



# Campbellsville University Technology Training Center

STUDENT HANDBOOK

2018-2020



FAILURE TO READ THIS HANDBOOK DOES NOT EXCUSE A STUDENT FROM THE REQUIREMENTS,  
REGULATIONS AND CONSEQUENCES DESCRIBED HEREIN.

The Student Handbook is a publication of the Campbellsville University Technology Training Center

Allied Health Programs

## **Allied Health Programs at Campbellsville University**

### **Mission Statement**

Campbellsville University Allied Health Program's mission is to provide educational tools and knowledge for students to excel in the allied health field so they will possess the confidence and skills to obtain their certifications to be employed in the medical industry. We strive to offer a balanced academic and personal environment that fosters growth and constant pursuit of knowledge and Christian servant leadership.

### **Purpose, Goals and Objectives**

1. To teach and assist our students with the knowledge and skills to excel in their allied health field.
2. To help students discover and develop the skills of their chosen field in order to earn a living.
3. To contribute to the development of responsibility by self-control, self-discipline and self-direction.
4. To teach and motivate each student to do their very best in the field of allied health whereby, they are competent to successfully pass and fulfill all requirements of any state or national are specific certification exam.
5. To create a sense of self-worth and belonging.
6. To continually update our methods and techniques in teaching by attending professional development courses, seminars and continuing education classes, thus allowing us and our students to meet the present and future demands of our industry.

### **Admission Requirements**

All prospective students must apply to the Allied Health program at Campbellsville University at [www.campbellsville.edu](http://www.campbellsville.edu) and submit a copy of their high school transcript or GED scores (with the exception of SRNA). Once your application has been accepted, you will be required to pay a non-refundable deposit (specific to the course) in order to register. Admittance will be at the discretion of the school coordinator. You will be required to present a government issued, non-expired, photo ID and may be required to pass a background check and drug screen (if applicable).

### **Student Preparation Tips**

There are several things you may want to consider while arranging a successful enrollment plan:

- Choose a start date that allows sufficient preparation time
- Prepare financially
- Plan for dependable transportation
- Obtain dependable childcare
- Consider employment that supports the demands of your education

**Additional Admissions Information**

- This school does not recruit students already attending or admitted to another school offering a similar program of study.
- The school maintains cumulative educational records in accordance with all applicable federal, state, and accreditation regulations. See your program director for exact record retention lengths.
- Campbellsville University Allied Health Program accepts United States citizens and foreign nationals who are permanent residents (or they have documented proof that they are in candidacy/application part of the process), and foreign nationals with valid non-immigrant status who are eligible to attend school. However, foreign nationals who possess a current visa and valid I-94 (which allows attendance at school), which do not expire prior to completion of the program may attend Campbellsville University Allied Health Program. Acceptable visas include: A-1, A-2, A-3, E-1, G-1, G-2, G-3, G-4, H1B, H-1C, H-2A, H-2B, H-3, H-4, I, J-2, L, O, and R.
- All courses are taught in English. Textbooks and course materials are only offered in the English language.
- Providing false information for the purpose of gaining admission or access to financial assistance is a violation of law and could result in criminal prosecution as well as denial of admission or termination from school.
- Campbellsville University is committed to equal educational opportunity and does not discriminate on the basis of sex, age, physical handicap, race, color, creed, ethnic origin in admissions, career services, or any other activities. Applicants will not be denied admission on the basis of any of the foregoing factors, but applicants must meet all requirements specified for admission.

In addition to satisfying the requirement for a high school diploma or GED certificate, an applicant must demonstrate the character, readiness and commitment to successfully complete the academic program for which admission is requested and to work effectively in the occupation(s) for which the program provides training. In determining whether to grant or deny admission, Campbellsville University will consider information about the applicant's prior post-secondary educational experiences, employment record, credit record and any criminal record. An applicant may be asked to provide such information and to sign authorizations allowing Campbellsville University to obtain information from other educational institutions, employers, credit agencies and law enforcement authorities (Any prior criminal offenses will be evaluated with respect to time, circumstances, seriousness and relationship to the academic program for which admissions is requested; if an applicant with a criminal record is admitted, Campbellsville University makes no guarantee that the criminal record will not be an impediment to the applicant's ability to obtain employment and pursue a successful career.) Campbellsville University also will consider an applicant's statements and demeanor during the admissions and orientation process.

