

Baptist Health College Little Rock

**School of
Patient Care Technician**

Student Handbook

Fall 2025

CERTIFICATION STATEMENT

Baptist Health, its schools and their administrators reserve the right to restrict, or limit enrollment in any course and make changes in the provisions (organization, fees, program offerings, curricula, courses, requirements and so forth) in this handbook when such action is deemed to be in the best interest of the student or a particular school. The provisions herein do not represent, in any way, a contract between the student, prospective or otherwise, and the administration of a school. This handbook replaces all handbooks previously published.

FORWARD

This handbook is provided to the student to serve as an overall guide to the Baptist Health College Little Rock Patient Care Technician Program. Policies contained herein are current at the time of printing; however, policies, procedures and information contained within require continual evaluation, review, and approval. Therefore, the faculty and administration of the school reserve the right to change the policies, procedures and general information at any time without prior notice, according to policy; all new and revised policies are posted on appropriate and designated student bulletin boards, for a defined period of time or students receive electronic notification of new or revised policies. Additionally, changes will be made on the website version. Students are expected to remain informed by checking the school's website regularly at www.bhclr.edu.

STATEMENT REGARDING STUDENT HANDBOOK

Students enrolled in the Baptist Health College Little Rock are responsible for information contained in the current Student Handbook and current Catalog. Students enrolled in a program of study are expected to comply with all policies of: a) Baptist Health College Little Rock, b) all institutions with which the schools are affiliated, and c) the respective program of enrollment. Additional details of policies that specifically pertain to a student's specific program of enrollment are applicable and are located herein in the programs respective School Specific section.

First printed in 2021

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School of Patient Care Technician

New Student

WELCOME

On behalf of the entire healthcare community and Baptist Health College Little Rock (BHCLR), welcome! You have made a huge step of faith joining this program. Your acts of service, knowledge, compassion, and communication skills will have the opportunity to shine brightly over the next 5 weeks.

Please read this handbook in its entirety, for you are held accountable for the information it contains. If at any point during the program you need clarification, please reach out to the program director.

May you find happiness and fulfillment in this profession and acquire not only the skills and knowledge necessary for a successful career, but also those which will lead to your cultural and intellectual advancement.

Sincerely,

Courtney Walthall, LPN
Program Director
Patient Care Technician
Baptist Health College Little Rock

INTRODUCTORY

PROGRAM HISTORY

The School of Patient Care Technician was established in 2021. The need to build a stronger healthcare team in Arkansas was never more prevalent than the year of the 2020 COVID-19 Pandemic. In this program, you will have the opportunity to earn certification in the study of Patient Care Technician.

You will gain the knowledge to become a Certified Patient Care Technician. With these skills, you will be one of the most crucial assets to the healthcare field.

PROGRAM OVERVIEW

The school exemplifies the philosophy and values of Baptist Health (BH) by emphasizing the values of Service, Honesty, Respect Stewardship, and Performance, and by a commitment to providing quality patient care.

Christian beliefs, attitudes, and spiritual perspectives as they apply in providing care for the ill are emphasized, as well as personal and professional conduct.

The faculty is committed to providing entry-level job competent graduates to the healthcare community by promoting high standards of education and professional development of students.

The program of study consists of 5 weeks of face-to-face instruction both on the BHCLR campus and in the clinical setting.

MISSION STATEMENT

Baptist Health College Little Rock, a part of Baptist Health Medical Center-Little Rock, shapes the health of Arkansans by educating and mentoring healthcare professionals with excellence and Christian compassion. The school provides a learning environment to the student through classroom theory, skills laboratory and clinical experiences, which are inclusive of the Baptist Health Values of Service, Honesty, Respect, Stewardship and Performance with a commitment to providing quality patient care.

VALUES

The BHCLR-PCT supports the values and the Code of Ethical Conduct of Baptist Health. These Christian values of Service, Honesty, Respect, Stewardship and Performance provide the framework for all operations within the school.

