



Medical Professions  
2020-2021

## Introduction

This handbook has been prepared by your instructors in an effort to make your transition into a career - oriented school a little easier. It is our hope that, if you know what is expected of you, you will do it. As you read through the pages you may think the rules are very strict. Keep in mind you are being prepared for the "World of Work." We have a lot of serious work ahead of us if we are going to accomplish this goal.

Please take some time to read through this handbook with your parents. If you have any questions about the content of this handbook, please feel free to ask me.

After you have read this handbook, please sign the statement below.

I have read and understand this handbook and I am willing to follow it to the best of my ability.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

I have read and understand this handbook and will encourage my son or daughter to adhere to the standards set by the instructor in the Health Careers.

\_\_\_\_\_  
Parent

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## ATTENDANCE POLICY

Health Careers students will abide by the attendance policies set forth by Polaris Career Center. It is important for each student and his/her parents to understand that we cannot guarantee the success of any student who has excessive absences. Each day a student is absent, three hours of instruction will be lost. This can only be made up on paper. The exception to this is the State Tested Nurse Assistant program, which must be made up hour for hour. The student has essentially lost whatever experience might have been scheduled for that day.

**Employers who hire students place major importance on attendance.** Often it is not the straight "A" student who is hired, but the student with a good attendance record. Good attendance is defined as no more than five (5) excused absences per school year. Attendance will have an important impact on placement and work experiences.

Although it is understood illness cannot always be avoided, preventive measures are stressed to insure good health throughout the year. Adequate rest, good nutrition, and daily exercise are important. It is proven that those who smoke or vape have more health problems and a greater number of absences from their workplaces. If you smoke or vape, it is strongly recommended that you quit! If you don't smoke or vape, we strongly recommend that you do not start!

We require that you come to school each and every day unless you have a genuine illness that requires bed rest or might be contagious to others. An example of a common absence for females is menstrual cramps. In most cases, this is not considered a valid excuse for absence from school or work. Many health care providers are female. If we all took one to two days off work every month for this reason, we are sure most health care institutions would be hesitant with their hiring practices.

**You will only get out of this program what you are willing to put into it... how successful you will become is up to you and will depend on how hard you are willing to work.**

**Remember...**

**To earn a Certificate of Achievement issued by the State Board of Education, you must attain a 95% attendance record. This means that you can miss no more than 18 days in 2 years.**

## DAILY ABSENCE PROCEDURES

- 1) It is **your** responsibility to obtain all notes and assignments missed during an absence. Check with a responsible classmate to help supplement the information.
- 2) Remember the following policies regarding absences.
  - a) You have NO more than the number of days you missed to complete your work and turn it in.
  - b) Even if your absence is excused, you still lose your daily points, but you are allowed to make up the work. If your absence is unexcused or you are suspended, you are not allowed to make up missing work.
  - c) Check the dates the assignments were given to determine the exact date your makeup work will be due.
    - i) Example: You are absent M, T, W, and return Thursday. An assignment is given on Tuesday during your absence. Your assignment will be due at the end of lab on Monday.
    - ii) Example: A homework is assigned Tuesday and due Wednesday. You return on Thursday and the homework is due first thing on Friday.
  - d) A test or quiz given during your absence must be made up the first day you return.
    - i) The only exception is if the material on the test was also given during your absence; in that case check with your instructor on your **FIRST DAY BACK FROM AN ABSENCE** for the date you will need to take the make-up test.
    - ii) Terminology quizzes and terms are always due the first day after an absence.
- 3) To protect the integrity of all exams, make-up tests and quizzes may be different from the original.
- 4) Tests and quizzes will not be returned until all tests have been taken.
- 5) All work turned in late due to an absence must be clearly marked with the exact dates of each absence, or it will be considered late.
- 6) Late work for any reason other than an excused absent will result in a zero being given as the grade. We will grade the work so you know what you're doing correctly, but the grade in the grade book will remain a zero.

