Welcome!

Fortis College was founded to provide individuals with the quality training necessary to meet their career objectives. Industry has long recognized the need for professionally trained employees. By today’s rigid standards, the old trial and error and on the job training methods of skill development are unacceptable.

Fortis College is dedicated to preparing people to fill the existing employment opportunities that are available within industry.

To accomplish this goal, Fortis College has assembled an administrative staff and faculty of knowledgeable professionals who are prepared and dedicated to respond to the challenge ahead. Our goal is to develop skills and ability, and to concurrently reinforce a positive self-image in each student. We believe that professional training will be the path toward financial independence for our graduates. As a result, from the first appointment with a Fortis College representative and prior to attending class, individual ambitions are identified, assessed and balanced realistically with need and ability. Highly personalized, hands-on instruction is the thrust of our teaching approach.

I urge you to refer frequently to this publication, the school catalog, and bulletin boards for information on school policies. Careful adherence to the policies and procedures contained in this handbook will help you to maximize your time here, and will help ensure your success in this exciting career. Class unity is the key to success. You must help each other towards the common goal of employment. Be flexible -- things change. Welcome to the start of your new career.

I wish you much success!

Donald McMullen
Campus President
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ACKNOWLEDGMENT OF RECEIPT AND REVIEW OF FORTIS COLLEGE LANDOVER
QUALITY INSTRUCTION

We take pride in our students, faculty, staff and facilities. The resources are here for you to achieve success! As with any endeavor, however, your motivation will make the difference between success and failure. We therefore urge you to follow these tips for training during your stay at Fortis College:

1. Read your material at least two times before coming to class.
2. Review and even rewrite your notes before class.
3. During school hours be motivated! Be attentive and interested in what you're doing. This is your career.
4. Ask questions and participate in the classroom.
5. Be present and on time every day. This is your school, use it to the maximum!
6. Be considerate of other students.
7. Have a positive attitude.

CERTIFICATION EXAMINATIONS

There is an additional charge for all certification, licensure, and registration exams, except for the Registered Medical Assistant (RMA), Certified Billing and Coding Specialist (CBCS), Pharmacy Technician Certification Board (PTCB) Dental Assisting National Board’s (DANB), Radiation Health and Safety (RHS), Infection Control Examination (ICE), National Board Dental Hygiene, North East Regional Dental Hygiene, Maryland State Board of Dental Examiners, Maryland State Board of Dental Examiners Jurisprudence, Maryland Local Anesthesia and Maryland Nitrous Oxide, for those students who are required or desire to become certified, licensed, or registered.

ATTENDANCE & PUNCTUALITY

Keeping the School Informed
Students who will be late or absent should contact the school and give reason for the lateness or absence. Students who fail to contact the school will be considered in breach of good conduct. The school’s telephone number is 301-459-3650.

Attendance
Regular attendance at class is considered essential. The technical nature of the training offered requires that students be present for instruction. Students should plan on attending school as close to 100% as possible. The College recognizes achievement in attendance by awarding a Perfect Attendance Certificates upon graduation. An Outstanding Attendance Certificate is awarded for 95% attendance or better. Students must attend a minimum of 80% of the program in which they are enrolled and at least 100% of the externship hours. Students who incur excessive absences will be issued attendance warnings. “Excessive absences” is defined as falling below an 80% attendance rate for any course, or falling below a 100% attendance rate during externship. Should a student be on attendance warning for three consecutive modules, the student will be terminated from the program. A student will be terminated from the program once absences greater than 20% of the entire program have been reached. Students with chronic absenteeism in excess of 20% of the scheduled hours for a course may receive a failing or reduced grade for the course.

Student attendance reports are distributed at the end of each module to all students. Any discrepancies must be addressed in writing by the following Tuesday. At that time, no further adjustments/changes will be made to your attendance. Please forward your discrepancy to your Department Chair. Detailed attendance will be available for review in the Education Department, Student Services, and in the Registrar’s Office.

NOTE: Excessive absenteeism or tardiness may result in probation, suspension, or dismissal from the College.

Lateness
Any student not physically present at the start of their class period will be considered late.

Lateness will be recorded by the quarter hour. For example, a student arriving at 8:10 will be marked 15 minutes late; a
student arriving at 8:20 will be marked 30 minutes late; a student arriving at 8:50 will be marked 60 minutes late, etc. Hours late will be tallied and will accumulate toward total absences.

**Early Dismissal**
Students may not leave school early without permission of their instructor. Permission will be granted only for emergencies, illnesses, and similar conditions. Early departures are recorded by the quarter hour in the same manner as lateness and are added to the total of absences accumulated.

**Make-Up Training**
Missed training assignments, quizzes, exams, and lab work may be made up at the discretion of the instructor in order to complete training proficiencies. Making up missed training/assignments due to absence does not, however, erase the absence.

