



LOMA LINDA UNIVERSITY
HEALTH

SAN MANUEL GATEWAY COLLEGE

Loma Linda University San Manuel Gateway College

2017

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Legal Notice

This Student Handbook (referred to as “Handbook”) is the definitive statement of San Manuel Gateway College (also referred to as “College”) under Loma Linda University (also referred to as “University”) on the requirements for the certificate programs. It includes information about the University, College administration, student services, admission, enrollment, curriculum, certification requirements and student policies. The College reserves the right to change the requirements and policies set forth in this Student Handbook at any time upon reasonable notice. In the event of conflict between the statements of this Handbook and any other statements by faculty or administration, the provisions of this Handbook shall control, unless express notice is given that the Handbook is being modified.

The information in this Handbook is made as accurate as is possible at the time of publication. Students are responsible for informing themselves of and satisfactorily meeting all requirements pertinent to their relationship with the College and University. The College and University reserves the right to make such changes as circumstances demand with reference to admission, registration, tuition and fees, attendance, curriculum requirements, conduct, academic standing, and successful completion.

This Handbook contains the operating policy statements for San Manuel Gateway College educational programs. Any deviation from these policies must be approved by College administration.

This is a one-year Handbook for 2017-2018. The College administration annually reviews all policies to update for new laws and regulations as well as relevance to the program and students.



LOMA LINDA UNIVERSITY
HEALTH

SAN MANUEL GATEWAY COLLEGE

Student Contract

By signing below, the Loma Linda University San Manuel Gateway College student verifies the following:

I have seven calendar days to read and sign the Loma Linda University San Manuel Gateway College Student Handbook pertaining to Regulations and Policies, Admission and Registration Procedures, Student Services, and Academic Policies. Refusal or failure to sign this contract will result in delayed admission or ineligibility to start the program.

I will comply with the policies established by the College and the Clinical Affiliates as stated in the Student Handbook. I understand that I am representing Loma Linda University San Manuel Gateway College while at the Clinical Affiliates and must conduct myself according to all policies established in the Student Handbook.

I verify I have read and understand the information contained in the Student Handbook and will comply with all policies and requirements, including any addendum and updates as they occur.

Print Name

Date

Signature

Approving Agency

Loma Linda University is a fully-accredited health science university by Western Association of Schools and Colleges Senior College and University Commission (WSCUC).

The San Manuel Gateway College Nursing Assistant Training Program (NATP), under Loma Linda University, is approved by the California Department of Public Health (CDPH).

The Medical Assistant Training Program is following the Core Curriculum for Medical Assistants, Medical Assisting Education Review Board (MAERB) and is preparing for application to The Commission on Accreditation of Allied Health Programs (CAAHEP). Students completing the requirements for certification will be eligible to write the National Certification Association (NHA) exam.

The Pharmacy Technician Training Program is following the Model Curriculum for Pharmacy Technician Education and Training Program in preparation for accreditation from the American Society of Health System Pharmacists.

Clinical Facilities

The following clinical facilities have a contractual relationship with San Manuel Gateway College:

Heritage Gardens Health Care Center
25271 Barton Road
Loma Linda, CA 92354

Loma Linda University Medical Center
and
Loma Linda University Children's Hospital
11234 Anderson St,
Loma Linda, CA 92354

Social Action Community Health Services (SACHS)
250 South G Street
San Bernardino, CA 92410

Pharmacy-San Bernardino
Loma Linda University School of Pharmacy
250 South G Street, Suite 1400
San Bernardino, CA 92410

SECTION I - Introduction

About the University

About Loma Linda University Health

Loma Linda University Health (LLUH), a nonprofit religious corporation in Loma Linda, California, is the umbrella organization for its core and affiliate organizations. All policies of LLUH pertain to San Manuel Gateway College.

History

Loma Linda University is part of the Seventh-day Adventist system of higher education. In 1905, the University (formerly College of Medical Evangelists) was founded—through a series of divine providences—at Loma Linda, California, by the Seventh-day Adventist Church. The School of Nursing began in 1905. In 1909, the College of Medical Evangelists received its charter as a medical school with the express purpose of preparing physicians who could meet the needs of the whole person. Both schools emphasized the need for healthful living as a part of medical care—a revolutionary concept in 1905.

The University was designated by the Seventh-day Adventist Church as a center for educating health professionals. The original schools—Nursing and Medicine—have been joined by Allied Health Professions, Behavioral Health, Dentistry, Pharmacy, Public Health, and Religion; Faculty of Graduate Studies. The curricula of the University are approved by their respective professional organizations. From its small beginnings, the University has achieved widespread recognition, having sent more of its graduates into international service than has any other university. It remains committed to the vision of its founders and is sustained by its close association with the church.

From 1918 to 1962, the University operated within health facilities in two cities: Loma Linda and Los Angeles. In September 1962, all health professional education was consolidated at Loma Linda. In 1967, Loma Linda University Medical Center opened in its new three-tower facility—a landmark cloverleaf structure. The medical center

continues on the cutting edge of health care, providing excellent service for patients and expanding educational opportunities for students.

In 1990, the Board of Trustees designated Loma Linda University a health sciences university—part of a complex which includes Loma Linda University Medical Center, faculty practice plans, and affiliated institutions. The University is a leader in the field of health sciences education, research, and service.

The most current campus census figures (Spring 2015) indicate that the core of the combined faculties consists of 1,698 full-time teachers. Part-time and voluntary teachers (1,366—largely clinicians in the professional curricula) bring the total to 3,064. As of Spring Quarter 2015, 650 students from 89 countries outside the United States are represented in the enrollment of 4,382.

A century of service

Today the original 1905 property is part of an expanding health sciences campus that includes:

Six medical facilities, licensed for approximately 1076 beds—

Loma Linda University Medical Center (LLUMC), 1966;

Loma Linda University Children's Hospital (LLUCH), 1993;

Loma Linda University Medical Center East Campus Hospital (LLUECH), 2003; licensed under LLUMC as Loma Linda University Community Medical Center (LLUCMC), 1993—formerly known as Loma Linda Community Hospital;

Loma Linda University Heart and Surgical Hospital (LLUHSH), 2009;

Loma Linda University Behavioral Medicine Center (LLUBMC)—an acute psychiatric care facility—1991;

Loma Linda University Medical Center-Murrieta, 2011.

Ten Loma Linda University Health (LLUH) institutes, two LLUH-related research centers, and various school-related research centers (see Learning Resources); and Loma Linda University (on campus, off campus site, distance education, and online degree programs) includes the Schools of Allied Health Professions, Behavioral Health, Dentistry, Medicine, Nursing, Pharmacy, Public Health, and Religion; Faculty of Graduate Studies and the San Bernardino Campus of San Manuel Gateway College.

Vision and Mission

Vision

Transforming lives through education, health care, and research

Mission

Loma Linda University—a Seventh-day Adventist Christian, health sciences institution—seeks to further the healing and teaching ministry of Jesus Christ "to make man whole" by:

Educating ethical and proficient Christian health professionals and scholars through instruction, example, and the pursuit of truth.

Expanding knowledge through research in the biological, behavioral, physical, and environmental sciences; and applying this knowledge to health and disease.

Providing comprehensive, competent, and compassionate health care for the whole person through faculty, students, and alumni.

In harmony with our heritage and global mission:

We encourage personal and professional growth through integrated development of the intellectual, physical, social, and spiritual dimensions of each member of the University community and those we serve.

We promote an environment that reflects and builds respect for the diversity of humanity as ordained by God.

We seek to serve a worldwide community by promoting healthful living, caring for the sick, and sharing the good news of a loving God.

University Philosophy

As implied by its motto, "To make man whole," the University affirms these tenets as central to its view of education:

God is the Creator and Sustainer of the universe.

Mankind's fullest development entails a growing understanding of the individual in relation to both God and society.

The quest for truth and professional expertise in an environment permeated by religious values benefits the individual and society and advances the ministry of the Seventh-day Adventist Church.

"Wholeness means the lifelong, harmonious development of the physical, intellectual, emotional, relational, cultural, and spiritual dimensions of a person's life, unified through a loving relationship with God and expressed in generous service to others."

Quoted in "The Grace of Wholeness" by Gerald R. Winslow, Ph.D., SCOPE, Spring 1999. Also quoted as the adopted definition of wholeness in the Loma Linda University Wholeness Inventory.

A Unique University

Loma Linda University has always combined a devotion to academic excellence with a concern for spiritual values and a high sense of mission. The motto of the University, "To make man whole," illustrates the sense of destiny felt in the University community to act its part in God's ongoing plan for healing and restoring human beings to live with Him in wholeness, both now and in eternity.

While Loma Linda University has changed in many ways since its beginning in 1905, the biblical principles that provide its foundation have remained unchanged.

Seventh-day Adventist Heritage

Loma Linda University is owned and operated by the Seventh-day Adventist Church and has deep commitment to respecting the rich diversity of its student body. Students come from many different faiths, and respect and sensitivity for all people—regardless of their culture or ethnicity—are viewed as a part of true Christianity. This University has a tradition of religious liberty, and it highly respects students' religious values that differ from those of this academic community. The various perspectives of spiritually

committed students are considered to be enriching to this campus and its educational environment.

Our unique features

Two distinctive features of the Seventh-day Adventist Church, which are a part of the San Manuel Gateway College, become evident to first-time students. The first is the concept of the Sabbath rest, which reminds us of God as Creator. Adventists realize this in part by celebrating Saturday as the Sabbath from sundown Friday to sundown Saturday. During these hours, University offices, laboratories, libraries, study halls, and recreation facilities are closed to give time for physical and spiritual renewal and worship.

A second distinctive feature worth noting is the emphasis on health and wellness. The cafeterias on campus feature well-prepared vegetarian meals. The College holds that a drug-, alcohol-, and tobacco-free lifestyle is essential for achieving the goal of "wholeness." This means that all students agree to refrain from the use of tobacco, alcohol, and other "recreational" drugs while enrolled at the University.

Core Values of Loma Linda University/San Manuel Gateway College

The College affirms these values as central to its view of education:

COMPASSION—The sympathetic willingness to be engaged with the needs and sufferings of others. Among the most memorable depictions of compassion in Scripture is the story of the Good Samaritan, which Loma Linda University San Manuel Gateway College has taken as a central symbol of its work.

INTEGRITY—The quality of living a unified life in which one's convictions are well-considered and match one's actions. Integrity encompasses honesty, authenticity, and trustworthiness.

EXCELLENCE—The commitment to exceed minimum standards and expectations.

FREEDOM—The competency and privilege to make informed and accountable choices and to respect the freedom of others. God has called us not to slavery but to freedom.

JUSTICE—The commitment to equality and to treat others fairly, renouncing all forms of unfair discrimination. The God of the Bible is One who calls people continually to justice. According to the prophets, religious faith could be genuine only when it led the believers to "seek justice, rescue the oppressed, defend the orphans, [and] plead for the widow."

PURITY/SELF-CONTROL—The commitment to be morally upright and moderate in all things, with complete control over one's emotions, desires, and actions

HUMILITY—The willingness to serve others in a sacrificial manner, and the self-respect that renounces haughtiness or arrogance.

Institutional Learning Outcomes

San Manuel Gateway College's institutional learning outcomes (ILOs) for students are assessed throughout the certificate programs within the College appropriate for the discipline and certificate. The Office of Educational Effectiveness works with these programs to guide their assessment.

Critical thinking: Students demonstrate beginning critical thinking through examination of ideas and evidence before formulating an opinion or conclusion.

Information literacy: Students demonstrate a beginning ability to identify, locate, evaluate, utilize, and share information.

Oral communication: Students demonstrate beginning college level effective oral communication skills in English.

Quantitative reasoning: Students demonstrate the ability to reason and develop evidence-based decisions using numerical information appropriate to their level of certification.

Written communication: Students demonstrate beginning college level effective written communication skills in English.

Mission-focused learning outcomes

San Manuel Gateway College together with Loma Linda University's three mission-focused learning outcomes (MFLOs) are firmly rooted in its mission, vision, and values.

Wholeness: Students integrate wholeness in their personal and professional lives: Loved by God, growing in health, living with purpose in community.

Values: Students integrate LLU's Christ-centered values in their personal and professional lives.

Learning Environment

San Manuel Gateway College under Loma Linda University is committed to whole person student development. The co-curricular aspects of student life on campus are planned to assist students in achieving a healthy balance in every dimension of their lives by:

- fostering a caring Christian environment;
- encouraging a personal Christian faith;
- inspiring respect for and inclusion of diverse ethnic and cultural perspectives;
- providing opportunities for personal growth and development;
- nurturing the development of healthy relationships;
- assisting in the management of personal conflicts and crises;
- cultivating a lifelong commitment to altruism and service;
- promoting an active and healthy lifestyle; and
- establishing an environment that supports the pursuit of personal and professional excellence.

San Manuel Gateway College is dedicated to creating a learning environment that promotes the lifelong pursuit of knowledge, wisdom, and skills used for selfless service to mankind. Through intentional educational strategies, San Manuel Gateway College

interweaves its vision, mission, and core values with its student learning outcomes. The College's mission of wholeness gives focus to the learning environment that balances mind, body, and spirit (psycho-social-physical-spiritual) and gives meaning to the motto of mission-focused learning. In this health care institution, critical and analytical thinking skills in the health, behavioral, and natural sciences are blended with a commitment to spiritual and moral development.

San Manuel Gateway College pledges to students, staff, faculty, alumni, and the local and global communities its commitment to upholding integrity, valuing diversity, engaging with the community in service learning scholarship, and honoring the process of ongoing self-assessment for the purpose of continuous quality improvement. The College provides clearly defined student learning outcomes and measurable performance indicators to create a learning atmosphere that is clear and focused.

