

2025-2026 KalamazooVALLEY™

HEALTH ACADEMIES' STUDENT HANDBOOK



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DISCLAIMER STATEMENTS

NON-DISCRIMINATION POLICY

It is the policy of Kalamazoo Valley Community College not to discriminate on the basis of race (including traits associated with race such as hair texture and protective hairstyles), religion, color, national origin/ethnicity, sex, sexual orientation, gender identity, gender expression, pregnancy, disability, genetic information, age, height, weight, familial status, veteran status, marital status, citizenship, or any other status or characteristic protected by law, in its programs, services, employment or activities.

The Vice President for Campus Planning and Operations has been designated to handle inquiries regarding the non-discrimination statement.

HEALTH ACADEMIES' STUDENT HANDBOOK DISCLAIMER

This handbook is intended to supply accurate information to the reader. The College reserves the right to change the program and course requirements; however, every effort will be made to inform students of any program changes.

This handbook is a supplement to the Kalamazoo Valley Community College's Student Handbook. The Kalamazoo Valley Student Handbook should be referenced as the first source of information. If any provision or application of this handbook is found contrary to the law, such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full-force effect. Additional information about topics addressed in this handbook, as well as more information about college programs, departments, curriculum, facilities, and services are available on the Kalamazoo Valley Website.

Handbook Revised: January 29, 2025

HEALTH ACADEMIES POLICY STATEMENT

Kalamazoo Valley Community College's policies and Health Academies' academic and clinical policies apply to all students and instructors, regardless of site of instruction.

All activities associated with the Health Academies, including personnel and student policies, student and instructor recruitment, student admission, and instructor employment practices, must be non-discriminatory and in accord with federal and state statutes, rules, and regulations.

ACADEMIC INFORMATION

REINSTATEMENT

All Health Academies ensure that every graduate has the necessary knowledge, technical skills, and affective behavior skills to pass required exams for credentialing and provide safe patient care. The reinstatement process is designed to help students meet these objectives and to provide a plan for success.

Reinstatement is a provision of allowing a health academies student who has stopped out of the program an opportunity to petition the program for re-entry. Stopping out is defined as:

Academic: not being able to progress in the course sequence due to academic dishonesty, a course drop, a course withdrawal, or a final course grade less than 2.0.

Behavioral: not being able to progress in the course sequence due to a failed drug screen, failure to maintain clinical compliance, or a professional behavioral issue (affective).

Students are allowed at most a total of two stop outs. Students may not exceed two stop outs in one category: academic or behavioral. After two stop outs a student will not be eligible for re-entry into that specific health academy at Kalamazoo Valley. Reinstatement considerations for students who stop out for professional behavior issues will be evaluated on a case-by-case basis; severity of the professional behavior may prevent re-entry. Students who incur two stop outs will be advised to meet with an academic counselor to explore another career direction. If the student continues to have the goal to continue in that specific health academy, the student will have the option to pursue education at another institution.

The Reinstatement Committee considers several factors in the decision to reinstate. Reinstatement is never guaranteed.

Reinstatement Criteria:

1. Students seeking reinstatement must initiate the process by:
 - 1.1 Obtaining Reinstatement Request Form from the Program Coordinator
 - 1.2 Submitting the Reinstatement Request Form to the Program Coordinator **no later than 25 business days after stopping out of the program.**
 - 1.3 Carefully reading the reinstatement procedure and asking questions if needed.
2. Reinstatement Committee
 - 2.1 After the program director receives the Reinstatement Request form from the student, a reinstatement committee will convene to review:
 - 2.1.1 Reinstatement Request Form responses
 - 2.1.2 Training Manager Input Form responses
 - 2.1.3 Attendance records
 - 2.1.4 Tutoring records
 - 2.1.5 Professional conduct records
 - 2.1.6 Academic history
 - 2.1.7 Extenuating circumstances
 - 2.1.8 Available seats
 - 2.2 The committee will develop a draft reinstatement plan for success based on the out-comes from items listed 2.1.
 - 2.3 The committee will meet face-to-face with the student and discuss the draft rein-statement plan for success.
 - 2.3.1 Feedback from the student may be incorporated into the final reinstatement plan for success.
 - 2.3.2 Students will sign the reinstatement plan for success indicating they agree to comply with the plan.
3. Permission to reinstate is dependent on:
 - 3.1 Submitting the Reinstatement Request form by the deadline
 - 3.2 Reinstatement Committee approves the request to reinstate.
 - 3.3 Completion of required refresher courses or activities.
 - 3.4 Seat availability for the course(s) seeking reinstatement.
 - 3.5 Seat available in the following clinical semester
 - 3.5.1 A student may be given provisional permission to reinstate in pre-clinical courses pending open clinical seats in the following semester.
 - 3.5.2 Students in the current cohort will be given clinic seats prior to reinstated students.
4. Prior to returning to the program, the student will need to document that they have met all the entry requirements that are applied to the next cohort of students seeking program ad-mission. These may include but are not limited to:
 - 4.1 Drug Test Authorization Form and Affidavit Regarding Criminal History
 - 4.2 Students will need to complete a drug screen(s) that is acceptable to the program.
 - 4.3 Students will need to complete Live Scan Fingerprinting and the results must be ac-ceptable to the program prior to re-entering any clinical course.
 - 4.4 All of the items on the Kalamazoo Valley Community College Immunization and Diagnostic

form must be current. The date of the provider signature on the form must be within 6 months of re-entry to the program.