**ACADEMICS & STANDARDS**

**Grading Policy**
Grade reports are distributed to Students at the end of each module. The following system is used:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94 to 100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90 to 93</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87 to 89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83 to 86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80 to 82</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>78 to 79</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73 to 77</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70 to 72</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>67 to 69</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>60 to 66</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>59 or below</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**Repeat Policy**
Students are required to repeat any courses that they have failed. The failing grade, 59 or below, will be averaged into their GPA and remain in effect until the course is repeated and a new grade is earned. When students repeat a course, the last grade received for the course replaces the original grade for the calculation of cumulative GPA. Credit hours attempted for both repeated and original courses will count toward the maximum completion time calculation. In addition, all failures and repeats will be indicated on the student’s official transcript.

**Incomplete and Repeated Courses**
Students who complete a course but are unable to fully finish tests or assignments as scheduled, because of mitigating circumstances, may be awarded an Incomplete “I” grade. The student will have up to two weeks past the original course ending date to complete the course. Awarding an “I” and the establishment of requirements for removal of the “I” shall be approved on a case-by-case basis by the Dean of Education or Campus President. If all course materials have not been completed within two weeks of the original ending date, the student will receive an “F” in the course and will be required to repeat the course.

Whenever a student repeats a failed course, and passes it when it is repeated, the “F” is removed from the transcript and replaced with an “FR” that indicates the course was Failed and Repeated. The “FR” grade is included in the transcript to
show that the student did repeat the course, however, only the passing grade is used in the student’s grade point average. The “FR” grade does not count against the students’ grade point average.
HOMEWORK AND IN-CLASS ASSIGNMENTS

Homework and in-class assignments are designed to foster the development of knowledge and/or skills. They assist the instructor in determining whether individual students are grasping the information being presented and the degree to which they are able to integrate and present that information. Students are strongly encouraged to devote themselves fully to the assignment and make every effort to excel in the work they are doing to allow instructors to judge students at their best performance level.

Examinations

Examinations, whether mid-term, final, or quizzes, seek to assess the level of skill and knowledge and to provide students with an accurate assessment of their progress in the course.

Examination policies vary depending on the exam. The instructor will notify the student of the type of exam being given and the policies that pertain to that exam.

NOTE: Students caught cheating on an examination will receive a zero (0) for the examination and may be terminated from school.

Missed Examination Policy

In the event of missing an examination, it is the student’s responsibility to see the instructor.

Grading

The Method of Evaluating Students is written in each course syllabus.

Make-Up Training

Make-up hours are NOT allowed for the classroom portion of the program. Students will be allowed to make-up missed work including tests, quizzes, written assignments, and projects. All make-up work must be completed no later than two weeks after the end of the course. At least 80% of cumulative program hours must be successfully completed in order to enter the externship. At least 100% of externship hours must be completed in order to graduate. Make-up hours for externship must be scheduled with the externship site as well as with the externship coordinator. If the student has not completed at least 100% of the required hours at the end of the originally scheduled externship period, the student will receive a grade of “I.” The “I” grade must be replaced with an earned grade within 120% of the originally scheduled externship length of time. If there are extenuating circumstances that prevent this, the student may need to request an official leave of absence (LOA) and complete the remaining externship hours upon his or her return at the end of the LOA.

EXTERNSHIP/INTERNSHIP INFORMATION

Most programs at Fortis College include an externship/internship. Students MUST be flexible with their hours for the externship/internship experience. Whether enrolled in a day or evening program, a student’s hours may vary according to the facility in which they are placed.

NOTE: All externships and internships are daytime only.

Externship/internship will not be scheduled to begin until the classroom instruction is successfully completed, attendance is at 80%, and all balances owed to the school are fully paid.

The externship/internship module is six weeks in length and hours will vary according to the externship/internship site. All hours must be completed within this six week period in order to successfully pass the course. Failure to complete within the period can have only two outcomes: Incomplete grade as per the Incomplete Grade policy outlined earlier or an “F” grade. In the event of an “F,” the student may repeat the externship/internship module one time.

In the event of an absence, the student is required to notify their externship/internship site supervisor and the school at least one hour prior to their starting time.
All students, while on externship, are covered by medical liability insurance. The insurance covers ONLY injury to another person BY THE STUDENT, not injury to the student. If a student injures himself or herself during externship/internship, it is the student’s responsibility for the cost of treatment.

Externship/internship is generally the last module of training. You should not think of this as a promise of employment, nor should you expect to receive a salary. You will not only receive a grade, but also a true-to-life learning experience in the field for which you have been trained. You will not be performing all the skills learned at Fortis College. However, this will be your opportunity to demonstrate to Fortis College your ability to cooperate with supervisors, patients, and fellow workers as well as demonstrate your job attitude, attendance, appearance, and other job-related qualities.