Campbellsville University reserves the right to deny admission to any applicant who Campbellsville University, on the basis of background, record, statements or conduct during the admissions process, determines to not be qualified to succeed in or benefit from an academic program offered by Campbellsville University.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACTS (FERPA)**

The school guarantees the right of the students to gain access to their financial aid and academic files. An appointment should be scheduled with a school official. This school official will be present to provide supervision and interpretation of the records when reviewed. No information about the student will be released to third parties unless authorized in writing by the student.

Under FERPA, Campbellsville University affords students who are 18 years or over, or attending a postsecondary institution: access to their educational records, an opportunity to seek to have the records amended and some control over the disclosure of information from the records.

### **Access to Education Records**

Campbellsville University Allied Health will provide a student with an opportunity to inspect and review his or her education records within 45 days of the receipt of a request, provide a student with copies of education records or otherwise make the records available to the student if the student, for instance, lives outside of commuting distance of the school and redact the names and other personally identifiable information about other students that may be included in the student's education records.

Schools are not required by FERPA to: Create or maintain education records; provide students with calendars, notices, or other information which does not generally contain information directly related to the student; and respond to questions about the student.

Campbellsville University Allied Health Program MAY disclose education records without consent when:

- The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution's annual notification of rights to students;
- The student is seeking or intending to enroll in another school;
- The disclosure is to state or local educational authorities auditing or enforcing Federal or State supported education programs or enforcing Federal laws which relate to those programs;
- The disclosure is to the parents of a student who is a dependent for income tax purposes;

- The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid;
- The disclosure is pursuant to a lawfully issued court order or subpoena; or
- The information disclosed has been appropriately designated as directory information by the school.
- Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. CU considers “directory” information to include a student’s name, address, telephone number, date and place of birth, honors and awards and dates of attendance. Parents and eligible students may notify the school if they wish to not have this information disclosed.

CU also complies with the FTC standards for safeguarding customer information. These standards apply to all customer information in the school’s possession, regardless of whether such information pertains to students, parents or clients. Administrative, technical and physical safeguards that are appropriate are in place to ensure the security and confidentiality of customer information, protect against any anticipated threats or hazards to the security or integrity of such information and protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any customer.

#### **“CU ALERTS” - Emergency Mass Notification System**

Campbellsville University offers an alert notification system called “CU Alerts.” This notification system provides students with notice of severe weather, campus crisis situations, or important information that could be vital to your safety. The alerts will be in the form of cell phone SMS/text messaging, and voice mail. Students may sign up for the cell phone and voice mail notifications through TigerNet in “my profile” or during the registration process. Faculty and staff may also sign up through the Office of Student Services.

#### **Allied Health Program Course Descriptions**

**Medical Billing & Coding (CPC)** – Provides students with an opportunity to develop a basic understanding of diagnosis and procedure coding systems, along with the fundamentals of the medical billing process, to produce outstanding career opportunities in office administration and management within a health care setting. Students will study the structure, format, and definitions associated with all three systems and learn to apply and assign the correct ICD-10 and CPT codes in accordance with the conventions and ICD-10/CPT coding guidelines. Course consists of orientation and a few face to face meetings with the bulk of the course being online. 360 hours for the course or 120 hours for the “bootcamp” condensed course for students with prior experience. CPC certification is obtainable through AAPC.

**State Registered Nurse Aide (SRNA)** - Provides knowledge and skills for nurse aides to assume the role and responsibility required in a long term care setting. The focus is communication, infection control, safety, resident rights, and basic nursing skills. The Department for Medicaid services dictates that this “basic course” consists of a minimum of 75 hours with a minimum of 16 of those hours being supervised practical training.

