

Personal Fitness Trainer Student Handbook

Welcome

The Austin Community College Personal Fitness Trainer Student Handbook has been compiled by the faculty to provide information pertinent to students enrolled in this program. The purpose of this handbook is to detail policies and procedures specific to this program. The handbook is constructed to be used as a supplement to the Austin Community College Catalog and serves to bridge the overriding policies of the college with the policies specific to this program. The policies and procedures set forth in this handbook are designed to support the success of the student. A copy of the student catalog is available at each campus's administrative offices, or may be downloaded from the ACC website at: <http://www.austincc.edu/catalog/pdf/ACC-Catalog-FY11-12.pdf>

The Personal Fitness Trainer program is just one of the programs within the Division of Health Sciences. The Health Science Division is comprised of the following programs: Allied Health Sciences, Associate Degree Nursing, Licensed Vocational Nursing, Dental Hygiene, Diagnostic Medical Imaging, DMI–Radiology, Emergency Medical Services, Health and Kinesiology, Occupational Therapy Assistant, Physical Therapist Assistant, Medical Coding, Medical Laboratory Technology, Personal Fitness Trainer, Surgical Technology, Pharmacy Technician, and Sonography. The Division of Health Sciences is committed to providing quality educational programs for the purpose of developing successful health care professionals. Developing caring health care professionals requires interactions with patients and clients, thereby resulting in an educational environment with unique characteristics and requirements.

Employment at the college and access to its programs or activities shall not be limited on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, political affiliation, or physical disability. ACC will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. All recruitment and admissions material complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans With Disabilities Act (ADA). Inquiries regarding ACC's compliance with ADA, or requests for accommodations for persons with disabilities can be directed to:

EEO/ADA/Affirmative Action Coordinator
5930 Middle Fiskville Rd . Austin, TX 78752-4390
512 .223 .7572 (voice) and 711 (Relay Texas)

If you should need assistance in overcoming obstacles during your course of study or want to visit with faculty for any reason, please feel free to contact us. The phone numbers and email addresses for full time faculty members are listed below. The names and email addresses for adjunct faculty are also listed. Office hours will be posted on office doors, in the course syllabi and on the web each semester. The Administrative Assistant assigned to the FITT Program is Gaston Gomez. His office phone is: 512.223.5870.

Full Time Faculty

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I. PROGRAM PURPOSE

The Personal Fitness Trainer Program offers an educational avenue for individuals interested in a career in the fitness industry as a personal fitness trainer. The program offers a curriculum that integrates practical learning skills with current exercise related principles such that the graduate can enter the workforce as an employee with the practical, educational and interpersonal skills needed to function as a personal fitness trainer. The program also provides the opportunity for professional development, general public education through integration of classes with CE and preparation for national exams offered through ACE, NSCA and ACSM.

II. TECHNICAL STANDARDS

Technical Standards and Essential Functions

Health Sciences programs establish technical standards and essential functions to insure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs with or without reasonable accommodations due to a documented disability. Students are required to meet technical standards and essential functions for the Personal Fitness Trainer program as indicated below. If an applicant or student is unable to meet all of the outlined standards, he/she may be withdrawn from the program.

The student must demonstrate the following abilities:

Categories of Essential Functions	Definition	Example of Technical Standard (Not Limited to)
Observation	Ability to participate actively in all demonstrations, laboratory exercise, and practicum experiences in the professional program component and to assess and comprehend the condition of all clients assigned to him/her.	Visual (corrected as necessary) <ul style="list-style-type: none"> • Able to read small print on dials and LED displays and set parameters on PT equipment • Able to visually discriminate postural, musculoskeletal positions of the body, and color changes of skin. • Assess the environment at a distance. Auditory (corrected as necessary) <ul style="list-style-type: none"> • Recognize and respond to soft voices, auditory timers, and emergency alarms • Distinguish between normal and abnormal lung sounds and evaluate blood pressure. Tactile <ul style="list-style-type: none"> • Palpate a pulse and detect changes or abnormalities of surface texture, skin, muscle tone, temperature and locate bony prominences.
Communication	Ability to communicate effectively using verbal, non-verbal and written formats with faculty, other students, clients, families and all members of the facility team.	<ul style="list-style-type: none"> • Transmit information to clients, fellow students, faculty and staff, and members of the facility. • Prepare, receive and interpret written communication in both academic and off-site locations.
Motor	Sufficient motor ability to execute the movement and skills required for safe and effective care and emergency treatment.	<ul style="list-style-type: none"> • Able to provide emergency treatment to clients (CPR/AED). • Possess manual dexterity necessary to manipulate equipment that would include equipment pins, knobs and gauges. • Ability to lift 45 pounds.

Categories of Essential Functions	Definition	Example of Technical Standard (Not Limited to)
Intellectual	Ability to collect, interpret and integrate information necessary to make sound client program recommendations.	<ul style="list-style-type: none"> • Read and comprehend relevant information in reference and professional literature. • Integrate, retain and synthesize information to apply appropriate recommendations for client programs. • Apply knowledge to new situations for appropriate program design alterations. • Complete tasks, within required time limits.
Behavioral and Social Attributes	Possess the emotional health and stability necessary to work with others in a professional setting.	<ul style="list-style-type: none"> • Able to develop professional relationships with clients and other members of the facility in both dress and demeanor.

III. PROGRAM AWARDS

The Personal Fitness Trainer offers two certificates and an Associate of Applied Science degree. The Fitness Specialist certificate is a one semester certificate completed in the fall semester. The Personal Fitness Trainer certificate is a one year certificate that is completed in a fall, spring, summer sequence. The AAS degree requires two years (or four semesters) in addition to a summer semester to complete.

IV. PROGRAM LEARNING OUTCOMES

Each of the awards offered through the Personal Fitness Trainer program have learning outcomes that are achieved by all completers of the specific award pursued. Below are these learning outcomes.