- 4.5 Returning students must have a minimum cumulative grade point average of 2.0.
- 4.6 Students must document and demonstrate understanding of previously learned content in theory, lab, and clinical courses. The reinstatement plan for success and the remediation courses or activities will detail how the student can meet this requirement.
5. A student who has withdrawn due to an issue not related to academic performance, clinical performance, affective behavior, and/or clinical policy issues, and has exceeded the maximum retake of two (2) different courses will be expected to meet with the Program Coordinator to further discuss the matter. Any decision to reinstate the student in this circumstance will be by consensus of the Reinstatement Committee. The student will need to provide evidence that the issue leading to the withdrawal has been overcome. Students will generally be required to provide evidence that they have support systems in place to overcome the challenges associated with the issue leading to the withdrawal. If a student is reinstated under these circumstances and then drops, withdraws, or fails a course, they may no longer be eligible for reinstatement into that specific health academy at Kalamazoo Valley.
6. Students must reinstate within one calendar year of stopping out, regardless of reason.
7. Students that have been out of the program more than one year will generally be required to complete all previous courses.
8. Clinical Course placement:
 - 8.1 Students must complete all current program required pre-clinical training modules.
 - 8.2 Students must complete any requirement mandated by the clinical affiliates prior to reinstatement.
9. Students will be notified as to their reinstatement status as soon as possible prior to the beginning of the course.
10. Once reinstatement is granted, students are expected to contact the program coordinator before the beginning of courses to discuss expectations.
11. Students must notify the program coordinator of their intent to accept a seat in the program according to the timelines specified by the reinstatement plan.
12. Once students have accepted the seat, failure to utilize their seat will be considered a stop out and may jeopardize any future application for reinstatement.

STUDENT RESPONSIBILITIES

HIPAA

As part of clinical training, students will have access to certain confidential information, such as patients' records which constitute protected health information. All students are required to maintain patient confidentiality consistent with legal requirements and the expectations of each Affiliate. Maintaining confidentiality generally means not speaking, writing about, or divulging by any other means a patient (client) by name or other identifying information. Further, students must not discuss any patient cases outside the clinical classroom setting or with anyone other than their instructors.

All students enrolled in a health program will complete Health Insurance Portability and Accountability Act of 1996 (HIPAA) training prior to attending clinical/externship.

Health Insurance Portability and Accountability Act (HIPAA) is a federal law, which secures protected health information (PHI) so that only those people or facilities that have a real need for protected health information have access to it. HIPAA provides protection to the security and privacy of all medical records or other health information which is used or shared in any form, including paper, electronically or orally by health care entities or their associates. Furthermore, it is the expectation of Kalamazoo Valley Community College, and all associated healthcare agencies Patient/client records are only to be accessed for use with

program business and with the permission of the hospital in accordance with hospital policies. Students may only access certain information in the patient record. Records may not be reviewed for use or to review information that is not necessary to provide care. Students are strictly prohibited from viewing their own records or records for patients they have not been assigned to provide care. Duplicating patient records and/or removing patient records from the facility is strictly prohibited.

Safeguards must always be taken to protect patient information, such as safeguarding computer screens, logging off computers, not sharing passwords, keeping notes and records private, and not discussing patients in public spaces. Students shall make every effort to prevent the inappropriate sharing of health information.

The following actions are forbidden: With respect to information received while in the professional role as a student, you may not disclose any personal health information of any individual. Simply removing the name of an individual does not constitute proper de-identification of protected health information. Inclusion of such data such as age, gender, race, diagnosis, clinical agency, date of evaluation, type of treatment used, location, or the use of a highly specified diagnosis may still allow the reader to recognize the identity of the individual.

This is a HIPAA violation. Students may not copy or print from patient/client charts at any time in the various clinical settings. If the student requires information from the chart, the student may take written notes without using any patient/client identifiers. Students violating these guidelines will be subject to actions ranging from a critical incident, learning contract, to dismissal from their health program. In addition, students must be aware that HIPAA violations can include civil and criminal liability. Punishment for such actions may include fines and imprisonment.

ACADEMIC DISHONESTY

Please refer to the Academic Dishonesty Policy in the [Kalamazoo Valley Community College's Student Handbook](#).

PHYSICAL STANDARDS & ESSENTIAL FUNCTIONS

Health Academies students are training for careers in health care fields. The typical demands placed on the Health Academies student in training are therefore similar to those of entry-level health careers, and subject to similar limitations with regard to accommodations. Below are the typical physical demands that are considered essential for this training:

Strength: Frequently and repetitively perform physical activities requiring the ability to push/pull objects of more than 50 pounds and to transfer objects of more than 100 pounds.

Manual Dexterity: Constantly perform simple gross motor skills such as standing, walking, hand-shaking, writing, and typing; and complex fine motor manipulative skills such as insertion of IV lines, calibration of equipment, drawing blood, cleaning teeth, endotracheal intubation, etc.

Coordination: Constantly perform gross body coordination such as walking, filing, retrieving equipment; tasks which require eye-hand coordination such as keyboard skills, and tasks which require arm-hand steadiness such as taking blood pressures, calibrating tools, and equipment, hold-ing retractors, probing periodontal spaces, etc.