The College is engaged in systematic academic program review. Curricular maps are maintained for each program to assure alignment between student learning outcomes and planned academic activities. Program review follows carefully developed schedules as outlined in school-specific assessment matrices. San Manuel Gateway College is committed to using assessment data to guide academic and fiscal master planning for the University.

The resources of the College offer a wealth of opportunity to the student with initiative and willingness to develop individual capacity to the fullest extent. The academic resources, affiliated clinical facilities, and community agencies constitute a rich educational environment both in classroom instruction and in guided experience.

Student Expectations

San Manuel Gateway College was established to provide education in a distinctively Christian environment. Students are expected to respect the standards and ideals of the Seventh-day Adventist Church. Prospective students have the freedom to choose or reject University or school standards, but the decision must be made before enrollment. Application to and enrollment in San Manuel Gateway College constitute the student's commitment to honor and abide by the academic and social practices and regulations stated in announcements, bulletins, handbooks, and other published materials; and to maintain a manner that is mature and compatible with the College's function as a professional health care institution.

It is inevitable that the student will come under question if academic performance is below standard; student duties are neglected; social conduct is unbecoming; or attitudes demonstrate deficiencies such as poor judgment, moral inadequacy, or other forms of immaturity.

Procedures for evaluation of academic and nonacademic performance—as well as for the student to exercise his/her right of appeal—are described in the current *Student Handbook*. Grievances regarding both academic and nonacademic matters must be processed according to these published grievance procedures. After a student files an appeal or grievance, the faculty assesses the student's fitness for a career in the chosen profession and recommends to the Executive Director appropriate action regarding the student's continuance or discontinuance.

Prospective students who have questions concerning the College's expectations should seek specific information prior to enrollment.

Whole person health

The College regards the student from a cosmopolitan and comprehensive point of view. It is cosmopolitan in that historically the University's global mission has promoted bonds and opportunities in education and service without regard to gender or to national, racial, or geographical origin. It is comprehensive in that the University's concern for the welfare of the student traditionally has been an integrated concern for assisting the student toward whole person health—balanced development of spiritual, social, physical, and mental health. Cultivating the health of any one part enhances the health of all parts. Neglecting or abusing the health of one harms the health of all. Before one can experience whole person health, there must be a practical appreciation of the interdependent interaction of each part of the whole.

Spiritual health

In addition to personal quiet times, opportunities for the student to further develop rich, personal spiritual resources are provided in scheduled religious exercises and activities and in informal association with others who cherish spiritual values. Classes are opened with a devotional thought and prayer with the goal to encourage students to strengthen their personal spiritual experience.

Social health

Through activities and events, students can enrich their group interaction and leadership experiences, increase their enjoyment of and interest in fields outside their profession, develop their talents, enhance wholesome and memorable association with others, and cultivate supportive and lifelong social relationships.

Mental health

The College promotes mental health by encouraging students to study and practice principles of sound psychological health and to access state-of-the-art counseling and mental health services, as needed.

Physical health

The College promotes physical fitness by encouraging recreational interests and by providing courses in health instruction. An effort is exerted to interest each student in some recreational and health-building activity that may be carried over to enhance future life.

SECTION II – Loma Linda University

San Manuel Gateway College

Administration

Job Descriptions of Staff Administering and Managing Loma Linda University San Manuel Gateway College:

Executive Director: The Executive Director is the chief officer of the College, responsible for maturing and implementing the mission and vision of San Manuel Gateway College in all aspects of the school's activities. The Executive Director is responsible for maintaining the integrity of the scholastic, moral, and social standards of the College and the University including the spiritual nurture of persons within the College in harmony with the mission and purpose of the College and Loma Linda University and the defined goals and objectives of the school.

Assistant to the Executive Director: The Assistant to the Executive Director will report to the Executive Director and will take additional direction from the Student Support Director, Academic Programs Director and the Program Director. Duties and tasks will include special projects, research and general support to the college and its programs.

Director, Academic Programs: The Director of Academic Programs is responsible to the Executive Director of the College for the implementation of the mission and vision of the College and University in all aspects of the programs including planning, organization, staffing, direction, and evaluation of the academic programs assigned to him/her and for the general welfare of the faculty.

Director, Student Support Services: The Director of Student Support Services provides oversight and academic support for the San Manuel Gateway College. This role will manage office organization and databases, scheduling, correspondence, word-processing, filing, and internal and external communication. This Director will interact with students in the program and will attend and document minutes of department/program faculty meetings.

Program Director: The Program Director will be responsible for program leadership and provide structure to implementation of the program. The Director organizes and coordinates implementation of the program, including theory and clinical training experiences. The Program Director will facilitate communication between students, school committees, and administration.

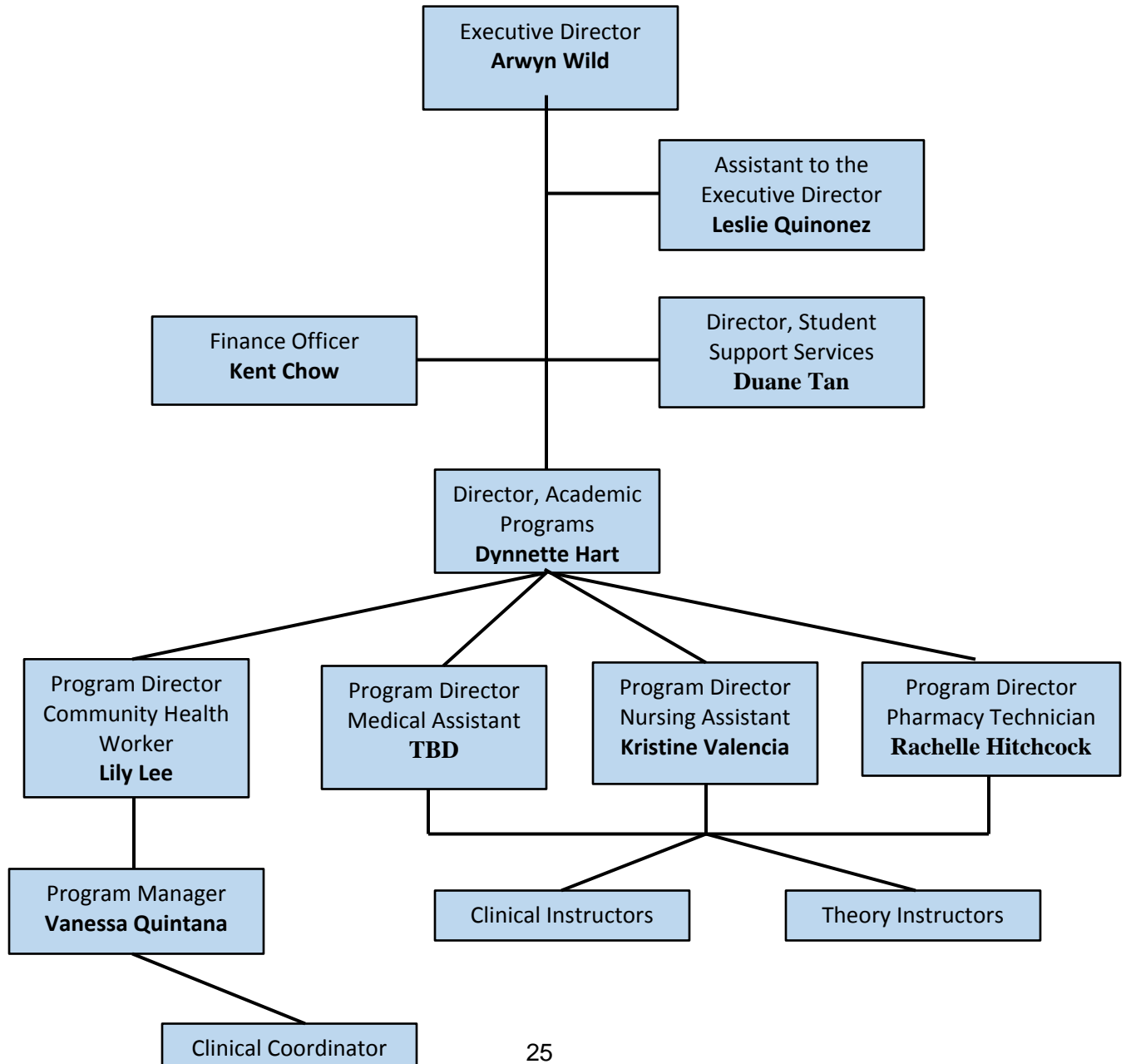
Theory Instructor: The Instructor provides direct instruction to students in the classroom setting, employing appropriate teaching and learning strategies to communicate subject matter to students. Instructional content will follow the approved curriculum. The instructors will encourage the development of communication skills and higher order thinking skills through appropriate assignments; contribute to the selection and development of instructional materials in accordance with course objectives; evaluate student performance fairly and consistently, and return student work promptly to promote maximum learning. Instructors will maintain accurate records of student progress and submit final grade rosters to the administrator each term according to established deadlines. They will post and maintain regular office hours to ensure accessibility.

Clinical Instructor: The Clinical Instructor (CI) will provide for direct on-site supervision of students in the approved clinical site. The Clinical Instructor will communicate clearly to clinical staff responsible for patient care and the clinical skills for which the student has been prepared and is expected to perform. The CI will assist in and monitor charting for accurate and pertinent information and student's signature. The CI will evaluate student's performance and clinical skill competence based on direct observations. The CI will also assist in providing direct instruction to Nursing Assistant students in the classroom setting and will employ appropriate teaching and learning strategies to communicate subject matter to students.

Clinical Coordinator: The Clinical Coordinator (CC) will work with the Program Director and on site preceptor to support and monitor student's performance. The CC will also ensure students are meeting externship/internship requirements and competencies in consultation with the program instructor/director.



Organizational Chart



SECTION III - STUDENT SERVICES

Student Academic Resources

San Manuel Gateway College provides students with digital academic resources and facilities for learning and collaboration, including study areas, collaboration rooms, and a computer lab. The mission of student academic resources is to provide students with relevant resources and supportive services to further their academic success, as well as to provide them with skills to continue that success as practicing health care professionals. Information about the student academic resources and facilities (hours, privileges, digital and computer access, etc.) will be available on the San Manuel Gateway College website.

Computers are provided in the Computer Lab for accessing electronic resources, and any computer with an Internet browser may access available resources. The Del E. Webb Memorial Library at main campus, will provide assistance by providing relevant resources to support the academic needs of the students at San Manuel Gateway College. Students will be able to access online resources to supplement their learning through their student log-on and student ID card. Online learning will not be counted as theory or clinical hours of instruction.

Campus Store

The Campus Store is the official LLU college bookstore, located in the Campus Plaza. The store is operated by Barnes & Noble College, a subsidiary of Barnes & Noble, Inc. The Campus Store is the source for LLU apparel, gifts, and school spirit accessories. High quality products and services include digital textbooks, textbook rentals, and the Technology Store, iLLU. As an Apple-authorized campus store, iLLU is a licensed retailer of Apple technology products and an Apple-authorized service provider. Merchandise may be purchased using the following forms of payment: cash, check, Visa, MasterCard, Discover Card, or debit card. To reach the Campus Store by telephone, call 909-558-4567.

Store hours

Monday through Thursday: 8:30 a.m. to 6:30 p.m. Friday: 8:30 a.m. to 3:00 p.m.
Closed on Saturdays, Sundays, and LLU observed holidays.

Dining Facilities

The following dining facility is available on campus: *Farmacy Fresh Café* is located on the first floor of the Loma Linda University, San Bernadino Campus building. The open hours are Monday to Thursday 9:00 - 2:00 and Friday 9:00 - 1:00. The Main Lunch Line is open Monday to Thursday from 11:00 - 2:00 and on Friday from 11:00 to 2:00.

Student Mail Services

Students receive University-related and interdepartmental mail through the Administration office. All interdepartmental mail should be specifically addressed as follows: Name of student, Name of Program, San Manuel Gateway College.

Security

The main office for the Department of Security at the San Bernardino Campus is located on the campus – 250 South G St. San Bernardino, CA 92410. Security Officers patrol the campus 24 hours a day—with primary concern for the protection of students, patients, visitors, and employees. Their secondary concern is for the prevention of property thefts. Security officers also respond to alarms and other requests for assistance.

Call 909-558-4320 or extension 44320 for all Department of Security services, including 24-hour public safety security services.

Emergencies

In case of an emergency, dial 911. Emergency telephones are located at various locations on campus (including parking lots).

Non-Emergency Service

Security Officers provide the following nonemergency services, as time allows:

- jump-starting cars;
- retrieving keys in locked cars;
- calling towing service for stranded motorists;
- escort services to vehicle

Lost and Found

Items found at San Manuel Gateway College will be held in the Administration Office. Items found in other parts of the building will be held in the security office.

Reporting suspicious activity

In order to make the University, Medical Center, and LLUH San Bernardino Campus a safe community in which to live, study, and work, it is essential that all suspicious persons or activities on campus be reported to the Department of Security at extension 44320.

Vehicles/Motorcycles

The Department of Rideshare, Parking and Traffic Services is responsible for enforcing the Loma Linda University traffic and parking regulations and the State of California Vehicle Code, as they apply to moving and stationary vehicles, pedestrians, and animals on the campus. The Loma Linda University traffic and parking regulations are enforced under Section 21113 of the California Vehicle Code.

Parking Regulations

Students must park in approved areas to avoid being ticketed, booted, and/or towed.

