXUJ27C38B5>
3. Standards of Student Conduct Board Policy
<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto?open&id=CBGPHF63E13E>
4. Standards of Student Conduct Administrative Policy
<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto?open&id=CBGPNM6480A0>
5. Student Discipline Procedures Administrative policy
<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto?open&id=D6Z2340027F6>

Penalties for Misconduct

Disciplinary actions:

1. Removal from class
2. Warning
3. Censure
4. Conduct probation
5. Suspension
6. Termination
7. Expulsion

Determined by:

1. Misconduct type
2. Severity
3. Student record

Grievance Procedure

This Policy is designed to help you with the Student Grievance and 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 in the link below, we believe that resolution of the grievance and complaint can be achieved. File with Vice-President of Student Services if unjustly accused.

Resource

Students Rights and Grievances-

<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto?open&id=CBGPUL65C8EA>

Appeal Procedure

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

1. Instructor
2. DSH-N Director of Nursing Education (Fast Track)
3. Program Director/Coordinator
4. Dean of Health Occupations
5. Dean, Student Services
6. Assistant Superintendent/Vice President, Academic Affairs
7. NVC President/Superintendent
8. Board of Trustees

Additional Resources

1. The ombudsperson for all students is the Vice President of Student Services.
2. Psychiatric Technician students also have the right to contact the BVNPT regarding concerns about the educational program at NVC. 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>

Dismissal and Readmission Policy

Dismissal

1. A student who fails to maintain a **75%** or higher GPA by the end of the 6th 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.
3. Unsatisfactory clinical evaluation.
4. A student must maintain a **75%** or higher overall G.P.A. on all course content including Pharmacology exams, Math quizzes, and theory content exams in each course.

5. Students who have failed to achieve a **75%** or higher-grade point average in each Psychiatric Technician course content that includes theory, clinical & pharmacology math will fail the course and be dropped from the program.

Readmission

1. 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.
2. Prior to readmission to the program, the student must send a letter to the NVC PT Program Director of 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.
3. A student who withdraws or is dropped from the Psychiatric Technician program for any reason may reapply for admission the following semester.
 - a. Fast Track students may re-apply for the PT Apprenticeship Program at the next hiring event.
 - b. Students are allowed a maximum of one (1) readmission to the program.

Curriculum Overview

Objective-Based Learning

Our curriculum is developed with clearly defined objectives to guide student learning. These objectives outline the knowledge and skills that faculty consider essential for preparing students to become safe and competent Psychiatric Technicians.

One significant benefit of using objectives is the removal of uncertainty. Students no longer need to wonder, *"What will be on the test?"* Instructors will test students based on the stated objectives. It is important to note that meeting these objectives is the student's responsibility, and adequate preparation is key to their success.

Theory and Clinical Objectives

Theory objectives are designed to provide students with the foundational knowledge needed to achieve clinical objectives. Students must pass testing on theory objectives before demonstrating and being checked off on clinical skills. This ensures that students are well-prepared for practical application.

Written Assignments

Format Requirements

1. Standard 8.5 x 11" paper or assigned notebook
2. Black ink
3. Name and date in upper right corner
4. Typed (unless otherwise specified)
5. APA format (when instructed)
6. E-mailed assignments: Word attachments only

Testing Policy

Tests in the Psychiatric Technician program are time-limited. For multiple-choice exams, students are allotted one (1) minute per question. All papers will be collected at the end of the designated time limit. Time limits for other types of tests will be provided at the time of testing.

Accommodations for Students

1. Students requiring accommodations, such as readers or extended time for testing and or noise reduction setting must make arrangements in advance.
2. The instructor must be notified in writing to forward the test to the NVC Testing and Tutoring Center or through Disabled Student Programs and Services (DSPS).

Disability Support Programs & Services (DSPS) arranges and facilitates all academic accommodations and services for students with documented disabilities at NVC. If your education is impacted by a documented disability, or you suspect that it is, contact DSPS as soon as possible to have a DSPS Counselor determine your eligibility for academic accommodations and services. All information and documentation are confidential.

To contact DSPS you may:

Visit DSPS: McCarthy Library, Room 1766

Call DSPS: (707) 256-7345

Email DSPS: dsps@napavalley.edu

DSPS Website: <https://www.napavalley.edu/student-services-and-resources/disability-support-programs-and-services/index.html>

Apply for Services: https://napavalley.co1.qualtrics.com/jfe/form/SV_0dKd690xcs3p7GB

Test Materials

1. Some tests may require Scantrons. It is the student's responsibility to purchase Scantrons and come prepared with a Scantron sheet and a #2 pencil with a good eraser.
2. Proper erasure on the Scantron is essential, as incomplete or incorrect erasures may result in machine errors. Points will not be adjusted for such errors.

3. Only Scantron® sheets made by the official Scantron brand are acceptable.

Makeup Testing Policy

The program provides one makeup testing day per semester for tests missed due to unavoidable absences.

One (1) makeup exam per subject per semester is allowed:

For absences during weeks 1–7, makeup exams will be scheduled during week 8.

For absences during weeks 8–15, makeup exams will be scheduled during week 16.

All missed tests must be completed on the scheduled makeup day. Failure to attend the makeup day, regardless of the reason, will result in a score of "0" for the missed test(s).

Students who require a makeup exam will not be allowed to participate in test reviews with the rest of the class.

Final Exams

There are no makeup opportunities for Final Exams.

Grading-Performance in both the classroom and clinical areas determines the grade, which the student earns.