**Method of Evaluating Students During Externship/Internship**
Grading is based on the site supervisor’s assessment of the student, attendance, and successfully completing the Weekly Assessment/Logs required.

**Weekly Evaluation**
Each week your site supervisor will evaluate your performance thus far in the course. This evaluation is designed to help you have the feedback necessary to be successful. In the event you receive a grade of “D” or below, the site supervisor will meet with you individually and help you determine why you are having difficulties in the course and to help you develop a plan to improve your performance in the class.
SCHOOL REGULATIONS

FAILURE TO ADHERE TO AND OBSERVE SCHOOL REGULATIONS MAY RESULT IN PROBATION, SUSPENSION, OR DISMISSAL FROM SCHOOL.

1. No smoking is permitted in the lecture rooms, labs, or office areas. Smoking is permitted in designated outside areas only.
2. No food, drink or snack foods, etc. may be consumed in the classrooms or labs.
3. Audio devices and cellular phones may not be used during regular class hours; they must be turned off.
4. Supplies left in the school are left at the student’s own risk. Fortis College is not responsible for articles lost or stolen.
5. No drawings or posters may be placed on walls without the Dean of Education’s permission, and students must clear bulletin board notices with the Dean of Education.
6. While students have free access to the restrooms, students may not leave the classrooms without advising the instructor.
7. Instructor’s offices are off limits unless permission to enter the area has been granted by the instructor.
8. Administrative offices are for the conduct of official business only. Students should restrict visits to these offices accordingly.
9. Students are expected to respect the rights of other students to a calm study atmosphere. Excessive talking, loud conversation, and wandering around in the classroom are not permitted. Conduct that disrupts classes or interferes with the progress of the other students is not permitted. Insubordination will not be tolerated.
10. The use, possession, or selling of alcohol and illegal drugs, including marijuana, inside or outside the building (including the parking lots, range area, and school vehicles) is not permitted. Individuals who have violated the law regarding controlled substances will be reported to the local authorities. Students are subject to random and reasonable suspicion drug and alcohol testing. Failure to submit will result in a student being terminated from school.
11. Gambling on school property is strictly forbidden.
12. Cheating on tests and classroom assignments and falsification of records is strictly forbidden. Students caught cheating or falsifying records are dismissed and enrollment is terminated.
13. Theft of property belonging to the school, other students or faculty and willful damage to such property is forbidden. Students violating this policy will be terminated from the College.
14. The possession of firearms, knives or other weapons is strictly prohibited. Students in violation of this policy will be terminated from the College and the local authorities notified.
15. While in the clinic, students will perform all procedures in accordance with school policies including the practice of Universal Safety Precautions and OSHA regulations as posted.
16. Feet are not permitted on the furniture.
17. You must be prepared for class by having your Fortis College training material with you and being in compliance with the dress code.
18. Harassment of any type or vulgar language will not be tolerated on school property.
19. Treat all the equipment with respect.
MISCELLANEOUS SCHOOL POLICIES

Lunch/Break Schedule
To maximize instructional time, lunch and breaks are structured. Your instructor will notify you of the lunch/break schedule.

Student Dress Code
Students at Fortis College are expected to adhere to whichever of the following dress code is applicable to their respective program of study.

1. Appearance is to be neat and clean, and demonstrate the use of good hygiene at all times.
2. Name badges are a part of the daily uniform and must be worn while on the premises.
3. Additional matching uniforms may be purchased at local retail department and uniform stores.
4. Anything worn on the head is not permitted unless for religious/cultural reasons.

Allied Health Students
1. Scrubs issued by the school:
   - Should be clean, neat, and wrinkle-free
   - Should have the proper fit (comfortable and loose fitting)
   - Tops may be worn tucked inside or outside of the uniform pants
2. White T-shirts, long or short sleeve and turtlenecks may be worn under scrub tops, but must be tucked in.

Clinical and Lab for ALL students
1. Lab coats must be worn at all times
2. Shoes and socks/hosiery must be worn at all times to cover legs completely. No exceptions!
   - No sandals, open-toed or perforated shoes may be worn.
3. Jewelry:
   - Earrings: Studs only. No hoop earrings.
   - 1 Watch, 1 Bracelet, and 1 ring on each hand (or wedding bands).
   - No visible piercings! This includes the nose, tongue, eyebrows, chin, lips, etc.
4. Hair must be:
   - Neat and clean at all times
   - Worn in a neat ponytail or bun and off of the shoulder, away from the face
5. Nails must be:
   - Neat and clean at all times
   - Only slightly visible above the fingertips less than 1/2”

Note: Students are required to adhere to OSHA standards and regulations with respect to dress and personal appearance.
Rules for the Computer Lab
1. No food or drinks allowed.
2. Each student must sign in and out of the lab.
3. Each student must sign on and off of their computer.
4. An instructor or lab assistant must be in the lab prior to entering.
5. An instructor must approve the use of any lab equipment.
6. All cell phones and must be turned off.
7. Each student must work at his or her assigned station.
8. Students must report a computer or equipment malfunction to the instructor. Do not attempt to fix the problem yourself.
9. Students may not attempt to make changes to a computer including downloading new programs or deleting programs and software, etc.
10. Students that use the internet to complete a project can only use approved web site(s). Use of an unauthorized site will result in the student’s loss of computer lab privileges for the remainder of his or her enrollment.
11. Each student is expected to respect the rights of others to a quiet and professional learning atmosphere.