Award: Fitness Specialist certificate	
<i>Program Level Student Learning Outcomes:</i>	
1.	Demonstrate functional ability to perform basic fitness assessment skills and use of basic training equipment for an apparently healthy adult.
2.	Demonstrate an understanding of wellness and it's role in health.
3.	Understand the typical fitness facility in organization structure, financial management and legal concerns.

Award: Personal Fitness Trainer certificate	
<i>Program Level Student Learning Outcomes:</i>	
1.	Demonstrate functional ability to perform basic and advanced fitness assessment skills and use of a wide variety of training equipment for an apparently healthy adult.
2.	Demonstrate an understanding of wellness and it's role in health.
3.	Demonstrate an understanding of the standard fitness facility in organization structure, financial management and legal concerns.
4.	Demonstrate the capacity to integrate anatomical structures in regards to human movement.
5.	Articulate acute and chronic adaptations of multiple human systems to overloads created by resistance, aerobic and anaerobic methods of training.
6.	Create and implement a comprehensive training program for an individual that demonstrates appropriateness and goal oriented design elements.
7.	Demonstrate professionalism in the workplace and the ability to work with others.

Award: Personal Fitness Trainer Associate of Applied Science degree	
<i>Program Level Student Learning Outcomes:</i>	
1.	Demonstrate functional ability to perform basic and advanced fitness assessment skills and use of a wide variety of training equipment for an apparently healthy adult and a special population adult.
2.	Demonstrate an understanding of wellness and it's role in health.
3.	Demonstrate an understanding of the standard fitness facility in organization structure, financial management and legal concerns.
4.	Demonstrate the capacity to integrate anatomical structures in regards to human movement.
5.	Articulate acute and chronic adaptations of multiple human systems to overloads created by resistance, aerobic and anaerobic methods of training.
6.	Create and implement a comprehensive training program for an individual that demonstrates appropriateness and goal oriented design elements.
7.	Demonstrate professionalism in the workplace and the ability to work with others.

SCANS

Secretary's Commission on Achieving Necessary Skills

In 1990, the Secretary of Labor appointed a commission to determine the skills our young people need to succeed in the world of work. The commission's fundamental purpose was to encourage a high- performance economy characterized by high-skill, high-wage employment. Although the commission completed its work in 1992, its findings and recommendations continue to be a valuable source of information for individuals and organizations involved in education and workforce development.

Skills competencies are what a person must know to handle five facets of any workplace—resources, interpersonal relationships, information, systems and technology. The SCANS report also indicates various proficiency levels for each competency. Underlying these competencies is the skills foundation, which goes beyond the “three R’s” to include speaking and listening skills and the thinking skills—those creative and analytical skills necessary for problem solving and decision making. Finally, the foundation includes personal qualities highly prized by employers—qualities such as responsibility, self-esteem and integrity.

Skills Competencies

- 1. Resources: Identifies, organizes, plans, and allocates resources.**
 - 1.1 Time—selects relevant goal-related activities, ranks them in order of importance, allocates time to activities, and understands, prepares, and follows schedules.
 - 1.2 Money—uses or prepares budgets, including making cost and revenue forecasts, keeps detailed records, and makes appropriate adjustments.
 - 1.3 Materials and Facilities—acquires, stores, allocates, and distributes materials, supplies, parts, equipment, space, or final products efficiently.
 - 1.4 Human Resources—assesses knowledge and skills and distributes work accordingly, evaluates performance and provides feedback.

- 2. Interpersonal: Works with others.**
 - 2.1 Participates as a Member of a Team—works cooperatively with others and contributes to group with ideas, suggestions, and effort.
 - 2.2 Teaches others—helps others to learn.
 - 2.3 Serves Clients/Customers—works and communicates with clients and customers to satisfy their expectations.
 - 2.4 Exercises Leadership—communicates ideas to justify position; encourages, persuades and convinces others; challenges existing procedures and policies.
 - 2.5 Negotiates—works toward an agreement that may involve exchanging specific resources or resolving divergent interests.
 - 2.6 Works with Cultural Diversity—works well with men and women with a variety of ethnic, social, or educational backgrounds.

3. Information: Acquires and uses information.

- 3.1 Acquires and Evaluates Information—identifies need for data, obtains it from existing sources or creates it and evaluates its relevance and accuracy.
- 3.2 Organizes and Maintains Information—organizes, processes and maintains written or computerized reports and other forms of information in a systematic fashion.
- 3.3 Interprets and Communicates Information—selects and analyzes information and communicates the results to others using oral, written, or multi-media methods.
- 3.4 Uses Computers to Process Information—employs computers to acquire, organize, analyze, and communicate information.

4. Systems: Understands complex interrelationships.

- 4.1 Understands Systems—knows how social, organizational and technological systems work and operates effectively within them.
- 4.2 Monitors and Corrects Performance—distinguishes trends, predicts impacts on system operations, diagnoses systems' performance and corrects malfunctions.
- 4.3 Improves and Designs Systems—makes suggestions to modify existing systems to improve products or services, and develops new or alternative systems.

5. Technology: Works with a variety of technologies.

- 5.1 Selects Technology—judges which set of procedures, tools or machines, including computers and related technologies, will produce the desired results.
- 5.2 Applies Technology to a Task—understands the overall intent and the proper procedures for setup and operation of equipment.
- 5.3 Maintains and Troubleshoots Technology—prevents, identifies, or solves problems in machines, computers, and other technologies.