1. A "C" average (2.0) at least a 75% in the classroom and a satisfactory clinical rating must be achieved by the student at the end of each semester to progress to the following semester.
2. Students must pass pharmacology component of each semester with a "C" or better to continue to the next semester. That includes pharmacology unit exams and weekly pharmacology math quizzes that directly affect clinical objectives. Students receive remediation and one retest after failing quiz and/or exam to demonstrate clinical competency.
3. Grades are calculated on a point system and converted to a percentage grade. Letter percentage grades: Grading Scale below is for the Traditional Program. Fast Track may follow a different grading scale.

A = 91–100%

B = 81–90%

C = 75–80%

Traditional students must maintain a 75% G.P.A. by the end of week six (6) those who fall below 75% will meet with the instructor and or Director and be

placed on Academic Probation until the end of the semester to remain in the program. Inability to bring the grade up to 75%, or better by the end of week Ten (10) will result in the recommendation of withdrawing from the program. This will allow the student to drop the course with a W (withdraw), instead of receiving a failing grade. Administrative policy-

<https://go.boarddocs.com/ca/nvccd/Board.nsf/goto?open&id=D424Q381FB8A>

Fast Track students- by the end of week six (6) those who fall below 75% will meet with the DSH-Napa Faculty Staff and be placed on Academic Probation until the end of the semester. Inability to bring the grade up to 75%, or better the student will be given the opportunity to withdraw on Friday of week 10, instead of receiving a failing grade.

4. Grade Calculation-Students can calculate their grades as follows
The number of points the student acquires, divided by the number of total possible points, equals the percentage grade. An example

Test	Total Points	Student Score
1	40	35
2	35	32
3	37	35
TOTAL POINTS	112	102

- a. **To calculate average: Divide 102 (student score) by 112 (total points available), then multiply by 100 = 91% or "A". Fractional grades are not rounded up.**
5. Traditional Program students- Grades will be posted in Canvas no later than seven (7) days following the test, except in unavoidable circumstances.
6. Fast Track students will have grades posted by the last four (4) digits of their Napa Valley College Student ID Number.
7. Points are totaled and averaged for all subjects presented in each semester and the student receives one letter grade for the semester.
- a. Fast Track students- a 75% or above average for each course content and a satisfactory clinical rating must be achieved by the student at the end of each semester to progress to the following semester.

Example: A Fast Track Student in PTEC 161 would need to maintain a 75% in Pharmacology, a 75% in Intellectual & Developmental Disabilities, 75% in Human Growth & Development and a 75 % in clinical. Failure to maintain a 75% for each course content will prevent the student from moving forward in the program.

8. One letter grade will be posted on WebAdvisor at the end of each semester.

9. Students will prove competency in basic skills by passing a comprehensive competency exam at the end of each semester of PTEC program.
10. Failure to pass the comprehensive competency exam in the first semester will jeopardize a student progressing to the next semester.
11. Homework and clinical logs calculated at semester end.

Program Remediation Policy

Our program is committed to fostering student success by providing clear and achievable course and program objectives. These objectives align with the established standards set by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) and encompass essential elements such as course content, theory instruction, and clinical hours. To ensure students are fully prepared to meet these standards and succeed on the state licensing exam, we have implemented a structured remediation policy designed to address academic and clinical performance challenges effectively and equitably.

This policy aims to:

1. Identify and address areas where a student is not meeting program objectives.
2. Provide clear and actionable feedback to help students improve their academic or clinical performance.
3. Ensure that all students meet the BVNPT standards necessary for successful program completion and licensure eligibility.

Evaluation Process

1. Instructors will regularly evaluate student performance in both clinical and theory settings based on the objectives outlined in the Student Handbook, course syllabi, and clinical competency criteria.
2. Evaluations are designed to provide an accurate assessment of the student's progress and identify areas of strength and those needing improvement.

Remediation Process

If a student is identified as not meeting stated objectives, the following steps will be taken:

1. Notification of Deficiency
2. The instructor will meet with the student to discuss specific areas where they are not meeting program objectives.

3. Written documentation outlining the deficiencies and their impact on academic or clinical progress will be provided to the student.

Development of a Remediation Plan

1. A personalized remediation plan will be created in collaboration with the student.
2. The plan will include:
 - a. Specific objectives the student must achieve.
 - b. Detailed strategies for improvement (e.g., additional assignments, skills practice, or tutoring).
 - c. A clear timeline for completing the remediation plan.
 - d. Resources available to support the student, such as faculty office hours, tutoring services, or peer mentoring.

Implementation of the Plan

1. The student is responsible for actively participating in the remediation process, including attending required sessions, completing assignments, and seeking assistance when needed.
2. Instructors will provide guidance and monitor the student's progress to ensure they are on track to meet the objectives.

Progress Evaluation

1. The student's progress will be reviewed at designated intervals as specified in the remediation plan.
2. If the student demonstrates satisfactory improvement, they will be allowed to continue in the program.

Outcome of Remediation

1. If the student successfully meets the objectives, they will proceed in the program.
2. Failure to meet the remediation objectives within the specified timeline may result in academic probation, suspension, or dismissal from the program, depending on the severity and nature of the deficiencies.

Equity in Remediation

Our remediation policy is designed to balance high academic and clinical standards with fairness. We recognize that challenges may arise, and we are committed to providing the support students need to overcome these difficulties while maintaining the integrity of the program.

Commitment to Success

By adhering to this policy, we ensure that all students are given a fair opportunity to succeed while upholding the standards set forth by the BVNPT. Our goal is to prepare competent and confident psychiatric technicians who are well-equipped to excel in their field and provide exceptional care.

Mandatory remediation for:

- 75% or less on first four exams.
- 75% or less G.P.A.
- Student placed on Academic probation until G.P.A. is greater than 75%
- Recommended remediation for 76-79% test/G.P.A.