School Calendar

Inclement weather note: Fortis College is not connected with and does not follow the closings of the Prince George’s County Public School systems. Inclement weather closing will be decided by the Campus President and will be announced on the telephone voice mail system and on local radio and television stations.

Student Injury
All injuries must be reported to your instructor immediately. If, while engaged in an authorized school activity, the student sustains an injury requiring professional treatment, transportation to a physician or hospital will be provided. The student must complete and sign an injury report.

FACILITIES

Restroom
Restrooms are located in the school adjacent to the classrooms. While students have free access to restrooms, the school urges students to use the restrooms during scheduled breaks and lunch to maximize instructional time. Students are expected to keep the restrooms neat and clean.

Lounge/Break Room
The lounge is adjacent to the classrooms on the 5th floor. The lounge has vending machines, which serve soda and snacks. Microwave ovens are also available for student use. Students are expected to keep the lounge/break room neat and clean.

Telephone
Incoming calls for students will only be accepted (and student paged) on an emergency basis. Students may not use school phones without permission from a staff member.
Parking
The school assumes no responsibility for the theft or damage to vehicles parked in any school parking lot. Personal vehicles may not be driven in a manner that endangers lives or property. Disabled vehicles left on the property will be towed at the owner’s expense and a storage fee will be charged by the towing company.

GRIEVANCE POLICY

Student Complaint/Grievance Procedure
If a student has a legitimate concern in any aspect of his/her training program, Fortis College procedures for handling the complaint or grievance are as follows:

1. The student should communicate the concern to his/her instructor.
2. If the student does not feel that the concern was addressed properly, the student may communicate the concern to the **Department Chair**.
3. After meeting with the Department chair and if the student still feels that the concern was not addressed or resolved properly, the student may refer the concern to the **Dean of Education** or **Campus President**.
4. If the concern cannot be resolved using these procedures, the student should contact and meet with the **Campus President**.
5. Most complaints are resolved through this process, at the school level; however, a student may schedule a meeting with the **Regional Vice President, Bernard Marth**, by calling **610-724-0437**.
6. If Mr. Spatocco cannot resolve the dispute, the student may write a letter, including documentation of the incident, to:
   - Paul Bao,
   - Vice President of Education
   - Education Affiliates, Inc.
   - 5026 D Campbell Boulevard
   - Baltimore, MD 21236
   - (410) 633-2929

7. After using these avenues of recourse, and if the student feels that the concern has not been addressed or solved, the student may consider contacting the agencies mentioned below:
   - **Accrediting Council for Independent Colleges and Schools**
     - 750 First Street NE, Suite 980
     - Washington, DC 20002
     - (202) 336-6780

8. Additionally, the student may file a complaint with the:
   - **Maryland Higher Education Commission**
     - 839 Bestgate Rd., Annapolis, MD 21401
     - (410) 260-4500

THE CAMPUS SECURITY ACT

The Campus Security Act information, The Student Right to Know and Sexual Predator website information is posted on the bulletin board located in the break room. If you should have any questions regarding this information, contact the Campus President or Director of Administration.

NOTE: Fortis College does not offer on-campus housing.
PROCEDURES FOR MEETING ENTRANCE REQUIREMENTS FOR CLINICAL COURSES

1. If you have already been vaccinated for Hepatitis B, bring a note from your physician to the Registrar Office. She will place that in your permanent file. Please be advised that some employers require this for externship and/or employment. By giving us a copy of this, you are authorizing us to send a copy to potential employers who might request it.

2. If you think you may have been vaccinated for Hepatitis B, you can go to your physician for a Titer test, which will determine if you are immune to Hepatitis B. Bring a note from your physician to the Administrative Assistant. She will place that in your permanent file. By giving us a copy of this, you are authorizing us to send a copy to potential employers who might request it.

3. If you have never been vaccinated for Hepatitis B, Fortis College requires that you complete at least 2 of the 3 shots in the series prior to beginning clinical courses. You should contact the facility where you received the vaccination for a note to give the Registrar Office. She will place that in your permanent file. Please be advised that some employers require this for externship and/or employment. By giving us a copy of this, you are authorizing us to send a copy to potential employers who might request it.

Students who are pregnant, or who otherwise do not desire to be vaccinated against Hepatitis B, are required to sign a HEPATITIS B DECLINATION FORM. These forms are available from the Training Supervisor.