PHILOSOPHY

BHCLR-PCT as an educational unit of Baptist Health supports Baptist Health Philosophy, Belief, Mission, Values, and Vision Statement and those of affiliating institutions.

The school strives to prepare graduates who demonstrate professional behaviors in the role of Patient Care Technician. Emphasis will be placed on communication skills and interpersonal relationships on the healthcare team.

Education includes classroom, skills laboratory, and clinical learning experiences that ensure the acquisition of knowledge and skills necessary to provide quality patient care. The BHCLR-PCT faculty is committed to providing an environment that enables the learner to acquire the knowledge and skills

needed by the Patient Care Technician. The faculty strives to recognize and accept the differences in needs and learning abilities of the individual student.

We believe education is a life-long process and the dynamic nature of healthcare causes education to be a continuous process.

- Service - students are expected to have a desire and commitment to serve others.
- Honesty - students are expected to adhere to the moral values of fairness, integrity and honor in all relationships.
- Respect – students are expected to treat all individuals with courtesy, thoughtfulness and dignity, compassion and concern.
- Stewardship – students are expected to use talents and resources in an effective and efficient manner.
- Performance – students are expected to perform at the highest possible level but never at the expense of the values of the organization. This includes initiative, dedication, talent and knowledge tempered by common sense. Innovation and progress should prevail over complacency and mediocrity.

BELIEF

The BHCLR – Patient Care Technician Program shares the values of Baptist Health. Baptist Health is more than a business; it is a healing ministry. Our healing ministry is based on the revelation of God through creation, the Bible and Jesus Christ. At Baptist Health, care of the whole person, body, mind and spirit, is an expression of Christian faith. We are instruments of God’s restorative power and are responsible for giving compassionate care.

OUTCOME GOALS

The outcomes of this program are:

1. To create a culture of compassionate care by listening to clients, responding to their needs in a prompt and attentive manner, and taking the initiative to meet the needs of both the client and healthcare team.
2. To develop the skills needed for professional behaviors and communication with a diverse client population.
3. To perform infection control practices in a healthcare setting.
4. To master the skills of phlebotomy.
5. To perform and interpret basic 12-lead electrocardiograms recordings, electrode placement, and EKG troubleshooting and maintenance.

STANDARDS

The school is comprised of faculty, students, support staff and programs of studies which offers learning experiences that strive to prepare students for entry in the role of Patient Care Technician. Faculty are responsible for planning, implementing and evaluating the total program of studies.

STUDENT PROFESSIONAL DEVELOPMENT

Overall student behavior should reflect development and incorporation of BHCLR-PCT Values, a positive and cooperative attitude, capability to benefit from counseling or advising services, compliance with policies of BH, BHCLR and BHCLR-PCT, fulfillment of faculty expectations and demonstration of an understanding of the professional role of the health care team.

Development Expectations

1. Act as a responsible and contributing citizen and student.
2. Apply academic and technical skills in learning opportunities.
3. Communicate clearly, effectively and within reason.
4. Consider the impacts of your decisions and present a professional demeanor at all times.
5. Demonstrate creativity and initiative.
6. Utilize critical thinking by recognizing and solving problems.
7. Model integrity, ethical leadership and effective time management.
8. Apply universal precaution for safety and infection control in patient care settings.
9. Demonstrate employable skills required by business and industry.
10. Continuously present in a professional image through appearance, behavior and language.