***See Appendix A: Remediation Form**

Clinical Review Policy

The purpose of this policy is to officially inform students of their clinical performance and provide a structured process for evaluating and addressing deficiencies in their clinical practice.

1. Evaluation Criteria

- a. Students will be evaluated based on the rules and standards set by both the college and the Psychiatric Technician Program.
- b. The evaluation criteria are outlined in each course syllabus and reviewed with the students at the beginning of each semester.
- c. Evaluations are based on safe practice principles in alignment with the Psychiatric Technician Law and are aimed at ensuring the highest standards of care for patients.

2. Case-by-Case Review

- a. Student clinical performance is reviewed on a case-by-case basis.
- b. Faculty members are responsible for ensuring safe and professional conduct during clinical rotations and have the professional obligation to determine when standards are not met.
- c. If performance is unsatisfactory, faculty will provide appropriate counseling and establish a remediation plan.

3. Procedure

- a. Clinical Review Meetings
 - i. The clinical instructor and the student will meet as needed during the clinical rotation, and at the end of each clinical rotation to assess performance.

4. Terms Used for Clinical Documentation

The clinical instructor will document student performance using the following terms:

- a. **Satisfactory** – The student has met all clinical objectives.
- b. **Needs Improvement** – Deficiencies are noted, and the student must correct these to achieve a satisfactory rating.
- c. **Probation** – The student is given a time-limited period to correct deficiencies to continue in the program. The NVC PT Program Director or designee will place the student on probation in writing.
- d. **Unsatisfactory** – The student has failed to meet clinical objectives or has engaged in unsafe practice. Unsatisfactory status results in a clinical and course “F” (regardless of theory grade).

Addressing Deficiencies

If a student is not meeting the required clinical objectives, the clinical instructor will:

1. Counsel the student to identify the areas of deficiency.
2. Develop a written plan of correction with remediation if necessary, detailing the problem areas and steps for improvement.
3. The plan will be signed by both the instructor and the student and will be used to move the student from Needs Improvement to Satisfactory status.

Direct Probation without Prior Counseling

In some cases, a student may be placed directly on probation without prior counseling if the instructor or NVC PT Program Director identifies a severe deficiency or an incident of unsafe practice.

1. Such a decision will be made based on the instructor’s professional judgment or following consultation with the Program Director or designee.

Probation Documentation

Students placed on probation will:

2. Receive a copy of the probation form.
3. Be informed about the probationary status by the clinical/theory instructor.
4. Have the original probation form placed in their student record.

Maintaining Satisfactory Status During Probation

During the probation period, the student must:

1. Achieve a satisfactory rating in all areas, including areas that were previously deficient.
2. Meet the expectations outlined in the plan of correction to improve clinical performance.

Impact of Continued Unsatisfactory Status

If a student's performance remains unsatisfactory (i.e., Needs Improvement or Probation) and carries over into a new clinical rotation, the student will be dismissed from the program.

Continued failure to meet the program's clinical standards will result in termination from the program, ensuring that only students who meet the necessary competencies are allowed to progress.

Academic and Clinical Probation Policies

Academic Probation Policy

Purpose

The purpose of this policy is to officially notify students of unsatisfactory progress, including issues related to grades, unmet clinical objectives, attendance, and/or violations of the NVC Student Code of Conduct. This process aims to provide students with an opportunity to correct deficiencies and improve their performance in accordance with program standards.

Evaluation Criteria

Students will be evaluated based on the rules and policies of the college, the Student Code of Conduct, and the Psychiatric Technician Program's criteria. These evaluation criteria are outlined in each course syllabus and reviewed at the beginning of each semester. The criteria are based on safe practice principles that are fundamental to the Psychiatric Technician Law and its responsibilities.

A student will be placed on Academic Probation if they:

1. Fail to meet the required minimum grade of 75% GPA in any course or clinical component.
2. Violate the NVC Student Code of Conduct or any rules of the Psychiatric Technician Program.

Expectations During Probation

During the Academic Probation period, the student is required to:

1. Correct any behavior that violates the program rules or conduct expectations.
2. Bring their grade to a minimum of 75% or higher in all areas of deficiency, including theory, clinical objectives, and any other course-related areas.

The student must demonstrate significant improvement in all areas of deficiency to remain in good standing and progress in the program.

3. While on Academic probation a student must not invoke any other code of conduct issues, or they will be dismissed from the program.

Notification of Academic Probation

1. Students placed on Academic Probation will be formally notified by the NVC Psychiatric Technician (PT) Program Director.
2. Fast Track Students will receive notification from both the DSH-N Director of Nursing Education and/or the NVC PT Program Director.
3. The length of the probation period, the reasons for probation, and specific recommendations for improvement will be provided in writing on an Academic Probation Form. This form will be placed in the student's academic record.

Plan of Correction and Consequences

Completion of Plan of Correction

1. The student must complete all items outlined in the Plan of Correction within the designated time frame. This plan will include specific actions the student must take to address deficiencies in behavior or academic performance.
2. Failure to meet the requirements of the Plan of Correction within the allotted time frame will result in further disciplinary action, which may include dismissal from the program.

Clinical Probation Policy

The purpose of this policy is to officially notify students of unsatisfactory progress based on their clinical performance evaluations. It serves to provide students an opportunity to improve their clinical skills and maintain the standards of safe and competent practice required in the Psychiatric Technician Program.

Criteria for Clinical Probation

1. Deficiency Correction

If a student does not demonstrate correction of clinical deficiencies, they will be placed on probation. This decision is based on the student's failure to meet clinical expectations as outlined in their evaluations.

2. Immediate Probation

A student may be placed directly on probation without prior counseling for actions defined as:

- a. Repeated errors

- b. Severe mistakes
- c. Marginally unsafe practice
- d. Any deficiency deemed severe by the instructor-
- e. These actions represent a significant threat to patient safety and clinical competence.

