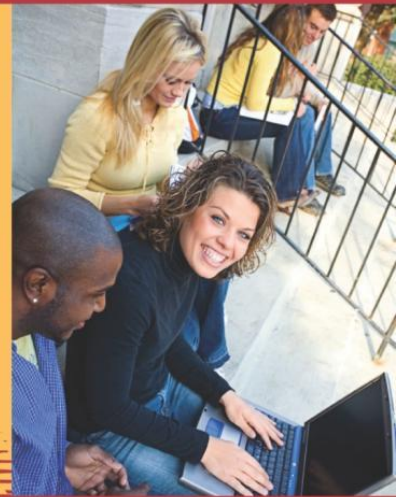


BOSTON REED COLLEGE

The Future You Can Afford



STUDENT HANDBOOK



www.BostonReedCollege.com

Table of Contents

Welcome Letter.....	2
Contact Information.....	3
Student Success Tips.....	3
Student Guidelines.....	4-5
Assumption of Risk Form.....	6

Welcome Letter

Dear Student:

Welcome to Allied Health Training Program! Included in this handbook is everything you need to know to make this a successful training program. Please take the time to read through all materials.

Expected Outcomes: We are dedicated to training caregivers who provide safe and respectful healthcare. We expect all completing trainees to...

- **Apply** learned technical, workplace and life skills to the chosen allied health profession.
- **Communicate** effectively and professionally with clients, employers and members of the healthcare team.
- **Recognize** lifelong learning opportunities to allow the maintenance and growth of knowledge in the chosen profession.
- **Exercise** critical thinking to receive, process, and act on information that will lead to safe and effective care for clients served.
- **Work** collaboratively and independently in diverse environments, recognizing cultural and spiritual differences and treating others with respect and dignity.

Contact Information: A listing of contact numbers, general fax number and website addresses.

Student Guidelines: Please read and keep with you for reference. You are responsible for knowing and complying with all guidelines, policies, and procedures.

Assumption of Risk Form: Read and sign this student agreement and bring it to class. Your instructor will collect these forms. Keep a copy for your records.

Upon successful completion of the program you will receive a certificate of completion. If registration, certification, or licensure is necessary in your State you will learn more about the process during the program.

Enjoy the program!

Contact Information

Enrollment Questions.....	800-201-1141, Extension 0
General Questions.....	800-201-1141, Extension 0
Reporting Absences	800-201-1141, Option 3
Tuition Questions.....	800-201-1141, Extension 0
General Fax Line.....	707-307-5017
Course Resources.....	www.bostonreed.com/students
<i>(or other website specified by your instructor or a site representative)</i>	
Career Garden.....	www.bostonreed.com/careergarden
Boston Reed College Marketplace.....	www.bostonreedcollege.com

Student Success Tips

In Class

Use Your Student Assignment Sheet—It tells you what chapters to read, what assignments are required, and when examinations take place. Keep it and refer to it regularly.

Attend Class Regularly—Each day in class is important because concepts build upon each other. If you miss one or more days, it's hard to catch up.

Use Class Time Wisely— It may sound obvious, but listen carefully, focus on what is going on, and participate in discussions.

Take Notes and Use Them—Writing down key ideas helps you remember them. Review your notes soon after class to help reinforce the new information.

Ask Questions—Anyone can miss or misunderstand an idea, concept or assignment. If you have questions, don't be afraid to ask your instructor to clarify for you.

Outside of Class

Study Constantly—You'll be more successful if you keep up with the reading assignments. College course are designed so that each hour in class requires two hours of outside study (homework) to learn or practice the material. Plan to study daily.

Keep up with the assignments—We all have a tendency to procrastinate, but putting off working on an assignment will leave you rushed and unable to do your best.

If you're having trouble with a course, do something about it—Go to your instructor for help before or after class. Get together with a classmate to do homework. Start a study group.

Student Guidelines

It is the responsibility of each student to read and abide by the Student Guidelines.

Contact Information: Be sure to make Boston Reed and the Partnering School (*as applicable*) aware of any change of address or telephone number immediately. Your continuing status in the program can be dependent upon our ability to reach you for important matters as they arise.

Program Completion Requirements: To obtain a certificate of completion, students must successfully pass the classroom portion of the program.

Grading Policy: An overall final grade of 80% is required to pass the program. Students' class grades for will be based on homework assignments, quizzes, midterm exam(s) and final exam. Students must achieve a minimum of 80 percent average on quizzes and a minimum of 80 percent on midterm(s) and final to pass the course. Homework assignments will account for 10 percent of the overall grade. Quizzes will account for 30 percent of the overall class grade. Midterm(s) and/or final exams will account for 60 percent of the overall class grade. Quizzes shall be administered for most modules. Quizzes will not be made-up; however, any student who misses a quiz due to an absence will be given a copy of the quiz for studying purposes upon his/her return. Students are encouraged to meet the required guidelines for absences in order to maintain a passing average quiz score of 80 percent. This policy does not apply to Phlebotomy courses which are pass/fail. No absences are allowed in Phlebotomy courses.