Foundation Skills

6. Basic Skills: Reads, writes, performs arithmetic, and mathematical operations, listens, and speaks .

- 6.1 Reading—locates, understands, and interprets written information; learns from text by determining the main idea or essential message; identifies relevant details, facts, and specifications; infers or locates the meaning of unknown or technical vocabulary, and judges the accuracy, appropriateness, style, and plausibility of reports, proposals, or theories of other writers.
- 6.2 Writing—communicates thoughts, ideas, information, and messages in writing; records information completely and accurately; composes and creates documents such as letters, directions, manuals, reports, proposals, graphs, flow charts; uses language, style, organization, and format appropriate to the subject-matter, purpose, and audience . Includes supporting documentation and attends to level of detail; checks, edits, and revises for correct information, appropriate emphasis, form, grammar, spelling, and punctuation.
- 6.3 Arithmetic—performs basic computations, uses basic numerical concepts such as whole numbers and percentages in practical situations; makes reasonable estimates of arithmetic results without a calculator, and uses tables, graphs, diagrams, and charts to obtain or convey quantitative information .
- 6.4 Mathematics—approaches practical problems by choosing appropriately from a variety of mathematical techniques; uses quantitative data to construct logical explanations for real world situations; expresses mathematical ideas and concepts orally and in writing; and understands the role of chance in the occurrence and prediction of events.
- 6.5 Listening—receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to the purpose; for example, to comprehend; to learn; to critically evaluate; to appreciate; or to support the speaker.
- 6.6 Speaking—organizes ideas and communicates oral messages appropriate to listeners and situations; participates in conversation, discussion, and group presentations; selects an appropriate medium for conveying a message; uses verbal language and other cues such as body language appropriate in style, tone, and level of complexity to the audience and the occasion; speaks clearly and communicates a message; understands and responds to listener feedback; and asks questions when needed.

7. Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons.

7.1 Creative Thinking—uses imagination freely, combines ideas or information in new ways, makes connections between seemingly unrelated ideas, and reshapes goals in ways that reveal new possibilities.

7.2 Decision Making—specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternatives.

7.3 Problem Solving—recognizes that a problem exists (i.e., there is a discrepancy between what is and what should or could be), identifies possible reasons for the discrepancy, and devises and implements a plan of action to resolve it. Evaluates and monitors progress, and revises plan as indicated by findings.

7.4 Seeing Things in Mind’s Eye—organizes and processes symbols, pictures, graphs, objects, or other information; for example, sees a building from a blueprint, a system’s operation from schematics, the flow of work activities from narrative descriptions, or the taste of food from reading a recipe.

7.5 Knowing How to Learn—recognizes and can use learning techniques to apply and adapt new knowledge and skills in both familiar and changing situations. Involves being aware of learning tools such as personal learning styles (visual, aural, etc.), formal learning strategies (note taking or clustering items that share some characteristics), and informal learning strategies (awareness of unidentified false assumptions that may lead to faulty conclusions).

7.6 Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it in solving a problem. For example, uses logic to draw conclusions from available information, extracts rules or principles from a set of objects or written text, applies rules and principles to a new situation, or determines which conclusions are correct when given a set of facts and a set of conclusions.

8. Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty.

8.1 Responsibility—exerts a high level of effort and perseverance towards goal attainment. Works hard to become excellent at doing tasks by setting high standards, paying attention to details, working well and displaying a high level of concentration even when assigned an unpleasant task. Displays high standards of attendance, punctuality, enthusiasm, vitality, and optimism in approaching and completing tasks.

8.2 Self-Esteem—believes in own self-worth and maintains a positive view of self; demonstrates knowledge of own skills and abilities; is aware of impact on others; and knows own emotional capacity and needs and how to address them.

8.3 Sociability—demonstrates understanding, friendliness, adaptability, empathy, and politeness in new and ongoing group settings. Asserts self in familiar and unfamiliar social situations; relates well to others, responds appropriately as the situation requires; and takes an interest in what others say and do.

8.4 Self-Management—assesses own knowledge, skills, and abilities accurately; sets well-defined and realistic personal goals; monitors progress toward goal attainment and motivates self through goal achievement; exhibits self-control and responds to feedback unemotionally and nondefensively, is a “self-starter”.

8.5 Integrity/Honesty—can be trusted. Recognizes when faced with making a decision or exhibiting behavior that may break with commonly held personal or societal values; understands the impact of violating these beliefs and codes on an organization, self, and others; and chooses an ethical course of action.

Transfer Policy

Any student wishing to transfer from another FITT Program will provide documentation of their previous education with transcripts from the educational institution and all FITT course syllabi with objectives. Some requirements may be waived or substituted by the Department Chair. Admission to the program is subject to classroom and clinical space availability.

Please note: Austin Community College policy states that at least 25% of the hours in the degree plan (18 credit hours for FITT degree plan) must be completed in residency at Austin Community College in order to be granted a degree from our institution.

Transfer Credit

All courses to be transferred into the degree plan from another institution must be evaluated and approved by the Admissions and Records office of Austin Community College. Any student who wishes to discuss transfer credit should make an appointment with the Department Chair to discuss such transfers.

Advanced Credit/CLEP

It is the student's responsibility to submit official results to the Admission and Records office of ACC for any course work where the student has received Advanced Placement or successfully completed a CLEP.

Readmission Policy

Any student who withdraws from or drops out of the program must complete the following procedure for readmission:

- A. A student who has earned a D or F in any FITT course or has withdrawn from the program before academic closure of the first semester is required to proceed through the regular application, selection and acceptance procedures along with all other candidates the following year.
- B. A student who is unsuccessful academically, clinically, or withdraws for personal reasons after academic closure of the first semester will complete the following:
 1. Submit a written request for readmission to the Department Chair at least one month prior to registration for the semester in which he/she wishes to enroll. The letter should delineate the steps the student has taken that will enable him to successfully complete the program on the second attempt.
 2. Readmission to the program is subject to classroom and practicum space availability.
- C. Any student making a D or F in any FITT courses within a semester will repeat all courses that were assigned these grades.

Completion or Pinning Ceremony

At the completion of the program, graduates, their families and friends are invited to a ceremony at which recognizes the student's accomplishment. This ceremony is held along with other Health Science graduates in room 8500 at Eastview Campus.

Health Sciences Division Policies and Procedures 2011-2012

I. Policies and Procedures

- Program Progression
- Student Complaint Procedure
- Grade Change Policies

II. Clinical Policies

- Professional Behavior
- Ethics and Confidentially
- Safe / Unsafe Clinical

III. Progressive Discipline

IV. Safety and Health Information

- Professional Risks
- Health Insurance
- Flu Vaccine
- TB Testing and CPR
- Accidents / Exposure
- Infectious Disease Exposure Response
- Environment of Care (EOC)
- Health Insurance Portability Accountability Act (HIPAA)
- Workplace Violence
- Statement of Responsibility
- Substance Abuse
- Pre-Placement Drug Screening
- Criminal Background
- Emergency Instructions

V. Family Education Rights and Privacy Act (FERPA)

The Austin Community College Health Science Division Policies and Procedures have been compiled by the Health Sciences faculty to provide information pertinent to all students in the Health Science programs.

