

ALLIED HEALTH

To meet the ever-expanding demand for qualified allied health professionals, the Heart of Georgia Technical College offers a wide array of degree, diploma, and technical certificate of credit programs in health technology.

These programs provide classroom instruction, laboratory experience, and clinical practice to assure that students obtain the most current and the highest-level skills in their chosen health profession.

Students interested in allied health programs may obtain admission requirements information from the Admissions Office. Additional information about the sequence of course offerings and program costs also is available.

Heart of Georgia Technical College reserves the right to cancel courses.

General Information

Prior to beginning clinical training, or enrolling in courses requiring personal protective equipment, students must have completed a physical exam. Medical professional liability insurance also is required. Students also must purchase program specific uniforms and provide documentation for satisfactorily passing a criminal background investigation, a negative drug test, and vaccinations including Hepatitis B, syphilis serology, and tuberculosis testing prior to beginning their laboratory practice and clinical training. Hepatitis B vaccination requirement may be waived by signing a form designed for that purpose. These expenses are the responsibility of the student. The physical exam form and proof of vaccinations are submitted to the program instructor. The drug screen is arranged by the Academic Affairs Office. Students will be provided with information about ordering their criminal background investigations.

In most programs, students are required to purchase HGTC approved uniforms, and in some, purchase of laboratory supplies and materials is required.

Students will be assigned to off-campus clinical sites and must have reliable transportation and be able to complete clinical during non-traditional hours. Clinical sites may vary depending on the number of students and availability of sites. Clinical rotation may involve travel to distant sites to meet necessary requirements. Students must comply with all standards and policies set forth by the clinical sites throughout their clinical rotation.

A grade of "C" or higher is required for courses that are prerequisite to more advanced courses or for recommendation for state licensing board testing.

Regardless of the student's grade point average, the student will be academically dismissed if the grade for any required program course is "D" or lower.

Special Note: Conviction of a felony or misdemeanor could make a student ineligible to complete program clinical requirements or take the licensing exam(s) required by the profession upon graduation. Early notification to the faculty program advisor is required. Faculty advisors will provide information about this procedure.

Drug Screening and Criminal Background Investigations

Admission into Heart of Georgia Technical College's allied health programs does not guarantee acceptance or placement into practicum/lab courses or into any clinical or practicum setting, which is required for graduation.

Affiliate clinical sites supporting allied health programs require that students have satisfactory criminal background investigations and negative drug testing results prior to acceptance or placement in clinical rotations. Random and discretionary background investigations and drug screens also may be conducted at the request of the clinical site.

Any student with a confirmed positive drug test will not be placed in any practicum/lab courses or in any clinical or practicum setting, will be dismissed from the program, and will receive a grade of “F” in the courses registered for the quarter and a grade of “0” for work ethics. **A student who fails a drug test and is dismissed from his/her program will not receive a refund for any fees paid. The student will, however, receive a refund of testing fees if the test hasn’t been scheduled. If a student withdraws from PHR 106 during the quarter and prior to the scheduled testing date, a partial refund can be requested from the Pharmacy Technician Certification Board (PTCVB) as per guidelines listed on the website www.ptcb.org, or in the authorization to test letter the student receives. HGTC will not issue any refund for this testing fee after the first day of class.**

The clinical institution is provided with criminal background investigation information and determines whether the student meets requirements of the affiliate clinical site. **Students with unsatisfactory results will not be accepted at the affiliate clinical institution and will not be able to complete the course or program unless another clinical institution accepts the student, there are clinical and faculty resources available, and if program accreditation standards are adhered to.** HGTC will attempt to place the student at another clinical institution provided HGTC has adequate clinical coordinator oversight and faculty resources. If resources and another clinical site are not available, the student will be dismissed from the program. **The clinical institution makes the sole decision whether students are accepted at its clinical site based on the student’s criminal background investigation.**

Students will be provided information about ordering their criminal background checks. Drug screening is scheduled by the Academic Affairs Office at Heart of Georgia Technical College. The cost for the drug screening is \$30, and the cost for the criminal background investigation is \$49.50. These costs are paid by the student and are nonrefundable.