Mobility: Constantly perform mobility skills such as walking, standing, prolonged standing or sit-ting in an uncomfortable position; move quickly in an emergency and maneuver in small spaces; requires frequent twisting and rotating.

Visual Discrimination: Constantly see objects far away, discriminate colors, and see objects closely as in reading faces, dials, monitors, fine small print, etc.

Hearing: Constantly hear normal sounds with background noise and distinguish sounds. Some examples include conversations, monitor alarms, emergency signals, breath sounds, cries for help, heart sounds, etc.

Concentration: Consistently concentrate on essential details even with interruptions, such as client requests, IVAC's, alarms, telephone ringing, beepers, conversations, etc.

Attention Span: Frequently attend to tasks/functions for periods exceeding 60 minutes in length with interruptions such as those mentioned in Concentration.

Conceptualization: Consistently understand, remember, and relate to specific and generalized ideas, concepts, and theories generated and discussed simultaneously.

Memory: Remember tasks/assignments given to self and others over both short and long periods of time as well as significant amounts of patient data with interruptions and distractions.

Critical Thinking: Critical thinking skills sufficient for clinical judgment; making generalizations, evaluations, or decisions.

Communication: Interact with others in non-verbal, verbal, and written forms and explain procedures, initiate health teaching, and document care. Must be able to read, write, and understand written and spoken English.

Stress: Performs all the above skills and makes clinical judgments correctly when confronted with emergency, critical, unusual, or dangerous situations.

Students who cannot perform to the technical standards will have to request accommodations from the Office for Student Access (OSA). The OSA will determine reasonable accommodations, if applicable, and in consultation with the Program Director. Accommodations are not reasonable if they compromise patient safety in the lab or clinical setting. If reasonable accommodation cannot be made students may be withdrawn from the program.

Students who experience a health issue that compromises their ability to perform the technical standards must inform the program director and provide physician documentation of restrictions. A determination of reasonable accommodation or stop out will be made in consultation with OSA. Students must provide a physician release to be able to return to the lab and clinic.

DRESS CODE

Health Academies students are highly visible and are expected to project professionalism through their appearance. Appearance plays a crucial role in building rapport and establishing working relationships with patients, families, healthcare team, and instructors. Additionally, the established clinical dress code promotes safety in the workplace and ensures appearance does not detract from the care being provided. Students are expected to wear student uniforms during all standard labs and patient care activities unless a different policy is specifically defined by the clinical site or agency.

Students must abide by any uniform or dress codes set by the clinical site at which they are training. The program and the affiliates have the right to change dress or uniform requirements, and the student must comply, even at their own expense. Kalamazoo Valley will make every attempt to provide a timely notification to students when a change is communicated by the program affiliate. Refer to individual

academy guidelines and class syllabi for more specific dress code and uniform policies.

Students are expected to project an image of good hygiene and cleanliness. This includes ensuring there are no inappropriate odors and wearing clean, wrinkle free, and appropriately fitting clothing. Student identification badges should be worn at all times while in clinical, lab, and some classroom settings. The Kalamazoo Valley identification/name badge must be visible and prominently displayed, at the lapel area. No alterations should be made to the face of the identification/name badge. Agency ID, if provided, should be visible and worn at all times required by the program affiliate.

Hair: The expectation is to maintain clean, well-groomed hair and facial hair. Long hair should be appropriately secured and beards trimmed to ensure safety around patients or equipment and to ensure no inference with patient care. Coverings and accessories must be washable to comply with infection control practices.

Facial Hair: Students unable to fit test due to facial hair must shave or be required to complete Powered Air Purifying Respirator (PAPR) training and provide PAPR at their own expense.

Nails: Nails should be trimmed to the fingertip and the cuticle should be clean. Clean, neutral, intact polish is acceptable in most clinical environments. All artificial nails or nail enhancements, including but not limited to overlays, wraps or tips are prohibited because they are infection control hazards. Certain clinical affiliates prohibit all nail polish or multiple colors, and students must comply with their policies.

Fragrances: Some students, preceptors, administrators, and patients in classrooms or clinicals areas may have strong reactions to scents and fragrances. If someone expresses concerns of this nature, please take them seriously and work with them toward a reasonable resolution. Most often, these situations can be resolved simply by letting others know of the sensitivity. Once others are aware of the sensitivities, they will voluntarily respond to reasonable requests to minimize or eliminate the use of substances that trigger a reaction. In all clinical settings, including those at Kalamazoo Valley, due to allergies and other sensitivities, students must refrain from using scented lotions, perfumes, colognes, essential oils, and all forms of tobacco. Students who smell of tobacco or other prohibited substances will be removed from clinical and will be subject to disciplinary action. Refer to the Tobacco Use section in this handbook.

Jewelry: Jewelry that poses a safety or health risk to employees or patients including dangling earrings and necklaces, loose bracelets or excessive amounts of jewelry is prohibited. Some affiliates may have stricter policies or not allow any jewelry and students are required to comply with the affiliates request. The best practice is to not wear jewelry as it must often be removed for handwashing or tucked out of sight for safety purposes.

Tattoos: Visible tattoos must not contain profane, discriminatory, sexually explicit, or other content which would violate Kalamazoo Valley policy. Tattoos containing such content must be appropriately concealed by clothing. For infection control purposes, newly inked tattoos may be required to be concealed by adhesive bandages during the healing process.