ADMINISTRATION, FACULTY, AND STAFF

Baptist Health Executive Officers

Troy Wells, CEO, Baptist Health

Baptist Health Medical Center- Little Rock Executive Officer

Mike Perkins, President, BHMC-LR

Faculty

Faculty Phone

Courtney Walthall, LPN, PCT Program Director

202-6621 Office 1118

Kristi Fonner, MSN, RN

202-7845 Office 1140

Javontae Shaw, BSN, RN

501-272-5556

BHCLR Administrative Offices

Susan Brock, DNP, RN, Associate Dean of Nursing

Schelista Glenn, DNP, RN, Associate Dean of Nursing

Karen James, PhD, OTR/L, CAP, Interim Dean, Dean of Allied Health Professions

Jamie Clark, Ed.D., MBA, Dean of Business Affairs and College Operations

P. Hope Coleman, PhD, CPE, CBC, Director of Counseling and Academic Resources

Kristin Waddell, BSEd, Registrar, Director of Admissions and Enrollment Services

Christy Garrett-Jones, BBA, Director of Financial Aid

MacKenzie Hall, BA, Marketing & Recruitment Specialist

BHCLR Student Services

John Ramsay, BA , Senior Systems Administrator

Richard Grown, BBA, Systems Administrator

Lauren Harper, BSE, Disability Services Coordinator

Emily Rozario, MLIS, BHCLR Librarian

Melanie Zajac, MPA, Enrollment Coordinator

Sharon Eubanks, Secretary II

LaQuinta Fleming, BS Assistant Director of Financial Aid

Alida Gutierrez, BS Assistant Director of Admissions

LaFanta Jackson, BBA Enrollment Services Advisor I

Kimberly Moore, Financial Aid Advisor

Charissa Nickles, Enrollment Services Advisor I

Peggy Oakes, College Support Staff

Jamie Ramey, BBA Accounting Specialist III

Robin Shepherd, Enrollment Services Advisor I

Stacey Sides, AA Assistant Registrar

Stephen Thomas, Maintenance Technician

Jessica Westerman, Enrollment Services Advisor I

Vanessa Wilson, BBA Accounting Specialist III

ADMINISTRATIVE SERVICES

School administrative staff provide numerous student services free of charge to the student (except for official transcripts). A student needing such services is required to:

1. Obtain the Administrative Service Request Form from the rack in Suite 1004 or Transcript Request form from the Business Office. These forms are also located at www.bhclr.edu.
2. Submit completed form to designated staff.

3. Administrative staff will follow through with fulfilling the request for the student; two (2) weeks is the usual time needed to complete most requests.

ACADEMICS

ACADEMIC ADVISING

Faculty serve as academic advisors to students. A student is notified of advisor assignment at the beginning of the course. A student is expected to contact his/her academic advisor within two (2) business days to schedule an initial appointment. Faculty advisors may contact the student to arrange for conferences as needed. Advisees are welcome to reach out to your assigned advisor by email to schedule an appointment at any time for academic concerns

ACADEMIC PROGRESS

It is the primary responsibility of a student to learn the maximum amount possible in the program. It is the primary responsibility of the faculty to evaluate the extent of that learning. It is the primary responsibility of the school to provide a teaching and learning environment and promote a culture that ensures student maximum learning.

ACADEMIC DISHONESTY

Academic dishonesty is in direct opposition to the Baptist Health Code of Ethical Conduct and the Baptist Health Values. Academic dishonesty of any type is unacceptable and will result in corrective action, up to and including dismissal. Academic dishonesty may include, but is not limited to, cheating, plagiarism, fabrication, and unauthorized collaboration to gain an academic advantage. All college assignments must reflect a student's own work and avoid improperly using another individual's intellectual property and/or Artificial Intelligence (AI), such as, but not limited to, ChatGPT.

Plagiarism is the practice of taking or submitting the work of another as one's own without proper acknowledgment; therefore, a student who fails to give appropriate credit for ideas or material taken from another, whether fellow student, other or resource writers, is guilty of plagiarism.

Cheating is dishonesty of any kind on examinations and written assignments such as: unauthorized possession of course examinations, possessing notes or other cuing such as information from AI or electronic devices during an examination, obtaining information during an examination from another student (includes but not limited to looking at/on answer sheet of another student, text messaging and so forth), or assisting others to cheat. Complete honesty is required in the presentation of all course work. This applies to examinations, written and computerized work, reports, papers and any other course activities.

