

WCE

Health Professions

Student Handbook

Admissions Criteria

Students desiring admission to Health Professions (HP) programs with a clinical or externship must:

- 1) Complete the Temple College (TC) Workforce and Continuing Education (WCE) application process.
- 2) Submit Workforce and Continuing Education Short Form Application.
- 3) Students must provide proof of High School Diploma or equivalent.
- 4) Students must be a minimum of 18 years old.
- 5) Students must submit a Driver's License/State ID and a Social Security card
- 6) Complete a background check, it must come back without any infractions that would prohibit state certification.
- 7) Provide evidence of all required immunizations to include:
2 MMR, Hepatitis B series, 2 Varicella, TB Skin test (within a year of the course beginning), Tdap (within the last 10 years), Flu (with in the current season), and the COVID-19 Vaccine.
- 8) Complete an American Heart Association Basic Life Support CPR Class (Available through WCE)
- 9) Complete and pass a drug screening test before course transitions to the clinical site.

Admission to Temple College does not constitute automatic acceptance into a program. In the event the application is rejected, the applicant may request a review by the Workforce and Continuing Education Department.

Use of Electronic Technology

All HP courses are supplemented with online material through D2L Brightspace. Students are required to have access to a laptop computer.

Dismissal Criteria

A student may be dismissed from the HP program for:

- 1) Failure to achieve minimum acceptable grades;
- 2) Failure to pass all required skills;
- 3) Unsatisfactory clinical performance that endangers others or is potential danger for others, as determined by the clinical instructor;
- 4) Failure to meet attendance requirements;
- 5) Violation of Temple College Policies (including but not limited to the student conduct and expectations listed in the Temple College Student Handbook).
<https://catalog.templejc.edu/index.php?catoid=24>
- 6) Failure to follow instructions from an instructor, and/or Director.

Readmission Policy

If a student is unsuccessful in this program, the student must reapply and resubmit all required application documents. Upon returning, the student must be successful in all coursework throughout the program. Students wanting to return to the program must meet with the program director for approval for readmittance and to form an action plan to ensure successful course completion.

A student is allowed to withdraw from the course prior to the drop date with no adverse effects and will be allowed to reapply at a later date.

Grading and Program Completion

All HP courses are a pass/fail course. Students must obtain a grade of 75% or higher to pass the course successfully.

The overall course grade will be calculated using the individual quiz grades, hands on skills lab grades, and the course final exam.

Exams and Quizzes will be graded on the following scale.

Grading Scale	Grade
100 – 90 %	A
89 – 80 %	B
79 – 75 %	C
75 & Below	Unsuccessful

Any assignment requiring manual grading will be graded and posted one week after the assignment due date.

Clinical Performance Evaluation

Grading Scale	Grade
1-5	Unsatisfactory
6-8	Average
9-10	Above Average
<i>All students must earn an overall average score of 6 to ensure a Satisfactory Grade during their clinical experience.</i>	

Certificate and Registry

Upon successful completion of the course, students will receive a certificate of completion and will be eligible for their appropriate certification testing.

Attendance Policy

Classroom

Classroom experiences can assist the student in application of information, which is an integral component of success in a HP program. The student's presence is essential; therefore, limits are set regarding the amount of allowable absence time.

Students are expected to attend all classes. Attendance will be taken at each class meeting. A minimum of 85% attendance is required to successfully complete all HP courses. If a student anticipates missing a class session, they must email the instructor to decide how to make up the missed course work and time.

Arriving Late or Leaving Early from Class:

Arriving late or leaving early are considered disruptive behaviors. As soon as a student knows they will arrive late or need to leave early from class they need to contact their instructor to notify them. Students will be expected to discuss the reasons and develop a plan to avoid these behaviors in the future. Continuing to arrive late or leave early will be considered unprofessional behavior and the Disciplinary Action process will be initiated. Students should plan on arriving to class a minimum of 10-15 minutes early to ensure they are on time.

Clinical/ Externships

When clinical is missed, the student cannot benefit from this learning experience. Clinical evaluations may also be impacted by absences (Student's performance can't be evaluated if they are not present). Missed clinical time cannot be made up at the clinical site.

Clinical Information

Requirements to be met prior to the start of clinicals:

- Instructor approval
- Mastery of skills, both technical and computer
- Contributing factors: Attendance, development of skills, attitude, and listening to direction
- Passing grade of 75% or greater

To be eligible for clinicals students must complete the following:

- All required documentation must be uploaded and listed as complete in Castlebranch, 6 weeks prior to externships.

- 4 weeks prior to externships beginning, drug testing evites will be issued to students who have completed submitting all documents. Drug tests must be completed within two weeks prior to clinical start date.

