

Preparing a Template for a Program Handbook

Essential Components, Organization and Compliance

Carolyn J. Ragsdale

Objectives for this Session

- Determine essential components of the program handbook
- Discuss essential qualifications for a surgical technology student and faculty.
- Describe the general terms of Title IX
- Understand the guidelines from ARCSTSA regarding:
 - Fair Practice
 - Safeguards
 - Non-discriminatory practices



It's all fine and ok until....

It's NOT!

Are you ready for an external review by a grievance committee, an administrator or the college legal counsel?

BACKGROUND

Who is your reader?

If there is a problem and or grievance, the school will use your syllabus and handbook to help determine outcome.

Would a non-health care professional at your school understand the language or rationale for all topics?

Can the health profession programs standardize a program handbook?



Determining Components of a Program Handbook

- Consult ARCSTSA Standards Interpretive Guide
- Dean of Admissions
- Dean of Students
- Dean of your academic division
- Municipal, State or Federal Laws or Mandates

Handbook? Syllabus? Website?

- *Push or pull an occupied wheelchair, bed or cart*
- *Arrives and leaves for class on time*
- *Carry or lift 50 pounds on a daily basis*
- *Follows dress code*
- *Maintains skin integrity, without the presence of open lesions or skin surface breaks.*
- *Does not engage in “side-talk” with classmates while instructor is talking.*
- *Visual ability and acuity sufficient for observation and assessment necessary in all directions during a surgical procedure*

Handbook? Syllabus? Website?

Does the statement apply to the CLASS or to the profession?

If it applies to the class, it is most likely a syllabus statement.

Some statements could be in multiple places.

Handbook statements include elements of the profession, the program, ARCSTSA and the College

Website elements are guided by ARCSTSA and the College



ARCSTSA Standards

Standard V (Fair Practices)

Standard V (Fair Practices) for required elements on the program website.

Standard V.A.: *Addresses the policies and practices of the program and institution from **admissions to graduation**.*

Standard V. B Lawful and Non-discriminatory Practices

Standard V.B. Include:

- An instructional policy on non-discrimination
 - Civil Rights
 - Title IX (Harassment, Pregnant Students and Parenting Students)
- Faculty and Student Grievance Procedures
- *V.B: Programs are required to follow the laws and regulations (municipal, state and federal) in the communities where they conduct the business of education. Policies and practices that affect student and faculty should be published. The policies and practice of an accredited institution should be non-discriminatory regarding race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.*

Standard V.C Safeguards

Standard V.C include:

Student Work Policy : *Clinical component of the program should be educational in nature*

- *Students shall not be substituted for hospital personnel during clinical*
- *The program should maintain records indicating that student and faculty health is assessed prior to and during student clinical affiliation site rotations, as appropriate.*
- *The program should provide evidence that health requirement specified in clinical affiliation site agreements are being maintain*
- Other clinical affiliation agreement terms

Standard V.C

Whenever you can, use the exact wording from ARCSTSA SIG in the handbook.

Page 38 SIG: All student activities associated with the curriculum, especially while students are completing clinical rotations, will be education in nature. Students will not be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.

Look at Standard V. A., V.B., and V.C and determine the best location in your program information.

For the above Standard V elements, our program and school decided was the handbook (** also website):

- Program Accreditation Status**
- Admissions process**
- Essential Qualifications**
- Grade appeal
- Student Dismissal Procedure and Appeal
- Graduation requirements
- Health Records, Drug Screen and Background Procedures**
- Title IX
- Blood borne Pathogen Exposure
- Student Work Policy and Students not being substituted for hospital personnel
- Accessibility Services
- Absence due to Religious Observation

A green pencil with a brown eraser and a sharp lead tip is positioned on the right side of the image, pointing towards the text. The pencil is angled downwards and to the left.

Essential Qualifications



Essential Qualifications (EQ)- What are EQ's?