ARTIFICIAL INTELLIGENCE

AI refers to an artificial intelligence technology that synthesizes new versions of text, audio, or visual imagery from large bodies of data in response to user prompts. AI models can be used in stand-alone applications, such as ChatGPT or Bard.

Personal electronic devices (PEDs) are portable, battery-powered devices used for communication, data processing, and entertainment.

BHCLR administration and faculty have authority to establish guidelines for the use of AI and personal electronic devices within all BHCLR facilities. This authority extends to any location on the BHCLR campus, all Baptist Health (BH) or affiliated clinical facilities, and any location utilized for BHCLR learning or meeting purposes.

1. Use of AI in the classroom setting:
 - a. Use of AI, including but not limited to smart glasses, in the classroom setting is prohibited. Students wishing to audio record a lecture must receive prior approval from the faculty and must utilize a standard recording device that does not have AI features.
 - b. If faculty wish to use AI during selective learning experiences, such use will be defined by the faculty and will apply only to that defined experience. Faculty have the authority to define acceptable use of AI as well as the authority to require students to discontinue use of AI at any time.
 - c. Use of AI during quizzes and exams is strictly prohibited.
2. Use of AI in the skills lab setting
 - a. Because the skills lab setting is preparing students for the clinical setting, the use of AI is prohibited while in the skills lab and during skills lab learning experiences.
3. Use of AI in the clinical setting:
 - a. Use of any AI in the clinical setting, including simulation settings, is prohibited.
 - b. The clinical setting is defined as anywhere on the premises of the clinical site, including but not limited to patient care areas, visiting areas, cafeteria, break rooms, nurses stations, etc.
 - c. Students are prohibited from using AI to generate or complete any clinical documentation including history and physicals and any other patient records. Student clinical documentation must be directly authored by the student.
4. Use of AI for coursework:
 - a. AI may be used for assignments at the discretion of the faculty and must follow guidelines as set forth by the faculty including
 1. Acknowledged use of AI to complete the assignment and
 2. Citation of AI sources used for the assignment.
 - b. Students are solely responsible for reliability, accuracy and quality of any information obtained from AI.
5. Students are required to adhere to the guidelines outlined in this policy as well as any other form of instruction provided by faculty or BHCLR academic leaders. Failure to do so can result in disciplinary action.

Personal Electronic Devices

1. Personal electronic devices may never be used to capture, store or transmit protected health information. Students who violate this policy are subject to corrective action up to and including immediate dismissal.
2. The utilization of personal electronic devices to exhibit or transmit to fellow students, faculty, or staff of BHCLR materials deemed obscene, offensive, or sexually suggestive, including text

messages, photographs, or videos, is strictly forbidden. Any student found to be in violation of this policy will be subject to corrective action up to and including immediate dismissal.

3. Any BHCLR or BH employee has the authority and discretion to refuse to be audio or video recorded or in situations where audio or video recording is in progress to require that it be discontinued. This authority extends to any location on the BHCLR campus, all Baptist Health (BH) or affiliated clinical facilities, and any location utilized for BHCLR learning or meeting purposes.
4. Students are not permitted to use personal electronic devices to capture photos or video/audio recordings of other individuals, including BHCLR employees and students, without their consent.

Discipline Associated with Misuse

Misuse of AI tools or personal electronic devices may result in corrective action up to and including immediate dismissal.

GRADING

THEORY GRADE

1. Faculty evaluate student learning and assign a final theory grade at the end of the course based on student achievement of course outcomes in the classroom.

2. Final Theory Grade is assigned according to the Grading scale below:

Theory grading scale.

Grade	Percent Range	Value
A	90-100	4
B	80-89	3
C	77-79	2
D	70-76	1
F	0-69	0
I	Incomplete	0
W	Withdraw	0
WX	Administrative Withdraw	0

3. A Final Theory Grade of 77% or above is required for progression.

SKILLS & CLINICAL LABORATORY GRADE

Faculty evaluate student learning in the Skills & Clinical Laboratories and determine final skills & clinical laboratory grades to be assigned at the end of the course. The grades are based on professional faculty judgment of the student's achievement of the behavioral indicators, which measure each course outcome. Each set of skills must be passed before progression to the Clinical setting.