3. Satisfactory Rating Requirement

During the probation period, the student must maintain a satisfactory rating in all areas of deficiency identified in their evaluation. Failure to meet these standards will result in further consequences.

Notification and Documentation

Notification of Probation

Students placed on probation will be formally notified by the clinical instructor. The probation notification will include:

1. Reasons for placement on probation
2. Specific recommendations for improving performance and behavior
3. The length of the probation period
 - a. This information will be documented on a probation form, which will be placed in the student's record.
 - b. Completion of Probation Plan

Plan of Correction

The student must complete all items outlined in the Plan of Correction within the designated time frame.

If the student fails to meet the objectives of the correction plan, they will receive a clinical "F" (Unsatisfactory) and may be dismissed from the program.

Limit on Probationary Periods

A student may receive **no more than one clinical probation during the three-semester program.**

If a student requires more than one probation, for any reason, they will receive a clinical "F" (Unsatisfactory) and will be dismissed from the program.

Impact of Clinical "F"

A clinical "F" (Unsatisfactory) results in an "F" in the course, regardless of the theory grade. This will impact the student's overall academic standing and progress in the program.

*See Appendix B: Probation and Remediation form

Unsafe and Unprofessional Conduct Policy

The **faculty members**, as expert practitioners in the field of psychiatric technician care, are in the best position to identify unsafe and/or unprofessional conduct. It is critical that students recognize the role faculty play in ensuring the **safety and well-being** of patients. Faculty have a **professional obligation** to protect patients and society from potential harm. Unsafe practice jeopardizes not only the health of the patient but the integrity of the entire clinical environment and the reputation of the program.

The safety of patients, including both their **physical** and **emotional** well-being, is of utmost priority. Students must understand that any behavior or action that compromises patient safety or emotional security will not be tolerated. The **program's standards of conduct** are designed to uphold these values and ensure that only those who meet these standards progress through the program.

Definition of Unsafe Practice

Defined by two primary areas of concern:

physical jeopardy and **emotional jeopardy**. These terms represent any actions or inactions that put a patient at risk.

1. Physical Jeopardy

Physical jeopardy is defined as any action or inaction by the student that threatens the **physical well-being** of a patient. This can include:

- a. Failure to follow safety protocols.
- b. Improper handling or administration of medications.
- c. Neglecting to take appropriate action during a medical emergency.
- d. Inadequate supervision or support of the patient, which could lead to injury.
- e. Misuse of medical equipment or failure to correctly operate clinical tools that could harm the patient.

Physical jeopardy puts patients at risk for injury, harm, or even life-threatening situations. Such conduct is immediately subject to evaluation and corrective action by faculty.

2. Emotional Jeopardy

Emotional jeopardy is defined as any action or inaction by the student that threatens the **emotional or psychological well-being** of a patient. This may involve:

- a. Inappropriate behavior, such as harsh or judgmental language.
- b. Lack of empathy or understanding of the patient's emotional or mental health needs.
- c. Failure to demonstrate respect for patient dignity, autonomy, and confidentiality.
- d. Engaging in behavior that causes emotional distress, anxiety, or confusion for the patient.

Emotional jeopardy can be equally harmful as physical jeopardy, as it impacts a patient's mental and emotional stability. Students must always maintain professional, compassionate, and respectful communication and conduct.

Consequences of Unsafe Conduct

Any time a student's behavior or actions jeopardize the **physical safety** or **emotional well-being** of a patient, the student will be immediately **removed from the patient care assignment**. This action is not only to prevent further potential harm but also to allow the faculty and the student to address the issues leading to the unsafe conduct.

1. **Immediate Action:** When a student is removed from a patient care assignment due to unsafe practice, this may lead to a review and immediate corrective action plan. Faculty will assess the situation, evaluate the severity of the unsafe conduct, and decide on the next steps to ensure the safety of the patient and all involved parties.
2. **Ongoing Monitoring:** The student will be closely monitored to assess their ability to improve and meet the program's standards. Faculty will work with the student to implement corrective strategies and help them re-enter the clinical setting with appropriate safeguards in place.

Instructor Evaluation

Given the wide range of clinical scenarios and the complexity of determining unsafe practice, the decision to place a student on probation or remove them from clinical assignments will ultimately rest with the instructor. Faculty members will evaluate the situation thoroughly, considering all aspects of patient care, the severity of the conduct, and the overall impact on patient safety.

Faculty evaluations will:

1. Be based on observable behavior and clinical outcomes.
2. Include input from other clinical staff when appropriate.
3. Be documented formally, with clear communication to the student about the reasons for concern and next steps for remediation.

Student Responsibility and Program Expectations

It is the **student's responsibility** to ensure that their conduct aligns with the standards outlined in this policy. Students must understand that **unsafe or unprofessional behavior** cannot be excused under any circumstance. As future healthcare professionals, students are expected to meet high standards of practice, adhering to ethical guidelines, demonstrating professional communication, and always ensuring patient safety.

Failure to comply with the program's expectations may result in removal from the clinical setting, probation, or dismissal from the program, depending on the severity of the conduct. The **patient's safety** is always the priority, and students are expected to uphold this value throughout their education and eventual practice as Psychiatric Technicians.

Professional Appearance and Uniform Policy

Professional appearance plays a key role in building trust, earning respect, and creating a positive impression in the workplace. How you present yourself signals that you take your role seriously and helps foster confidence among patients and staff.

Students are required to purchase and wear the designated uniform for their program track—either Napa Valley College Traditional program or Napa State Hospital Fast Track. Uniforms must be clean, neat, and in good repair at all times.