## **HEALTH CAREERS - PROFESSIONALISM**

**Health Career employees are "Professionals" and work in a "profession".**

Webster's dictionary defines *profession* as follows: "*A vocation or occupation requiring advanced education and training, and involving intellectual skills.* "

It is important that you learn to act professionally, in addition to learning the material necessary to become a health care provider. Webster's dictionary defines *professional* as follows: "*of, engaged in or worthy of high standards of a profession* ".

Professional appearance is essential when preparing for a career in the health field. Your appearance is a reflection of yourself, your school, and ultimately, your employer. Appropriate hairstyles, clothing, hygiene, jewelry and makeup are all areas of professional appearance that will be addressed in the Health Careers.

Professional behavior is also essential when preparing for a career in the health field. In addition to school rule and class rules, you will be responsible for the rules of professional behavior.

Remember - To be a "Professional" you must be capable of maintaining high standards.

## **Professional Attitude and Behavior for Health Careers Students**

Assessment of your behavior and attitude takes place everyday in the class and lab setting. If you behave inappropriately during this time, it will have an impact on our ability to place you in the health care field.

### **Professional Behavior Includes:**

#### **Appropriate Communication**

- ♦ No slang or swearing
- ♦ Correct grammar
- ♦ Professional tone of voice
- ♦ No inappropriate gestures
- ♦ No gossip
- ♦ No discussions of inappropriate nature

#### **Ability to take direction and accept criticism**

- ♦ Making excuses for your behavior is not professional
- ♦ Always having an answer or the last word is not professional
- ♦ Students must be able to learn from their mistakes and demonstrate growth in this area

#### **Good Attendance**

- ♦ Always on time and prepared to work

*It is your responsibility to know the skills of your profession. You must attend every day to learn these skills. Employers do not want to hear that you were absent when a specific skill was taught.*

#### **Enthusiasm**

*Enthusiasm* is an important part of professional attitude. This is not a mandatory high school class - you selected it - and we expect that you will show some enthusiasm and excitement about your choice.

## **Professional Attitude Includes:**

### **Honesty**

*Classroom attitude toward honesty is the only indicator we have when considering students for placement. Students demonstrate their honesty by:*

- ♦ Not sharing their work or answers -this is cheating
- ♦ Not cheating or copying on tests or quizzes
- ♦ Not sharing computer work or passwords
- ♦ Not repeating confidential information
- ♦ Not turning in another person's work as their own
- ♦ Not copying directly from a book or article when submitting work to be graded

### **Compassion**

*Any health care professional must be able to show compassion and concern for others.*

- It is necessary to like people and like what you do to be successful in this profession. This begins in class by showing compassion and concern for fellow students, teachers, staff, guests and patients.

## Professional Appearance for Health Careers Students

All students are held to the same standard of professional appearance. There are few differences in actual uniform styles for males and females. These differences are determined by industry standards.

The Health Careers clinical uniform must be purchased from the approved uniform provider so that they are all the same color and style.

**The uniform should be worn to and from Polaris. There are no changing facilities available.**

- 1) Proper uniform
  - a) Clean and free from wrinkles at all times
  - b) No rips or tears
  - c) Pants must be properly fitted and hemmed
    - i) They cannot be:
      - (1) oversized
      - (2) worn low on hips
      - (3) drag on the floor
  - d) No jeans or other pants may be worn under the uniform pants. If jeans or other pants are seen, you will lose ALL your daily lab points.
  - e) A short or long sleeve t-shirt may be worn under the uniform top. No sweat shirts may be worn under the uniform tops, nor any type of hoodie. Also, no writing can be on the t-shirts. These may be **white, black, and gray. No other colors are permitted.**
  - f) Uniform tops are not intended to be worn loose or oversized.
  - g) You must have your Polaris ID. It is mandatory and must be visible on your uniform.
- 2) **White** socks/nylons:
  - a) Socks must be **mid-calf** or **knee** high.
  - b) White pantyhose or knee-highs are acceptable.
  - c) Low tennis socks are NOT acceptable.
3. White or black **leather or vinyl** shoes (**no canvas, cloth or mesh**) with no other decorations, logos, or colorations are required. There should not be any ventilation holes on the top of the shoe, and the exposed part of the tongue must also be leather covered. (**Keep your receipt** if you have a question. Instructors will verify appropriateness of shoes.)
  - a. Must be kept clean and in good repair at all times
  - b. Shoelaces must be clean