- Apply to students and faculty
- Students should review PRIOR to admission to program
- Involved Accessibility Services
 - Interactive Process
 - Course Plan

• Should include the EQ's on the physical form

• Should be

• Should have to no of the program

Essential Qualifications are not meant to “keep students out” but when advising, you need to use the words, “we want to see you succeed so we should review your concerns with Accessibility Services

students
R to start

EQs: Possible Policy Inclusions upon conditional acceptance

- Because of the complexity of the clinical setting, and our need to work closely with the clinical facilities to determine and plan for reasonable accommodations, requests for accommodations may take some time. **Students must request accommodations as soon as they receive notice they are conditionally accepted to the program and not later.**
- Students may begin conversations with the program director and Accessibility Services as soon as they know they intend to enter a Health Profession program so they are aware of reasonable accommodations that can be made, as well as those that cannot be made in a given program.
- Prior to the start of a Health Professions program, students should review the Essential Qualifications for their program and meet with Accessibility Services. *Although, students are not required to disclose a disability but must meet the Essential Qualifications stated by the program.*
- **Students may not start a program until the student and faculty meet with Accessibility Services to determine if the reasonable accommodations may be available.** To reveal the need for accommodations after the start of class and depending on the request, may lead to dismissal or postponement of admission until reasonable accommodations are determined.
- Students will not receive an accommodation without formal approval from Accessibility Services.

Reasonable Accommodations Guidelines

- **Interactive Process**
 - Student has an advocate to listen to their concerns
 - Faculty have support for resources and affirmation of accommodations available.
 - Course plan should be reviewed or developed while at the Interactive meeting.
 - SUR 231 (Lab course)
 - The following accommodations will be given for SUR 231
 - SUR 210 (Didactic Course)
 - The following accommodations will be given for SUR 210
- **Accommodations should not:**
 - *Alter the course or reduce academic standards*
 - *Place an undue administrative or financial burden on an institution*
- Personal Attendants and individually prescribed devices are the responsibility of the student and not the institution.



Title IX



It's the law.....and Standard V!!



Title IX- You are responsible for protecting the students and other employees of the college!

The following categories of employees are the College's Title IX Responsible Employees:

- College Administrators
- Title IX Coordinator
- Faculty
- Campus Police
- Coaches
- All faculty/staff advisors to a Recognized Student Club/Organization
- All full-time Assistants to the President/Vice-Presidents
- All full-time Dean of Students Office staff
- All full-time Human Resources staff

Title IX Pregnancy

Title IX of the Education Amendments of 1972 provides pregnant students with certain rights regarding their education.

The school must let you make up the work you missed while you were out due to pregnancy or any related conditions, including recovery from childbirth. For example, if you have a doctor's note that excuses you from class for several weeks because you were on "bed rest" before giving birth, your school has to provide you with the appropriate assignments and information to make up all of the work you would have been required to complete while you were out.

Resources:

<https://nwlc.org/resources/pregnant-and-parenting-students-rights-faqs-college-and-graduate-students/>

What are supposed to do with this?????

- Be proactive!!!
- The pregnant student is encouraged to meet with the Dean of Students but is not required to meet with someone or disclose.
- You do not have to alter the objectives of the course. A conversation with you, the student and the Dean of students about expectations will eliminate a lot of concern and possible controversy.