**Medical Assistant** - The course is designed to provide students with the necessary skills to obtain entry level employment in a medical facility. Students are cross trained in both the clinical and administrative duties that are required to work effectively and productively in a medical setting. Units of study include, but are not limited to, Anatomy & Physiology, Medical office management, Infection and Exposure control, Patient Examination, Phlebotomy, EKG and other lab procedures, Medical terminology, and Pharmacology. This course will also include a 2 year CPR certification through the American Heart Association. This is a 320 hour/6 month program which includes at least 80 hours unpaid internship in a medical office to gain authentic experience. Classroom instruction uses a variety of teaching methods including lecture, hands on labs, independent and group activities and interactive lessons. Upon successful completion of the program students will be eligible for the national certification exam offered through the National Center for Competency Testing (NCCT) which is accredited by the NCCA (National Commission for Certifying Agencies).

**Phlebotomy Technician** – This course will introduce students to a variety of blood collection methods and techniques in order to obtain quality specimens that lead to quality results. Medical Terminology, lab abbreviations, patient identification, specimen collection, anatomy and physiology, safety, infection control, legalities, and professionalism will be emphasized. Our course consists of 50 hours of classroom instruction and 100 hours of clinical experience. Our students are required to obtain 100 venipunctures during the clinical time. Our course is approved by the National Center for Competency Testing (NCCT). Upon successful completion of our course, students may sit for the National phlebotomy technician exam offered through NCCT (approved by the NCCA, National Commission for Certifying Agencies). If the student successfully passes the exam, they receive a national registration number as a NCPT.

**Pharmacy Technician** - This course consists of 240 hours of course work. We use the Pass Assured Interactive Web based program for the course work portion of the class. This program is designed to train students so that they may pass the Pharmacy Technician Certification Board exam (PTCB). The interactive testing portion of this product is located on secure web servers. Its multimedia presentation is easy-to-follow, complete with audio, video, and graphic presentations. Realistic practice tests will let students know when they are ready for the National Certifying exam. Multiple-choice quizzes can be taken and repeated by students on the web. Proctored exams are taken at the school. Students are encouraged to complete the program

within 6-8 months, but can take up to 1 year to finish the program software. Successful completion of the course allows the student to sit for the PTCB exam, a national exam for certifying Pharmacy Technicians. Once this exam is passed, students may use the credentials CPhT.

### **Grading Procedure**

Theory (lessons in review, homework, quizzes, tests and examinations)

Practical Work (skill competencies)

Clinical (grade assigned by clinical site)

Specific grading procedure guidelines are listed in the course specific syllabus

### **Grading Scale**

90%-100% = A

80%-89% = B

70%-79% = C

Under 70% = Failing

## **FINANCIAL REQUIREMENTS AND OBLIGATIONS**

<b>Allied Health Program Tuition Information</b>			
<b>Program</b>	<b>Program Hours</b>	<b>Non-Refundable Deposit</b>	<b>Program Cost</b>
Medical Billing & Coding (CPC)	360	\$ 400	\$ 4,400
MBC/CPC Boot Camp	120	\$ 100	\$ 1,000
CPR (American Heart)	-	\$ -	\$ 40
Medical Assistant	320	\$ 400	\$ 2,400
Medical Office Assistant	150	\$ 250	\$ 1,999
Patient Care Tech/SRNA	150	\$ 250	\$ 1,999
Pharmacy Technician	240	\$ 300	\$ 1,999
Phlebotomy Technician	150	\$ 250	\$ 1,999
SRNA	75	\$ 120	\$ 649

### **Methods of Payment**

Cash, check, credit card and financial assistance (if qualified) are accepted forms of payment.

If a class does not have enough registrations for the class to be held and the *coordinator cancels the class*, students can be issued a refund for their deposit or request a place be held in a future class.