California State Vehicle Licensing Law

California state vehicle law requires that all residents who operate a vehicle have a California state driver's license, proof of auto insurance and any vehicle they own within the state of California must be registered with the California DMV. A car that is owned by an individual who resides out of state may not require California registration.

Student Identification (ID) Badge

All accepted students are assigned a unique University identification number. This seven-digit number will be used on all correspondence and noted on all payments to the San Manuel College. A College identification badge using this identification number and a bar code will be issued to each student after completion of his/her initial registration.

The identification badge allows access to various student services. Students must carry their ID badges while on campus at all times, preferably displayed in an easily visible location. An ID badge must be presented upon request. While in any hospital or clinical facility, ID badges must be displayed prominently above the waist.

Student Access Policy

Student access to San Manuel Gateway College facilities, systems, and services by badge or password is authorized only to currently enrolled students and terminates immediately upon the last day of enrollment, even if re-enrollment is anticipated in the future. The University has the discretion to revoke access authority at any time.

Student Health Service

Health Care

Students will be required to have health care insurance coverage, either through their parents' health care plan or individually. Documentation of health care coverage must be provided before students begin classes. The health care insurance must be continuous throughout the enrollment at the College. Assistance in obtaining health care coverage can be obtained from the Social Action Community Health System (SACHS), Community Resource Center.

San Manuel Gateway College is in cooperation with the Social Action Community Health System (SACHS) to assist students by providing quality health care to the students enrolled in San Manuel Gateway College. Our physicians and staff are

dedicated to promoting a lifestyle that encourages a balance of physical, spiritual, emotional, and social well-being.

For needs that arise while a student is enrolled at the College, the primary source for care is the Social Action Community Health System (SACHS), located in the San Manuel Gateway College building.

Malpractice Coverage

Students are covered by malpractice insurance while acting within the course and scope of any approved clinical assignment.

Counseling Services

Behavioral health counseling will be available to students through their insurance and the behavioral health clinic at SACHS.

SECTION IV - ACADEMIC INFORMATION

Admission Policies and Information

Personal Qualities

San Manuel Gateway College under Loma Linda University was established to provide professional health education in a distinctively Christian environment that prepares well-qualified, dedicated Christian health science professionals who are committed to fulfilling the mission of this University to serve humanity. Students at San Manuel Gateway College under Loma Linda University are expected to uphold the Christian ethical and moral standards of this Seventh-day Adventist Church-related institution while on and off campus.

The College and University's emphasis on health and the health professions, as well as the practices of the supporting church, preclude admission of applicants who use tobacco, alcoholic beverages, or narcotics. The rights of the individual are recognized and respected; however, any conduct that is contrary to the principles governing a healthful and moral lifestyle is not acceptable for a San Manuel Gateway College student. The prospective student has the freedom to accept or reject these principles and practices prior to applying. Once application is made to the College, the applicant has chosen to abide by these principles and practices.

In selecting students for entrance to programs in the schools, the admissions committees look for evidence of personal integrity, academic achievement, healthful lifestyle, self-discipline, self-direction, and service to others. An applicant accepted to a school must possess capabilities to complete the full curriculum in the allotted time at the levels of competence required.

An interview with the faculty is required as part of the admission process. Acceptance of an applicant into any curriculum is contingent on the recommendation of the Admission Committee of the specified program.

Where to Apply

It is important to know the specifics of the application process and to begin this process well in advance of the date of anticipated or desired entrance. Application procedures and the application can be found online at <http://sanmanuelgatewaycollege.llu.edu>.

Application Review Process

All completed applications are reviewed by the appropriate admissions committee, which recommends the final decision regarding acceptance.

Applicant's Records

The application and all supporting records and documents become the property of the College.

Application Deferral

Applicants are accepted for a specified entering term. If the applicant does not enter the program at the time stated for admission, the application will become inactive unless the school receives a written request to defer the application. Not all programs permit an applicant to defer an application; however, for those programs for which this is permitted, an application may not be deferred for more than one year. After one year, a new application must be submitted. Accepted applicants who wish to reactivate their acceptance at a later date must apply to the school for reactivation. Previous acceptance does not guarantee acceptance at a later time. Individuals must meet admission and graduation requirements that are in effect for the school year during which they first register.

Letters of Recommendation

Two letters of recommendation are required. Letters of recommendation must be from teachers, mentors, bosses, pastors, etc. Recommendations cannot be done by family members.

For all Community Health Worker Programs, letters of recommendation must include reference to at least one year of direct community work involvement, and must come from the organization where service took place.

Official Transcripts

Applicants to San Manuel Gateway College certificate programs are required to furnish evidence (transcripts, GED, CHSPE, or equivalent) of completion of high school in order to be granted admission. The final transcript must include the date of graduation or completion. Transcripts must be submitted either directly from the institution granting

the transcript or hand carried by the student in a sealed envelope containing the transcript signed by the school official. Transcripts and evaluation results received by the College become the property of the College and will not be released to the student or forwarded to any other institution.

*Applicants to the **Basic** Community Health Worker program are not required to have high school diploma or equivalent to enroll.*

English Proficiency

Regardless of nationality or citizenship, an applicant whose native language is not English or whose secondary education has been obtained outside the U.S. is required to pass an approved test of English proficiency. Additionally, any applicant whose English competency is uncertain in regards to his/her professional success at San Manuel Gateway College may be required to pass a test of English proficiency.

*The **Basic** Community Health Worker program may accept Spanish only speaking applicants. Please see the section on the Community Health Worker Program for more information.*

Pre-admission Basic Proficiency Assessment

All students enrolling into SMGC will take a computer-delivered Comprehensive Adult Student Assessment System (CASAS) test. The CASAS test measures multiple skills including reading, listening, math, writing, and speaking. It assists all learners and instructors with assessments to know how to best meet the students needs and goals.

Pre-Health Requirements

Prior to enrolling in classes, newly admitted students must fulfill specific health requirements. San Manuel Gateway College is committed to protecting the health of our students, the College community, and our patient population. These health requirements not only promote health, but also accustom new students to the responsibilities of a health care professional. The required forms are available on the SMGC website admissions section: <http://sanmanuelgatewaycollege.llu.edu/admissions>

- Health History Form
- Immunization Requirements Form

- Physical Examination Form
- Two-Step Tuberculin Skin Test Form

These required documents must be submitted to the Office of Student Support Services upon admission to the College and before beginning courses.

Health History - completed by the applicant.

Physical Examination with a signed report by a physician or nurse practitioner that the student does not have a health condition that creates a hazard to self or others, dated no more than 90 days prior to the start date of clinical training.

Two-Step Tuberculin Skin Test (TB/PPD skin test): Documentation of a two-step negative PPD skin test within 90 days prior to starting clinical instruction. Applicants with a history of a previous positive PPD will need to submit documentation giving the date of the most recent positive PPD with results in mm, a copy of a chest x-ray report taken within the past year, and a medical provider signature.

Pre-Entrance Immunization Requirements:

MMR (measles, mumps, rubella): Documentation of two MMR vaccinations given after age 1 year, or submit positive blood titer reports for each disease (must be quantitative IgG antibody titers)

Tdap (tetanus, diphtheria, pertussis): A Tdap dose within the past 10 years OR a Td dose within the past 10 years and 1 dose of Tdap after age 18 years

Varicella (chickenpox): Documentation of complete series (two immunizations required), or submit a positive blood titer report (must be quantitative varicella IgG antibody)

Hepatitis B: Documentation of a complete series (three immunizations required), or submit positive blood titer report (must be quantitative hepatitis B surface antibody)

Background Check

To comply with state and local regulations regarding background checks for health care providers, students considering admittance into San Manuel Gateway College, must have a clear criminal background check. Background checks are required in order to participate in clinical training. The initial background check will satisfy this requirement during continuous enrollment in the program. Should the educational process be interrupted, a new background check will be required.

Student will be required to complete a background check and be fingerprinted through the Live Scan process. Please refer to each program for specific requirements. Documentation or proof of completion must be submitted to the administration office at San Manuel Gateway College for student records.

Potential students who have convictions or have questions about their ability to obtain the Live Scan/DOJ background clearance, should talk with the Executive Director of the College. They will receive counsel related to their particular questions and/or concerns.

Academic Policies and Information

Orientation and Advisement

When questions arise relating to curriculum or policy requirements, students should always refer first to the College policies and the program requirements. They may also seek counsel from program directors and/or director of student support services.

Orientation and advisement sessions are scheduled for all new students. These sessions provide general guidance regarding student services, health care, library resources, safety and security, registration procedures, and academic policy.

Academic Authority

The Executive Director is the final authority in all academic matters, with the exception of general education requirements, and is charged with the interpretation and enforcement of academic requirements. Any exceptions or changes in completion requirements are not valid unless approved by the Executive Director. Any actions taken by individual faculty members with regard to these matters are advisory only and are not binding on San Manuel Gateway College unless approved by the Executive Director.

Copyright Violations

The copyright law of the United States (Title 17, USC) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other

reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for or later uses a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Any materials generated, used and provided by San Manuel Gateway College must not be distributed or shared without prior consent or authorization.

Communication Devices

All communication devices must be set to "off" or "vibrate" during class, laboratory, clinic, or chapel. No cell phones, PDAs, calculators, laptops, or other electronic or communication items may be used in the classroom, testing facility, or laboratory unless specifically a part of that activity and approved by the faculty member in charge.

Grade Change

A grade may not be changed except when an error has been made in arriving at or recording a grade. Such changes are permissible up to the end of the succeeding term. The faculty member must obtain Executive Director's signature on the change of grade form after the initial grade has been entered.

Privacy Rights of Students in Academic Records (FERPA)

San Manuel Gateway College is not required to adhere to the Family Education Rights and Privacy Act (FERPA) because the college does not receive student financial aid from the Federal Government. However, we will be following the guidelines that are in accordance to FERPA as this is good practice and protective of student's privacy rights.

Under the Family Education Rights and Privacy Act (FERPA), students have full rights of privacy with regard to their academic records, including their grade reports.

The campus is authorized under FERPA to release directory information concerning students. The College has classified the following as student directory information that may be released: name, address (permanent and local), picture, marital status, birth date, school, program, class, previous college, and telephone number—unless the

student specifically requests in writing that the information not be released. Directory information will be released only by the Executive Director's office. Requests for directory information received by other offices of the University will be transferred to the appropriate school office.

Satisfactory Completion of Modules and Skills

The goal of the college is to produce proficient and skilled workers in their chosen program. We realize that students learn at different rates and in differing ways. In the Practice Skills Lab students will be given opportunities to practice their skills and will receive support for gaining skill proficiency. Some programs (e.g. NATP) require that all clinical skills must be demonstrated and signed off in the approved clinical setting by the clinical instructor.

Student progress will be based on prompt attendance to all classes and clinical experiences, and on attaining a satisfactory score (minimum of 70%) on quizzes and exams. All absences from theory classes and clinical experiences must be made up during the scheduled make-up time at the end of the school week. Absences equaling 4 theory or clinical days (a total of 24 theory and/or clinical hours), even if extenuating circumstances, will require an Attendance Contract. If a student does not comply with the contract, the student will be dismissed from the program. Please refer to the Attendance section of the student handbook for further information.

Clinical progress is based on 100% participation in clinical sessions. Absences from clinical time must be made up either on an alternate clinical training day (if adequate student space is available) or at additional clinical training days scheduled at the end of the week or the end of each session.

Grades and Grade Points for College Transferrable Courses

The following grades and grade points are used at San Manuel Gateway College for college transferrable courses. Each course taught in the College has been approved for either a letter grade and/or an S/U grade.

| Grade | Grade | Description |
|-------|-------|-------------|
|-------|-------|-------------|

| | Point | |
|-------|-------|---|
| A | 4.0 | Outstanding performance. |
| A- | 3.7 | |
| B+ | 3.3 | |
| B | 3.0 | Very good performance for undergraduate credit |
| B- | 2.7 | |
| C+ | 2.3 | |
| C | 2.0 | |
| C- | 1.7 | |
| D+ | 1.3 | |
| D | 1.0 | Minimum performance for which undergraduate credit is granted, except as indicated above. |
| F | 0.0 | Failure—given when coursework was attempted but when minimum performance was not met. |
| FA/UA | 0.0 | Failure to attend (U/A for S/U graded courses)—given when a student discontinues attendance without withdrawing. Last date attended is to be noted on instructor grade report. |
| S | none | Satisfactory performance—counted toward certification. Equivalent to a C grade or better in undergraduate courses, An S grade is not computed in the grade point average. |
| U | none | Unsatisfactory performance—given only when performance for an S-specified course falls below a C grade level in the certificate courses. Similar filing procedures as given for S |

grade above are required. The U grade is not computed in the grade point average.

- W none Withdrawal—given for withdrawal from a course prior to fourteen calendar days before the final examination week. Withdrawals during the first fourteen calendar days of a quarter or the first seven calendar days of a five-week summer session are not recorded if the student files with the SMGC Office of Records. Withdrawals outside this time frame, upon recommendation of the Program Director, may be removed at the discretion of the Executive Director. A student may withdraw only once from a named cognate course that she/he is failing at the time of withdrawal.
- I none Incomplete—given when the majority of the course work has been completed and circumstances beyond a student's control result in the student being unable to complete the quarter. An I notation may be changed to a grade only by the instructor before the end of the following term (excluding the summer sessions for those not in attendance during that term). Incomplete units are not calculated in the grade point average. By use of the petition form—available online at searching under “Academic Forms” <http://www.llu.edu/students/> the student requests an I notation from the instructor, stating the reason for the request and obtaining the signatures of the instructor, the program director and the Executive Director. The form is left with the instructor. The instructor reports the I notation on the grade report form, as well as the grade the student will receive if the deficiency is not removed within the time limit. The petition form is then filed with the LLU Office of Records for LLU courses or the SMGC Office of Records for SMGC courses along with the grade report form. The I notation is not granted as a remedy for overload, failure on final examination, absence from final examination for other than an emergency situation, or a low grade to be raised with extra work.