The student's performance is assigned a quality performance rating symbol using the following:

Quality Performance	Rating Symbol
Satisfactory Progress	SP
Unsatisfactory Progress	UP
Incomplete Progress	IP
Not Applicable	NA
Not Observed	NO
Opportunity Not Available	ONA

The faculty review the rating symbol assigned to each objective outcome and after analysis determine an indicator final rating (IFR) for each objective outcome. An IFR of SP is required in order to proceed.

INCOMPLETE GRADE

1. The assignment of an incomplete grade is at the sole discretion of the faculty. An incomplete “I” grade indicates the student has not yet fulfilled course requirements and that either additional coursework is needed or make-up work is to be completed. A final judgment and final grade determination of the students’ performance or progress is made after the student fulfills the specified course work.
2. The incomplete grade must be cleared by satisfactory completion of all course work designated in writing and within the established time-frame set by the faculty.
3. If the incomplete grade is not cleared as described, the “I” shall be converted by the faculty to a final grade of “F”.
4. All policies related to expenses incurred by the school associated with a student’s clearance of an incomplete grade apply. The Coordinator, Campus and Financial Services must be contacted by the student for information and payment of the fee. Payment must be made prior to beginning the specified course or clinical work. Personal checks are not accepted. The receipt is shown to the faculty member when the course work is submitted or to the proctor prior to the taking of an examination.

EXAMINATIONS/QUIZZES

All students are required to take the cumulative final examination as scheduled. Students who are absent for the cumulative final examination will be required to take a make-up examination as scheduled by the Program Director. Students will only be allowed one make-up examination attempt.

Examination remains the property of the school. Students are not given copies of the examination. Examination may not be photocopied or reproduced in any manner.

Students scoring below 77% on the cumulative final examination may schedule an appointment with an assigned advisor within two (2) business days of posting of examination grade.

Students may choose to take the certifying exam at the end of the program (if applicable).

The examination is administered either by course faculty, adjunct faculty, test proctors, program coordinator, or others as designated in compliance with school policies.

Students will be instructed how to access the examination software, if needed, and the procedures necessary to complete the exam specific to the testing day. Any student found in any other files, directories, programs, etc. will be interpreted as cheating.

BHCLR student identification badge must be worn in order to take the examination. Student identification badge, worn on the upper left chest area, with picture facing out, is required before entry into the examination room and before taking examination.

Books, electronic devices, cell phones, smart watches, backpacks, purses, and other personal items are placed either in student lockers, or car trunks.

A late arriving student will be seated by course faculty, adjunct faculty, or Program Director.

Examination will begin and end promptly at scheduled time. A late arriver will not be allowed to enter the classroom for testing if a classmate has exited the examination room prior to their arrival. If the student is over 15 minutes late for the scheduled exam, they may not enter the classroom to take the exam. No additional time will be allowed to complete the examination for late arrivers.

If a student must exit the exam room during an exam they must raise their hand and receive permission. There will not be any additional time allowed for the exam.

Student will be prepared for examination by bringing a sharpened #2 pencil or black/blue ink pen.

No food, drink or other items will be permitted on the student desk during examination.

BHCLR-PCT examination is the property of the school and only viewed by students for administration of the examination or for review. Student(s) are not given copies of examination and examination may not be photocopied or reproduced in any manner.

Cover sheets and scratch paper will be provided, if indicated.

Examination review will be scheduled by the program director, if indicated. Examination review is held for the purpose of giving correct answers to the examination items. Students will have two (2) business days from the test review date to review any questions they do not understand with the faculty member that taught the content or with their advisor. The review opportunity is for the purpose of understanding the material or for assistance in improving study or test-taking skills. After the two (2) business days from test review, the examination will not be available for students.