The following items are also required daily as part of the complete uniform:

1. Analog watch with second hand (no digital or smart watches)
2. Stethoscope
3. Black ballpoint pen
4. Small pocket notebook

Failure to meet uniform requirements will result in dismissal from the clinical area. The missed time must be made up by arrangement with the instructor.

NAPA STATE HOSPITAL FAST TRACK UNIFORM REQUIREMENTS

Students in the Psychiatric Technician Fast Track Program will be in uniform at the discretion of the DSH-N Director of Nursing Education. Fast Track Students shall wear their uniform while they are in the C.N.A. program, but without the patch.

Fast Track students who successfully complete the C.N.A. program and advance into the first semester (PTEC 160) will have earned the right to wear the patch. Students must have the patch sewn on the uniform within 14 calendar days.

Fast Track students may wear their uniforms in public to facilitate quick errands such as getting gas, getting lunch, traveling to and from work, emergency stops.

Fast Track students at the discretion of the DSH-N Director of Nursing Education may wear their personal clothing during OJT, in compliance with DSH-Napa Policy.

1. Steel gray scrub top with scrub pants. A solid-colored gray, black, white, short or long-sleeved “under scrub”, without designs and/or logos, maybe worn under the top for warmth. The fabric should allow for ease of movement for work and patient care such as, but not limited to, squatting and long strides during ambulation.
2. The uniform should look professional and:
 - a. Provide coverage so as not to show under garments, midsection of the body or cleavage
 - b. Be clean, neat and wrinkle free
 - c. Loose fitting
3. Program/school patch sewn on left sleeve of each shirt – 2 inches from shoulder seam (patch is not to be worn until completion of C.N.A. program and approval of DSH-N Director of Nursing Education).
4. Black Shoes, all black, non-skid, closed toe, closed heel (no sandals, no flip flops, no cloth, no suede), water proof/wipeable.
5. Black Socks, all black, no logo showing.
6. Identification Badge: NVC PT PROGRAM – will be supplied.
7. Identification Badge: DSH-Napa- will be supplied.
8. Stethoscope
9. Analog watch (not electronic) with second hand.
10. Note: Any electronic devices brought into the classroom may result in corrective action and/or dismissal from the program.
11. Black or blue, ball point pen.
12. Small pocket notebook

NAPA VALLEY COLLEGE PROGRAM UNIFORM REQUIREMENTS

Students must be in complete uniform while in any clinical setting. Uniforms are to be worn only during clinical hours unless otherwise directed by faculty. Once on site, students must not leave the facility without checking in with their instructor.

Uniforms may be worn in public for brief, necessary errands (e.g., gas, commuting). When outside of clinical or class, students should wear an outer garment that fully covers program insignia.

Uniform Requirements for All Students:

1. **Top & Bottoms:**
 - a. Navy blue polo shirt with Napa Valley College logo
 - b. Program/school patch sewn on left sleeve (2 inches from shoulder seam)

- c. Gray scrub or cargo-style pants (no shorts). Pant bottoms may not drag on the ground
- d. Optional: Solid gray, black, or white undershirt (short or long sleeve; no logos/designs)

2. Outerwear:

- a. Must display program patch on the left shoulder
- b. Hoodies are not permitted. Navy blue or grey scrub jacket preferred.
- c. No hats/beanies are allowed
- d. Black, non-skid wipeable/waterproof shoes with closed toe and heel (no sandals, flip-flops, cloth, or suede)
- e. Napa Valley College name tag (provided)

UNIFORM STANDARDS FOR ALL STUDENTS

1. Jewelry: No jewelry such as bracelets, necklaces, rings, custom rings. Plain, flat wedding bands are allowed.
2. Earrings: May wear stud earrings no larger than ¼ inch, one per ear. No “grills”, or other unnatural appendages, or other facial piercings.
3. Fingernails: Must be clean, short and natural (per Public Health Code recommendations).
4. Tattoos: Students with tattoos shall be prepared to cover them up at the discretion of faculty and/or the clinical facility.
5. Hair: Men and women shall wear their hair off the collar and out of their eyes. Beards, goat tees and mustaches must be short, neatly trimmed and pass the (N-95) fit test.
6. Makeup: Use in moderation
7. Eating: Food and beverages are to be consumed in approved designated areas. No eating in front of patients unless this is an activity sanctioned by the team.
8. Gum: No gum in clinical areas.

These rules have been established based on best practices, historical incidents and California Law. The intent of these rules is to ensure the safety of the patient, the student, and others who are in the area. By having rules, we all understand what is expected and what will happen if the rules are violated. The results of following rules create a stable environment where people feel safe, increases teamwork and morale.

Clinical sites have the right to refuse students access to their facility temporarily and/or permanently for failing to follow the clinical site policies. Removal from a clinical site may result in dismissal from the program.

PATCH INSTRUCTIONS FOR UNIFORMS

1. Before Applying Patch to set the patch colors:
 - a. Soak patch for 2 hours in a bowl of 1/4 cup vinegar and 1/4 cup warm water
-Let dry.
 - b. 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**.
2. Patch Application:
 - a. Patch to be worn on the **left shoulder only**, centered and two (2) inches down from shoulder seam.
 - b. Sew on by machine using a large basting stitch (6-8 stitches per inch) stitch around the outer edge, or;
 - c. Sew on by hand, stitch over outer edge of patch with a whip stitch; or
 - d. Many dry cleansers also do applications of this kind.
3. Do not tape, staple, pin, or safety pin patch on sleeve. You will be sent out of skills lab or clinical if the patch is not attached properly, marked tardy, and maybe put on probation.

Examples of unsafe behaviors in the clinical area

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**, including, but not limited to:
 - a. Sleeping in the clinical setting.
 - b. Willful destruction of equipment.