Absences: You will need to notify Boston Reed (*and the Partnering School as applicable*) of absences by calling our toll-free student line at 800-201-1141 and choosing option 3. Leave a message, including your full name, class location and a phone number where you can be reached including area code. If calling to report an absence, do not expect a return call.

Attendance: Students will be allowed to miss a maximum of 14 hours for the duration of the course. More than the allowed number of hours may result in the student being dismissed from the program. Students will be required to make-up any work that is missed as a result of an absence. In addition to making up assigned work, the student will be required to complete additional work assigned at the instructor's discretion. This policy does not apply to Phlebotomy courses. No absences are allowed in Phlebotomy courses.

Rules of Student Conduct: Be courteous and respectful to all persons at all times, including but not limited to fellow students, instructors, school personnel and clients; be on time; give advance notice of any absence or late arrival; be conscientious and diligent in the performance of all assignments and conduct yourself as a professional at all times regardless of the circumstances. Students are expected to avoid behaviors that could be perceived as sexual harassment including but not limited to unwelcome touching, language or inappropriate images.

Background Check/Drug Testing: You may be asked to undergo drug testing and or background check at your own expense. If you have any criminal convictions or conflicting information on your form of identification it is possible you may be prevented from completing the program.

Student Guidelines

Refunds will not be awarded to those who fail to determine their own eligibility. A positive drug test may result in dismissal from the program.

Policy on Dishonesty: Dishonesty includes but is not limited to cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to instructors or school personnel. When a student is charged with plagiarism or cheating related to a class and the instructor has reasonable proof or documentation or the student admits the violation, the instructor may select one or more of the following options:

1. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.
2. Issue a failing grade of a “0” for the assignment in question.
3. Issue a failing grade for the course.
4. Refer the student to the Class Manager for disciplinary action, which may include dismissal from the program.

Student Grievance Procedure: The student is advised to attempt to resolve an issue with the instructor first, if applicable. If that is unsuccessful, the student should put the grievance in writing and submit it by mail or fax to the attention of the Class Manager:

Boston Reed College
2799 Napa Valley Corporate Drive
Napa, CA 94558
Phone: 800-201-1141
Fax: 707-307-5017

Grounds for Dismissal: We may permanently dismiss any student who:

1. Exhibits disruptive behavior and/or a lack of a common courtesy and respect for the instructor and/or fellow students.
2. Exhibits behaviors that could be interpreted as sexual harassment, including but not limited to unwelcome touching, language or pictures.
3. Uses profanity with an instructor, fellow student, or school personnel.
4. Does not meet the attendance requirement.
5. Fails to meet financial obligations. \$30.00 service charge for all returned checks.
6. Fails to abide by any or all of the terms of the registration agreement, policies, procedures and guidelines.
7. Results positive to a drug test.
8. Academic dishonesty.

Procedure for Dismissal: The Program Instructor will notify the Class Manager if a student is not meeting the requirements of the Student Guidelines. The Class Manager may contact the student by telephone or in writing to obtain further information. The Class Manager will then make a decision and inform the student by telephone and in writing. The student then has the option to appeal the decision.

Assumption of Risk Form

Students of Allied Health Training Programs may be required to learn and practice invasive procedures. The undersigned agrees that he/she understands that students learning and practicing these skills may be accompanied by potential dangers as identified below:

- I understand and acknowledge that as a part of the training program, I will be required to learn skills necessary for practice in the field.
- I understand that these skills may include, but not be limited to, finger sticks and injections for Clinical Medical Assistant Training.
- I understand that these skills may include, but not be limited to, finger sticks and venipuncture for Phlebotomy Training.
- I understand that these skills may include, but not be limited to, needle-syringe technique in preparation of medications for Pharmacy Technician Training.
- I understand that students will practice invasive procedures on each other.
- I understand that, prior to the skill practice; students will receive instruction from instructors regarding the skills to be practiced including information on safety and the potential dangers inherent in such procedures.
- I understand and acknowledge that such activities by their very nature can be very dangerous and involve the risk of serious injury/illness and/or death.
- I understand that the risk of injury/illness may include, but is not limited to blood-borne pathogen infections, phlebitis, thrombophlebitis, septicemia, hemorrhage, tissue sloughing, nerve damage and loss of limb.
- I understand that I may be subject to drug screening during the course.

I agree to assume liability and responsibility for any and all potential risks, which may be associated with participation in such educational activities. Moreover, I understand and agree that I will indemnify and hold harmless Boston Reed, its Board of Directors, Instructors, Employees, the Partner School, Clinical Affiliates, or hosting facility and that other students shall not be held liable for injury or illness which is incidental to or associated with the preparation for and the participation in these learning activities and which may be sustained.

I have received (by downloading a copy and printing it out from www.bostonreed.com) a personal copy of the Student Handbook containing rules and regulations relative to the program. The Program Instructor has reviewed the content with all members of the class and time was made available to the student for questions and clarification of content. The student agrees to follow the outlined guidelines of the program.

Date: _____

Student's Printed Name: _____

Student's Signature: _____