ATTENDANCE

Student attendance, absence and tardy are described in the following summarized policies:

Regular and prompt attendance at all scheduled learning experiences is required in order to meet the requirements and outcomes of the program. Student attendance is cumulative and is recorded for the entire length of the program.

Number of absences and/or tardy, as well as patterns of absence and/or tardy from learning activities will be monitored. Excessive absences and/or tardiness will result in corrective action up to and including suspension and/or dismissal from the program.

An attendance record is maintained on each student and is the official record of student attendance. The attendance sheet must be initialed (classroom)/signed (clinical) by the student during scheduled learning activity. It is the student responsibility to sign the attendance sheet upon arrival to clinical and initial it hourly during classroom activities. The attendance sheet is not altered after the date located on the attendance sheet. Student initialing/signing attendance sheet for another individual or signing ahead of designated time will be subject to corrective action. A tardy student writes the time of arrival on the attendance sheet.

Attendance at scheduled learning experiences during inclement weather, including winter storms is expected unless otherwise notified by faculty or school officials. The process described in the Inclement Weather policy in the Student Handbook: General Section is followed.

An absence of five (5) consecutive school days without proper notification to course faculty will result in administrative withdrawal of the student by the school.

Student is required to notify class or clinical instructor, for all absences. Absence must be reported by student unless the student is medically incapacitated to the point that he/she cannot communicate. Student notifies assigned clinical instructors in person, by telephone, voice-mail, or email communication prior to the scheduled class, clinical or activity starting time. Failure to adhere to proper notification, repeated absences, and/or tardiness will result in progressive corrective actions.

Student who is absent from classroom or scheduled clinical learning experiences due to illness, accident or medical condition which interferes with ability to perform essential functions will be required to provide official documentation of clearance, from intervening professional, prior to resuming study. Student with limitations or restrictions, which interfere with ability to perform essential functions will not return to class and/or clinical until clearance documentation, from intervening professional, is received.

Students with stated limitations or restrictions may not return to class/clinical until these limitations or restrictions are lifted or “if reasonable accommodation” can be made as determined by the school.

Extended absence, limitations or restrictions in excess of five (5) days will necessitate student withdrawal and repeat of courses. Refer to reentry policy contained herein.

Excused absence, as defined herein, must be verified with official written documentation in order to be officially excused. Official documentation must be submitted to assigned class or clinical instructor prior to returning to the next scheduled class, clinical or learning activity in order to return to school. Failure to provide documentation according to established guidelines will result in absence being unexcused.

Up to three (3) days funeral leave may be granted by coordinator or designee upon the death of a member of the student's immediate family. This includes mother, father, child, husband, wife, brother, sister, father-in-law, mother-in-law, grandparent, or grandchild. If approved funeral leave days are excused, they will not be counted against total days missed. Student makes written request to coordinator for absence due to a death in the immediate family, to be excused as funeral leave. Refer to examination policy located herein, regarding missed examinations. Verifiable documentation of death of immediate family member may be required and submitted to course faculty when returning from funeral leave. Student and faculty plan make-up assignments. Student will not be charged for make-up work in the event of approved funeral leave.

Clinical Absence:

Student is required to report clinical absences to assigned clinical instructor before 0745. Absences must be reported by student unless the student is medically incapacitated to the point that he/she cannot communicate. Student may not stay in clinical if more than fifteen (15) minutes late. Leaving clinical learning experience prior to designated release time will count as hours absent.

A student cannot miss more than eight (8) clinical hours in the semester or they fail to pass the clinical aspect of the program. There will only be one (1) clinical make up day offered.

Clinical make up day equals eight (8) hours. Clinical make up fee is \$10.00 per hour and is payable to BHCLR Business office prior to scheduled make up. Student must bring paid receipt to clinical instructor prior to scheduled clinical make up.

Number of absences and/or tardy, as well as patterns of absence and/or tardy from clinical(s) will be monitored. Excessive absences and/or tardiness will result in corrective action up to and including suspension and/or dismissal from the program.