Grading for Non-College Transferrable Courses

San Manuel Gateway College Programs use the following breakdown of percentages for computing student grades:

| | | |
|-------------|-------------|-------------|
| 93–100% A | 80–82.4% B- | 63–66.4% D |
| 90–92.4% A- | 77–79.4% C+ | Below 62% F |
| 87–89.4% B+ | 70–76.4% C | |
| 83–86.4% B | 67–69.4% D+ | |

A Satisfactory (S) grade (assignments/quizzes/exam percentages/skill assessment) is received when percentages are 70% and above.

An Unsatisfactory (U) grade (assignment/quizzes/exam percentages/unsatisfactory skill assessment) is received when percentages are below 70%. If an Unsatisfactory grade is received, the student is placed on academic probation and must repeat the course. Grades of U (unsatisfactory) are not accepted as passing grades in San Manuel Gateway College.

Attendance

Attendance at all classes, skills lab and clinical labs is required. This includes the first and last day of each session. Absence in excess of 10 percent of course appointments (class, skills lab, and/or clinical) may be cause for failure. Absence because of extenuating circumstances only (i.e., personal illness, death in the family) may be made up, when possible, at the discretion of the faculty teaching the course; however, the total number of absences should not exceed 10 percent of class and/or clinical appointments. Quizzes or examinations missed because of extenuating circumstances may be made up at the discretion of the course faculty. Prompt attendance at all class and clinical laboratory experience is required. Three times of being tardy to class and/or laboratory is equal to one absence. In order to truly attend class with full attention given to the content presented, professional behavior is expected. **PHONES MUST BE SILENCED AND NOT USED IN THE CLASSROOM OR CLINICAL SETTINGS.**

If you will be absent from class, seminar, and/or clinical due to extenuating circumstances you must:

- Call the Program Director or clinical instructor prior to class and/or lab. If unavailable leave a message in her voice mailbox, or at the number the instructor indicates. Do NOT email or text in this situation unless the instructor approves of this method.
- Submit a doctor's excuse for absences due to illness.
- All content for clinical and skills labs must be made up.

If you are tardy to class and a quiz is given:

- If the rest of the class is still taking the quiz, you may also take it, but it must be turned in with the rest of the papers, no extra time will be given.
- If the papers have been collected, you may not take the quiz at that time. If you feel your tardiness is justifiable, you may submit a written explanation of the tardiness to the course faculty requesting either to take the quiz or do an alternate assignment, according to faculty discretion.

Absences equaling more than 4 theory or clinical days (a total of 24 theory and/or clinical hours or 4 theory or clinical days), even if extenuating circumstances, will require an Attendance Contract.

Attendance Contract: The student will meet with a school administrator and discuss the related challenges in meeting their theory and clinical skill competencies in a timely manner.

The student will be placed on a contract stating:

“In order to maintain a place at San Manuel Gateway College, Student agrees to:

Make up all theory classes, clinical training time, and assignments missed during absences (if not previously completed).

Attend all classes and clinical training time.

Arrive punctually to all classes and clinical training labs.

Bring a doctor's note in the case of a necessary absence.

If a student does not comply with the contract, the student will be dismissed from the program.

All quizzes or examinations missed must be made up. In order to truly attend class with full attention given to the content presented, professional behavior is expected.
PHONES MUST BE SILENCED AND NOT USED IN THE CLASSROOM OR CLINICAL TRAINING SETTINGS.

Examination Policy

Classroom conduct during exams is required. Expected classroom conduct for students includes the following: 1) Wait outside the classroom until 5 minutes prior to the exam. 2) Leave all books and personal items at the door, including food/drinks, pens, and pencils. 3) Ask no questions during the exam. 4) Enter on time and leave the classroom quietly. 5) Leave all cellular phones, beepers/alarms in a manner so not to be seen or heard. (No cellular phones should be on your person during an exam.) 6) Avoid evidence of any behavior that could assist or distract another student during the exam. (Any evidence that would infer cheating is cause for failing the course.)

Records

Name on Student Records

It is the student's responsibility to provide the College with his/her full legal name. This name will be used on all College documents and correspondence and is essential for the following offices, organizations, and processes: College Records, Social Security Administration, preparation of certificates, and other legal processes.

The student submits his/her legal name on the original application to the College. A maiden name (where applicable) may be listed as an alternate name. Students should make certain that the spelling, capitalization, spacing, and order are accurate in College Records. The name spelling and format as it appears on the Registration Portal is the way it will appear on the certificate. For this reason, it is imperative to make sure it is correct on the Registration Portal.

The student's name as recorded in the student's record will be used for all College records, such as course rosters, transcripts, graduation program, and certification of completion.

Change of Name

A student may change his/her name at San Manuel Gateway College by submitting a "Name Change Request" form to SMGC Records. This form must be accompanied by at least two items: (1) a certified copy of a marriage certificate, a court order, or a divorce decree and (2) an updated SSN card. All changes in vital records must be made through the office of College Records.

Name changes received after the second week of a term will be processed after grades have been received for that term. Name changes for expected spring completion candidates must be received by the office of College Records no later than the first week in January preceding completion of the certification requirements.

Marriage

A student who marries or changes marital status during the academic year must provide the school with advance written notification of the change in status in order to keep school records correct and up to date. It is wise for students to make every effort to schedule their wedding ceremonies during academic recesses.

Grade Reports

Course grades are determined by the faculty member(s) who taught the course. Office of Records posts all grades at the end of each academic term. Grades can be viewed online the morning after the official grade submission date for the term by logging into the Student Information System. Notices concerning academic probation and academic dismissal are issued from the office of the Executive Director.

Grade reports are not sent to parents. Students dependent on the support of parents should inform them of their academic progress.

If a student believes a grade was given in error, the instructor should be contacted. Grades are changed only when an error has been made in arriving at or recording a grade and must be submitted during the subsequent term. Students should feel free to discuss grades with their instructors.

Academic Due Process. If the student wishes to contest a grade, the following steps should be taken:

- Discuss the grade with the course coordinator.
- If the matter is not resolved, the student should discuss the grade with the Program Director.
- If the matter still is not resolved, the student may appeal in writing to the Executive Director who will call an Academic Review Committee, whose decision is binding. The committee will review the student's written appeal and vote a decision.

Emergencies Affecting Required Theory and Clinical Training

The College recognizes there are times when events occur over which we have little or no control. Serious illness, accidents, and deaths of loved ones are among the reasons students may not complete their training on schedule. However, the training schedule must be followed. It is imperative theory content is completed for each module before the student performs the clinical skills related to that module at the approved clinical site. If the student cannot make up missed modules during the scheduled make-up times, the student will not be able to complete the clinical training for that session. Since the content in the second session is different from the first session, the student will need to withdraw from the program and request for admission the following year.

San Manuel Gateway College Records

The College maintains the official academic records of all students at SMGC. All student records are maintained in a secure environment at the College.

Requests for inspecting records should be made in writing to SMGC Records. The director of the office has forty-five days to fulfill this request; however, requests are usually granted within two weeks. Any questions students may have concerning academic standing within the College should be directed to their Program Director or the Executive Director.

College Records office hours:

Monday, Tuesday, Wednesday, and Thursday: 8:30 a.m. to 4:00 p.m.; Friday: 8:30 a.m. to 12:30 p.m.

Request for Transcripts

San Manuel Gateway College transcripts may be issued to students or designated receivers upon the student's request. Transcripts given to a student will be marked as Issued to Student. Transcripts from San Manuel Gateway College will contain the certificate courses taken at San Manuel Gateway College. Certificates and statements of completion will be issued only for students whose financial obligations to the College have been met. Requests for verification of certificate programs will be submitted at <http://sanmanuelgatewaycollege.llu.edu/> .

Transcripts for courses completed as a non-degree student in LLUH will only contain the college transferable courses. All transcript requests for LLU transferable courses are to be submitted through the SMGC records office. Forms are available in the administration office.

Custodians of Education Records

The following is a list of the types of records that the University maintains, their locations, and their custodians.

| <i>Types</i> | <i>Location</i> | <i>Custodian</i> |
|-------------------------------|-----------------------------|------------------------------------|
| Admission Records | SMGC Administrative Office | Director, Student Support Services |
| School-based Academic Records | SMGC Administrative Office | Director, Student Support Services |
| Financial Records | SMGC Administrative Office | Director, Student Support Services |
| Disciplinary Records | SMGC Administrative Office | Director, Student Support Services |
| LLU Transferable Courses | LLU Student Services Center | LLU Registrar |

All documents and student records will be retained for a minimum of 4 years.

Enrollment

Certificate Courses

Students will be enrolled in certificate courses by Administration. They will follow the prescribed sequence of modules and courses based on the approved certificate program schedule. Variances of the program schedule will not be allowed.

College Transferable Courses

When enrolling in a college transferable course, students will be enrolled as non-degree students through the Loma Linda University Records Office.

Financial Policies and Information

The student will be responsible for the total cost of the program. Scholarship and/or financial arrangements to cover the cost of the program will be made prior to the start of the program. If the student is unable to complete their commitment prior to the completion of the program, their certificate of completion will be held until final payment is made.

Personal Leave of Absence

A leave of absence is defined as an approved interruption of coursework or academic responsibilities. Students must request leave of absence in writing. An extended leave of absence from a program may require students to restart the program. Academic standing will be evaluated for decision by College administration.

Payments

Credit cards, PayPal, checks, and cash payments are accepted. Checks should be made payable to San Manuel Gateway College and should indicate the student's ID number to ensure that the correct account is credited. In case a check is returned, a \$25 returned item fee will be assessed. Payments are accepted in person at SMGC Administrative Offices, by mail, through the Account refunds resulting from financial aid, tuition refunds, or other payments may be credited back to any credit card used—to the extent of the card payment made—before a refund check or direct deposit will be issued.

Academic Integrity

All students in San Manuel Gateway College are expected to adhere to the highest standards of academic honesty. It is the responsibility of students to avoid both dishonest practices and the appearance of dishonesty. The student should make the necessary effort to ensure that his/her work is not used by others.

Students shall be subject to discipline for any form of academic dishonesty, including, but not limited to: copying from another's examination or allowing another to copy from one's own; plagiarism; giving or receiving aid on class work without permission or on take-home tests; and representing as one's own work the work of others without giving credit. Disciplinary actions may range from a zero on the work involved, lowering the course grade by one letter, dropping the student from the course, or total dismissal from school (See Grievance below).

Definitions

San Manuel Gateway College defines *academic integrity* as the commitment of all members of the educational community (administration, faculty, students, and staff involved in learning, teaching, research, patient care, or service) to engage in conduct that reflects honesty, trust, fairness, mutual respect, and responsibility (The Center for Academic Integrity, October, 1999).

Academic Discipline

An Academic Review Committee meets at least once each quarter to review student progress. Actions recommended by the Academic Review Committee other than dismissal from school are not subject to appeal beyond the committee. Actions that are not subject to appeal include, but are not limited to, requiring a student to do remedial work in a course, or repeating a course in which the student received a failing grade in either the theory or clinical training.

Grievance

A student dropped from school for academic reasons and who contends that the appropriate procedure was not followed, may file an appeal to the Executive Director of the school. This appeal must be filed within one quarter from the date on which the Academic Review Committee voted to drop the student from school. A grievance will be

reviewed only if the appeal is filed within this time frame. The grievance process is not available to individuals who fail to achieve admission or readmission to the school, or who take exception to the terms and conditions of admission or readmission.

Process for grievance

The student requests the Executive Director to appoint a Grievance Committee to evaluate the situation.

This request must be presented in writing and must include pertinent information. Based on their review, the Grievance Committee makes a recommendation to the Executive Director:

- The Executive Director, upon receipt of a written petition for grievance, appoints a committee of two faculty members selected from faculty of the San Manuel Gateway College who were not previously parties to the review of this case.
- The third, nonvoting faculty member, from the Academic Review Committee, is also selected by the Executive Director to meet with the Grievance Committee.
- The Grievance Committee may interview the student, faculty, clinical faculty, or other individuals who may be knowledgeable about the situation. The student may be accompanied only by a faculty advisor—not by friends, family, or legal counsel.
- The committee renders a written recommendation to the Executive Director upon completion of their review. After reviewing the findings and recommendations of the Grievance Committee, the Executive Director makes a decision, which is final and binding. The student is notified of the decision in writing.

Accommodations for Disability

It is San Manuel Gateway College's policy to comply fully with the provisions of The Americans with Disabilities Act [42 U.S.C. Sec. 12131 (2) (1990)]. The school is committed to providing education—supported by services and reasonable accommodations for disabilities—to qualified applicants. Students are required to have essential physical abilities and competencies in reasoning and thinking to be able to pass competency evaluation exams. Essential skills are listed in each program catalog. It is the student's responsibility to notify the school of the needed accommodation for any disability by obtaining (from the Office of the Executive Director who administers the

student's program) a letter provided for this purpose. The required supporting documentation, provided by appropriate College entities, needs to be delivered to the Office of the Executive Director for consideration. Suitable and reasonable accommodation will be provided as necessary.