## **PROFESSIONAL DEVELOPMENT GUIDELINES**

Our courses provide essential knowledge and skills to enable you to be a successful professional in the healthcare industry. Establishing professional work habits are a primary focus in all of our courses. The following is a general description of our Student Guidelines, which outline what we expect from our students and what you can expect from our team.

### **Absences**

An absence due to illness, death in the immediate family, and/or any other unavoidable circumstance must be reported to the school. Leave of Absence can be granted for documented medical emergencies, jury duty, or military orders for up to 6 months for student who have completed 42 hours of theory. Prior to completing 42 hours, students will not be granted LOA and must follow the attendance policy detailed in the Statement of Understanding.

### **Advising**

All staff members are available for individual advising of students with school related problems. Staff members are knowledgeable for advising and placement services. Staff members are not professional counselors; however, they may provide information leading to personal counseling referrals with professionals.

### **Attendance**

Since class size is limited by state law, the school insists upon prompt and regular attendance at all times. The student is required to report to school at the regularly scheduled time. All students must attend according to the specific program requirements detailed in the Statement of Understanding to be signed by the student.

### **Corrective Action**

Our goal is to provide clear direction and feedback on your performance. When you choose to perform or behave outside of our guidelines, corrective action will be taken and may include:

- Written warning
- Suspension or expulsion

### **Grievance**

CU has an “open door” policy for all students regarding complaints and concerns. This policy allows all students to work directly with the school coordinator initially and, if matters cannot be resolved, the school director.

If an individual has a grievance, they should report to the school coordinator within 72 hours of the incident with a written document addressing the complaint. The school coordinator/director will then review the complaint and will refer the student to the appropriate area for additional resources and/or solutions.

### **Grounds for Dismissal/Suspension**

The school reserves the right to dismiss/suspend a student for any reason, including but not limited to the following: providing fraudulent information or documentation of requirements for admission or attendance; failure to attend classes regularly; refusal to complete assigned classes or clinical work; breach of school rules and regulations; falsification of school records; cheating; conduct or conditions that pose a direct, adverse threat (including bullying) to other students, guests or employees of Campbellsville University; or failure to make required payments. Intentional destruction of school property, destruction of other students' or staff members' property, physical violence and threats of violence can mean immediate dismissal/suspension without previous warning.

### **Harassment**

Campbellsville University firmly believes that each individual has the right to study and work in an environment that promotes equal opportunities for all and prohibits discrimination, including any form of harassment. Students who feel harassment has occurred should file a report with the dean of student services, director of personnel services or director of counseling services.

### **Hours of Instruction**

Hours are based on the individual program requirement.

### **Make-up Work**

Make up work is associated with any missed or failed assignments. All theory, practical and lab work should be made up following an absence. The student's responsibility is to make sure he/she has obtained all notes and assignments. See specific course syllabus for turning in late work and grading scale.

### **Professional Code of Conduct**

- Students are required to dress and groom themselves in a manner befitting the highest professional standards established by the school.
- All of our school and campus is smoke-free.
- Students are responsible for the cleanliness of their work area and equipment used throughout the day.
- Late arrivals will be clocked on the nearest ¼ hour.
- Each student is required to keep attendance hours logged on appropriate forms.
- Students are responsible for their own education. Be prepared for class by having required class materials and completed assignments each day.
- All electronic devices must be turned off or silenced upon reporting to school. Devices are not to be used during class time unless given verbal permission by the instructor.
- Safety and physical demands of the profession:
  - Maintaining good body posture will eliminate straining your back, legs and feet.
  - For people who are extremely sensitive, latex exposure may cause an allergic reaction. It is the student's responsibility to alert the instructor of any known allergies.