MAKE-UP CLINICAL

The opportunity to make-up missed clinical may be available to an absent student. Faculty and students have the primary responsibilities in the make-up clinical work. Faculty have the discretion in permitting the student to make up missed clinical. The student has the responsibility to follow-through and succeed. Two factors have paramount importance in the consideration of a make-up request: the student follow-through with policy regarding the absence and the student's previous attendance record. All absences are subject to verification by faculty or school administration. A fee is charged to offset the school's expense associated with the make-up work or examination preparation, proctoring and grading. The following process is followed:

1. The student completes the make-up course work request form obtained from the forms rack in Student Services, Suite 1004.
2. Submit the completed form to the respective faculty for consideration and action.

3. If approval is granted, the student pays the required fee established by administration to the Business Office and obtains a receipt.
4. The student displays the receipt to the course faculty.
5. Failure to attend, prearranged make-up on the day and time designated by course end will result in an absence for that day and potential failure to progress.
6. Make-up fees are established by the Business Office with faculty input. In general, the fees charged are based on the administrative cost per hour for examination make-up and per clock hour for clinical time made-up.

6.1 Students are not charged the make-up fee in the following circumstances:

absence occurred as a result of faculty instructing student to leave learning activity related to student health issue, absence supported by physician or nurse practitioner documentation, death of immediate family member, hospitalization of student, court appearance or jury duty, military purposes.

Classroom Absence:

Student is required to attend 85% or greater of scheduled classroom learning experiences in order to meet course requirements of satisfactory attendance.

Excused absence: An absence which does not count against a student attendance record, limited to; court appearances, military duty and approved funeral leave for immediate family member (spouse, parent, brother, sister, child, grandparent, mother or father-in-law), and unanticipated, unavoidable, accident or illness resulting in student hospitalization.

Unexcused absence: Absence which counts against a student attendance record; including (but not limited to) absence due to minor illness, medical condition or a physician's, nurse practitioner's or advanced practice nurse's order.

Tardy: Failure of student to appear at scheduled learning experience at designated start time. For purposes of attendance, one (1) minute - one (1) hour equals a tardy.

Students must enter the classroom through the classroom door located nearest to the Main North Entrance to the building. The classroom doors are to be locked five (5) minutes after the scheduled start time of lecture, skills lab and/or learning experience. Additionally, the classroom doors are to be locked five (5) minutes after each ten (10) minute instructional break ends. A student arriving after the doors have been locked will not be permitted to enter the classroom until the next instructional break occurs. The student will be marked absent for any and all hours missed.

Extended absence, limitations or restrictions in excess of five (5) consecutive days will necessitate student withdrawal and repeat of courses. Refer to reentry policy herein.

Number of absences and/or tardy, as well as patterns of absence and/or tardy from classroom and/or skills lab learning experiences will be monitored. Excessive absences and/or tardiness will result in corrective action up to and including suspension and/or dismissal from the program.

BREAKS AND MEAL TIMES

Break and meal times are provided for the students; however, patient safety and care may require a rescheduling at times.

The usual timeframe follows:

Classroom: Break: ten (10) minutes between classroom instruction hours. Meal: one (1) hour.

Clinical: Break: twenty (20) minute break. Meal: forty-five (45) minutes.

To ensure continued patient care and safety, students are required to report to the responsible faculty prior to leaving on break or meal and on return to the clinical unit after break or meal. Breaks are not taken consecutively with mealtime.

CLASSROOM BEHAVIOR EXPECTATIONS

Baptist Health College Little Rock faculty strive to maintain an environment that is conducive to learning. As a student progresses through the course, the faculty expects, from the student, behaviors that exemplify Baptist Health Christian values of Service, Honesty, Respect, Stewardship, and Performance. Further, there is the expectation of the highest standards of civility, professionalism and cooperation during conducting of business both inside and outside the classroom. Students are to conduct themselves in a respectful and professional manner in an academic setting at all times. Faculty has the authority to enforce Classroom Behavior Expectations, including but not limited to sending the student out of the learning activity.