Policy for Monitoring Courses and Program

At the termination of each course students will participate in an anonymous course evaluation process. The evaluation will include questions in which the students rate – Strongly agree, Agree, Neither Agree nor Disagree, Disagree, Strongly Disagree. An anonymous end of program evaluation will be given at the completion of the NATP. Please see form “Theory Course, Theory Instructor, Clinical Instructor, and Clinical Site Evaluation” and “End of Program Evaluation” in “Forms” section.

Social Media Policy

Introduction

Loma Linda University Health (LLUH) encourages its employees, medical staff, faculty, and students (“individuals”) to post responsibly and exchange opinions and ideas in public forums in a way that is professional, constructive, and in compliance with all LLUH policies and codes of conduct. Accordingly, this policy is intended to set forth the terms of LLUH policy regarding use of various public media forums, e.g., radio/television appearances, newspaper editorials, conference presentations; as well as blogs, discussion forums, and other interactive websites.

This policy includes provisions for individuals creating, posting on, commenting on, or uploading to any Internet website, such as media sites, chat rooms, bulletin boards, newsgroups, discussion groups, e-mail groups, personal websites, video-sharing sites, picture-sharing sites, dating sites, and social-networking sites — e.g., Snapchat, Instagram, Facebook, Twitter, etc., whether or not such sites are set to private.

The policy entitled “Participation in Social Media and Public Forums” can be found in the Administrative Handbook under code I-24. Students will particularly want to be aware of the sections of the policy that are excerpted in the following.

Specific prohibitions

1. Individuals shall not allow the informality of online public forums to lapse into rash postings, careless behavior, or improper comments; and they shall be expected to comment with respect.
2. Individuals shall not post information that in any way discloses private or confidential information about employees, students, or patients of LLUAHSC.
3. Individuals shall not post information that in any way discloses private, confidential, or proprietary information; or trade secrets of LLUAHSC, its employees, or any third party that has disclosed information to LLUAHSC; or any other information of LLUAHSC protected by its policies.

Individuals shall use caution to not allow the informality of online public forums to lapse into rash postings, careless behavior, or improper comments, and shall be expected to comment with respect.

1. Individuals shall assume that all comments made in Public Forums will be made widely available at some point and attributed back to them.
2. Individuals shall not engage in postings or comments that may harm or tarnish the image, reputation, and/or goodwill of LLUAHSC or any of its students, employees, patients, or clients.

Online public forums — general

Individuals shall be prohibited from using any LLUAHSC logo or from adding a link from an external Web page into an LLUH website in a way that would imply endorsement by LLUAHSC.

Responsibility to report

Any inappropriate blogs and/or postings that violate the provisions of this policy shall be reported to LLUAHSC management/administration immediately. Questions and concerns shall be directed to the employee's supervisor, manager, and/or Human Resources Management Department (HRM).

Remedies

Failure to comply with LLUAHSC policies regarding blogging and online posting shall be considered grounds for disciplinary action, including immediate termination.

Additional Loma Linda University Policies

San Manuel Gateway College/Loma Linda University Health is a school within Loma Linda University. SMGC/LLUH is under and in alignment with all Loma Linda University policies and any policies not present in the SMGC handbook will be deferred to the university handbook.

Please consult the Loma Linda University Student Handbook (<http://www.llu.edu/students/>) for policies and procedures concerning the following areas:

- Professional Standards (briefly addressed)
- Alcohol, Controlled Substances, and Tobacco (briefly addressed)
- Drug- and Alcohol-Testing Policy
- Pornography
- Freedom of Expression Policy
- Policy Prohibiting Sexual Misconduct and Discrimination on the Basis of Sex (Title IX)
- Procedures for Reporting and Responding to Complaints of Sex Discrimination and/or Sexual Misconduct
- Sexual Standards Policy
- Student Mistreatment
- Weapons Possession Policy

SECTION V - Programs

College Transferable Courses

AHCJ 124. Introductory Medical Anthropology. 4 Units.

An interdisciplinary approach to understanding human behavior, with specific applications to all levels of the health-care professions. Studies human health and disease, health care and care-delivery systems, and biocultural adaptations. Holistically integrates all elements affecting health and disease--including spiritual, biological, social, and psychological factors. Provides insights into global issues through cross-cultural comparisons and analyses of health, disease, and care interventions. Builds perspectives and skills that prepare the student to successfully address and rise above the barriers often resulting from issues of diversity--including differences of culture, age, gender, sexual preference, religion, race, ethnicity, life experiences, and economic background. Emphasizes problem-solving insights and skills and extensively utilizes case studies and small-group synergy to ensure real-world usefulness.

Student Learning Outcome: This course will build perspectives and skills that prepare the student to successfully address and rise above the barriers often resulting from the issues of diversity including differences in culture, age, gender, sexual preference, religion, race, ethnicity, life's experiences, and economic background.

Course Objectives: Upon successfully completing this course the learner will be able to:

Recognize the importance of professionalism in successful health care delivery.

Identify and describe cultural and professionalism in successful health care delivery

Apply the perspectives of cultural relativism to the challenges of the work place.

Understand how cosmology/world view impacts health and disease.

Discuss their roles as health care professionals in local and global contexts

Describe the influence of culture on health and disease.

AHCJ 135. Essentials of Human Anatomy and Physiology. 5 Units.

Studies the structure and function of the human body, including organ systems.
Prerequisite to many certificate and associate degree programs.

Student Learning Outcomes: The objectives of this course are to present the student with an integrated view of the structural and functional characteristics of cells. The students will be presented with a view of the anatomy of individual body organs and organ systems and their individual and systemic functions. Emphasis will be placed on the importance of understanding the cellular bases of organ function. Anatomy and physiology of these systems is within the context of hemostatic maintenance.

Course Objectives: By the end of the course, the student should be able to:

- Apply basic physiological and anatomical concepts to the human organism.
- Discuss basic concepts of chemistry as they relate to metabolism.
- Describe human cells and tissue.
- Analyze the role of integument in maintaining homeostasis.
- Discuss the metabolic and structural functions of osseous tissue
- Discuss structure and function of muscular tissue.
- Analyze neural function as evidenced by the ability to describe and integrate basic information.
- Describe the special senses.
- Discuss and describe the endocrine system.
- Discuss basic concepts associated with blood.
- Describe the structure and function of the human heart.
- Analyze the role of the vascular system in maintaining homeostasis.
- Discuss lymphatic structure and function.
- Discuss the respiratory system.

Analyze digestive function as evidenced by the ability to describe and integrate basic information.

Describe urinary system structure and function.

Identify and describe characteristics and functions of the male and female reproductive system.

HLCS 241. Medical Terminology. 2 Units.

Prefixes, suffixes, and root words used in the language of medicine. Terms pertaining to pathology and surgery. Terms studied by body system: gastroenterology, cardiology, neurology, musculoskeletal, dermatology, ophthalmology, otorhinolaryngology, and respiratory. A study of the language of medicine appropriate for beginning health professionals. The course is organized by body systems.

Student Learning Outcome: The student will have beginning knowledge and experience with word construction, word analysis, definitions, and use of terms related to medical science.

Course Objectives: Upon completion of this course, the student will have knowledge to:

Apply techniques of medical word building using basic word elements.

Categorize major suffixes, prefixes, and roots in groups according to body systems.

Use combining forms and correct spelling in medical terms.

Pronounce medical terms correctly.

Interpret the meanings of common medical abbreviations.

Translate medical information recorded in a patient health record.

RELT 101. Jesus, Health, and Healing. 2 Units.

Examines how Jesus interacted with and healed people, and how this has impacted the history and philosophy of Loma Linda University as a Christian health sciences institution. Acquaints students with the concepts of wholeness and integrative care.

Course Objectives: By the end of this course, the students should be able to:

- Learn about Jesus' way of living and interacting with people.
- Discover how and why Jesus healed people and what that meant to them.
- Describe and explain how Jesus' methods led to the founding of LLU
- Understand the concepts of wholeness and how that impacts how patients are cared for and how to make them part of their personal and professional life.
- Gain insight into ways in which they may personally play a part in accomplishing the University's mission; into ways in which they can make a satisfying difference in a needy world.

Certified Medical Assistant Curriculum

Certified Medical Assistant Program

The Certified Medical Assistant Program will educate multi-skilled professionals specifically to work in ambulatory settings performing administrative and clinical duties. The program's graduate will have a mastery of a complex body of knowledge and specialized skills acquired from both formal education and practical experience providing competence to serve as standards for entry into the profession. By completing the program and achieving certification, the medical assistant program graduate will be prepared to directly influence the public's health and well-being.

Objectives of Certified Medical Assistant Program

The objectives of the certified medical assistant program are:

1. Prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. Provide academic assessment and development of critical thinking, effective communication, and personal and professional responsibility.
3. To prepare students who are professional proficient to perform clinical and administrative duties of a medical assistant.
4. Based on domain competencies established by the Commission of Accreditation of Allied Health Education Programs (CAAHEP).
5. To serve the needs of the communities of interest through continuous program assessment and improvement while monitoring the ever changing health-care environment.

Essential skills for Certified Medical Assistants

The practice of a medical assistant has minimum entry qualifications. Medical Assistants are expected to have certain physical abilities as well as competencies in reasoning and thinking. The skills are considered essential to the practice of medical assisting and are therefore skills required of all applicants to the San Manuel Gateway College Certified Medical Assistant Program. These include the abilities indicated in the following four areas:

Psychomotor (physical) skills

Work with inanimate object—including setting up, operating (controlling), manipulating, and handling.

Stand, walk, carry, sit, lift up to fifty pounds, push, pull, climb, balance, stoop, crouch, kneel, turn, twist, crawl, and reach—within a clinical setting.

Assess and intervene in the care of patients, using the physical senses—sight, touch, taste, smell, hearing.

Cognitive (thinking) skills

Work with intangible data, such as numbers, symbols, ideas, and concepts.

Perform mental cognition tasks, including problem solving, prioritizing, and accurate measuring; follow instructions; and use cognitive skills to synthesize, coordinate, analyze, compile, compute, copy, and compare.

Communicate with others, using verbal and nonverbal skills. Recall written and verbal instructions, read and comprehend, and write clearly. Negotiate, instruct, explain, persuade, and supervise.

Affective (human relations) skills

Interact positively with individuals and groups of people directly and indirectly.

Control emotions appropriately and cope with stressful situations.

Respond appropriately to criticism and take responsibility for personal actions, behaviors, and learning.

Evaluate issues and make decisions without immediate supervision.

Task (work function) skills

Function independently on work tasks.

Demonstrate safety awareness.

Recognize potential hazards.

Respond appropriately to changes in work conditions.
Maintain attention and concentration for necessary periods.
Perform tasks that require set limits.
Ask questions and request assistance appropriately.
Perform within a schedule requiring attendance.
Carry a normal workload.

Policy Regarding the Medical Assistant Curriculum

The Medical Assistant Curriculum was developed by the Director, Academic Programs and the Program Director following the core curriculum for Medical Assistants provided by the Medical Assisting Education Review Board (MAERB). Oversight of implementation of the training program will be by the Executive Director San Manuel Gateway College and the Assistant Director of San Manuel Gateway College collaborating with the Program Director of the Medical Assistant Program. Implementation of the curriculum and program will also be under continuous evaluation as anonymous student feedback is provided regarding the program and clinical experiences.

Policy Related to Theory Training Presentation

Theory content incorporates the cognitive knowledge in performance of the psychomotor, and affective competencies required in the core curriculum for Medical Assistants Medical Assisting Education Review Board (MAERB), 20-15 Curriculum Requirements. Theory classes will range between 9:00 AM and 5:00 PM during the week. The theory hours are also over the required minimum of 50 hours.

Refer to each quarter's weekly schedule for course implementation. The curriculum planning goal was to have content areas each module discussed in a classroom setting before expecting the students to implement the skills in the clinical setting caring for residents.

Policy Related to Clinical Training Experiences

The ratio of students participating in the clinical setting will be a maximum of 10 to 12 students to one clinical instructor with experience and knowledge of the medical assisting profession. The hours of clinical training experiences will be arranged to be between the hours of 7:00 AM to 3:30 PM. The clinical hours are more than the required minimum of 160 hours.

Clinical Laboratory Experiences

Clinical laboratory grades in the Medical Assistant Program will be assigned as pass/fail. Specific criteria for clinical evaluation are shared with students at the beginning of each course. Students must demonstrate passing competence with all required skills before receiving a satisfactory clinical score.

All assigned skills performed in the skills lab must be checked off by a skills lab instructor. The student may have a total of three opportunities to have each skill checked off. This indicates the student has demonstrated safety and beginning competency in the specific skill assigned and is ready to perform the skill in the clinical setting under the supervision of a clinical instructor.

During clinical lab time, assigned skills must be checked off by the clinical lab instructor. The student is responsible for requesting the clinical instructor to evaluate performance of the skill and to check the skill off. If after three opportunities of performing the skill within the clinical setting, the student does not pass at 100%, the student will be requested to review the skill within the skills lab. When the student is able to successfully have the skill checked off (with a total of three opportunities), the student will then be able to return to the clinical setting. The student can then request for a repeat attempt for clinical skill evaluation. If the clinical skill is not performed successfully at that time, the student will not be able to continue with clinical experiences and will not successfully complete the clinical component of the nursing assistant course.

Uniform Dress Code

San Manuel Gateway College identification name pin and picture IDs shall be worn by students on campus and in the clinical training lab setting.