The following additional fees also apply.

- Students who test positive on a drug test will be charged an additional \$15.
- Students who refuse to have a drug test will be charged \$15.
- Students who are mandated or requested to have an observed specimen will have an additional charge of \$15.
- Students who report to Drug and Alcohol Testing of Georgia located in Dublin, Georgia, for drug tests not within their normal operating hours will be charged an additional \$10 per hour charged on the quarter hour.
- Parking Fees-- Students enrolled in the practical nursing class housed at the Middle Georgia College—Georgia Aviation campus will be assessed a parking fee of \$32 twice each year. This fee will be assessed at the time of registration. HGTC’s instructional technology fee will not be assessed the quarters in which the parking fee is assessed.

For a complete copy of the policy and procedure for drug and alcohol testing and criminal background investigations, contact the program instructor.

It is the policy of Heart of Georgia Technical College that any student who is currently enrolled in a course who violates any of the provisions set forth in the Drug and Alcohol Testing and Criminal Background Investigation policy will be withdrawn from the program and will receive a course grade of "F" for course(s) currently enrolled and a grade of "0" for work ethics.

Competitive Selection Process for Allied Health Programs

Following the successful completion (a grade of “C” or better) of all designated courses for specific degree, diploma, and technical certificate of credit programs, students will enter into a competitive process for determining eligibility to progress into occupational program courses for the following programs:

**Practical Nursing
Surgical Technology**

Students will be ranked according to the policy below. However, effective for Fall Quarter 2010 competitive entry students must complete the Health Care Assistant TCC and will be ranked for entry according to the policy below.

Radiologic Technology (diploma)

Fall Quarter 2010 will be the last intake of diploma students into the Radiologic Technology diploma program. Students will be ranked according to the policy below.

Radiologic Technology (degree)

Students will be admitted into the program until the Fall Quarter 2012 entry. Students must submit an application to compete prior to entering program courses. The competitive process below will be followed. **Effective for the Fall Quarter 2012 competitive class, the Imaging Science Assistant TCC must be completed prior to entry into program courses.

**Medical Assisting
Pharmacy Technology
Paramedic Technology
Respiratory Technology**

Students will be admitted into the program but will have to submit an application to compete prior to starting program courses. Check program page for quarter of entry dates. If more students apply to compete than there are seats available, the competitive process below will be followed with the exception of PSB testing. All expiration policies apply regardless of whether or not a program is competitive.

The formula used for the competitive process is:

Total score = (designated courses GPA x 65%) + (PSB X 35%) + possible bonus points

- The GPA is calculated using grades earned in the designated courses. When courses have been repeated, the best grade will be used in the GPA calculation. AHS, biology, chemistry, and physics courses must have been completed within the past three (3) years. The HGTC Registrar will calculate GPA's for all students.
- The Psychological Services Bureau Aptitude exam (PSB) is a requirement for competition. The test may be taken only twice, but students must wait 30 days before retesting. The highest overall score will be used in the competitive process.
- Bonus points may be earned through documented program specific, paid full-time work experience. One (1) bonus point for every three (3) months of full-time work experience will be awarded with a maximum of five (5) bonus points for work experience. Work experience will be evaluated by the Dean of Instructional Services and the program chairperson.
- Bonus points may be awarded for completing designated courses at HGTC. One (1) point will be awarded for each designated course completed at HGTC with a maximum of three (3) bonus points.
- All students' total scores will be ranked from the highest to the lowest--with the students having the highest total scores being accepted. The total number of students accepted is based on the number of available openings.

Reentry or Transfer Students

Students who have been unsuccessful or have withdrawn from an allied health program at HGTC or another TCSG college and desire to reenroll must compete for re-entry.