#### 4. Jewelry

- a. Watch - this is a tool for recording data, it must be readable
  - i. Must have a second hand
  - ii. Must have the minute/slash marks
  - iii. Numbers must be clearly marked and visible
  - iv. **Smart watches of any sort are not allowed**
- c. No rings are allowed.
- d. No necklaces are allowed.
- e. No ankle bracelets are allowed.
- f. No wrist bracelets are allowed.
- g. One pair of earrings (one in each ear lobe) - must be post style, cannot dangle, must be smaller than a pencil eraser. **No hoops of any size. NO gauges of any sort are allowed and no cartilage rings or industrials.**
- h. Body Piercings: **NONE** are allowed (any visible body piercing is inappropriate in the health care setting)! NO tongue, eyebrow, lip, nose piercings, or any other facial piercings are permitted and must be removed. **Do not get a piercing during the school year - you will be required to remove it.**

**5. NO visible tattoos:** all visible tattoos must be covered by a bandage, which will be supplied **by the student.**

#### 6. Hair

- a. No trendy or wild colors - must be **natural** blond, brown, black or red.
- b. Must **not** be in the face, hanging in the eyes, or on the front of the uniform.
- c. No "wispies" (hair) in front of the ears, they must be securely pinned back.
- d. No large or extreme hairstyles. All hair must be able to be secured in a neat, manageable hairstyle close to the head in order to be professional.
- e. Hair bands must be worn to secure hair away from face and must be neutral colors only - no sparkly or glittery headbands
  - i. Hair cannot be worn on forehead; long bangs must be pulled back
  - ii. Students are responsible for bringing in their own hairbands, hair clips, and bobby pins.
- f. Hair that is longer than the collar or touching the shoulders must be tied securely away from the face and front of uniform
  - i. Dental floss, pantyhose and gauze are not acceptable for securing hair
- g. No flowers or other decorations may be worn in the hair.
- h. No scarves or bandanas may be worn.

7. Male students - facial hair
  - a. Clean shaven or short/neat and trimmed
  - b. Facial hair that is being grown should be done during breaks so that you are able to present a neat appearance while in uniform
  
8. Make - up
  - a. Should be natural looking
  - b. Not appropriate:
    - i. Dark blushes
    - ii. Glittering or iridescent eye shadow
    - iii. Dark lipstick
    - iv. Excessive make-up
    - v. Facial glitter
    - vi. False eyelashes
  
9. Fingernails
  - a. **No** artificial nails for any reason
  - b. **No** nail polish of any kind, even clear, and no nail hardener
  - c. Must be clean and short at all times
  
10. Good posture and pleasant smile
  
11. Personal Hygiene
  - a. Bathe and use deodorant daily
  - b. No perfume
  - c. Oral hygiene should be practiced daily - use mouthwash or breath spray when needed.
  
12. **No** outerwear of any sort may be worn with the uniform. All hoodies, coats, jackets, boots, scarves, earmuffs, etc. must be kept in your locker, and may not be put on until AFTER the bell rings.
  
13. Gum chewing is inappropriate and will result in the loss of all daily lab points.

## **Daily Points**

Each day you will receive points for your professional attitude, appearance and participation. Points are calculated daily based on your performance in lab and related.

- ***Remember if you alter your uniform after daily checks or have an infraction for field trips or clinical experiences, you will receive a zero for the day.***

## **THEORY**

Ten points each day. To receive points you must:

- 1) Be in seat on time
- 2) Have all necessary supplies
- 3) Be attentive and alert
- 4) Participate
- 5) Be non-disruptive to classmates and staff
- 6) Remain in related at all times unless you are given permission by the instructor to leave
- 7) Follow all classroom policies in handbook

## **LAB**

Twenty points each day. To receive points, you must:

- 1) Be in complete uniform
- 2) Complete all assigned lab tasks
- 3) Display professional behavior at all times
- 4) Complete assigned lab clean up duties
- 5) Use lab time for program related activities only
  - a) No personal projects on the computer
  - b) No outside work
- 6) Remain at work station on task at all times unless you are given permission by the instructor to leave

All rules and policies in the handbook must be followed to receive points.