Professional dress code standards will apply to students when attending the College and in the clinical training lab setting:

- The hairstyle shall be neat and conservative and of a natural color.
- Cosmetics and perfumes should be inconspicuous.
- Jewelry is allowed only in moderation.
 - “In moderation” is defined as:
 - One ring (or wedding set) per hand
 - One set of small post---type studs not extending beyond the earlobe
 - Medic---alert bracelet(s), as appropriate
- Not permitted are earrings, neck chains, slogan pins, buttons, or badges.
- Nails should be clean, short, and manicured. Only natural appearing nail polish may be worn.

No artificial nails are permitted in the clinical training lab setting.

- Body piercing and tattoos are not allowed. All tattoos must be covered by clothing.
- Uniforms should be clean, shoes polished, and shoestrings clean.
- Optional undershirt, should match color of pants.
- The school uniform is required for clinical training lab experiences.
- Flip-flops, sandals, tennis shoes, etc., are never appropriate with a uniform.

In addition to the above requirements, students will also be responsible for adhering to any additional dress policies of a particular clinical agency.

Medical Assistant Uniform Dress Code for Women

A scrub top (length at least to the second knuckle when the hand is straight down by the side) with the San Manuel Gateway College name inscribed, complies with the school's dress code for women. The dress uniform or scrub top must be obtained from San Manuel Gateway College. Acceptable black pants must come to the top of the shoe. Black leather shoes with closed toe and heel are required.

Medical Assistant Uniform Dress Code for Men

The uniform dress code for men includes a scrub top with the San Manuel Gateway College name, obtained from the San Manuel Gateway College; as well as black pants (length must come to the top of the shoe), black leather shoes with closed toe and heel, and black socks.

Curriculum Overview

The curriculum for the medical assisting certification includes 3 quarters of courses. After completion of the three quarters, the student is eligible to write the medical assisting certification exam. Clinical experiences are incorporated into the second and third quarter of the curriculum. The clinical experiences will progress in a manner congruent with theoretical and clinical content covered in the classroom. Skills lab learning will accompany curriculum progression to assist the student in clinical competence. Students will not be able to implement skills within a clinical setting until their competency has been tested and approved in the skills lab setting.

Pre-Session:

| | | |
|-----------------|---|----------------|
| AHCJ 135 | Essentials of Anatomy and Physiology and Lab | 5 units |
| AHCJ 124 | Introductory Medical Anthropology | 4 units |
| HLCS 216 | Medical Terminology | 2 units |
| RELT 101 | Loma Linda Perspectives | 2 units |
| GCHC 010 | Introduction to Health Professional Roles | 2 units |

Second Session:

GCMA 011 Fundamentals of Medical Assisting -Patient Care 8 units

GCMA 012 Health Care Communication for Whole Patient Care 2 units

Third Session:

**GCMA 013 The Medical Assistant in the Front Office, Office Lab, and Special
Procedures 8 units**

GCMA 014 Professionalism and Preparation for Certification 2 units

Course Descriptions

GCHC 010 Introduction to Health Professional Roles

This course will introduce the health professional students to roles and responsibilities of the health professionals, including requirements for beginning concepts of professionalism, ethics, confidentiality, and certification. It will also present the California Code of Regulations, which regulates health care facilities, and specific regulatory agencies for each of the selected health professional roles.

Introduction to professionalism and ethical behavior for medical assistant roles and responsibilities within the professional work environment. Governmental agencies and legislation regulating matters in health care (HITECH Act, GINA, and ADAAA, HIPAA) applicable to medical office

Student Learning Outcomes: This course will introduce the student to medical assistant roles and responsibilities within the outpatient medical care environment. It will include

requirements for Medical Assisting certification, beginning concepts of professionalism, ethics, and confidentiality and governmental legislation regulating health care facilities employing Medical Assistants.

GCMA 011 Fundamentals of Medical Assisting – Patient Care

Fundamental knowledge and skills for the Medical Assistant to prevent and manage catastrophe and unusual occurrences in the health care setting, including CPR training, infection control and medical asepsis, performing medical history and patient screening, body measurements and vital signs, preparing for and assisting with examinations, medication administration, and common exam procedures.

Student Learning Outcomes: The purpose of this course is to cover the fundamental knowledge and skills for the Medical Assistant. The student will learn prevention and management of catastrophe and unusual occurrences in the health care setting, including CPR training, infection control and medical asepsis, performing medical history and patient screening, body measurements and vital signs, preparing for and assisting with examinations, medication administration, and common exam procedures.

GCMA 012 Health Care Communication for Whole Patient Care

Introduces the concepts and skills required for the Medical Assistants to communicate therapeutically with patients, family members, and the health care team and the role of patient navigator and related coaching skills to provide supportive communication for health care. Introduction of appropriate documentation to report and record observations using medical terms and abbreviations

Student Learning Outcomes: The purpose of this course is to introduce the concepts and skills of therapeutic communication across the lifespan pertinent for the Medical Assistants. Whole person care components are incorporated to assist Medical Assistants to communicate effectively and interact appropriately with patients, family members, and members of the health care team. The role of patient navigator and coaching skills will assist the Medical Assistant to provide supportive communication for health care. The student will also be prepared to know how, when, and why to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations. The student will also be introduced to patient rights.

GCMA 014 The Role of the Medical Assistant working in the Front Office and Special Procedures for Patient Care

Course builds on knowledge and skills learned GCMA 011. Introduction to more specialized diagnostic screening, exams and procedures across the lifespan. Nutrition, exercise and healthy living will be applied to patient interaction including teaching, documentation and follow-up. A majority of the course will focus on maintaining organization and competency in working with patients in the front office, including accurate documentation and reporting of all aspects of the patient's visit and records.

Student Learning Outcomes: This course will build on knowledge and skills learned SMMA 012. The course will introduce the student to more specialized diagnostic screening, and specialty exams and procedures across the lifespan. Nutrition, exercise and healthy living will be applied to patient interaction including teaching, documentation and follow-up. A majority of the course will focus on maintaining organization and competency in working with patients in the front office, including accurate documentation and reporting of all aspects of the patient's visit and records.

GCMA 015 Professionalism and Preparation for Certification

A review of concepts of professionalism, preparation for the work environment and assist the medical assisting student to review content needed for successfully passing the certification exam.

Student Learning Outcomes: This course will review concepts of professionalism, preparation for the work environment and assist the medical assisting student to review content needed for successfully passing the certification exam.

Certified Nursing Assistant Program

Certified Nursing Assistant Program

Nursing care is concerned with the basic needs of individuals related to physical, mental, social, spiritual, developmental, and cultural areas of their life. The Certified Nursing Assistant with appropriate education and clinical experience is capable of giving whole person nursing care under the supervision and delegation of the registered professional nurse in tasks which support nursing practice.

Objectives of Certified Nursing Assistant Program

The objectives of this program are to provide instruction and clinical training to acquire basic nursing techniques and skills to provide entry level nursing care in the health care field. The experience gained in this program will enable the individual to achieve employment in a health care setting and to also consider and pursue upward mobility in health care services as opportunities arise.

At the completion of this course, the student will be able to:

- Maintain a proper whole person healing environment of the resident of the care setting.
- Report and observe observations related to providing whole person care.
- Provide assistance in personal hygiene.
- Assist with body movement and ambulation to nurture rehabilitative and supportive care.
- Assist with nutrition and elimination to nurture and maintain homeostasis within the resident.
- Identify and provide assistance with emergency situations.
- Assist the registered professional nurse in providing whole person care.
- Communicate with residents, family, and health care team in an effective and positive manner.

Essential skills for Certified Nursing Assistants

The practice of a nursing assistant has minimum entry qualifications. Nursing Assistants are expected to have certain physical abilities as well as competencies in reasoning and thinking. The skills are considered essential to the practice of nursing assisting and are therefore skills required of all applicants to the San Manuel Gateway College Certified Nursing Assistant Program. These include the abilities indicated in the following four areas:

Psychomotor (physical) skills

Work with inanimate object—including setting up, operating (controlling), manipulating, and handling.

Stand, walk, carry, sit, lift up to fifty pounds, push, pull, climb, balance, stoop, crouch, kneel, turn, twist, crawl, and reach—within a clinical setting.

Assess and intervene in the care of patients, using the physical senses—sight, touch, taste, smell, hearing.

Cognitive (thinking) skills

Work with intangible data, such as numbers, symbols, ideas, and concepts.

Perform mental cognition tasks, including problem solving, prioritizing, and accurate measuring; follow instructions; and use cognitive skills to synthesize, coordinate, analyze, compile, compute, copy, and compare.

Communicate with others, using verbal and nonverbal skills. Recall written and verbal instructions, read and comprehend, and write clearly. Negotiate, instruct, explain, persuade, and supervise.

Affective (human relations) skills

Interact positively with individuals and groups of people directly and indirectly.

Control emotions appropriately and cope with stressful situations.

Respond appropriately to criticism and take responsibility for personal actions, behaviors, and learning.

Evaluate issues and make decisions without immediate supervision.

Task (work function) skills

Function independently on work tasks.
Demonstrate safety awareness.
Recognize potential hazards.
Respond appropriately to changes in work conditions.
Maintain attention and concentration for necessary periods.
Perform tasks that require set limits.
Ask questions and request assistance appropriately.
Perform within a schedule requiring attendance.
Carry a normal workload.

Policy Regarding the Nursing Assistant Curriculum

The Nursing Assistant Curriculum follows the curriculum outline provided by the Nurse Assistant Training and Assessment Program (NATAP). Oversight of implementation of the training schedule will be by the RN Program Director (RNDP) of the Nursing Assistant Training Program, collaborating with the Executive Director of SMGC and the Director of Academic Programs. Implementation of the curriculum and program will also be under continuous evaluation as anonymous student feedback and administrative evaluations regarding the program and clinical training.

The NATAP will use CDPH 276C form to document all theory training using hand-written documentation by the RNDP.

Policy Related to Theory Presentation

The weekly schedule for course implementation, prepared in CDPH 276B format, will be followed to ensure the CDPH 276C training schedule is achieved. The RNDP will use handwritten documentation to verify all theory training has been successfully completed. The curriculum plan requires for each module to be discussed in a classroom setting before the students will implement the module content and skills in the clinical setting caring for residents.

Students will complete the required 41 hours of essential content prior to participating in clinical training. The 41 hours of required content will be assessed, scored, and recorded on the student's record.

The NATP includes 145.5 theory hours. Theory class times will vary, but will occur between the hours of 8AM and 5PM during the week.

Student attendance to theory content will be recorded using a sign-in/sign-out sheet for all days of theory instruction. The student will sign in at the beginning of each theory day and sign out at the end of each theory day.

Policy Related to Clinical Training

The NATP weekly clinical schedule will include all clinical skills listed on CDPH 276A and the required minimum of 128 clinical hours.

The ratio of students participating in the clinical setting will not exceed 15 students to one clinical instructor. The Clinical Instructor will provide immediate supervision to students and will not be responsible for other duties during clinical time. During the clinical training time, the Clinical Instructor will provide demonstration of clinical skills at the approved clinical site. The Clinical Instructor will also evaluate the student's skill demonstration at the approved clinical site. The hours of clinical training experiences will be from 7:00 AM to 3:30 PM.

Essential clinical skills practice may also be performed in the Practice Skills lab at San Manuel Gateway College simulation lab prior to performing the clinical skill for competency check-off at the approved clinical training site. This prior practice is to assist in ensuring safety and competency before working with residents. Practice Skill Lab hours do not count toward the required clinical hours.

Clinical training must be at the approved clinical site. The clinical hours equal a total of 128 hours. During clinical training time, clinical skills scheduled for the clinical day must be checked off by the clinical instructor at the approved clinical site. The clinical instructor for each student will use a copy of Form CDPH 276A Skills Checklist in order to record successful completion of all required skills. If after three opportunities of

performing the skill within the clinical training site the student does not pass at 100%, the student will be requested to review the skill within the Practice Skills lab at San Manuel Gateway College. When the student is able to successfully perform the skill (with a total of three opportunities in the Practice Skills Lab), the student will then be able to return to the approved clinical training site. The student can then- repeat a clinical skill evaluation. If the clinical skill is not performed successfully at that time, the student will not be able to continue with clinical training and will be dismissed from the NATP.

The Clinical Instructor will keep record of student clinical attendance using a sign-in/sign-out sheet maintained for all days of clinical experiences. Students are required to sign the clinical attendance record at the beginning and end of each clinical day.

Clinical grades in the Certified Nursing Assistant Program are assigned as Satisfactory and Unsatisfactory. Specific criteria for clinical evaluation are shared with students at the beginning of clinical laboratory experiences. Criteria for competent clinical skill performance are also shared with students before performing the skill. Students must demonstrate passing competence with all required skills before receiving a satisfactory clinical score.

Grading

San Manuel Gateway College, Certified Nursing Assistant Program uses the following breakdown of percentages for computing student grades:

| | | |
|-------------|-------------|------------|
| 93–100% A | 80–82.4% B- | 63–66.4% D |
| 90–92.4% A- | 77–79.4% C+ | |
| Below 62% F | | |
| 87–89.4% B+ | 70–76.4% C | |
| 83–86.4% B | 67-69.4% D+ | |

An Unsatisfactory (U) grade (assignment/quizzes/exam percentages/unsatisfactory skill assessment) is received when percentages are below 70%. If an Unsatisfactory grade is received, the student is placed on academic probation and must repeat the course.

Attendance

All theory and clinical hours are required to complete the NATP. Prompt attendance at all classes, Practice Skills Lab and clinical training times is required. This includes the first and last day of each session. A tardy is when a student arrives or leaves more than 10 minutes after the start or before the end of class time. Three tardies will be counted as an absence. All tardies and absences must be made up. Absences due to extenuating circumstances only (i.e., personal illness, death in the family) will require documentation of the incident.