JURY DUTY

If students receive notification for jury duty, the following steps should be implemented:

1. Within 5 days of notification, the student must contact the Jury Services Office to schedule an alternate date (the phone number is listed on the Juror Summons). Be prepared to suggest alternate dates that the student would be available to serve. If the student is unable to reschedule the date, then proceed to the next step within 3 days.
2. If the student still cannot reschedule jury duty, discuss this situation with the professor/course instructor for the course where there is a conflict.

ACTIVE DUTY

Veterans and active-duty military personnel with special circumstances (e.g., upcoming deployments, drill requirements, etc.) are encouraged to communicate these, in advance if possible. Should you be activated to duty during the semester, please contact the program director and submit your Activation Papers to Admissions, Records and Registration for processing.

PROFESSIONAL CONDUCT

As future health care providers, professional conduct is expected in all interactions with classmates, instructors, the college, patients, and clinical affiliates. Professional conduct is defined by the following characteristics and behavior.

1. Respect:
 - a. Embrace different cultures, ideas, opinions openly and without ridicule, anger, or sarcasm.
 - b. Display good class citizenship by contributing actively to the learning of their classmates, initiating interesting discussions in class, or helping students understand material outside of class.
 - i. Examples of poor citizenship behavior includes “hogging airtime” with comments that are too long-winded, repetitive, or irrelevant.
 - ii. Not allowing others a turn to talk.
 - c. Avoid behaviors that are disruptive to the teaching-learning process. This includes but is not limited to using electronic devices and phones for conducting personal business during class time, sleeping during class, coming to class late, or talking and disrupting your classmates while the instructor is lecturing. Whenever possible, restroom breaks should be taken during the scheduled break time.
2. Professional communication: See communication standards in this handbook.
 - a. Examples of unprofessional communication:
 - i. Argumentative
 - ii. Eye rolling
 - iii. Cursing
 - b. Follows college, course, and clinical affiliate rules for social media and online etiquette.
3. Integrity: Do not lie. Tell the entire truth. Be trustworthy and honest. Maintain academic honesty, which includes reporting acts of dishonesty.
4. Ethical Behavior: Follows professional code of conduct and ethical behavior standards set forth by the program and the health care discipline.
5. Adaptability: Is able to problem solve and make the necessary adjustments to a changing environment.
6. Accountability: Accepts constructive feedback without anger or sarcasm. Takes responsibility for their mistakes and does not blame others.
7. Professional Appearance: Follows dress code standards set-forth by the program. Appearance should portray a positive and professional image. Clothing and hair should be clean and well groomed.
8. Dependability: Is punctual. Properly notifies instructors of an absence before the start of class. Completes assignments or paperwork without having to be reminded. Follows through on commitments.
9. Emotional Control: Remains calm and maintains composure even in challenging situations.
10. Positive Attitude: Promotes a healthy environment with a positive approach to all situations. Avoids sarcasm, gossip, anger, and negative behavior.

Failure to adhere to professional behavior is disruptive behavior and may be referred to the student relations coordinator. Program level disciplinary action for violation of professional conduct/communication may include suspension from class or clinical activities, request for academic withdrawal, or program removal

as determined by the faculty and/or program director. Students subject to disciplinary action have the right to appeal following the due process outlined in the student handbook, however suspension of clinical privileges will remain in effect until the appeal is resolved. Suspension, or revocation of clinical privileges by a clinical affiliate may result in Kalamazoo Valley removing the student from a class or program, delay a student's on time graduation, or terminate a student's progress in the program entirely and permanently. Affiliate suspension or revocation of privileges is not under the control of Kalamazoo Valley nor its faculty and is not open to appeal.

CLINICAL COMPLIANCE

To attend clinical students must complete the orientation modules, immunizations, criminal background, and drug screening, and fit testing. Each affiliate may also require specific orientation or education to attend clinicals at that specific facility. You are required to complete these obligations in full. Students not in compliance with the requirements will not be scheduled for clinical activity.

Additionally, some requirements, such as annual TB testing, may need to be renewed during the course of your studies. It is your responsibility to remain in compliance and to ensure that your requirements do not lapse. This includes monitoring your email and responding promptly to communication from the program regarding any missing or expired documentation. Students who fall out of compliance will be suspended from clinical activities with all affiliates. Consortium and affiliate schedules may not allow for rescheduling opportunities therefore there is no guarantee that the program can reinstate your clinical schedule. This may result in a delay or inability to complete graduation requirements.

CLINICAL PLACEMENT

Student placement is determined by the availability and flexibility of the clinical affiliate; therefore, placement at specific clinical agencies is not guaranteed. Due to limited space, students may be placed with other students within their cohort.

INSURANCE COVERAGE

Liability Insurance: Professional liability insurance coverage is provided to all students enrolled in clinical/externship courses as part of their paid tuition. This insurance only extends to duties performed at clinical/externship while the student is onsite for a specific clinical training experience. Kalamazoo Valley encourages each student to evaluate whether they should obtain additional individual liability insurance.

Health Insurance: Kalamazoo Valley does not provide health insurance directly for students participating in the Health Academies. Each student is expected to have private medical insurance coverage. If you have an accident or exposure while on campus or during your off-campus clinical experience, you will need to file all claims with your private health insurance. Provide all the necessary information to Kalamazoo Valley Public Safety and discuss the details on how to file a claim with the college's liability insurance. Not all claims are eligible under the college's liability plan. Filing a claim does not guarantee acceptance and payment of claim. Costs not covered by the student's private insurance or by the college's liability insurance are the responsibility of the student.