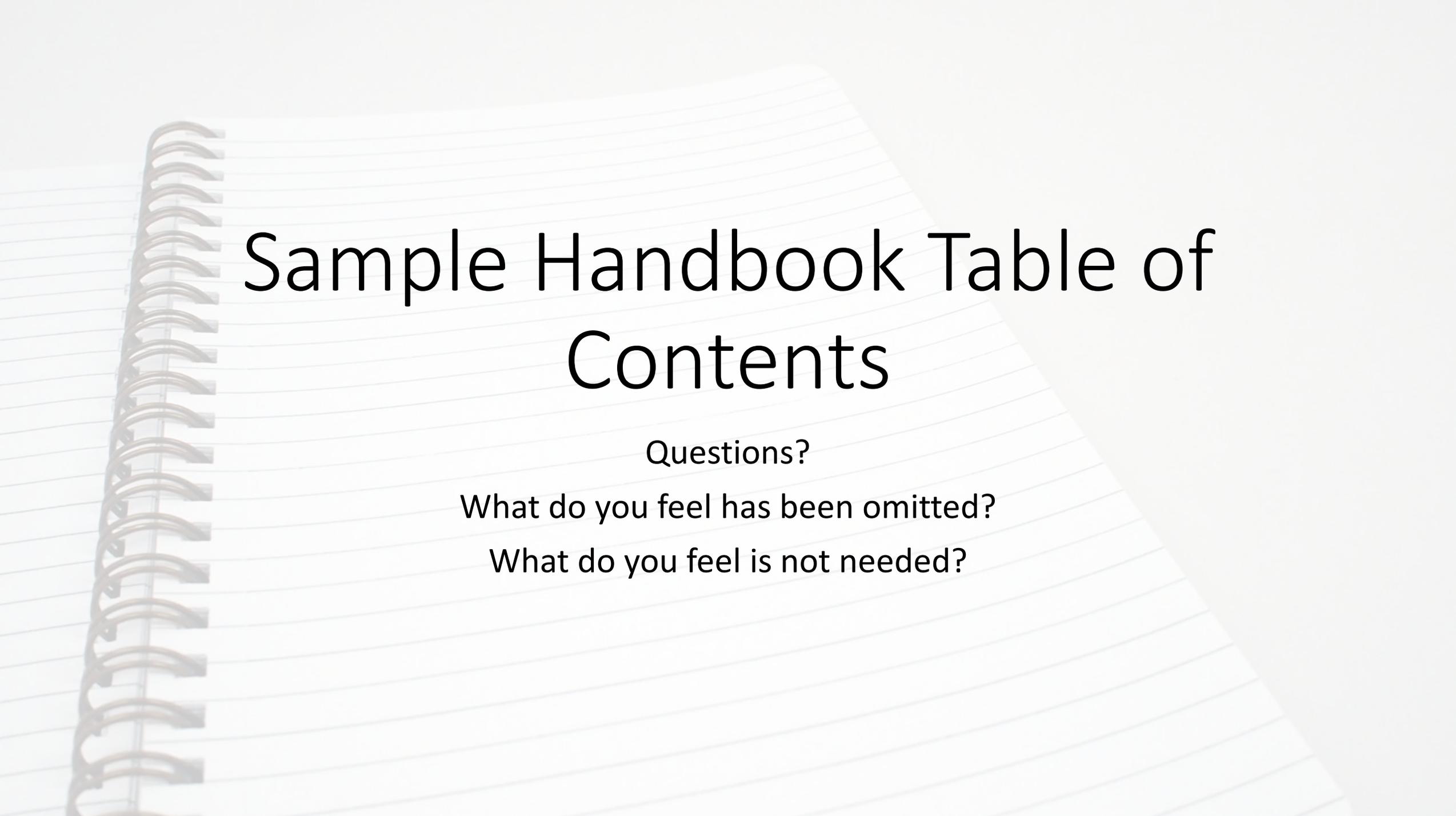
Question: The student has missed three weeks of clinical due to the last week of pregnancy and then childbirth.

Question: The student has missed three weeks of clinical due to the last week of pregnancy and then childbirth.

- Has the student met the objectives of the clinical semester?
- How is the student doing with case requirements?
- Is there any course content that could be delivered in a hybrid manner?
- Can the student be medically released sooner for didactic and then later for clinical? *The student needs to be fully released or fully released for each type of course.*
- Extended absences should be cleared through the Dean that handles Title IX. The Dean should keep you informed of approvals.

Title IX Pregnancy

- Work with the student and continue to include language about the student attaining their career goal. Be open-minded as every student and every case is individual.
 - What other ways could you help a pregnant student achieve their career goals?
 - Save a seat for the next cohort?
 - Adjust rotations so there is less impact on case log numbers?
- In the end, the best decision may be to withdraw and come back but you must engage in the process.
- Be sure to include the College's exact wording and information in the handbook and syllabus. There are administrators that are assigned to compliance with Title IX. Don't try to expand on College wording in the handbook. Stay vague and then use the interactive process with the student and the Dean for Title IX compliance to write an academic plan.



Sample Handbook Table of Contents

Questions?

What do you feel has been omitted?

What do you feel is not needed?