Theory make-up time must be completed within one week of the first time the theory was presented. Clinical make-up time for specific skills needs to be completed no later than 1 week after the demonstration of that skill. Quizzes or examinations missed because of tardiness or absences must be made up through arrangements with course faculty during make-up time within the week. Documentation must be provided to support a rationale for the tardiness or absence if a make-up opportunity is desired. A student who does not participate in make-up time for all absences in classroom, clinical time, or Practice Skills Lab will be a cause for dismissal.

Absences equaling more than 4 theory or clinical days (a total of 24 theory and/or clinical hours or 4 theory or clinical days), even if extenuating circumstances, will require an Attendance Contract.

Attendance Contract: The student will meet with a school administrator and discuss the related challenges in meeting their theory and clinical skill competencies in a timely manner.

The student will be placed on a contract stating:

In order to maintain a place at San Manuel Gateway College, Student agrees to:

- Make up all theory classes, clinical training time, and assignments missed during absences (if not previously completed).

- Attend all classes and clinical training time.

- Arrive punctually to all classes and clinical training labs.

Bring a doctor's note in the case of a necessary absence.

If a student does not comply with the contract, the student will be dismissed from the program.

All quizzes or examinations missed must be made up. In order to truly attend class with full attention given to the content presented, professional behavior is expected.

PHONES MUST BE SILENCED AND NOT USED IN THE CLASSROOM OR CLINICAL TRAINING SETTINGS.

If you will be absent from class and/or clinical training labs due to extenuating circumstances you must:

- Notify the school prior to class and/or clinical training lab. If unavailable, leave a message in their mailbox or at the number the instructor indicates. Do NOT email or text in this situation unless the instructor approves of this method.
- Submit a doctor's excuse for absences due to illness.
- All content for clinical training lab must be made up.

If you are tardy to class and a quiz is given:

- If the rest of the class is still taking the quiz, you may also take it, but it must be turned in with the rest of the papers, no extra time will be given.
- If the papers have been collected, you may not take the quiz at that time. If you feel your tardiness is justifiable, you may submit a written explanation of the tardiness to the course faculty requesting to take the quiz during make-up time.

Examination Policy

Classroom conduct during exams is required. Expected classroom conduct for students includes the following: 1) Wait outside the classroom until 5 minutes prior to the exam. 2) Leave all books and personal items at an instructor designated site, including food/drinks, pens, and pencils. 3) Ask no questions during the exam. 4) Enter on time and leave the classroom quietly. 5) Leave all cellular phones, beepers/alarms in a manner so not to be seen or heard. (No cellular phones should be on your person during an exam.) 6) Avoid evidence of any behavior that could assist or distract another student during the exam. (Any evidence that would infer cheating is cause for failing the course.)

Uniform Dress Code

San Manuel Gateway College identification name pin and picture IDs shall be worn by students on campus and in the clinical training lab setting.

Professional dress code standards will apply to students when attending the College and in the clinical training lab setting:

- The hairstyle shall be neat and conservative and of a natural color.
- Cosmetics and perfumes should be inconspicuous.
- Jewelry is allowed only in moderation.
 - “In moderation” is defined as:
 - One ring (or wedding set) per hand
 - One set of small post---type studs not extending beyond the earlobe
 - Medic---alert bracelet(s), as appropriate
- Not permitted are earrings, neck chains, slogan pins, buttons, or badges.
- Nails should be clean, short, and manicured. Only natural appearing nail polish may be worn.

No artificial nails are permitted in the clinical training lab setting.

- Body piercing and tattoos are not allowed. All tattoos must be covered by clothing.
- Uniforms should be clean, shoes polished, and shoestrings clean.
- Optional undershirt, should match color of pants.
- The school uniform is required for clinical training lab experiences.
- Flip-flops, sandals, tennis shoes, etc., are never appropriate with a uniform.

In addition to the above requirements, students will also be responsible for adhering to any additional dress policies of a particular clinical agency.

Certified Nursing Assistant Uniform Dress Code for Women

A scrub top (length at least to the second knuckle when the hand is straight down by the side) with the San Manuel Gateway College name inscribed, complies with the school’s dress code for women. The dress uniform or scrub top must be obtained from San Manuel Gateway College. Acceptable black pants must come to the top of the shoe. Black leather shoes with closed toe and heel are required.

Certified Nursing Assistant Uniform Dress Code for Men

The uniform dress code for men includes a scrub top with the San Manuel Gateway College name, obtained from the San Manuel Gateway College; as well as black pants (length must come to the top of the shoe), black leather shoes with closed toe and heel, and black socks.

Policy for Certification Exam

Students successfully completing all modules, all components, all required hours, and successfully demonstrated in the nursing facility all skills, will have the CDPH 283B form signed by the RN Program Director. This form (CDPH 283B) will be required by the vendor providing the Competency Evaluation Exam prior to the student being able to write the Competency Evaluation Exam. The student must successfully pass the Competency Evaluation Exam before the student is eligible to be certified.

Students will be assisted with the application process to take the certification exam. The NATP will only refer students to a CDPH approved testing vendor (e.g. American Red Cross and National Nurse Aide Assessment Program).

Curriculum Overview

Curriculum overview for nursing assisting certification

The curriculum for the nursing assisting certification includes 2 sessions of courses (approximately 20 weeks). After completion of the two sessions, the student is eligible to write the nursing assisting certification exam. Clinical training experiences are incorporated into the two sessions. The clinical training experiences will progress in a manner congruent with theoretical and clinical content covered in the classroom. Practice Skills Lab learning and clinical training experiences will accompany curriculum progression to assist the student in clinical competence. Students will not be able to implement skills within a clinical setting until their competency has been tested and approved in the Practice Skills Lab setting.

Pre-session

GCNC 010 Introduction to Health Professional Roles 2 units

First session:

GCNA 011 Fundamentals of Nursing Assisting 8 units

GCNA 012 Health Care Communication for Whole Patient Care 2 units

Second session

GCNA 013 Role of Nursing Assistant Working with Special Needs Patients
8 units

GCNA 014 Professionalism and Preparation for Certification 2 units

Courses

GCNC 010 Introduction to Health Professional Roles

This course will introduce the health professional students to roles and responsibilities of the health professionals, including requirements for beginning concepts of professionalism, ethics, confidentiality, and certification. It will also present the California Code of Regulations, which regulates health care facilities, and specific regulatory agencies for each of the selected health professional roles.

GCNA 011 Fundamentals of Nursing Assisting – Theory and Clinical Training

Fundamental knowledge and skills for the Nurse Assistant. Prevention and management of catastrophe and unusual occurrences in the health care setting, body mechanics for patient care, medical and surgical asepsis, weights and measures, vital signs, and basic patient care skills.

Student Learning Outcomes: The purpose of this course is to cover the fundamental knowledge and skills for the Nurse Assistant. The student will learn prevention and management of catastrophe and unusual occurrences in the health care setting, body mechanics for patient care, medical and surgical asepsis, weights and measures, vital signs, and basic patient care skills.

GCNA 012 Health Care Communication for Whole Patient Care

Introduces the concepts and skills required for the Nurse Assistant to communicate effectively and interact appropriately with residents, residents' families and guests, and other members of the health care team. Preparation for using objective and subjective observation skills and appropriate reporting and recording of observations. Introduction to patient/resident rights.

Student Learning Outcomes: The purpose of this course is to introduce the concepts and skills required for the Nurse Assistant to communicate effectively and interact appropriately with residents, residents' families and guests, and other members of the health care team. The student will also be prepared to know how, when, and why to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations. The student will also be introduced to patient/resident rights.

GCNA 013 The Role of the Nursing Assistant Working with Special Needs Patients

Building on GCNA 011, introducing the effects of aging on body structure and function. Special adaptations of caring for infants and children, caring for a resident in a home, and caring for an end-of-life resident.

Student Learning Outcomes: This course will build on knowledge and skills learned GCNA 011. This course will introduce the student to the effect of aging on body structure and function. Special adaptations of caring will include residents with specific illnesses, such as musculoskeletal deficits, neurological and/or cognitive changes, and in caring for an end-of-life resident.

GCNA 014 Professionalism and Preparation for Certification

Review of concepts of professionalism, preparation for the work environment, and prepare the nursing assistant student to successfully pass the competency evaluation exam.

Student Learning Outcomes: This course will review concepts of professionalism, preparation for the work environment and assist the nursing student to review content needed for successfully passing the competency evaluation exam.

Community Health Worker Certificate Programs

Community Health Worker Certificate Programs

“A Community Health Worker (CHW) is a frontline public health worker who is a trusted member of and/or has an unusually close understanding of the community served. This trusting relationship enables the CHW to serve as a liaison/link/intermediary between health/social services and the community to facilitate access to services and improve the quality and cultural competence of service delivery.

A CHW also builds individual and community capacity by increasing health knowledge and self-sufficiency through a range of activities such as outreach, community education, informal counseling, social support and advocacy.”
(APHA Community Health Worker Section)

The Community Health Worker/Promotores Programs at Loma Linda University Promotores Academy within San Manuel Gateway College offers basic and specialty community health worker trainings. The graduates from these training programs will have mastery of core foundations of community health worker roles and competencies and have the opportunity to advance onto specialty trainings to prepare them to work with diverse populations, improve health equity, and address social determinants that directly influence health at various community, healthcare and school-based settings.

Objectives of Community Health Worker/Promotores Programs

1. Provide a systematic mechanism of education.
2. Assist each participant to build essential skills unique to the community health worker.
3. Enhance leadership of community health workers as agents of change in communities.
4. Enhance the effectiveness of health promotion and social services.
5. Offer specialty areas to address social determinants of health and promote health prevention.

Promotores Academy’s Basic Core Competencies

1. Build communication skills: listening, reading, speaking, and writing.
2. Build interpersonal skills: work on teams, leadership.
3. Apply problem solving.

4. Apply critical thinking.

Essential skills for Community Health Worker/Promotores Certification

The practice of a community health worker/promotor has minimum entry qualifications. Community Health Workers/Promotores are expected to have at least one year of documented/validated experience of direct community work, and certain physical abilities as well as competencies in reasoning and thinking. The skills are considered essential to the practice of community health working and are therefore skills required of all applicants to the San Manuel Gateway College Community Health Workers/Promotores Programs. These include the abilities indicated in the following four areas:

Psychomotor (physical) skills

Work with inanimate object—including setting up, operating (controlling), manipulating, and handling.

Stand, walk, carry, sit, lift up to fifty pounds, push, pull, climb, balance, stoop, crouch, kneel, turn, twist, crawl, and reach—within a clinical setting.

Assess and intervene in the care of patients, using the physical senses—sight, touch, taste, smell, hearing.

Cognitive (thinking) skills

Work with intangible data, such as numbers, symbols, ideas, and concepts.

Perform mental cognition tasks, including problem solving, prioritizing, and accurate measuring; follow instructions; and use cognitive skills to synthesize, coordinate, analyze, compile, compute, copy, and compare.

Communicate with others, using verbal and nonverbal skills. Recall written and verbal instructions, read and comprehend, and write clearly. Negotiate, instruct, explain, persuade, and supervise.

Affective (human relations) skills

Interact positively with individuals and groups of people directly and indirectly.

Control emotions appropriately and cope with stressful situations.

Respond appropriately to criticism and take responsibility for personal actions, behaviors, and learning.

Evaluate issues and make decisions without immediate supervision.

Task (work function) skills

Function independently on work tasks.

Demonstrate safety awareness.

Recognize potential hazards.

Respond appropriately to changes in work conditions.

Maintain attention and concentration for necessary periods.

Perform tasks that require set limits.

Ask questions and request assistance appropriately.

Perform within a schedule requiring attendance.

Carry a normal workload.

Policy Regarding the Community Health Workers/Promotores Curriculum

The Community Health Workers/Promotores Curricula were developed by the Program Director based on evidence-based competencies and in collaboration and consultation with community stakeholders and content experts. Oversight of the implementation of the training program will be done by the Executive Director at San Manuel Gateway College and the Assistant Vice President for Community Partnerships of Loma Linda University, collaborating with the Program Director of the Community Health Workers/Promotores Program. Implementation of the curriculum and training program will also include continuous evaluations from anonymous student feedback regarding the program and clinical experiences.

Policy Related to Theory Training Presentation

Theory content incorporates the cognitive knowledge in performance of the psychomotor, and affective competencies required in the core curriculum. The theory hours vary by trainings, ranging from 50 to 70 hours, as detailed in the Curriculum Overview.

Refer to each quarter's weekly schedule for course implementation. The curriculum planning goal was to have content areas of each module discussed in a classroom setting before expecting the students to implement the skills in the community or clinical setting caring for residents.

Policy Related to Practicum Training Experiences

Students participating in the practicum will be grouped by no more than four per practicum field project. The hours of practicum training experiences will be arranged to be between the hours of 7:00 AM to 5:30 PM. The practicum hours total 100 hours for the basic and school-based trainings and 200 hours for the clinical training.

Uniform Dress Code

San Manuel Gateway College identification name pin and picture IDs shall be worn by students on campus and in the clinical training lab setting.

Professional dress code standards will apply to students when attending the College and in the clinical training lab setting:

- The hairstyle shall be neat and conservative and of a natural color.
- Cosmetics and perfumes should be inconspicuous.
- Jewelry is allowed only in moderation.
 - “In moderation” is defined as:
 - One ring (or wedding set) per hand
 - One set of small post---type studs not extending beyond the earlobe
 - Medic---alert bracelet(s), as appropriate

- Not permitted are earrings, neck chains, slogan pins, buttons, or badges.
- Nails should be clean, short, and manicured. Only natural appearing nail polish may be worn.