- c. Profane, derogatory, inflammatory language (e.g., gossip).
 - d. Sexual harassment.
 - e. Bullying or creating a hostile work environment.
 - f. Failure to follow facility policies.
 - g. Argumentative or disruptive behavior towards staff, peers, patients, and/or instructors.
3. **Using personal electronic devices** during patient care.
 4. **Leaving a clinical site/unit** without express permission from the clinical instructor.
 5. **Continued tardiness or excessive absenteeism** – see Attendance Policy.
 6. **Poor personal hygiene** and cleanliness.
 7. Failing to follow the **California Business and Professions Code**, Division 2, Chapter 10, Psychiatric Technicians, §4521, Grounds for Action (8)(O), the knowing failure to protect patients by failing to follow infection control guidelines.
 8. **Physical or mental illness** sufficient enough to interfere with patient safety.
 9. **Personal habits and/or behavior patterns** which interfere with patient safety. Students should be judicious when using scented products (e.g., perfume and cologne) as they can affect patients with allergies, asthma, and other medical conditions. Students will be asked to:
 - a. Use less of the product,
 - b. Stop using the product.
 10. **Smoking**, including vaping and/or the use of any type of tobacco product, in unauthorized areas.
 11. **Violation of Student Code of Conduct.**
 12. **Failure to clear a fingerprint, background check, and live scan** in any clinical site will prevent the student from attending all clinical sites and may result in dismissal from the program due to an inability to meet clinical objectives.
 13. **Failure to pass oral or written medication quizzes** prior to administering medications.
 - a. **Fast Track students:** You must pass all Swift River assignments with a score of 90% or better. Failing to do so will result in being marked as unsatisfactory in clinical participation for the week.
 14. **Passing medications to a patient without direct licensed staff supervision.**
 15. **Administration of insulin without direct instructor supervision.**
 16. **Performance of clinical skills** not within the Psychiatric Technician scope of practice.

Clinical Sites

1. Department of State Hospitals – Napa
2. Broadway Villa, Sonoma
3. Veterans Home, Yountville
4. Napa Valley Unified School District, Napa

5. Wine Bev, Napa
6. Gone for Good, Fairfield
7. North STAR Homes, Vacaville

Visiting Patients

Guidelines

1. Maintain therapeutic relationships and professional boundaries.
2. No socializing with assigned patients.
3. Follow facility visitor rules.
4. Visits must be made outside of clinical hours.

Gifts and Tips

Policy: It is unethical to accept tips or gifts from patients. If offered, politely decline with gratitude. If the patient insists, suggest sharing it with the treatment team.

Active Military Policy

In accordance with the Napa Valley College Policy, students who are called up for active military service, upon verification of military orders, will be assigned the symbol "M.W." and withdrawn from courses. Military withdrawal shall not be counted in progress probation or dismissal calculations.

In accordance with Military and Veteran's Code §824, not later than one year after the student's release from military service, other than a dishonorable release, Napa Valley College shall restore the student to the educational status the student had attained prior to being called to military service without loss of academic credits earned, scholarships or grants awarded, or tuition and other fees paid prior to the commencement of military service

SKILLS LAB GUIDELINES

Location: Room 814, Building 800 - Lower Floor

Hours: 9:00 a.m. - 5:00 p.m., Monday – Friday (except holidays)

Lab Office: (707) 256-7607

Health Occupations Office: (707) 256-7600

Resource Person: NVC PT Director/Skills Instructor - Andrea Ruybal

Email: Andrea.Ruybal@napavalley.edu

The Skills Laboratory serves all the Health Occupations Programs and 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).

1. No pets, children, or visitors in lab.

2. No Pens at the Bedside

3. Food and beverages are allowed in the lab but must remain at back tables or student desk areas.

4. No sitting or lying on beds (unless playing the role of a patient), no shoes on the beds.

5. Keep personal possessions out of work areas and floor areas clear of backpacks, etc.

6. All equipment, supplies, and literature are to be used in the lab only.

7. Students may borrow certain equipment overnight. Materials must be signed out by filling out a “**Skills Lab Loan Form**”.

8. The student is responsible for loss or damage items.

9. For skills practice:

- a. Assemble necessary equipment, use your own lab pack materials or access to materials in the central supply room (814 Office B)
- b. Clean equipment and work areas then return items to proper storage areas after use.
- c. Students must log IN and OUT on the computer log or sign in/out form.

10. For skills evaluation:

- a. You must be prepared before evaluation of skills in lab. Research and practice skill before your evaluation checks.
- b. Student Skills evaluations will be performed regularly during the course and will take place in the skills lab.
- c. Students who do not receive an acceptable passing grade for each evaluation will not be authorized to practice that skill(s) while in the clinical setting

11. Before exiting the lab, return chairs, tables, materials, and equipment to their proper place.

12. 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.
13. Skills lab personnel not responsible for lost or stolen items.
**If you have lost something, check for it in the "Lost and Found" area in the back of the lab by the computer.

All practice for evaluations shall be done before your evaluation day. Refer to the "Skills Lab Schedule" for "OPEN LAB" times when you can come in to practice your skills. The *more* you practice your skills, the *better* you will do on your evaluation.

Sharps Containers

Please, only put needles into these containers. Do not put gauze, cotton balls, used gloves, paper towels or any plastic pieces that are not sharp into these containers.
Needles ONLY please!!!

Do Not disassemble mannequins. You must get an instructor for assistance.

Anytime you use the labs, please return all chairs, tables and equipment to their proper places. Your assistance with keeping these labs nice places to practice or study will be greatly appreciated by the lab staff!!

My signature below confirms that I have read the above guidelines and understand what is expected of me during my time in the lab.