Expanded Function Dental Assistant students are required to have all Heptovac shots as well as a negative PPD (Tuberculosis test) prior to their Clinical Module. Three Heptovac shots are required in the series. Hepatitis B and Tuberculosis shots are included in the tuition for the Expanded Function Dental Assistant, Medical Assistant, Medical Billing and Coding and Pharmacy Technician programs.

BLOODBORN FACTS

HEPATITIS B VACCINATION PROTECTION FOR YOU
U.S. Dept. of Labor Occupational Safety and Health

What is HBV?
Hepatitis B virus (HBV) is a potentially life-threatening blood borne pathogen. Centers for Disease Control estimates there are approximately 280,000 HBV infections each year in the United States.

Approximately 8,700 health care workers each year contract hepatitis B, and about 200 will die as a result. In addition, some who contract HBV will become carriers, passing the disease on to others. Carriers also face a significantly higher risk for other liver ailments, which can be fatal, including cirrhosis of the liver and primary liver cancer.

HBV infection is transmitted through exposure to blood and other infectious body fluids and tissues. Anyone with occupational exposure to blood is at risk of contracting the infection.

Employers must provide engineering controls; workers must use work practices and protective clothing and equipment to prevent exposure to potentially infectious materials. However, the best defense against hepatitis B is vaccination.
Who needs vaccination?
The new OSHA standard covering bloodborne pathogens requires employers to offer the three-injection vaccination series free to all employees who are exposed to blood or other potentially infectious materials as part of their job duties. This includes health care workers, emergency responders, morticians, first-aid personnel, law enforcement officers, correctional facilities staff, launderers, as well as others.

The vaccination must be offered within 10 days of initial assignment to a job where exposure to blood or other potentially infectious materials can be “reasonably anticipated”. The requirements for vaccinations of those already on the job take effect July 6, 1992.

What does vaccination involve?
The hepatitis B vaccination is a noninfectious, yeast-based vaccine given in three injections in the arm. It is prepared from recombinant yeast cultures, rather than human blood or plasma. Thus, there is no risk of contamination from other bloodborne pathogens nor is there any chance of developing HBV from the vaccine.

The second injection should be given one month after the first, and the third injection six months after the initial dose.

More than 90 percent of those vaccinated will develop immunity to the hepatitis B virus. To ensure immunity, it is important for individuals to receive all three injections. At this point it is unclear how long the immunity lasts, so booster shots may be required at some point in the future.

The vaccine causes no harm to those who are already immune or to those who may be HBV carriers. Although employees may opt to have their blood tested for antibodies to determine need for the vaccine, employers may not make such screening a condition of receiving vaccination nor are employers required to provide prescreening.

Each employee should receive counseling from a health care professional when vaccination is offered. This discussion will help an employee determine whether inoculation is necessary.

What if I decline vaccination?
Workers who decide to decline vaccination must complete a declination form. Employers must keep these forms on file so that they know the vaccination status of everyone who is exposed to blood. At any time after a worker initially declines to receive the vaccine, he or she may opt to take it.

What if I am exposed but have not yet been vaccinated?
If a worker experiences an exposure incident, such as a needle stick or a blood splash in the eye, he or she must receive confidential medical evaluation from a licensed health care professional with appropriate follow-up. To the extent possible by law, the employer is to determine the source individual for HBV as well as human immunodeficiency virus (HIV) infectivity. The worker's blood will also be screened if he or she agrees.

The healthcare professional is to follow the guidelines of the U.S. Public Health Service in providing treatment. This would include hepatitis B vaccination. The health care professional must give a written opinion on whether or not vaccination is recommended and whether the employee received it. Only this information is reported to the employer. Employee medical records must remain confidential. HIV or HBV status must NOT be reported to the employer.

This is one of a series of fact sheets, which discuss various requirements of the Occupational Safety and Health Administration’s standard covering exposure to bloodborne pathogens. Single copies of fact sheets are available from OSHA Publications, Room N3101, 200 Constitution Ave., NW Washington, and D.C. 20210 and from OSHA regional offices.

U.S. DEPARTMENT OF LABOR PROGRAM HIGHLIGHTS

Bloodborne Pathogens Final Standard: Summary of Key Provisions
Fact Sheet No. OSHA 92-46
Purpose
Limits occupational exposure to blood and other potentially infectious materials since any exposure could result in transmission of bloodborne pathogens, which could lead to disease or death.
**Scope**
Covers all employees who could be “reasonably anticipated” as the result of performing their job duties to face contact with blood and other potentially infectious materials. OSHA has not attempted to list all occupations where exposures could occur. “Good Samaritan” acts such as assisting a co-worker with a nosebleed would not be considered occupational exposure.