Re-entry to first quarter

Students who wish to re-enroll in the first quarter of a program must follow the same guidelines listed above. PSB exam scores and documented program specific, paid full-time work experience already on file at HGTC will be used in calculating the total score using the formula above. Students in programs

that previously did not require PSB scores must take the exam to be considered for re-entry into a program.

Re-entry to other quarters

All students applying for re-entry into other quarters must first meet HGTC first quarter entry requirements. Competition for re-entry will be based upon the student's program GPA which includes required designated courses and all program specific occupational courses that have been attempted. If a course has been repeated, the best grade will be used in the GPA calculation. Student GPA's will be ranked from the highest to the lowest--with the students having the highest GPA's being accepted. The total number of students accepted is based on the number of available openings.

Residency Requirements for Graduation

Heart of Georgia Technical College requires that a minimum of fifty percent (50%) of the course work of a particular program of study be completed at Heart of Georgia Technical College.

PSB Testing Policy/ Procedures

POLICIES:

- All candidates for entry or re-entry to competitive Heart of Georgia Technical College (HGTC) allied health diploma and degree programs **must** take either the PSB Aptitude for Practical Nursing Exam or the PSB Allied Health Occupations Aptitude Exam.
- Candidates will be allowed to submit a maximum of two PSB exam scores (as recommended by the testing service provider Psychological Services Bureau) to Admissions for use in competitive selection. When a candidate has taken the exam more than once, the highest cumulative raw score on all five parts earned on a single administration date will be utilized. PSB results from other colleges **must** be submitted to HGTC's Admissions Office and **must** be in the form of the PSB student individual record.
- Candidates **must** wait a minimum of 30 days between the first and second PSB administration.
- Candidates **must** meet with the Career Services staff for interpretation of the test results.
- The PSB score will be weighted at 35% of the candidate's overall score for competitive selection.
- The fee for taking the PSB exam will be **\$25** and must be paid prior to testing.
- Candidates for PSB testing **must** show a photo ID immediately prior to testing.

PROCEDURES:

- Testing Center staff will establish sufficient quarterly PSB administration dates and at varying times so as to be available and convenient to all candidates needing testing and/or retesting. PSB testing will occur on the Dublin campus of Heart of Georgia Technical College.
- Communication of PSB dates to allied health candidates will be accomplished through: (1) a quarterly flyer mailed by the Director of Testing to all allied health diploma and degree core students during the first week of classes, (2) the admissions website under the Allied Health link updated quarterly, (3) verbal communication by Student Affairs and allied health personnel. The deadline set by Admissions and by which all PSB test results must be submitted to that office will be communicated to candidates by Student Affairs personnel.
- Candidates for PSB testing **must** schedule their appointments through Admissions or Testing staff on the Dublin campus of HGTC. Tests within a given quarter will not be scheduled earlier than the first day of classes for that quarter. Tests will be scheduled on a first-come, first-serve basis with a maximum of 24 candidates testing at each given time.
- It is recommended that candidates (but not required) take the PSB exam during their final quarter of designated classes and/or following completion of designated classes.
- For all students, results of PSB tests are reviewed and discussed with each candidate personally by the Career Services staff. Appointments are made with students individually, and they are given the test results along with verbal and written interpretation of their scores.

- Career Services staff will forward test results to be used in competitive selection to the Admissions Office following the individual interpretation appointment with each student.

Associate of Applied Science Degrees

- Radiologic Technology
- Respiratory Care Technology
- Veterinary Technology (*pending*)

Diplomas

- Medical Assisting
- Paramedic Technology
- Pharmacy Technology
- Practical Nursing
- Radiologic Technology
- Surgical Technology

Technical Certificates of Credit

- Emergency Medical Technician-Basic (*pending*)
- Emergency Medical Technician-Intermediate
- Health Care Assistant
- Imaging Science Assistant (*pending*)
- Patient Care Assisting