Print Name

Signature

Date

Updated SP 2025

DSH-NAPA PT FAST TRACK SKILLS LABORATORY GUIDELINES

Location: Department of State Hospitals - Napa, Trailer A

Resource Person: DSH-N Training & Education Center's Director of Nursing Education, or designee

The Skills Laboratory at DSH-Napa serves only the Fast Track Program.

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).

1. Full uniforms per regulation must always be worn in the Skills lab.
2. No pets, children, or visitors in lab.
3. No electronic devices allowed in the lab.
4. No sitting or lying on beds, unless playing the role of a "patient." No shoes on the beds.
5. Keep personal possessions out of work areas and floor areas clear of backpacks, etc.
6. All equipment, supplies, and literature are to be used in the lab.
7. Be respectful of the Skills Lab equipment and use supplies judiciously. The student is responsible for loss or damage.
8. For skills practice:
 - a. Assemble necessary equipment, use your own lab pack materials and refer to instructor for location of items needed.
 - b. Clean equipment and work areas return the equipment to proper storage areas when done.
9. Skills evaluation:
 - a. 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.
 - b. Skills evaluation are to be scheduled with your instructor.
 - c. Unsatisfactory skills performance will require remediation, see Clinical Competency.
10. Before exiting the lab, return chairs, tables, materials, and equipment to their proper place.
11. Professional conduct is expected of all students while in the skills laboratory.

Graduation Requirements and Procedures

Eligibility

The Psychiatric Technician faculty recommends graduation for students meeting program requirements.

Participation

1. Both the Traditional PTEC program and the Fast Track students encouraged to participate in Napa Valley College graduation ceremony.
2. DSH-Napa holds separate Pinning Ceremony.

Certificate of Completion

Awarded upon satisfactory completion of program requirements.

A Associated of Science degree is only awarded after successful completion of 18-21 units of general education courses.

Licensure Application

Requirements

1. Record of Conviction statement and documentation.
2. Application fee (\$300, subject to change).
3. Program completion record.
4. Fingerprints (Livescan, approximately \$75).
5. Conviction explanation letter (if applicable).
6. Certified police reports and court records (if applicable).

Additional Requirements for DSPS Accommodations

1. DSPS letter stating reason for accommodation.
2. Letter requesting accommodations for state board examination.
3. Program director verification letter.

Contact Information

Board of Vocational Nursing and Psychiatric Technicians (BVNPT)

2535 Capitol Oaks Drive, Suite 205

Sacramento, CA 95833-2945

Phone: (916) 263-7800

Fax: (916) 263-7859

Website: (link unavailable)

Student Resources and Organizations

Psychiatric Technician Club (Non-Fast Track)

Purpose

Raise funds for student events.

Officers

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Graduation Committee Chairman

Requirements

1. Majority vote election
2. Maintain "B" average
3. Minimal absences
4. Satisfactory clinical performance

Class Representative (Fast Track)

Selection

Faculty-designated.

Requirements

1. Maintain "B" average
2. Minimal absences
3. Satisfactory clinical performance
4. Leadership and communication skills

Student Support Services- Web Page

<https://www.napavalley.edu/student-services-and-resources/academic-support-programs/math-success-center/index.html>

Associated Student Body (ASNVC)

(707) 256-7340, Bldg. 1300, Rm. 1342

<https://www.napavalley.edu/student-services-and-resources/office-of-student-life/associated-students/index.html>

Career Center

(707) 256-7327, Bldg. 1300, Rm. 1335

<https://www.napavalley.edu/student-services-and-resources/career-center/index.html>

Basic Needs Center

<https://www.napavalley.edu/student-services-and-resources/basic-needs-center/index.html>

Disability Support Programs and Services (DSPS)

<https://www.napavalley.edu/student-services-and-resources/disability-support-programs-and-services/index.html>

Child Development Center

(707) 256-7040, Bldg. 3000

(707) 256-7345, Bldg. 1700, Rm. 1766

<https://www.napavalley.edu/community/child-development-center.html>

Extended Opportunity Program and Services (EOPS)

(707) 256-7301, Bldg. 1100, Rm. 1132

<https://www.napavalley.edu/student-services-and-resources/extended-opportunity-program-and-services/index.html>

Instructional Media Services/Library

(707) 256-7400, Bldg. 1700

<https://www.napavalley.edu/library/index.html>

Student Health Center

(707) 256-7780, Bldg. 2250

<https://www.napavalley.edu/student-services-and-resources/student-health-center/index.html>

Writing Success Center

(707) 256-7640, Bldg. 800, Rm. 832

<https://www.napavalley.edu/student-services-and-resources/writing-success-center/index.html>

Math Success Center

<https://www.napavalley.edu/student-services-and-resources/academic-support-programs/math-success-center/index.html>

Health Occupations Labs**Nursing Lab (Room 814)**

Practice procedures.

Skills Labs (Rooms 814, 812)

Patient simulations and educational programs.

Fast Track Skills Lab (T.E.C.)

Located northeast of T.E.C.

Additional Resources**College Catalog**

<http://catalog.napavalley.edu/>

Class Schedule

<https://colss-prod.ec.napavalley.edu/Student/Courses>

Admissions and Records

<https://www.napavalley.edu/admissions-and-aid/admissions-and-records/index.html>

Calendars and Deadlines

<https://www.napavalley.edu/programs-and-academics/academic-affairs/academic-calendar.html>

THE PSYCHIATRIC TECHNICIAN PLEDGE

Having developed an awareness of the dignity encompassed in the field of Psychiatric Technology and of my responsibility because of specialized training in the therapeutic techniques utilized in the care of individuals with mental illness and developmental disabilities, I pledge myself:

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.