These policies and procedures should be used as a supplement to the Austin Community College Student Handbook and the program specific student handbook.

The Health Sciences programs prohibit discrimination. Access to its programs or activities shall not be limited on the basis of race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability

We wish you success in the pursuit of your educational goals.

POLICIES AND PROCEDURES

Students enrolled in ACC Health Sciences programs are expected to agree to and abide by the Student Discipline Policy and Student Rights and Responsibilities regulations as outlined in the ACC Student Handbook.

ACADEMIC DISHONESTY

Academic integrity is an essential component of professional behavior in Health Sciences programs. Any documented incidences of academic dishonesty may result in an academic penalty up to withdrawal from the specific program.

ACC Health Sciences programs follow the college's general policies on academic integrity as set forth in the ACC Student Handbook. A copy of the student handbook is available at each campus's administrative offices, or may be downloaded from the ACC website at: <http://www.austincc.edu/handbook>

Academic work submitted by students shall be the result of their own thought, research or self-expression. For purposes of these regulations, academic work is defined as, but not limited to exams and quizzes, whether taken electronically or on paper; projects, either individual or group; papers; classroom presentations; and homework. When students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner.

Definition:

Academic dishonesty includes but is not limited to the following:

- Cheating on an exam or quiz by bringing information to the testing area (no use of cell phones or PDA's for calculation, approved calculators allowed); talking to another student during the test; looking at another student's test during the examination; or removal of privacy screen on computer.
- Plagiarizing - when students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner.
- Unauthorized collaboration/collusion with another in preparing outside work for fulfillment of course requirements.
- Unauthorized entry into test banks or examinations.
- Assisting others in academic dishonesty.
- Sharing the details of an examination/competency check-off with other students.
- Having a copy of the examination outside the time and place of test administration or review.

PROGRAM PROGRESSION

In order to successfully progress through Health Science programs, the student must:

- Complete pre-requisite courses before progressing in the program.
- Be enrolled in co-requisite courses at the same time.
 - a. Withdrawal from any co-requisite course prior to the college official withdrawal date will result in withdrawal from all other co-requisite courses regardless of the current grade in the course.
 - b. Students who fail a co-requisite course are required to retake all co-requisite courses upon readmission.
- Achieve a minimum grade of "C" in all health science courses.
- Satisfactorily meet course objectives.

STUDENT COMPLAINT PROCEDURE

Health science programs follow the college's policies for student complaints as set forth in the ACC Student Handbook. A copy of the student handbook is available at each campus's administrative offices, or may be downloaded from the ACC website at: <http://www.austincc.edu/handbook>

The purpose of the student complaint procedure is to ensure students due process in the resolution of a complaint. Student complaints may include (but are not limited to) issues regarding classroom instruction or other college services and offices as well as discrimination based on race, color, gender, religion, age, national origin, disability or sexual orientation. This procedure does not apply to student disputes about course grades which are resolved under the supervision of the appropriate instructors and instructional administrators. The program will not retaliate against the student as a result of filing a complaint

Sexual and/or Racial Harassment Complaints

If a Health Science student has a complaint regarding sexual or racial harassment then the student should refer to the ACC Student Handbook for the policy and procedure related to sexual and racial harassment.
<http://www.austincc.edu/handbook/policies3.php#sexual>.

GRADE CHANGE POLICIES AND PROCEDURES

ACC Health science programs follow the college's policies on grade change as set forth in the ACC Student Handbook. A copy of the student handbook is available at each campus's administrative offices, or may be downloaded from the ACC website at: <http://www.austincc.edu/handbook>.

Assignment of Grades

The instructor teaching the course shall assign grades. The instructor will provide information to the students at the beginning of the semester regarding the course, including the guidelines for grading. If the student has questions about a grading policy and/or a specific grade, the student must raise the question while enrolled in the course. If the student is unable to resolve the questions or objections with the instructor, the student is to make an appointment with the department chair to discuss the matter or, if the instructor is the department chair, with the dean.

Grade Change Appeal

If a student believes that an error has been made in the assignment of a grade, he or she should follow the "Procedures to Resolve Grade Disputes" on the ACC website at: <http://www.austincc.edu/handbook/policies2.php>.

Clinical/Practicum Policies

PROFESSIONAL BEHAVIOR

Faculty of Austin Community College and the Health Sciences Programs have an academic, legal and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional practices. Health Science students, while representing Austin Community College at any clinical agency, must conduct themselves in an ethical, professional, and safe manner. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by ACC and clinical agency policies during each clinical experience.

Failure to adhere to program specific policies related to professional behavior or safe clinical practice may result in the use of the Progressive Discipline Policy outlined in the (Program) Student Handbook.

PROFESSIONAL ETHICS AND CONFIDENTIALITY

Students must remember that the information concerning patients is confidential. Students are required to adhere to legal and ethical standards as established by regulatory agencies and professional standards. Failure to comply with the above is cause for immediate dismissal from the program.

SAFE/UNSAFE CLINICAL/PRACTICUM PRACTICES

The Health Sciences Programs identify safety as a basic human need. A safety need can be identified as physical, biological, and/or emotional in nature. Safe practices are a requirement of each program.

Unsafe clinical/practicum practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patient, caregiver, students, staff or self. Unsafe or unprofessional clinical/practicum practice may result in implementation of the Progressive Discipline Policy outlined in the (Program) Student Handbook.

The following examples serve as guides to these unsafe behaviors, but are not to be considered all-inclusive.