CRIMINAL BACKGROUND CHECK

Kalamazoo Valley Community College Health Academies are compliant with criminal history checks as required by Public Health Code, Act 368 of 1978 as revised. Section 333.20173a requires that "a covered entity shall not employ, independently contract with, or grant clinical privileges to an individual who regularly has direct access to or provides direct services to patients or residents in the covered facility..." if they have certain criminal convictions. This provision reflects contract language which requires Kalamazoo Valley to complete a criminal history on students prior to allowing clinical attendance. Therefore, Kalamazoo

Valley requires that all Health Academies students enrolled in a clinical course obtain an annual Live Scan fingerprinting Criminal Background Check (CBC) through Kalamazoo Valley's Public Safety Department. The cost of the CBC will be charged to the student's account. Students who refuse a CBC are not eligible for clinical placement. Students who knowingly report false information regarding criminal history will be denied placement or be removed. A positive CBC will compare the conviction code with the penal codes outlined in section 333.20173a to determine eligibility for clinical placement. Exclusion criteria, and length of exclusion depend on misdemeanor versus felony, and the specific penal code conviction; therefore, the decisions to exclude students are made on an individual basis, as determined by the Public Health Code. Some criminal convictions may not exclude a student from clinical placement and education but may prevent the student from obtaining subsequent licensure or employment. Students are required to notify the college should their status of arrest or criminal conviction change while enrolled. Failure to notify the college of a change in status will result in the student's removal from the program, even if the student has previously taken and passed a drug or alcohol test, or CBC. The specifics of the CBC are outlined in the Criminal Background Check Affidavit that each student is required to sign prior to admission into the Health Academies. All positive CBC results will be submitted to the designated College Administrator for review with the student. Determination of student status will be made by the Dean of Instruction.

HEALTH SCREENING REQUIREMENTS

All health screening documentation will be due after acceptance into the Health Academies and prior to the first day of class. It is the student's responsibility to ensure all documentation and personal information is up to date. To secure clinical placement, all Kalamazoo Valley Students are required to adhere to the health screening requirements of each Clinical Affiliate. The following is a list of standard health screening requirements:

1. TB Skin Testing are valid for one year: the following are acceptable baseline measures.
 - a. Two (2) PPD TB tests performed within seven (7) to twenty-one (21) days apart.
 - b. Subsequent 1-step TB tests are required annually.
2. A current physical exam completed within one (1) year of application.
3. MMR (Measles (Rubeola), Mumps, Rubella):
 - a. If born before January 1, 1957, documentation of measles, mumps and rubella titers showing immunity. If non-immune, two MMR vaccinations.
 - b. If born on or after January 1, 1957, documentation of two (2) MMR vaccinations.
4. Flu (Influenza) vaccination for the season of the rotation
5. Chicken Pox (Varicella) written attestation of having had the chicken pox or varicella titer as showing immunity; or documentation of 2 varivax vaccinations.
6. Tdap (Tetanus, diphtheria, pertussis) must be completed within the last ten (10) years prior to the start date.
7. Hepatitis B vaccination or proof of immunity to Hepatitis B, (or written refusal of Hepatitis B vaccination signed by the student that expressly holds the Facility harmless for any Hepatitis exposure or infection that may result from the student's education experience at Facility) and/or such other immunization and health-related testing as may be required by the applicable state level health department or the Occupation Health and Safety Administration for each student assigned to Facility, as these requirements may change from time to time; for purposes of this Agreement, a student shall be considered to be vaccinated against Hepatitis B if they have received at least one (1) injection of the vaccine and is in the process of completing the required services of three injections.
8. COVID-19 vaccination*

*Please note that the COVID-19 Vaccination is not required by Kalamazoo Valley, but is required by some clinical agencies; therefore, it is highly recommended that each student obtain the vaccination to ensure they are eligible to complete clinical rotations at all clinical agencies. Not obtaining the COVID-19 Vaccination could affect a student's ability to graduate or continue within the program of study as it could adversely impact clinical placement.

DRUG SCREENING

All Kalamazoo Valley Health Academies adhere to all provisions and requirements defined in the Kalamazoo Valley Student Handbook.

In addition, all Kalamazoo Valley Community College Health Academies exercising Affiliation agreements with clinical and community partners require that all Health Academies students submit, at minimum, an annual drug screening. Drug screenings will be conducted and evaluated prior to any students' participation in clinical courses involving patient contact, or participation in lab courses where students are simulating patient-care activities. If an enrolled student is suspected of drug use or intoxication, Kalamazoo Valley may require a student to undergo an additional drug screening, and with evaluation occurring before student's re-entry into clinical or lab courses. Kalamazoo Valley and its Affiliate partners reserve the right to require additional randomized drug screening(s) throughout the duration of each Health Academies.

Drug screenings will be conducted using a method approved by the College and accepted by the Affiliate partners. Any student who declines drug screening will be withdrawn / exited from the program. The cost of annual and/or any additional or random drug screening(s) will be charged to the student's account after the screening has been completed. The screening results will be returned to the College. Any drug screening positive for medical substances will be verified with students for legally and allowable prescribed medications. All other positive drug screening results will be submitted to the designated College Administrator for review with the student. Determination of student status will be made by the Dean of Instruction.