Infectious materials include semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids. They also include any unfixed tissue or organ other than intact skin from a human (living or dead) and human immunodeficiency virus (HIV) containing cell or tissue cultures, organ cultures and HIV or hepatitis B (HBV) containing culture medium or other solutions as well as blood, organs or other tissues from experimental animals infected with HIV or HBV.

**Exposure Control Plan**
Requires employers to identify, in writing, tasks and procedures as well as job classifications where occupational exposure to blood occurs - without regard to personal protective clothing and equipment. It must also set forth the schedule for implementing other provisions of the standard and specify the procedure for evaluating circumstances surrounding exposure incidents. The plan must be accessible to employees and available to OSHA. Employers must review and update it at least annually - more often if necessary to accommodate workplace changes.

**Methods of Compliance**
Mandates universal precautions (treating body fluids/materials as if infectious) emphasizing engineering and work practice controls. The standard stresses hand washing and requires employers to provide facilities and ensure that employees use them following exposure to blood. It sets forth procedures to minimize needle sticks, minimize splashing, and spraying of blood, ensure appropriate packaging of specimens and regulated wastes and decontaminate equipment or label it as contaminated before shipping to servicing facilities.

Employers must provide, at no cost, and require employees to use appropriate personal protective equipment such as gloves, gowns, masks, mouthpieces and resuscitation bags and must clean, repair and replace these when necessary. Gloves are not necessarily required for routine phlebotomies in volunteer blood donation centers but must be made available to employees who want them.

The standard requires a written schedule for cleaning, identifying the method of decontamination to be used, in addition to cleaning following contact with blood or other potentially infectious materials. It specifies methods for disposing of contaminated sharps and sets forth standards for containers for these items and other regulated waste. Further, the standard includes provisions for handling contaminated laundry to minimize exposures.

**HIV and HBV Research Laboratories and Production Facilities**
Calls for these facilities to follow standard microbiological practices and specifies additional practices intended to minimize exposures of employees working with concentrated viruses and reduce the risk of accidental exposure for other employees at the facility. These facilities must include required containment equipment and an autoclave for decontamination of regulated waste and must be constructed to limit risks and enable easy clean up. Additional training and experience requirements apply to workers in these facilities.

**Hepatitis B Vaccination**
Requires vaccinations to be made available to all employees who have occupational exposure to blood within 10 working days of assignment, at no cost, at a reasonable time and place, under the supervision of licensed physician/licensed healthcare professional and according to the latest recommendations of the U.S. Public Health Service (USPH).

**PREScreenING**

This is one of a series of fact sheets highlighting U.S. Department of Labor programs. It is intended as a general description only and does not carry the force of legal opinion. This information will be made available to sensory impaired individuals upon request. Voice phone: (202) 523-8151, TDD message referral phone: 1-800-326-2577
DRUG FREE SCHOOL AND ALCOHOL ABUSE POLICY

This policy prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on all premises related to Fortis College or as part of any of its activities. Fortis College expects that students receive their education safely and efficiently. The presence of drugs or alcohol or the effect of these substances on Students would be impediments to realizing this expectation.

EDUCATION IS THE BEST TOOL FOR THE PREVENTION OF SUBSTANCE ABUSE

- Please share this information with others.
- If you know of others experiencing a problem with substance abuse, encourage them to seek treatment and support them in their efforts to remain drug and alcohol free.
- Report incidents of substance abuse.
- Actively work for solutions to this problem.

Policy

It is the firm intention of Fortis College that students shall not unlawfully distribute, dispense, sell, manufacture, possess, use, or be under the influence of drugs or alcohol when they are on the job or whenever they are subject to duty. As a condition of enrollment, all Students must abide by this policy. All prospective students will be made aware of these conditions. Any student who violates this policy may be disciplined up to and including termination of enrollment.

This policy applies to all students of Fortis College.

Fortis College recognizes that drug and alcohol addiction is an illness that requires professional assistance and treatment. A Student who has a drug or alcohol problem is urged to seek confidential assistance from a Fortis College Campus President or Dean of Education. Fortis College supports those who seek help voluntarily; on the other hand, it will be firm in disciplining substance abusers who refuse to seek help.

Fortis College, in accordance with the Drug Free Workplace Act of 1988 and the Drug-Free School and Communities Act Amendments of 1989:

1. Has established a drug free and alcohol abuse awareness program to inform students about:
   - Fortis College policy of maintaining a school free of drugs and the abuse of alcohol
   - The dangers of drug and alcohol abuse
   - Available drug and alcohol counseling, rehabilitation, and student assistance programs
   - The penalties that may be imposed for drug or alcohol abuse violations

2. Shall annually distribute to each student a copy of the Drug Free Workplace and Alcohol Abuse Policy.

3. Shall notify each student that as a condition of enrollment he or she must abide by the terms of this Drug Free Workplace and Alcohol Abuse Policy.

