

STUDENT SUPPORT SERVICES POLICY

POLICY:

Students have access to support services that include, but are not limited to: health, counseling, academic advisement and assistance, career placement, and financial aid. The services are administered by qualified individuals and are available on a daily basis by appointment.

1. **Health Services** – All accepted students are required to have, prior to attendance, a physical, dental, and eye exam. The general exam, conducted by the student's physician, includes: CBC, Urinalysis, TB test, Hepatitis B vaccine, documentation of immunization, titer as needed, and the influenza vaccine and tetanus booster are recommended. Dental and Eye exams are required prior to admission. Glasses must be obtained as needed and follow-up dental work must be scheduled. Medical assistance or health insurance is recommended upon entrance to the program. The program will bear no financial responsibility for a students health expenses.
 - a) If a student becomes ill while in class or clinical, the instructor/coordinator will make the determination to send the student home or call the student's emergency contact. The student is advised to follow-up with their family physician.
 - b) If the situation is emergent, first aid will be initiated and the student will be transported to the nearest health care facility by ambulance, if needed. Cost for services are the responsibility of the student. Documentation of any injury is required and must be submitted on the facility's approved form. A copy is provided to the coordinator for inclusion into the student's file.
 - c) If the student is injured while on duty, (i.e.; needlesticks) the facility policy will be followed. Counseling for exposure will be provided by the facility's occupational health department. The public health department will be involved as needed.
 - d) All health records will be maintained in a locked file with the student's academic/ financial aid record for a period of five years.

2. **Counseling Services** – A student is encouraged to consult with the instructor/ coordinator if he/she believes that a personal problem is affecting their academic or clinical performance. The instructor/coordinator offer guidance as appropriate.
 - a) Referrals will be made to community consultants if necessary such as psychiatrists, psychologists, or religious advisors, based on the student's preference. A list of community services is provided to the student in the orientation packet.
 - b) The student is coached in conflict management and if possible, conflicts within the student body are resolved internally. Interpersonal skills and communication is an integral part of the learning process for the student and positive approach to communication is encouraged.

3. **Academic Advisement** – The student has an assigned academic advisor who will meet with them by request or an identified need.
 - a) If the student demonstrates signs of academic risk, (i.e.; grade average below 81%) at a four week grading period, the student will schedule a counseling session to review strategies for improvement.
 - b) A student may also initiate a counseling session if they are encountering difficulty with a subject matter or clinical skill.

4. **Career Placement** – The student is encouraged to reflect on an area of nursing that is of particular interest to them. During counseling sessions and evaluation sessions, career placement is explored. The coordinator assists the student with career placement in the following manner:
- a) Available job opportunities are placed on the bulletin board during the third trimester.
 - b) Announcements are made to the class regarding employers inquiring of the pending graduation.
 - c) Resumes are developed with individual students to ready them for job interviews.
 - d) A job fair is held at the school during the last month of trimester III. All area health facilities, career link, army recruiters and physician office staff are invited to provide student with information regarding their facility.
5. **Financial Aid Assistance** –The student is provided financial aid assistance from the first inquiry into the program to the exit interview at the conclusion of the program. All financial aid is based on a financial need analysis. The FAO coordinates all funding and maintains financial aid files on each student. The following are types of aid available:
- a) **Grants** – Pell
 - b) **Loans** – Subsidized/Unsubsidized, PLUS
 - c) **Local monies** – DPW, CDC, WIA, OVR,TAA, scholarships

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