Physical Safety: Unsafe behaviors include but are not limited to:

- inappropriate use of side rails, wheelchairs, other equipment
- lack of proper protection of the patient which potentiates falls, lacerations, burns, new or further injury
- failure to correctly identify patient(s) prior to initiating care
- failure to perform pre-procedure safety checks of equipment, invasive devices or patient status

Biological Safety: Unsafe behaviors include but are not limited to:

- failure to recognize violations in aseptic technique
- improper medication administration techniques/choices
- performing actions without appropriate supervision
- failure to seek help when needed
- attending clinical while ill
- failure to properly identify patient(s) prior to treatments

Emotional Safety: Unsafe behaviors include but are not limited to:

- threatening or making a patient, caregiver, or bystander fearful
- providing inappropriate or incorrect information
- performing actions without appropriate supervision
- failure to seek help when needed, unstable emotional behaviors

Unprofessional Practice: Unprofessional behaviors include but are not limited to:

- Verbal or non-verbal language, actions, or voice inflections which compromise rapport and working relations with patients, family members, staff, or physicians, may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards
- Behavior which interferes with or disrupts teaching/learning experiences
- Using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical or classroom setting
- Breach of confidentiality in any form
- Falsifying data in a patient health record
- Misrepresenting care given, clinical errors, or any action related to the clinical experience
- Recording, taping, taking pictures in the clinical setting without expressed consent
- Leaving the clinical area without notification of faculty and clinical staff or supervisor

Progressive Discipline

Faculty are committed to assisting students to be successful in the program. Therefore, Health Science students who are not meeting courses objectives in class, clinical/practicum or lab will be apprised of their performance status using the progressive discipline process.

Step 1: Warning

The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include but are not limited to - utilization of peer study groups, tutors, computer-assisted instruction, seeking assistance from ACC counselors.

At the discretion of the instructor and depending on the situation, this step may be skipped and a conference done.

Step 2: Conference

The student meets with the instructor in a formal conference to review the performance deficit. A written Health Science Conference Report will identify specific course/program objectives not met and a remediation plan/contract, including deadlines for completion, to assist the student to correct the deficit and remain in the program and be successful.

If at any time the student does not comply with all terms outlined in the conference report, the student may be placed on probation or withdrawn from the program

Step 3: Probation

Probation action is implemented for:

- Unsatisfactory clinical performance

- Unsatisfactory clinical attendance and punctuality
- Inability to maintain physical and mental health necessary to function in the program
- Unethical, unprofessional behavior, and/or unsafe clinical practice
- Refusal to participate with a procedure
- Unsafe or unprofessional clinical practice that compromises patient or staff safety
- Behavior which compromises clinical affiliations
- Failure to comply with all terms outlined in the conference report

Probation is a trial period in which the student must improve or be withdrawn from the program.

The student meets with the instructor and department chair. An ACC counselor may be asked to assist in representing the student. The student and faculty will review and sign a Health Science Probation Report explicitly stating expectations that must be followed during the probationary period and signed.

Step 4: Withdrawal

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be withdrawn from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be withdrawn from the program.

A student who is placed on probation for unsafe or unprofessional conduct will be withdrawn from the program for subsequent safety or professional conduct violations at any time during the program. (If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” or “U” as applicable.)

Some situations do not allow for the progressive discipline process due to the severity of nature or the timing of their occurrence. Incidents of this nature may require the student to be immediately placed on probation or withdrawn from the program. Examples of these include, but are not limited to:

- *Violations of patient confidentiality*
- *Academic dishonesty*
- *Falsification of documentation*
- *Unprofessional behavior/unsafe behavior that seriously jeopardizes patient, student, staff, or preceptor safety*
- *Unprofessional behavior that seriously jeopardizes clinical affiliations.*

NOTE: *If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of “F” or “U” as applicable.*

- Withdrawal Policy: Semester Credit Courses
<http://www.austincc.edu/admrule/1.06.003.htm>
 - Instructor Initiated Withdrawal and Appeal Policy
<http://www.austincc.edu/admrule/4.01.002.htm>

Health and Safety Information

PROFESSIONAL RISKS

Interactions with patients in the health care system carry inherent risks to both the patient and caregiver, including, but not limited to, communicable diseases. In the curriculum, students will be given information regarding known risks for various diseases and measures to decrease these risks.

All students are expected to provide appropriate care to all assigned patients in any setting. These assignments may include patients with medical diagnoses of tuberculosis; hepatitis A, B, or C; AIDS; or other infectious diseases. Students are expected to implement standard precautions and appropriate barrier protection in the care of all assigned patients.

HEALTH INSURANCE

The College does not provide personal health insurance coverage for students. All Health Sciences students are encouraged to carry some type of personal health insurance. Information about health insurance is available at:

www.austincc.edu/ehs/Insurance under Optional Student Health Insurance. Should medical care be required, it will be the responsibility of the student to assume responsibility for all costs of treatment/medical care unless it is an accident covered under the accident insurance policy described below.

FLU VACCINE

To protect patients and provide a safe environment for students, staff, and the public, all students participating in clinical/practicum experiences/courses in any facility may be required to provide documentation of the **seasonal flu vaccine**. Failure to have the immunization may have implications for clinical attendance. Students will be provided additional information when **indicated**.

TB TESTING AND CPR REQUIREMENTS

All Health Sciences students that are placed in a medical based clinical or practicum are required to provide the following documentation:

- Initial Tuberculosis Screening validated by the two-step TB screening (Mantoux test) and annual one-step screening thereafter (if TB skin test positive, results of a chest x-ray within the past five years).
- Current CPR certification: must meet standards of the American Heart Association (AHA) Basic Life Support for the Healthcare Provider. The card verifying completion must be an AHA card (see specific program requirement).

All items must be current for the duration of the coming semester. If any item expires during the semester, it must be completed (Redone) prior to the first day of class or earlier as directed by the program

ACCIDENTS/EXPOSURE

Medical Professional Liability Insurance--Medical professional liability insurance is required for each Health Science student enrolled in a clinical course with patient contact. This insurance is purchased automatically through Austin Community College registration fees collected each semester.