- Professional and courteous conduct is expected. Respectful communication with staff and fellow students is required. Unnecessary conversation, creating noise, causing discord, abusive language or using racial, sexual, ethnic or religious slurs or references is prohibited and may result in termination from the program.
- Gross negligence, abuse or endangering the health or welfare of any staff member, student, visitor, or other, including the use of verbal or written threats, bullying, intimidation, coercion, abusive language, or inappropriate physical behavior is prohibited and may result in termination from the program.
- Family and friends may visit the school as approved by the instructor.

### **Record Retention**

Student records shall be maintained for 5 years after a student either graduates or terminates training. The school will maintain adequate permanent student records which will include:

- Evidence of compliance with the school's admissions requirements
- Dates of admission start dates and withdrawal or completion dates
- Reasons for withdrawals when known
- Attendance
- Tuition records, when applicable

### **Student Appeal Procedure**

Students may appeal any decision by using the following procedure:

1. Submit a written request for a hearing to the school director/coordinator and include:
  - Name, address, and telephone number of person requesting the hearing.
  - Date of incident or decision
  - Written statement of incident or decision being appealed.
  - Names, addresses and telephone numbers of persons (other than the student) who have knowledge regarding this appeal.
2. A date for the hearing will be set within thirty (30) days from the date the request is submitted. The student and the school may request information from witnesses.
3. The hearing officer shall make all decisions with respect to procedure and the type of hearing to be held.
4. The hearing officer shall render a written decision within thirty (30) days of the date of the hearing.

### **Students' Rights**

The school guarantees the right of the students to gain access to their financial aid and academic files. A date and time should be scheduled with the program director.

### **Tardiness**

Promptness in reporting to class at the beginning of each session is necessary. Tardiness will be clocked at the nearest 1/4 hour.

### **Uniforms & Supplies**

Campbellsville University Allied Health Program reserves the right to change the dress code at its discretion. Students will be given a uniform policy at the beginning of the course.

Students must dress appropriately at all times.

- Questionable student dress, appearance, hairstyle or hair color for which there is no guideline will be ruled either acceptable or unacceptable by the program director or the instructor in charge.

### **Withdrawal**

Any student who withdraws from his/her contracted course or fails to complete his/her training will have notice placed in his/her student file as to progress at the point of withdrawal. If a student drops a course for any reason, at any given time during the course, *and they wish to finish the course at a later date*, they will be required to reapply for a new course date and repay the non-refundable deposit and any remaining unbilled balance in order to finish the course. If more than 6 months have passed since the initial withdrawal, the student will be required to restart from the beginning of the new class, thus no previously earned hours will be credited.

<b>Allied Health Program Refund Calculation</b>				
<b>Program</b>	<b>Program Hours Completed Fewer Than:</b>	<b>Tuition Refund on Withdrawal</b>	<b>Program Hours Completed More Than:</b>	<b>Tuition Refund on Withdrawal</b>
Medical billing & coding (CPC)	75	\$ 4000	74.75	\$ -
MBC/CPC Boot Camp	12	\$ 900	11.75	\$ -
CPR (American Heart)	n/a	\$ -	n/a	\$ -
Medical Assistant	75	\$ 2,000	74.75	\$ -
Medical Office Assistant	40	\$ 1,749	39.75	\$ -
Patient Care Tech/SRNA	40	\$ 1,749	39.75	\$ -
Pharmacy Technician	60	\$ 1,699	59.75	\$ -
Phlebotomy Technician	40	\$ 1,749	39.75	\$ -
SRNA	30	\$ 529	29.75	\$ -

A student will be considered as withdrawn when one of the following occurs:

1. The student notifies the Program Director, in writing, of his/her intent to withdraw.
2. The student is administratively withdrawn for lack of attendance according to the specific program requirements detailed in the Statement of Understanding signed by the student.

**Re-enrollment policy**

Students who have withdrawn or been suspended from school may apply to be readmitted for a new course date and must repay the non-refundable deposit. If you are terminated from a course, you cannot reapply.

**Students who fail to adhere to the guidelines or disrupt the learning process for others may be subject to disciplinary action, which may include suspension or termination.**

**NOTES:**