4. Shall notify the federal granting or contracting agency when a grant or contract funded student has been convicted of a criminal drug statute due to a violation in the institution. The notification must be made within ten (10) days of receipt of notice of conviction and shall include the identification numbers of each of the affected grants, contracts or subcontracts.

5. Shall impose discipline on, or require the satisfactory participation in a substance abuse assistance or rehabilitation program by any student found in violation of this policy. In those instances where Fortis College is required to provide notice to a federal agency, discipline or prescribed rehabilitation shall be imposed within thirty (30) days of Fortis College’s receipt of the notice of conviction.
**Student Responsibilities Under this Policy**

1. A student must not illegally possess or use drugs during school hours. The possession or use of prescription drugs without a prescription is considered illegal. Such drugs may not be used while on breaks, during meal periods, or at any time while on Fortis College premises.

2. A student must not directly or indirectly illegally sell or provide drugs to others.

3. A student must not directly or indirectly illegally sell or provide alcohol to others.

4. A student must not report to school whenever his or her ability to perform is impaired due to on or off duty alcohol or drug use.

5. A student must not be impaired due to on or off duty alcohol or drug use whenever subject to duty.

6. Each student shall abide by the terms of this policy as a condition of employment.

7. Any student who thinks that he or she may have a substance abuse problem is urged to voluntarily seek confidential assistance as outlined in this policy.

**Substance Abuse Assistance Resources at Fortis College**

Any student seeking help should contact Campus President or Dean of Education.

**Effects and Health Risks of Drug and Alcohol Abuse**

The effects of drug and alcohol abuse are pervasive in our society, at home, at school, and in the workplace. It is conservatively estimated that 14 percent of the work force abuses drugs. Others have estimated that in the United States:

- 8 million individuals use cocaine.
- 22 million individuals use marijuana.
- In excess of 10 million individuals use prescription drugs without a valid prescription.
- In excess of 1 million workers traffic in drugs.
- 6 to 10 million people in the work force are alcoholics; the number of problem drinkers is much higher.
- Twelve percent of the new job applicants test positive in pre-employment testing.

The deleterious effects of this abuse include illness, injury and death; declining academic performance; high costs of replacing and training workers; increased workers compensation and health insurance premiums and claims; and cost of lower productivity resulting from lower-quality workmanship, decreased output, student theft and absenteeism. It has been demonstrated that abusers of drugs and alcohol have three to four times as many accidents on the job and four to six times as many accidents off the job as those who do not abuse drugs and alcohol. Abusers have an absentee rate two and one half times the rate of non-abusers. The claimed medical costs and benefits of drug and alcohol abusers are three times higher than for the non-abuser. Before the use of drugs or alcohol threatens basic bodily functions, judgment is impaired, placing the user at risk for committing acts that he/she would normally never do. For example, drug and alcohol abuse is implicated in:

- 60% of child and spousal abuse cases
- 41% of assaults
- 64% of homicides
- 75% of all rapes

The use of drugs has profound effects on the body. Increasing levels and frequency of drug use are attributable to a general deterioration of health. The following are just some of the serious possible medical consequences of alcohol and commonly abused drugs:

**Cocaine:** Powerfully addictive drug, can trigger paranoia, may cause nasal congestion, damage to the nasal septum, physiological seizures, coma, respiratory and/or cardiac arrest, and death.
Amphetamines: May cause confusion, depression, anxiety, and/or paranoia, muscle tension, nausea, blurred vision and faintness, increased heart rate and blood pressure.

Heroin: Highly addictive narcotic that may lead to skin abscesses, inflammation of the veins and/or serum hepatitis and death. Use of heroin may depress the body’s ability to withstand infection; utilization of un-sterile, shared needles greatly increases the risk of exposure to HIV, the cause of AIDS. Up to 33% of all new AIDS victims are intravenous drug users. Heroin use during pregnancy can result in stillbirths and sudden infant death.

Marijuana: Accelerates the heartbeat, may increase blood pressure, and can impair memory, perception, judgment and fine motor skills. It impairs driving skills and increases the risk of serious accidents while operating machinery. It may have serious effects on unborn children, and may interfere with the body’s ability to fight various infections and diseases.

Alcohol: The chances of a vehicle accident are seven times greater when a person’s blood alcohol content is .05%. Excessive ingestion can lead to unconsciousness, depressed breathing and heartbeat, and even death. Long-term alcohol abuse can result in kidney and liver damage as well. The consumption of alcohol during pregnancy is a leading cause of birth defects and can lead to Fetal Alcohol Syndrome in newborn babies.