## **Uniform Infractions**

- ♦ You earn employability points each day for being present and completing all activities scheduled for that day. If you are not working or are not prepared, you will not get those points.
- ♦ If you do not have your uniform, you will lose your employability points and are not allowed to participate in lab. **You must have your shirt, pants, lab coat, and shoes to stay in class. If you are missing any of these items, you will be sent to ABC.** If you have any other infractions, you lose all your daily points but are allowed to stay in class.
- ♦ Blatant or repeated refusal to adhere to the uniform requirements will result in a behavior referral for insubordination.

**REMEMBER: Artificial nails are NOT permitted with the uniform. If any types of artificial nails are worn, you will not be permitted to participate in any lab activities until the artificial nails are removed and will lose all your daily points each day that they remain on.**

**YOU MUST BE IN UNIFORM EVEN IF YOU ARE ASSIGNED AN ABC! Failure to wear your uniform in ABC will result in another ABC.**

## Grading Policies for Health Careers

- ♦ You may receive one science credit for Anatomy/Physiology in your junior year. **You must pass Anatomy/Physiology to receive your Certificate of Achievement.**
- ♦ You also have the potential to earn one science credit for Chemistry in your senior year.
- ♦ Homework is always due at the **beginning** of theory class. It is your responsibility to place it in the assignment box/teacher mailbox before related class begins. **No credit** is given for late homework. Homework will not be accepted after theory class begins.
  1. Junior homework must be in the box by 7:55 am
  2. Senior homework must be in the box by 11:25 am
- ♦ Late notebooks will be reduced by one letter grade for each day they are late. Weekends count as two grades.
- ♦ **Full name and date must appear on all papers.** This information should appear in the upper right-hand corner.
- ♦ All assignments should be completed in black or blue ink or pencil (when appropriate).
- ♦ All assignments should be turned in on a full sheet of typing paper (if typing is required) or a full sheet of loose-leaf notebook paper (no fringes).
- ♦ All papers handed out in class are your responsibility. We will not replace lost or damaged papers.
- ♦ Students are not to share answers on assignments or tests. Any student found to have violated this policy would lose credit for the assignment and lose all points for the day. **Please note:** the student handbook lists plagiarism as grounds for removal, detention, suspension or expulsion. Because this offense has serious consequences, please make every effort to protect your own work. Do not carelessly discard assignments.
- ♦ Proofread all assignments before turning them in. Correct spelling and typing errors.

- ♦ Students who are absent are responsible for obtaining all worked missed during the absence. Students should obtain missed work on their first day back from the absence. Work will be accepted based on the following:
  - 1) The absence must be excused in order for any work to be made up. This is wh3/ you must have a parent call the school within 24 hours if you are absent.
  - 2) Students will have the number of days they were absent to make up all work.
  - 3) All work, including tests and quizzes, missed due to unexcused absences will result in a zero (0).
  - 4) **Tests and quizzes announced prior to the absence must be taken on the original date or the first day student returns from the absence (whichever is later).**
  - 5) Make up tests may be different in content and/or format from the original.