All Kalamazoo Valley Health Academies adhere to a zero-tolerance policy. This includes zero-tolerance on all cannabis (prescribed or recreational) and associated by-products or substitutes. Positive drug screening(s) will result in, at minimum, immediate removal from all didactic lecture, standard lab, and clinical activities for at least one semester, up to/including full withdrawal from the Health Academies without possible reinstatement. Tuition, fees, and material costs are not guaranteed to be refunded and will follow general college refund practices.

Students who fail drug screening(s) during their first term must re-apply for admissions to the following cohort and need to repeat all first term program courses. Students who fail drug screening(s) in subsequent terms may apply for reinstatement into their respective Health Academies in subsequent enrollment periods, provided they are status-eligible and there is seating availability. It is the student's responsibility to contact the program for Reinstatement practices and timing. Reinstatement also applies to applications to a different Health Academies in the College.

Students may appeal the Dean of Instruction's determination of their status and reinstatement eligibility by following the College Appeals Policy in the Student Handbook. The results of Drug Screenings cannot be appealed. Suspension of didactic lecture, standard lab, and clinical privileges remains in effect until the appeal is resolved. Tuition, fees, and material costs incurred during the appeals process are not guaranteed to be refunded and will follow general college refund practices.

TOBACCO USE

Smelling of tobacco or other substances can be offensive to patients and may either trigger allergic reactions, or trouble breathing, or decrease patient satisfaction.

Students are prohibited from possessing tobacco products on their person while in the clinical setting. If the student smells of tobacco, they may be required to leave the clinical setting. This will count as an absence, and the entire day must be made-up. Affiliate agencies may have their own guidelines regarding tobacco use or possession. Students are required to comply with Affiliate agency guidelines while in any clinical or lab setting.

CLINICAL & WORK BALANCE

Many students are employed while enrolled in their Program. Instructors and clinical affiliates recommend that full time students limit outside work to prevent fatigue.

Fatigue: Fatigue contributes to errors and puts patients, staff, and students at risk. It is recommended that students work no more than 12 hours in a 24-hour period, including their Kalamazoo Valley clinical shift. If the instructor determines that the student has exceeded this limit or is too fatigued to critically think and provide safe care, the instructor may send the student home.

Clinical Coursework: Students are prohibited from receiving any form of remuneration in exchange for patient care they provide during programmatic clinical coursework unless there is a written agreement between the clinical affiliate and Kalamazoo Valley.

EXPOSURE CONTROL PLAN

If a student is exposed to blood or bodily fluids during class time, including clinics, labs, and field work Kalamazoo Valley's Public Safety must be informed of the incident to ensure the College's Exposure Control Plan is followed. Public Safety can be reached at 269.488.4575.

ON CAMPUS:

Contact Kalamazoo Valley's Public Safety from any college phone by dialing 4911 or pick up a red phone to be immediately connected. Once connected, inform Public Safety of the nature of the call. Public Safety will walk the student through the Exposure Control Plan.

OFF CAMPUS:

1. Follow the Affiliate's Exposure Control Plan or Protocol; obtain a copy of their INCI-DENT report.
2. Contact Kalamazoo Valley's Public Safety at 269.488.4575 as soon as possible during business hours.
 - a. Give Public Safety a copy of the incident report.
3. If the Affiliate has no site protocol for injury /incident contact Kalamazoo Valley's Public Safety to follow Kalamazoo Valley's Exposure Control Plan. Public Safety can be reached at 269.488.4575.

Payment of exposure services, including assessment, diagnosis, treatment, and follow-up.

1. File all claims with your private health insurance.
2. Provide all the necessary information to Public Safety
 - a. Discuss the details on how to file a claim with the college's liability insurance.
 - b. Not all claims are eligible under the college's liability plan.
 - c. Filing a claim does not guarantee acceptance and payment of claim. Costs not covered by the student's private insurance or by the college's liability insurance are the responsibility of the student.

INCLEMENT WEATHER

Should the college close due to inclement weather clinical/field shift will be cancelled for that day. If a clinical/field shift is cancelled, or you leave before the conclusion of your planned shift, you may be required to make up that clinical at a later date, dependent on the clinical affiliate's availability. Please use your discretion about traveling if there is a mid-shift cancellation, include road conditions and the distance you need to travel. You may decide to obtain lodging in the area. If you do so, the expenses associated with it are your responsibility.

RECEIPT/ACKNOWLEDGEMENT OF HANDBOOK

I, the undersigned, have reviewed the copy of the Kalamazoo Valley Community College Health Academies Student Handbook. I understand my signature indicates that I am responsible for the content contained in the handbook, as well as the content of Kalamazoo Valley's Catalog/Programs of Study and Student Handbook.