Substance Testing Policy
To further our commitment to maintaining a safe and productive workplace, Fortis College maintains a “for-cause” drug-testing policy for current students. Pursuant to this policy, a student may be required to submit to a drug and/or alcohol test under the following circumstances:

1. When a student is in any way responsible for an accident or circumstances resulting in an accident
2. When a student causes serious damage to Fortis College property
3. When a student is injured on the campus or at a school sponsored activity where it appears that the injury may have resulted from the student being under the influence of alcohol or other drugs
4. When Fortis College has reasonable suspicion that a student is under the influence of alcohol or illegal drugs, whereby a student, by their actions, appears to be unable to carry out their duties without endangering themselves or others, such student may be brought to a medical facility for evaluation, which may include a drug/alcohol test.

It is the policy of Fortis College that all injuries, no matter how slight, be reported to your instructor immediately.

Fortis College requires all students to provide written consent to drug testing. The consent form informs the student of the consequences if the student does not consent. Test results will be confidential and kept separate from the student’s academic file. Access to the test results will be limited to those who have a legitimate business need to know.

A copy of the Drug-Free Workplace Policy is provided to each student of Fortis College at the time of enrollment and annually to all students.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) OF 1974, AS AMENDED

Student Records/Right of Privacy
The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records. They are:

The right to inspect and review the student’s educational records within 45 days of the day the College receives a request for access.
Students should submit to the Registrar, Dean of education, Department Chair, or other appropriate school official written requests that identify the records they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
Parental Notification on Student Records and College Matters
Parental rights of access to educational records depend on the student’s financial status: either dependent or independent. If the adult student is financially independent, parents have no right of access without the student’s consent. If, however, the student is a financial dependent, a parent/guardian’s request for educational records is honored by Fortis College. It is the student’s responsibility to clarify and document his/her financial status and acknowledge acceptance of the college’s disclosure policy upon admission and to update such information via the Records Office.
Parents or legal guardians of financially dependent students will be notified by the Academic Affairs office/college officials when their son or daughter has been issued two or more warning grades at mid-term. Instructors are not required to issue warning grades, and some do not. A copy of the final grades will be sent to the designated parent(s)/guardian(s) in addition to the report sent to the student.
Parents or legal guardians of financially dependent students will be notified by the Student Affairs Offices/college officials when their son or daughter has been responsible for a violation of the college’s student code of conduct. Students and parents are encouraged to discuss these disciplinary matters to assist in behavioral improvement.

The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.
Students may ask the College to amend records they believe are inaccurate or misleading. They should write the College official responsible for the record, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified to the right of a hearing.

The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
One exception permitting disclosure without consent is to College officials with legitimate educational interests. A college official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing his or her tasks.
A College official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

FERPA Release of Information
Directory Information
In compliance with the Family Educational Rights and Privacy Act, Fortis College treats the following student information as directory information for purposes of Career Services, Externship/Clinical and for responses to requests from government and accrediting agencies, can be disclosed without a specific release of information from the student: name, field of study, degrees/awards, participation in officially recognized activities, dates of attendance, level of enrollment,

Students may restrict the release of directory information by written request available in the Admissions and Records Office.

Non-Directory Information
In compliance with FERPA guidelines, a student must provide self-identifying information in a signed and dated written request to the Fortis College Records Office for the release of non-directory information. The receipt of a written request by fax satisfies this requirement.

In addition, a waiver may be obtained for the sole purpose of disclosure of non-directory information for potential clinical externship sites.

Electronic Files
The Family Educational Rights and Privacy Act does not differentiate between the medium of storage or the method of transmission. There is no legal difference between the level of protection afforded to physical files over those that are
stored or transmitted electronically or in any other form.

Access to Records

1. Any currently enrolled or former student has a right of access to any and all records relating to the student and maintained by the college. Individuals who applied to the school but did not attend are not covered by FERPA. The full policy and procedure for review of a student’s records are available from the Registrar.

2. Students 18 years of age or older may examine all records in their name. These records are not available to any other person other than appropriate college personnel, unless released by the student. Legal exception is provided to the above regulation, and these exceptions will be explained to any person who requests the information from the Registrar.

3. Each student has a right to challenge any record, which is kept by the college. The Registrar is responsible for all student records. Challenge of records, if any, shall be in writing to the registrar and the Campus Executive Director. A decision will be made within five school days to uphold or reject the challenge of any record. When the challenge of a record is upheld, that record shall be amended. If the challenge of a record is denied, the student may appeal this decision to the college’s Executive Director.

4. The specific regulations governing the Family Educational Rights and Privacy Act are available in the office of the Dean of Education and Registrar.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Fortis College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605.
I acknowledge that I have received and reviewed the Fortis College Student Handbook dated 2014, and I agree to follow all policies and regulations stated herein.

I acknowledge that I have received and read a copy of the Drug-Free Schools and Workplace Communities Act, and Family Education Rights and Privacy Act. All of my questions were answered to my satisfaction.

I understand that the school has the right to change instructors, as needed during the course.

Date reviewed by Student: ______________________

Print Full Name: ____________________________________________

Signature: _________________________________________________