Accident Insurance--Student accident insurance coverage is required for students participating in certain college sponsored laboratory/clinical activities. The maximum medical benefit is \$10,000 per student with a \$25.00 deductible. The student is responsible for the \$25.00 deductible. For covered classes, the student pays an insurance fee at the time of registration. Student Accident Insurance pays benefits for specific losses from accidents only. Benefits are not paid for loss due to sickness.

The student accident policy provides insurance coverage only while participating in specified laboratory/clinical classes. It does not extend to accidents involving automobiles and incidents outside the laboratory/clinical/classroom. For the most updated information, see www.austincc.edu/ehs/Insurance.

ACCIDENT PROCEDURES

1. Provide first aid for the student sufficient to get the situation under control.
2. If the accident occurs on campus, campus police are notified.
3. If the accident occurs in the clinical area, faculty responsible for the course in which the student is injured must be notified immediately of the incident.
4. If it appears that a physician should see the student, he or she may chose to see his/her own physician, go to a minor emergency center, or be transported to a hospital. The student can pay the bill at the time of treatment or assign benefits and request reimbursement from ACC's insurance company.
5. The injured student will use the designated claim form. All components of the claim form must be completed. The completed form must contain the signatures of (1) the faculty/supervisor, and (2) the student/claimant and submission of an itemized medical bill before reimbursement will be made. Reimbursement requests along with completed claim form should be sent to:

Austin Community College
Risk Management Department
9101 Tuscany Way
Austin, TX 78754

Phone: 223-1015 Fax: 223-1035

6. The student submits a copy of the completed insurance form and HIPAA release form to the Assistant Dean of Health Sciences immediately after the incident.

7. The Faculty submits TWO copies of the Supervisor's Injury and Illness Analysis and Prevention Report; one copy to the Department Chair and one copy to the Assistant Dean of Health Sciences within 48 hours of the event.
8. The Assistant Dean of Health Sciences will communicate the official notification of the claim to the Risk Management Department who confirms insurance coverage with the carrier and medical provider.

FORMS ARE AVAILABLE IN PUBLISHED COURSE MATERIALS and on the web

http://www3.austincc.edu/it/eforms/forms_int/RIIN.004u.pdf

http://www3.austincc.edu/it/eforms/forms_int/RIIN.003.pdf

EXPOSURE RESPONSE

Students and faculty members who experience an exposure to any potentially infectious materials (needle stick, mucous membrane, or non-intact skin) or airborne inhalation require specific follow-up. It is the responsibility of the individual to initiate appropriate first aid and to report the incident as soon as possible (preferably within one hour) to their immediate supervisor or instructor. It is the responsibility of the clinical instructor or supervisor to ensure that the appropriate steps have been taken to provide for the safety of the student. It is the responsibility of the Department Chair to assist the faculty member following an exposure to the student or employee. Faculty will ensure that copies of the Exposure procedures and appropriate forms will be made available to the students prior to their first clinical experience.

ENVIRONMENT OF CARE

Austin Community College Health Science Students and faculty will follow procedures outlined in the Seton Safe Environment of Care (EOC) and the St. David's Mandatory Education Module designed by Seton and St. David's and adapted for the use at ACC in order to educate students and faculty in procedures mandated by health care facilities. All of the Seton and St. David's health organizations, in which we are affiliated, have agreed to the use of these procedures in order to educate students and faculty prior to their clinical rotations in those facilities.

The purpose of the test is to understand the safety and regulatory requirements related to patient care presented in the Seton Safe EOC Manual and St. David's Mandatory Education Module. The scope of these tests includes general safety, hazardous materials and waste, medical equipment, security, emergency preparedness, life safety and building construction, utility systems and social environment. These tests are primarily multiple-choice with some short answers questions. These exams require the student to self-remediate. The students will not be able to move forward until they have correctly answered each question.

These exams are available at: <http://www.austincc.edu/health/dmt.php> or on departmental home pages. Specific instructions about how to access the test will be given to students by their instructor. When students have completed the test, they will be required to make a copy for themselves and electronically mail a copy to their program. These files must be kept, so that the College can prove compliance with the health care facilities' accreditation requirements.

HIPAA

The Health Insurance Portability Accountability Act (HIPAA) Act requires that all protected health information be kept private and secure by all persons that handle, or have access to, that information (see HIPAA Compliance Manual at <http://www.austincc.edu/hipaa/manual.php>). Since health sciences students, faculty, instructors, and staff use protected health information as part of the educational process (i.e. access to client health data to provide care and use of de-identified health data for educational assignments such as case studies and care plans), all health science students must complete an online training module on an annual basis to remain in compliance with HIPAA regulations. Students are not allowed to enter the clinical settings/fieldwork until this training has been completed. Any violations of HIPAA regulations will result in disciplinary actions up to and including withdrawal from the program depending on the severity of the violation. ACC Website:
http://www.austincc.edu/hipaa/training/hipaa_home.php

LATEX ALLERGY

Approximately 3 million people in the U.S. are allergic to latex. Latex is used in more than 40,000 industrial, household, and medical products. Exposures to latex may result in skin rashes, hives, flushing, itching; nasal, eye, or sinus symptoms, asthma, and (rarely) shock. Reports of such allergic reactions to latex have increased in recent

years—especially among healthcare workers—NIOSH. This statement is provided to notify students of the possible risk of latex allergies. It is important to notify the program if you are or become allergic/sensitive to latex products

WORKPLACE VIOLENCE

Students who are assigned a clinical or practicum experience in a Seton Family of Hospitals facility are required to complete the **Safety Module for Non-Employees: Workplace Violence Module** (<http://www.austincc.edu/health/dmt.php>)

STATEMENT OF RESPONSIBILITY

Students who are assigned a clinical or practicum experience in a St. David's Healthcare Partnership facility will be required to sign a Statement of Responsibility form. (<http://www.austincc.edu/health/dmt.php>)

SUBSTANCE ABUSE POLICY

The well-being of patients and clients cared for by our students is of primary concern in all Health Sciences programs and a carefully designed and administered drug and alcohol misuse procedure can reduce accidents. Therefore, the Health Sciences Department has adopted a substance abuse testing program wherein a student who is participating in clinical courses will be tested for drugs when there is reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs, i.e., drugs which are controlled substances under federal law which are not being used under the supervision of a licensed health care professional, or otherwise in accordance with the law.