Clinical Dress code

Students must adhere to clinic dress code at all times during clinicals

- No artificial fingernails of any kind (gel, shellac, artificial, dip, etc.)
- Natural fingernails must be clean and no longer than the end of the fingers
- No facial piercings (lips, tongue, eyebrow, nose, etc.)
- Small earrings are allowed, spacers are prohibited
- Inappropriate tattoos must be covered
- Hair must be clean, and if longer than shoulder length pulled back and secured
- Hair color must be natural
- Strong perfumes/fragrances are prohibited; colognes, lotions and body sprays used discreetly.
- Temple College name badge must be worn always
- Scrubs should be worn.
- Comfortable closed toed shoes, no open toes or open heels, no Crocs or similar footwear allowed.
- Watch Clinic sites that have a smoke free policy. Smoking is not allowed, including smoking in your car in the parking lot

Clinicals must be completed successfully in order to receive a passing grade in this course.

Liability Insurance

All HP students with clinicals or externships are required to carry malpractice liability insurance that will cover their clinical practice during school activities. This will be included in the course registration fees. Other malpractice liability insurance that the student may carry is optional. The school policy does not cover any activity beyond required school clinical rotations.

Health, Safety, and Welfare

Temple College is concerned about the general health, safety, and welfare of all its students, employees, and visitors. Several policies addressing safety and emergency information can be found in the TC Safety Webpage.

Temple College and affiliated agencies have no responsibility for providing health care services in case of illness or injury. It is strongly recommended that students carry health insurance since they are responsible for their own health care costs. In addition, students may be requested to



acknowledge and sign liability release forms since area clinical facilities are not liable for injuries or communicable diseases. It is the student's responsibility to follow all infection control and safety procedures.

Temple College Student Resources

Mental Health Counseling

Please go to <https://www.templejc.edu/resources/mental-health-counseling/> or phone Suicide Prevention Lifeline: 1-800-273-8255 or text HELP to 741741
Local Mental Health Crisis Lines: 1-800-888-4036 (Temple); 1-800-841-1255 (Round Rock)
Domestic Violence Hotline: 1-800-799-7233

Circle of Support

The Circle of Support program is a partnership between Temple College and the community to make sure no students drop out of college because of barriers such as emergency expenses, childcare, transportation, housing, and food. Students can contact the Circle of Support directly. Room 803, Arnold Student Union (ASU) at the Temple Campus Phone: 254-298-8767 Email: circleofsupport@templejc.edu, webpage <https://www.templejc.edu/resources/circleof-support/>

Academic Accommodations

If you have a documented disability that may impact your performance and for which you may require accommodations, you must register with and provide documentation of your disability to the Office of Student Accommodations for review by the Coordinator for Accommodations.

Misty Reid, Coordinator for Student Accommodations
misty.reid@templejc.edu Phone: 254-298-8335
One College Centre, Room 1469
2600 S. First Street
Temple, Texas 76504
Fax: 254-298-8329

National Certification Exam Accommodations

Students seeking accommodations for their National Certification Exam must directly contact the certifying body. They must adhere to the appropriate procedures and requirements to obtain approval for their testing accommodations. Temple College does not play a role in this process but can provide guidance upon request.

Sexual Harassment

It is the policy of Temple College that sexual harassment of students or employees at Temple College is unacceptable and will not be tolerated. The [TASB Board Policy Manual](#) should be referred to for policy and procedure statements addressing sexual harassment concerns and issues.

Title IX Pregnancy Policy

Temple College does not discriminate against any student based on pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor and students will be given the opportunity to make up missed work. Students who are requesting services related to pregnancy must disclose their need to their respective instructor and submit a signed diagnostic statement to the Temple College Title IX Deputy Coordinator for Pregnancy Services prior to or immediately upon learning of medical need. See [TASB Board Policy Manual](#) for more information.

The Temple College Title IX Deputy Coordinator for Pregnancy Services is Adrian Sora, (254) 298- 8328, One College Center, Room 1473. Adrian.Sora@templejc.edu

Leopard Alert



Leopard Alert is an emergency notification service that gives Temple College the ability to communicate health and safety emergency information quickly by e-mail and/or text message. By enrolling in Leopard Alert, Temple College can quickly pass on safety-related information, regardless of your location.

Leopard Alert is powered by e2Campus—a national mass notification provider. Contact information you provide to the Leopard Alert service will be used only for delivering health and safety emergency information. E2Campus has strict “Zero Spam” and usage policies for the information used by and for the Leopard Alert service.

In addition to having alerts sent to your cell phone, pager and e-mail, Leopard Alert notifications can also be received and published to a number of personalized home pages such as Google, AOL and Yahoo, or any RSS reader

Alert is an emergency notification system that allows Temple College to quickly communicate health and safety-related emergency information through text message or email. Create a Leopard account <http://www.templejc.edu/resources/leopard-alert/#469Leopard>