NAPA VALLEY COLLEGE FACULTY & STAFF

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ADJUNCT FACULTY:
Carolyn Staats, BSN, RN
Joel Williams, RN
Teresita Donan, B.S., PT

DSH NAPA FACULTY & STAFF

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APPENDIX A: REMEDIATION FORM(Sample)

PSYCHIATRIC TECHNICIAN PROGRAM REMEDIATION FORM

Name: _____ Date: _____

This remediation form is to be filled out by you and your Theory or Clinical Instructor. You have been placed on *(insert Clinical or Academic Probation)* due to your performance in *(insert location of clinical rotation or student conduct i.e. attendance, grades etc.)*, by the following instructor _____

This form is to help identify areas where the student is not meeting program objectives and provides clear, actionable feedback to support improvement in academic or clinical performance.

Please see **STUDENT HANDBOOK** regarding the Programs Remediation Policy.

Problem Areas with specific examples

- 1.
- 2.
- 3.

Actions required for achieving satisfactory standing in the Psychiatric Technician Program-Include specific and measurable objectives with clear deadlines.

- 1.
- 2.
- 3.

Start Date: _____ Re-evaluation Date: _____

Student Signature

Date

Clinical or Theory Instructor

Date

DSH-N Director of Nursing Education Signature

Date

NVC PT Program Director Signature
Andrea Ruybal, B.S., R.N.

Date

APPENDIX B: PROBATION FORM (sample)
Psychiatric Technician (Traditional Program)
Probation Form

Name: _____

Date: _____

You have been placed on Academic Probation. You currently have failing grades for the following courses in PTEC ____:

PTEC 91:

PTEC 92:

PTEC 93:

To pass PTEC____, you will need to pass all courses individually. Refer to Program Handbook- Academic and Clinical Probation Policies

We are on week ____ of ____ weeks. For the remainder of the semester, there is/are ____ exams and a final exam left for _____. You need a 75% or above in all classes to pass this semester and continue to the next semester.

Date Academic Probation begins: _____ (week ____)

Academic Probation re-evaluation: Faculty meeting on Date_____ Time _____

Location_____

Jayzle Robinson-Piga
PTEC Program Instructor

Date:

NVC PT Program Director Signature
Andrea Ruybal, B.S., R.N.

Date

By signing below, I acknowledge that I have read and understood that I need a 75% grade or above on each course this semester. Failure to do so means I fail PTEC____ and I am unable to complete the PT Program.

Student Signature

Date

APPENDIX B: PROBATION FORM (sample)
Psychiatric Technician Fast Track Program
Probation Form

Name: _____

Date: _____

You have been placed on Academic Probation. You currently have failing grades for the following courses in PTEC ____:

Anatomy & Physiology:

Pharmacology:

Growth and Development:

PTEC160:

PTEC161:

PTEC162:

To pass PTEC____, you will need to pass all courses individually. Refer to Program Handbook- Academic and Clinical Probation Policies

We are on week ____ of ____ weeks. For the remainder of the semester, there is/are ____ exams and a final exam left for _____. You need a 75% or above in all classes to pass this semester and continue to the next semester.

Date Academic Probation begins: _____ (week ____)

Academic Probation re-evaluation: Faculty meeting at (time ____), **Monday,** _____ (faculty meeting day) at DSH-Napa, Training and Education Center, rm. 5. Please come 15 mins early.

Barbara Frantela-Simbulan, SRN

Date

Andrea Ruybal, NVC PT Program Director

Date

By signing below, I acknowledge that I have read and understood that I need a 75% grade or above on each course this semester. Failure to do so means I fail PTEC____ and I am unable to complete the PT Program.

Student Signature

Date

Napa Valley College Student Contract for Missed Clinical Time Department of State Hospitals-Napa Fast Track Program

Student's Name_____ **Date**_____

1. Course Details:

- PTEC 160: 20 clinical hours
- PTEC 161: 20 clinical hours
- PTEC 162: 20 clinical hours

Course number_____ **Missed Time**_____

2. Attendance Policy:

- Students are expected to attend all scheduled clinical and theory hours for each course within the Fast Track Program.

3. Clinical Make-Up Policy:

- Clinical hours should not be missed except under exceptional circumstances.
- Exceptions for missed clinical hours will be considered by the PT Program Director on a case-by-case basis.
- Fast Track students may only make up one missed clinical day (10 hours) per semester.
- Make-up time approved by faculty may be completed by:
 - a. Additional time in the clinical area if available
 - b. Skills lab with instructor supervision (only if clinical objectives are achievable in that setting).

4. Documentation and Make-Up Requirements:

- Clinical absences must be substantiated with appropriate documentation. Attach any documentation to this form.
 - ☐ Student justification letter
 - ☐ Medical note
 - ☐ Quarantine order from Public Health
 - ☐ Jury duty letter
 - ☐ Proof of funeral services for immediate family members.
 - ☐ **All missed clinical hours have been made up. Completion**

Date _____ Instructor's Signature _____

5. Consequences of Excessive Absences:

- Student acknowledges that failure to complete all clinical hours may result in dismissal from the NVC Fast Track Psychiatric Technician Program **Student initials** _____

6. Appeal Process:

- Students have the right to appeal any disciplinary actions resulting from attendance issues through the institution's established grievance process.

*By signing below, I acknowledge that I have read and understood the terms of this contract regarding Missed Clinical time in Napa Valley College's Psychiatric Technician Fast Track Program and agree to abide by them.

Student Signature

Date

Clinical Instructor

Date

DSH-N Director of Nursing Education Signature

Date

NVC PT Program Director Signature
Andrea Ruybal, B.S., R.N.

Date

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PSYCHIATRIC TECHNICIAN PROGRAM STUDENT AGREEMENT

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 the 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: _____