No artificial nails are permitted in the clinical training lab setting.

- Body piercing and tattoos are not allowed. All tattoos must be covered by clothing.
- Uniforms should be clean, shoes polished, and shoestrings clean.
- Optional undershirt, should match color of pants.
- The school uniform is required for clinical training lab experiences.
- Flip-flops, sandals, tennis shoes, etc., are never appropriate with a uniform.

In addition to the above requirements, students will also be responsible for adhering to any additional dress policies of a particular community or clinical agency.

Curriculum Overview

Courses

GCHW 010: Basic Community Health Worker Training

The *basic* Community Health Worker training program introduces students to the philosophy and practice of community health promotion. Students are immersed in a participatory experience whereby they collaborate on topical themes that strengthen participants' leadership for facilitating critical dialogue, as well as to actively involve individuals, employees, families, and agencies in building healthy communities.

Basic CHW Training Competencies

1. Build individual and community capacity.
2. Promote positive behavior change to improve health conditions.
3. Increase use of preventive services and access to health care.
4. Provide direct services and administering health screening tests.
5. Provide culturally appropriate and accessible health education and information, often by using popular education methods.
6. Provide informal counseling and social support.
7. Bridge cultural mediation between communities and the health care system.
8. Advocate for individuals and communities within the health and social service systems.

Length of Program

The training will be conducted for 160 hours over a period of six months: 60 hours will be devoted for didactic instruction and 100 hours for practical experience in community settings

- Didactic Instruction will focus on core competencies delivered through lectures and in-class activities based popular education instruction.
- Practicum: CHW students will be placed in various community organization settings throughout the Inland Empire where CHW students will learn to apply competencies learned in the didactic instructions.

Pre-requisites

Students enrolling in the Basic CHW training program must:

- 1) Be admitted into Promotores Academy at San Manuel Gateway College
- 3) Show evidence of English and/or Spanish fluency;
- 4) Have at least one full year of experience working in a community setting, documented by at least one letter of recommendation.

GCHW 011: Community Health and Education Worker Training

The school-based specialty training program enhances the capacity of Community Health Workers who successfully completed the basic CHW training (GCHW 010). The School-based specialty training program addresses the social determinants that drive health and education. As part of school-based teams, trained Community Health and Education Workers (CHEWs) will provide health and educational outreach and advocacy for the Whole Family (students and parents), and serve as liaisons between the community, resources, and the schools.

School-based CHW Training Competencies

1. Demonstrate professional qualities and capacities
2. Facilitate family engagement through navigation of health, education, and social services.
3. Coordinate access to resources
4. Advocate for family and community capacity building

Length of Program

The training will be conducted for 140 hours over a period of three months: 40 hours will be devoted for didactic instruction and skills lab training, and 100 hours for practical experience in school settings.

- Didactic Instruction: will focus on core competencies delivered through lectures and in-class activities based on a combination of traditional and popular education instruction.
- Practicum: School-based CHWs will work in various school sites to enhance and support health, social services, and education services offered in the local community, applying competencies learned in the didactic instructions.

Pre-requisites

Students enrolling in the specialty school-based CHW training program must:

- 1) Successfully complete the basic CHW training (GCHW 010)
- 2) Have High School diploma or equivalency certificate (GED)
- 3) Show evidence of English fluency

GCHW 020: Clinical Community Health Worker Training

The Clinical CHW specialty training program enhances the capacity of Community Health Workers who successfully completed the basic CHW training (GCHW 010). This specialty training prepares CHWs to be active liaisons between patients and medical teams and function as members of a clinical care team, in both inpatient and outpatient settings, with population health management model approach to patient care. Students will learn six critical competencies in addition to professional and soft skills through practice-driven learning opportunities including didactic instructions, skills lab, and practicum.

Clinical CHW Training Competencies

1. Perform core foundations of CCHW roles and competencies
2. Exhibit clinical-community networking capacities
3. Facilitate patient safety practices
4. Engage patients in disease management practices
5. Engage patients in care transition management
6. Implement clinical and community interventions
7. Participate in advocacy and social support
8. Demonstrate professionalism and workforce capacity

Length of Program

The training will be conducted for 270 hours over a period of six months: 70 hours will be devoted for didactic instruction and skills lab training, and 200 hours for practical experience in clinical settings.

- Didactic Instruction: will focus on core competencies delivered through lectures and in-class activities based on a combination of traditional and popular education instruction.
- Skills Lab: will utilize vignettes or case scenarios based on real-life clinical cases in a team approach. CCHW students will be interacting with medical residents and MA, CNA, or nursing students in a collaborative exercise of their respective skills and competencies.
- Practicum: Clinical CHW students will be placed in various clinical settings throughout the Inland Empire to work as part of the healthcare delivery team where they will apply competencies learned in the didactic instructions and skills lab trainings.

Pre-requisites

Students enrolling in the specialty clinical CHW training program must:

- 1) Successfully complete the basic CHW training (GCHW 010)
- 2) Have High School diploma or equivalency certificate (GED)
- 3) Show evidence of English fluency

PHARMACY TECHNICIAN PROGRAM

PHARMACY TECHNICIAN PROGRAM

Pharmacy Technician students will be offered a curriculum with clinical training as well as an opportunity to practice during the externship portion with “hands on” training at a pharmacy setting which will provide them with the abilities needed for entry level positions in a variety of settings such as retail, hospital, home care or other institutions. The course will provide students with the basic knowledge of health care systems in general as well as the specific duties of a Pharmacy Technician.

OBJECTIVES OF PHARMACY TECHNICIAN PROGRAM

The objectives of this program are to provide instruction in a wide variety of health related topics along with specific pharmacy related information accompanied by clinical training to acquire basic pharmacy technician skills for entry level into any pharmacy related field. The experience gained in this program will enable the individual to achieve employment in a pharmacy setting and to also consider and pursue upward mobility in pharmacy services as opportunities arise.

At the completion of this course, the student will be able to:

- Understand and demonstrate ethical conduct in all areas of related health care
- Understand the role of the pharmacy technician in the medication use process
- Assist pharmacist in screening prescriptions/medication orders for accuracy and authenticity
- Demonstrate the preparation of counting, filling and labeling of medications
- Demonstrate the process for sterile and non-sterile compounding
- Understand and demonstrate effective inventory control, including billing of pharmacy services
- Understand proper maintenance and cleaning of pharmacy equipment
- Understand proper disposal procedures of hazardous and non-hazardous related materials
- Understand the technology and informatics related to the dispensing of medications
- Demonstrate knowledge of pharmacy law and health care ethics
- Identify information in-patient medical records

- Understand basic medical terminology and apply to related pharmacy topics
- Understand body systems as they relate to medications
- Demonstrate knowledge of pharmacy billing and inventory practice
- Understand basic math skills relevant to pharmacy practice
- Demonstrate knowledge of drug names, descriptions and classifications
- Demonstrate understanding of sterile and non-sterile compounding
- Understand medication safety and quality assurance in relation to pharmacy practice
- Demonstrate basic IV compounding skills including sterile technique

ESSENTIAL SKILLS FOR PHARMACY TECHNICIANS

Psychomotor (physical) skills

Work with inanimate object—including setting up, operating (controlling), manipulating, and handling.

Stand, walk, carry, sit, lift up to fifty pounds, push, pull, climb, balance, stoop, crouch, kneel, turn, twist, crawl, and reach—within a clinical setting.

Carry out tasks required for objective and subjective assessment of patient health.

Cognitive (thinking) skills

Work with intangible data, such as numbers, symbols, ideas, and concepts.

Perform mental cognition tasks, including problem solving, prioritizing, and accurate measuring; follow instructions; and use cognitive skills to synthesize, coordinate, analyze, compile, compute, copy, and compare.

Communicate with others, using verbal and nonverbal skills. Recall written and verbal instructions, read and comprehend, and write clearly. Negotiate, instruct, explain, persuade, and supervise.

Discern critical elements of a problem through observation.

Affective (human relations) skills

Interact positively with individuals and groups of people directly and indirectly.

Control emotions appropriately and cope with stressful situations.

Respond appropriately to criticism and take responsibility for personal actions, behaviors, and learning.

Evaluate issues and make decisions without immediate supervision.

Task (work function) skills

Function independently on work tasks.

Demonstrate safety awareness.

Recognize potential hazards.

Respond appropriately to changes in work conditions.

Maintain attention and concentration for necessary periods.

Perform tasks that require set limits.

Ask questions and request assistance appropriately.

Perform within a schedule requiring attendance.

POLICY REGARDING THE PHARMACY TECHNICIAN CURRICULUM

The Pharmacy Technician program follows the guidelines of model curriculum for Pharmacy Technician Education and Training Programs of the American Society of Health-System Pharmacists (ASHP) and the California State Board of Pharmacy requirements for licensure as stated in Title 16 California Code of Regulations Section 1793.6(c). Implementation and evaluation of the program will be updated as instructor and administration of San Manuel Gateway College determines necessary to provide the most current and accurate information available.

POLICY RELATED TO COURSE PRESENTATION (course GCPT 011)

The course schedule will follow a syllabus and each section will be discussed in the classroom setting. Students are required to attend 160 hours of course content lecture in addition to 80 hours clinical training during class time (for a total of 240 hours) to accommodate necessary skills to prepare for externship training. Course lecture and clinical skills training will occur during the hours of 8am and 5pm and on scheduled days.

Student attendance to theory content and clinical training will be recorded using a sign-in/sign-out sheet for all days of instruction. The student will sign in and the beginning of each scheduled day and sign out at the end of each day to accumulate required hours to meet licensing requirements.

POLICY RELATED TO EXTERNSHIP TRAINING (course GCPT 012)

The student is to complete 160 hours of training at a designated site contracted with San Manuel Gateway College in accordance with the regulations for licensing. This portion of the program offers the student the ability to receive training with a “hands on approach”. This will be graded on a pass/no pass basis. Essential skills will be practiced during clinical course content and may be eligible for externship content check off according to instructor and clinical trainer on site. Skills check off list will be available to prepare for required tasks to be performed at the externship site, along with student attendance record for tracking and verification of hours completed. This is a requirement for licensing and requires documented proof of hours completed.

Uniform Dress Code

San Manuel Gateway College identification name pin and picture IDs shall be worn by students on campus and in the clinical training lab setting.

Professional dress code standards will apply to students when attending the College and in the clinical training lab setting:

- The hairstyle shall be neat and conservative and of a natural color.
- Cosmetics and perfumes should be inconspicuous.
- Jewelry is allowed only in moderation.
 - “In moderation” is defined as:
 - One ring (or wedding set) per hand
 - One set of small post---type studs not extending beyond the earlobe
 - Medic---alert bracelet(s), as appropriate
- Not permitted are earrings, neck chains, slogan pins, buttons, or badges.
- Nails should be clean, short, and manicured. Only natural appearing nail polish may be worn.

No artificial nails are permitted in the clinical training lab setting.

- Body piercing and tattoos are not allowed. All tattoos must be covered by clothing.
- Uniforms should be clean, shoes polished, and shoestrings clean.
- Optional undershirt, should match color of pants.
- The school uniform is required for clinical training lab experiences.
- Flip-flops, sandals, tennis shoes, etc., are never appropriate with a uniform.

In addition to the above requirements, students will also be responsible for adhering to any additional dress policies of a particular clinical agency.

Pharmacy Technician Uniform Dress Code for Women

A scrub top (length at least to the second knuckle when the hand is straight down by the side) with the San Manuel Gateway College name inscribed, complies with the school's dress code for women. The dress uniform or scrub top must be obtained from San Manuel Gateway College. Acceptable black pants must come to the top of the shoe. Black leather shoes with closed toe and heel are required.

Pharmacy Technician Dress Code for Men

The uniform dress code for men includes a scrub top with the San Manuel Gateway College name, obtained from the San Manuel Gateway College; as well as black pants (length must come to the top of the shoe), black leather shoes with closed toe and heel, and black socks.

PHARMACY TECHNICIAN CURRICULUM OVERVIEW

The curriculum for the Pharmacy Technician program will include the required number of hours of lecture with clinical training as well as providing an externship site for the student to complete the required number of hours of training to obtain a license in California. The opportunity to obtain information and knowledge necessary to apply for the national Pharmacy Technician Certification Board (PTCB) license will be included.

Pre-session

GCHC 010 Introduction to Health Professional Roles

This course will introduce the health professional students to roles and responsibilities of the health professionals, including requirements for beginning concepts of professionalism, ethics, confidentiality, and certification,. It will also present the California Code of Regulations, which regulates health care facilities, and specific regulatory agencies for each of the selected health professional roles.

First Session:

GCPT 010 Becoming a Pharmacy Technician-Theory and Clinical Training

This course will provide fundamental knowledge and skills of a Pharmacy Technician. This will include pharmacy focused healthcare information, inventory management, quality assurance, brand vs. generics, and all relevant technician duties in various settings as well as necessary hands on clinical skills.

Student Learning Outcomes: This course will provide the knowledge and skills needed to prepare the student for externship placement and assist in providing the necessary requirements for state licensure.

Second Session:

GCPT 011 Externship site placement

This hands-on learning experience will provide the students the opportunity to perform the skills they have practiced during the course in actual pharmacy settings. The student will work under a licensed pharmacist and perform specific clinical objectives to complete the required number of hours to allow submission for state licensure.