## Health Careers Lab and Classroom Policies

**The following policies are designed to encourage professional behavior, attitude and dress for the Health Care Careers Student.**

- 1) Students are to report to their assigned seats with all necessary supplies, books, etc., no later than **7:55 am** for juniors and **11:25 pm** for seniors.
- 2) Juniors are not allowed to change their shoes until **10:45 am**, and seniors change at **2:15pm**.
- 3) **No** eating or gum chewing in class or lab. Eating or chewing gum will result in the loss of all 20 lab points for the day.
- 4) **Cell phones are NOT permitted in the classroom or lab. ALL cell phones should be secured in your locked locker.** Students should not have a cell phone out **on the second floor**. If a student has a cell phone, it will be taken away and the student will lose all their daily points. If there are repeated offenses, parents will be notified, and further discipline will be assigned.
- 5) Sleeping in class is not permitted. If you are ill, you will be sent home.
- 6) Electronic devices are NOT permitted. They should be secured in your locked locker.
- 7) Students are not permitted to leave the classroom or lab without the permission of the instructor. Once permission is granted the student must sign out on the classroom sign out sheet.
- 8) There is no talking during class without the instructor's permission. Talking during a test or quiz will result in an automatic zero.
- 9) At the end of theory all supplies must be placed in the student's locker.
- 10) **Full uniform is required at all times.** Clinical skills cannot be performed if the student is not in uniform.
- 11) Purses and coats are to be kept in your **LOCKED LOCKER**.
- 12) Shoes are to be worn at all times. Keep feet on the floor. Do not sit on desks, lab tables, in wheelchairs or lie on beds.
- 13) Students must change their shoes during the assigned changing times and change in the assigned area. Students are not permitted in the locker areas during class or lab time. Students who return to the locker areas without the instructor's permission will lose all daily points.
- 14) Students are responsible for their own equipment and supplies.
- 15) Each student is required to complete a clean-up assignment at the end of each day. The instructor will post this.
- 16) Students are not permitted in the instructor's office. Office phones

- may be used only with the instructor's permission.
- 17) Coats or jackets are not to be worn during class or lab and are to be kept in your locker.
  - 18) Rude and unprofessional behavior will not be tolerated. This includes offensive or abusive language.
  - 19) Class and lab times are intended for activities assigned by the instructor. Students are not permitted to work on outside projects without special permission.
  - 20) Noncompliance with any Polaris or Medical Professions policies or procedures will not be tolerated. This includes but is not limited to receiving immunizations with the documentation included, any needed paperwork or payment for any required testing, to be done in the given amount of time. Lack of compliance is considered insubordination and will result in an immediate discipline referral.

Remember, you chose to become a part of the health professions! Please have a professional attitude!

## Typed Assignments and Notes

- ♦ **Name and date must appear on all typed pages, handouts, and other assignments.** Use no more than two lines. This information should appear in the upper right corner of the pages.
  
- ♦ **One inch margins** should be used on all assignments
  
- ♦ Use **Arial** or **Times New Roman** fonts only. Use **12 size font** unless otherwise directed.
  
- ♦ **All assignments must have a title.**
  
- ♦ **Spell check all typed assignments** before turning them in. More than five errors on any one page will result in a 5% reduction in the grade for that assignment. Many of the medical terms are not found in the spell check. You will need to use the medical dictionary!
  
- ♦ **Use correct spacing:**
  - One space after a comma
  - One space after a period in an abbreviation
  - One space after punctuation at the end of a sentence  
(Your computer may assign this spacing)
  
- Double space between paragraphs
  
- Double space all text materials
  
- ♦ Use **complete sentences** and **proper grammar** for all assignments.

## **The Ten Commandments for a Good Health Care Professional**

- 1. Speak to people.** There is nothing as cheerful as a word of greeting.
- 2. Smile at people.** It takes 72 muscles to frown... only 14 to smile.
- 3. Call people by name.** The sweetest music to anyone's ears is the sound of his/her own name.
- 4. Be friendly and helpful.** If you would have friends, be friendly.
- 5. Be sincerely cordial.** Speak and act as if it gives you genuine pleasure.
- 6. Be considerate of the feelings of others.** No one likes to be rebuffed.
- 7. Be thoughtful of the opinions of others.** There are three sides to a controversy... yours, the other person's and the right side.
- 8. Be genuinely interested in other people.** You can like something about everyone if you try.
- 9. Be generous with praise, cautious with criticism.** Praise lifts, criticism lowers.
- 10. Be alert to render service.** About all that counts in life is what we do for others.