Students will be asked to submit to drug screening by their ACC clinical instructor at the expense of the college in the following circumstances:

1. Observable indication of actual use or impairment such as slurred speech, lack of coordination, incoherency, marijuana or alcohol odors.
2. Possession of drugs, apparent paraphernalia or alcoholic beverages.
3. Detailed, factual and persistent reports of misuse by multiple colleagues.
4. Abnormal or erratic behaviors such as sudden outbursts, mood swings, hostility or unusual anxiety that suggests possible drug use or alcohol misuse.
5. Involvement in suspicious accidents.
6. Apparent lapses in judgment or memory.
7. Unusual lethargy.

Testing Procedure

1. Document student's behavior. Confer with department chair. If a department chair is the faculty member concerned about the student's behavior or if the department chair is unavailable, the conference will be with the dean or dean's designee.
2. If a student denies being under the influence of unauthorized substances, a request for a drug screen will be initiated.
 - a. The student will sign a consent to undergo drug screening.*
 - b. If the student refuses to consent to drug screening, the student will be immediately dismissed from the program.
3. Institute a Request for Drug Screen. Provide verbal and written instructions for the testing procedure, including time frames for the test.
4. Arrange for transportation directly to a designated testing center by taxi accompanied by a Health Sciences representative.
5. After the drug screen specimen has been obtained the student will be transported by taxi back to the point of origin or home.
6. Student is excluded from all clinical activities pending results of the drug screen.
7. Drug screen findings will be interpreted by the designated testing center within 24-48 hours.
8. Results will be sent to the Dean of Health Sciences where they will be kept in a confidential, locked file. Results of the drug screen will be released to the department chair on a need to know basis only. Records may be released only to the student or the decision-maker in a lawsuit, grievance or other legal proceeding against the College or its agents arising out of the positive drug test.
9. All positive drug screens will be reviewed by an independent Medical Review Officer. During the review process, the student will have the opportunity to:
 - a. Explain the cause of the positive drug screen.

- b. Provide the name of the physician authorizing any prescription medications. The Medical Review Officer will contact the attending physician for verification. If verification is obtained, the student will be placed on probation. Any subsequent evidence of substance abuse will result in a recommendation that the student be dismissed from the program. The student may appeal the recommendation using the Student Complaint Procedure in the ACC Student Handbook.
10. If drug screen is positive and unexplained or unverified via the Medical Review Officer, the student will be:
 - a. Dismissed from the program and
 - b. Reported to the state licensing agency, if applicable.
11. A student who tests positive will be referred to a community resource for evaluation by the ACC counselor at the student's expense.
12. If the drug screen is negative, the student will be immediately reinstated in clinical by the department chair and will be provided opportunity to make up assignments. The student will be subject to all other objectives related to safe behavior and care of clients.
13. Readmission to the program is based on program admission policies.
 - * Please refer to the Consent for Drug Screening form located in the Appendices section at the end of this handbook.

NOTE: Some clinical affiliates may require a preliminary drug screening prior to actual clinical practice in their facility.

PRE PLACEMENT DRUG SCREENING (IF APPLICABLE)

Rationale: Health care providers are entrusted with the health, safety, and welfare of patients/clients. The safety and welfare of patients/clients cared for by our students is of primary concern in all Health Sciences programs and the clinical agencies that provide essential clinical experiences for the students. Clinical rotations and practicum placements are essential components of Health Sciences programs and the College must meet the contractual obligations contained in affiliation agreements.

Scope: ACC currently does not require drug screening as part of the admission process. Clinical agencies can establish more stringent standards for meeting clinical requirements than those imposed as part of the admission process, if they so desire, to ensure compliance with JCAHO standards and agency regulations pertaining to human resource management. This may include (but is not limited to) additional background checks and/or pre-placement drug screening.

Clinical Placement:

- **Clinical placements will be made by the program based on the learning objectives of the students; once a placement has been made, students cannot select out of that placement because of the drug screen.**

Process for Drug Screening: The following process is to be followed when a clinical agency requires a drug screen prior to placement.

1. Faculty will notify the student of the requirement for a drug screen and the timelines to be in compliance with the clinical agency and provide all necessary consent forms.
 - The student must complete the drug screen within the timelines provided by the program. A drug screen outside that timeline will have to be re-submitted at an additional expense to the student.
2. Program will provide the student with a list of approved vendors to perform the drug screening.
 - **Student must pay the cost of the drug screening.**
 - Cost is non-refundable
 - Program will designate what level of drug screen is required.
 - Results from any company or government entity other than those designated by Health Sciences will not be accepted.
 - Unless specifically directed, clinical agencies will not conduct the drug screen; they must be performed by approved vendor.

- For clinical sites that do conduct the drug screening, students must sign an authorization for the clinical site to release positive results to the Compliance Coordinator, the Executive Dean or their designee.
- 3. Student will sign a HIPAA release giving the lab performing the test permission to provide results to the Executive Dean or the Health Sciences Compliance Coordinator.
- 4. Student will sign a release giving permission for ACC to release the results of a negative drug screen to the requesting clinical agency if required.
- 5. **Refusal to consent to the drug screening will result in the student being withdrawn from the program.**
- 6. Drug screen findings will be interpreted by the designated testing center within 24-48 hours.
- 7. Results will be sent to the Dean of Health Sciences and/or the Compliance Coordinator where they will be kept in a confidential, locked file. Negative results of the drug screen will be released only to the student or the requesting clinical agency.
- 8. Verification of a negative drug screen will be provided to the indicated clinical affiliate.
- 9. All positive drug screens will be reviewed by an independent Medical Review Officer, provided by the vendor. There will be an additional charge if review by the Medical Review Officer is required and the student is responsible for all costs related to this review.
If after review by the Medical Review Officer, there is not a valid medical explanation for the positive screen, the test results will stand.
(If the student refuses/fails to pay for costs associated with the Medical Review, the test results will stand).
 - Any appeal right based on a positive screen is solely among the applicant, the Medical Review Officer and the vendor.