Student Signature

Student Printed Name

Date

**Sign and return to Health Academies' Program Coordinator.*

2025-2026 Kalamazoo VALLEY™

PATIENT CARE ACADEMY

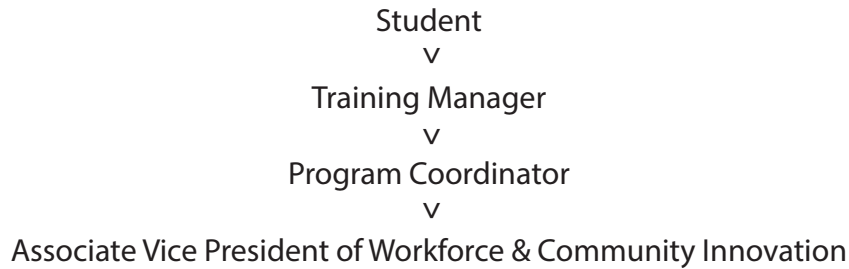


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ACADEMIC INFORMATION

STUDENT COMMUNICATION LADDER



PROGRAM OBJECTIVES

The overall objective of this Nurse Aide Training Program is the provision of quality services to residents/patients by nurse aides who can:

- Form a relationship, communicate, and interact competently on a one-to-one basis with residents/patients.
- Demonstrate sensitivity to residents'/patient's emotional, social, and mental health needs through skillfully directed interactions.
- Assist residents/patients in attaining and maintaining functional independence.
- Exhibit behavior in support and promotion of residents' rights.
- Demonstrate observational and documentation skills needed in the assessment of resident's/patient's health, physical condition, and well-being.

PROGRAM PROGRESSION

Progression through the Patient Care Academy consists of moving through several key components including core curriculum, skills/tasks and clinicals as well as CPR/First Aid and employability skills training.

Competency is measured by written exams, skills assessment, and clinical assessment.

- Written exams require a score of at least 75% to pass
- Skills assessment is measured as pass/fail
- Clinical assessment is measured as pass/fail

PROGRAM COMPLETION

Students who successfully complete the Patient Care Academy will receive a Certification of Completion and a Competency Achievement Record. Students who successfully complete classroom, lab and clinicals care eligible to take the Michigan Nurse Aid Competency Exam to become a Certified Nurse Assistant (CNA).

THE MICHIGAN NURSE AIDE COMPETENCY EXAM

Students who are eligible to take the Michigan Nurse Aide Competency Exam will apply through D&SDT-Headmaster. Your initial registration information will be entered in D&SDT-Headmaster's TestMaster Universe (TMU©) software. You must sign in to TMU© using your secure Email or Username and Password and complete your demographic information.

Refer to the [*D&S Diversified Technologies LLP Headmaster LLP Michigan Nurse Aide Candidate Handbook*](#) for further details

MICHIGAN NURSE AIDE REGISTRY (MINAR)

A nurse aide candidate, upon successful completion of training, passing both the knowledge and skills portions of the competency exam, and meeting federal and/or state requirements will be listed on the Michigan Nurse Aide Registry (MINAR). A newly trained nurse-aide candidate must pass the knowledge and skills exams within 24 months of completing a training program.

STUDENT RESPONSIBILITIES

ATTENDANCE

Due to the accelerated set-up of the Patient Care Academy, each student is responsible for reporting to the classroom, skills laboratory, and clinical sites as assigned, 100% of the time. Failure to meet attendance requirements may result in the unsuccessful completion of the program.

Attendance will be tracked and maintained for various reporting purposes, including compliance with diverse funding sources, with state regulations and for employer reviews. Attendance records are an important aspect of job references. The number of absences and instances of tardiness will be included on the student's Transcript of Competencies that employers expect to see when evaluating graduates for positions.

If an absence occurs, it is the responsibility of the student to make up ALL missed work. However, students are advised that a single absence may result in the inability to "catch up" on missed work.

Procedures to follow for an unexpected absence or late arrival:

1. If an unplanned absence or tardy is to occur, it is the student's responsibility to call the Training Manager no less than 15 minutes prior to the start of class. PLEASE USE THE REMIND APP. If no one answers, leave a voicemail message.
2. All absences and instances of tardiness will be recorded by the Training Manager.
3. When returning to class, the student must pick up the "Time off Notice" form from the Training Manager, sign the form, and return it to the Training Manager.
4. The Training Manager will sign the document and provide the student a copy of the document (student copy is pink).
5. The white and yellow "Time off Notice" will be maintained in the student's file.

Patterns or repeated episodes of being late or absent, even if a call is made in advance, is a disruption to other students and will impede one's academic progress.

These rules will apply:

1. Students may be terminated from the program due to excessive absences and/or tardiness. If one absence occurs, they will not be allowed to return to class prior to discussing the situation with the Training Manager and the Program Coordinator. Dismissal may occur.
2. Three tardies, including from lunch, provided a phone call was made prior to the start of class, will be treated as one absence.
3. A "no-call no-show" is grounds for immediate dismissal from the PCA. This decision will be reached by the Training Manager, Program Coordinator and Associate Vice President of Workforce & Innovation and communicated to the student.
4. When hardship situations occur, students are advised to immediately address the potential impact on class attendance with the Training Manager. Should the situation not be easily resolvable, students are advised to speak with the Program Coordinator and/or the Associate Vice President of Workforce & Innovation. Each situation will be handled on a case-by-case basis; if the situation cannot be resolved, students may be advised to withdraw (refund policies do apply).

Please refer to the Reinstatement Procedure in the Health Academies Student Handbook General Section for further details.

EXAMINATIONS/ASSIGNMENTS

It is the responsibility of each student to be prepared and ready for each class as specified in the course syllabus. This includes the turning in of assignments and taking of examinations as scheduled. Skills testing will take place in the laboratory and clinical setting. Competency in the skill/task will be recognized when performed satisfactorily without help from the Training Manager. Competency is measured as pass or fail.