Period of Validity

- Drug screening will generally be honored for the time the student is in the program unless there is a break in enrollment, defined as being out for one full semester. However, students may be required to test on a more frequent basis depending on the requirements of the clinical rotation site in which they are placed to meet their learning objectives.

Positive Drug Screen

- A positive drug screen is any instance in which a drug screening report shows a positive test for one or more of the drugs on the panel.
- Any student with a positive drug screen will not be given placement in any clinical facility and will be withdrawn from the program.

Confidentiality of Records

- Drug screening reports and all records pertaining to the results are considered confidential information with restricted access. The results and records are subject to the Family Educational Rights and Privacy Act (FERPA) regulations.

Readmission

- Any student withdrawn for a positive drug screen will not be eligible for readmission for a minimum of twelve months from the date of withdrawal.
- If accepted for readmission, the student must provide a negative drug test and satisfactory documentation of successful drug counseling and treatment, at the expense of the student.

CRIMINAL BACKGROUND

Successful completion of a criminal background check is required for admission and continuation in all Health Sciences Programs except the Personal Fitness Trainer program. Criminal background requirements are found at <http://www.austincc.edu/health/background.php>

Background checks will be honored for the duration of the student's enrollment in the clinical program if the participating student has not had a break in the enrollment at the college/school. A break in enrollment is defined as nonattendance of one full semester or more.

Once accepted into the program, it is the student's responsibility to immediately notify the Health Sciences Compliance Coordinator in writing of any subsequent changes in criminal history that occur after the admission background check has been completed. Failure to do so may result in immediate withdrawal from the program.

Additionally,

- Successful completion of a criminal background check for a Health Sciences Program does not ensure eligibility for licensure or future employment.
- Clinical agencies can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility.
- Clinical agencies can conduct additional background checks at their discretion.
- If a student is found to be ineligible for clinical placement any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of the situation.

EMERGENCY INSTRUCTIONS

Austin Community College District has procedures in place to help ensure the safety of students during an emergency. Emergency instruction signs are posted in each campus classroom. They indicate evacuation routes, outside rally locations, and indoor shelter-in-place areas. Administrators-in-charge and emergency evacuation coordinators are designated in all facilities to assist students and staff in an emergency. See the ACC Student Handbook or <http://www.austincc.edu/handbook/emergency.php>.

General Emergencies

To reach the ACC Police Department dial 222 from any campus phone or 223.7999 from any cell phone, pay phone, or off campus. The ACC Police Department can better determine the student's location and will notify the local police and fire departments.

Medical Emergencies

In the case of severe bleeding, breathing problems, or chest pains, call 911. For other medical emergencies, contact the ACC Police Department by dialing 222 from any campus phone or 223.7999 from any cell phone, pay phone, or off-campus phone.

Severe Weather/Outdoor Hazards

In cases of severe weather or other dangerous conditions outdoors, students will be directed to shelter-in-place areas inside the building. Do not go outside or move to another building. Do not use elevators. Upon being alerted by a public address system, alarm, or campus administrator, students will move immediately to shelter-in-place areas indicated on the emergency signs posted in each classroom. Shelter-in-place areas are located in the lowest floor possible of the building, in the center of the building, and away from glass.

Fire

Upon hearing a continuous alarm or verbal warning, students should evacuate the building immediately and move to the fire evacuation rally location indicated on the emergency signs posted in each classroom. Do not run. Do not use elevators.

1. Leave the building through the nearest exit.
2. Take personal belongings if they are in the same room.
3. Close all doors behind you. Do not lock them.
4. Report to fire evacuation rally location. You must be accounted for at rally location.
5. Students and staff will be permitted to re-enter the building when the administrator-in-charge or emergency evacuation coordinator gives a verbal "all clear" signal.

Gunman on Campus

Students or staff who see an armed person or receive information that an armed person is on campus should take the following steps.

1. Contact the ACC Police Dispatch by dialing 222 from any campus phone or 223.7999 from any cell phone, pay phone, or off-campus phone.
2. Turn off lights, close and lock doors.
3. Get on the floor out of the line of fire. Seek available cover.
4. Wait until an “All Clear” given by a police officer or authorized, known voice

Contacting a Student in an Emergency

With thousands of students at different locations, it is **not possible** for staff to contact students on campus except in cases of emergency. Staff members may inquire about the nature of the emergency and decide whether the student should be contacted. In order to contact students, campus staff will need the student’s ID number and class schedule. When students anticipate someone may need to contact them on campus, they should leave the necessary information in the campus manager’s office. Under no circumstances will ACC permit persons to search for students on campus.

Family Education Rights and Privacy Act

The following statement concerning student records maintained by the Austin Community College District is published in compliance with the Family Education Rights and Privacy Act of 1974. The release of information to the public without the consent of the student will be limited to that designated as directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in activities, dates of attendance, degrees, certificates and awards, name of the previous educational institution attended, student classification and enrollment status. Any student objecting to the release of all or any portion of such information must notify Admissions and Records within the first 12 class days of the semester. The restriction will remain in effect until revoked by the student.

Program Completion:

The ACC Personal Fitness Trainer program requires all completers of the Personal Fitness Trainer certificate and the AAS Personal Fitness Trainer degree to pass a departmental exit exam with a minimum score of 70%. The departmental exit exam will be held at the completion of the student practicum. The exam will cover all material discussed in program specific courses and will have the following policies:

- Those who do not reach the minimum passing score will have the opportunity to take the exam a second time.
- If a passing score is not reached a second time, the student must take an Incomplete for the practicum, review the material that they are scoring poorly in, and take the exam for a third time in the subsequent semester.
- If the third score is not at a passing score, the student will not pass the practicum and must re-enroll in the practicum.

Students in the Fitness Specialist certificate are not required to take the exit exam. All students are required to have current CPR and AED certification to complete the program.