The opportunity to make-up an assignment or examination due to absence will be provided on a one-to-one basis (see attendance requirements). Any assignments turned in after the scheduled date may have points deducted per course guidelines. If the assignment is not turned in, no credit will be given.

GRADING

The State of Michigan requires 75% or greater proficiency on all chapter exams. You can retake ONE exam to improve your score.

DRESS CODE

Uniform: Students can dress in casual clothing while learning in the classroom. Students must report to the clinical site wearing uniform/scrubs provided by the Patient Care Academy and closed toe athletic shoes. Failure to abide by the Patient Care Academy dress code may result in dismissal of class/lab/clinic which would lead to absenteeism.

2025-2026 Kalamazoo**VALLEY**[™]

PHLEBOTOMY TECHNICIAN ACADEMY

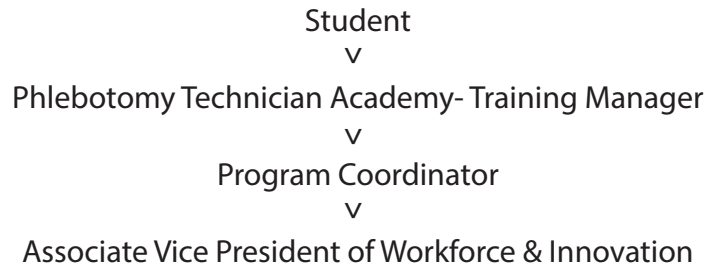


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ACADEMIC INFORMATION

STUDENT COMMUNICATION LADDER



AMERICAN SOCIETY OF CLINICAL PATHOLOGY (ASCP)

Upon successful completion of the Academy, students will receive a Certificate of Completion and be allowed to apply for testing/certification through American Society of Clinical Pathology (ASCP). For more information, please visit the ASCP Webpage.

STUDENT RESPONSIBILITIES

ATTENDANCE

Due to the accelerated nature of the academy, and for compliance with regulations, each trainee is responsible for reporting on time to the classroom, laboratory, and clinical sites as assigned, 100% of the time. However, we do understand that sickness or unknown circumstances can occur with that said a total of 2 excused absences are allotted to you.

Attendance will be tracked and maintained for various reporting purposes, including compliance with diverse funding sources, with state regulations and for employer reviews. Attendance records are an important aspect of job references. The number of absences and instances of tardiness will be included on the student's Transcript of Competencies that employers expect to see when evaluating graduates for positions.

If an absence occurs, it is the responsibility of the trainee to make up ALL missed work. However, students are advised that a single absence may result in the inability to "catch up" on missed work.

Procedures to follow for an unexpected absence or late arrival:

1. If an unplanned absence or tardy is to occur, it is the trainee's responsibility to call the Primary Training Manager no less than 15 minutes prior to the start of class. Call 248.939.0611. If no one answers, leave a voicemail message.
2. All absences and instances of tardiness will be recorded by the Primary Training Manager.
3. When returning to class, the trainee must pick up the "Time off Notice" form from the Primary Training Manager, sign the form, and return it to the Training Manager.
4. The Training Manager will sign the document and provide the trainee a copy of the document (trainee copy is pink).
5. The white and yellow "Time off Notice" will be maintained in the student's file.

Patterns or repeated episodes of being late or absent, even if a call is made in advance, is a disruption to other trainees and will impede one's academic progress.

These rules will apply:

1. Trainees may be terminated from the program due to excessive absences and/or tardiness.
2. Three tardies, including from lunch, provided a phone call was made prior to the start of class, will be treated as one absence.

3. A “no-call no-show” is grounds for immediate dismissal from the academy. This decision will be reached by the Primary Training Manager, Program Coordinator and Director of Career Academies and communicated to the student.
4. When hardship situations occur, trainees are advised to immediately address the potential impact on class attendance with the Primary Training Manager. Should the situation not be easily resolvable, students are advised to speak with the Program Coordinator and/or the Director of Career Academies. Each situation will be handled on a case-by-case basis; if the situation cannot be resolved, students may be advised to withdraw (re-fund policies do apply).

Please refer to the Reinstatement Procedure in the Health Academies Student Handbook General Section for further details.

EXAMINATIONS/ ASSIGNMENTS

It is the responsibility of each student to be prepared and ready for each class as specified in the course outline. This includes the turning in of assignments and taking of examinations as scheduled, per class agenda.

The opportunity to make-up an assignment or examination due to absence will be provided on a one-to-one basis (see attendance requirements). Any assignments turned in after the scheduled date will have points deducted per course guidelines. If the assignment is not turned in, no credit will be given.

GRADING

All students in the Academy must complete their assignments with the following expectations:

1. All written examinations and/or quizzes will be completed with at least, and no less than eighty (80%) percent passing rate.
2. All skills/ performance testing will be completed with at least, and no less than one hundred (100%) percent passing rate.

Failure to meet the aforementioned requirements may lead to unsuccessful completion of the Phlebotomy Technician Academy.

DRESS CODE

Uniform:

Students should wear scrubs every day.

Students will be required to report to the Laboratory setting prepared with the necessary equipment to perform the required skills.

Students must report to Clinical setting wearing uniform/ scrubs as provided by the Academy and athletic shoes. Students must also be prepared with the necessary equipment to perform the required skills.