Student is to be in their seats and prepared for classroom activities five (5) minutes prior to the start of class time.

Student is to be in full uniform at all times on campus and at clinical sites. This includes wearing ID badge on the left lapel at all times with photo, name, and title visible at all times.

Student is to address faculty by surname and not first or given name.

Student is accountable for all materials presented in each scheduled learning activity including but not limited to handouts and required readings. Preparation for learning activity includes reviewing the objectives and completing the required readings and assignments prior to class or learning activity.

Student is expected to listen and follow directions without continued faculty prompting and respect the rights and property of others.

Student is to refrain from academically dishonest behaviors, including but not limited to cheating on examinations, removing examination booklets from the testing room, photographing examination items, or reconstructing examination items after the examination.

Student is to refrain from disruptive behavior(s) in the classroom. Disruptive behavior is identified as anything that disturbs other students or faculty during the learning experience.

Student is allowed to record lecture with permission from presenting faculty member.

Student is not allowed to have any personal smart device on self during testing, or examination review.

Student is to have personal devices on silent on campus and in the clinical setting.

Student is to use personal device on break and meal times only. This includes texting, checking social media, returning/receiving calls, and listening to videos or music.

Dominating classroom discussion, interrupting or belittling other students, disrupting the learning experience, challenging faculty authority, arguing, making offensive remarks or other inappropriate means of communicating are not allowed. Faculty has the authority to remove the student from the learning experience as necessary.

Activities that demonstrate overt inattentiveness are disruptive to the classroom learning experience and should be avoided. These activities include, but are not limited to: Sleeping during class, reading material that is not relevant to learning activity, conducting other activities during class, staying too long for breaks and returning late, or making disruptive noises. Faculty has the authority to remove the student from the learning experience as necessary.

CLINICAL LABORATORY EXPECTATIONS

Policies related to student conduct in the clinical laboratory are fundamental to patient or student safety and necessary for a high quality of service and overall operations within the clinical area. The following policies are in effect beginning with the first scheduled clinical day.

1. Permission must be obtained from assigned clinical faculty or respective staff nurse before leaving the assigned clinical laboratory unit. Permission must be obtained from the faculty before leaving early from a class or clinical; failure to do so shall result in corrective action by the school.
2. Student identification badge must be worn at all times on upper left shoulder area, with photo, name and title visible. Failure to wear identification badge as required will result in corrective action by the school.
3. Food or beverages are not allowed in the clinical laboratory, only in the cafeteria area.
4. During clinical laboratory, use of cell phones, is not permitted. If a student carries a cell phone while in classroom or clinical, the device must be “silenced”. The use of any device with camera or videoing capability is not permitted. Failure to adhere to expectations will result in corrective action by the school.
5. The clinical instructor is responsible for the clinical education and conduct of assigned student(s).
Directions for patient care from the responsible staff must be followed in order to maintain safety and continuity of patient care: not to do so, shall result in immediate and severe corrective action by the school.

6. Permission must be obtained from the responsible staff or clinical instructor before going on break: one (1) break in morning, time allowed for break is twenty (20) minutes.
7. Meal breaks are for forty-five (45) minutes. A student may, on occasion, be asked to delay meal or break to assist in cases of emergencies.
8. Gum chewing is not permitted in clinical laboratory.
9. Books and personal articles may be stored in lockers if available in the clinical area; however students are encouraged to keep these items off the unit so they do not interfere with patient care.
10. Student is not allowed to have personal visitors while in the clinical laboratory area.
11. Student is expected to report immediately any accident or error to the assigned clinical instructor of the area regardless of how minor it might seem to be.
12. During the clinical laboratory practice, the student is under direct supervision of the Preceptor and/or the Clinical Instructor. The student is responsible for informing the faculty if direct supervision does not occur.
13. When the clinical staff is not busy, the student is expected to check with the clinical supervisor in charge, for additional clinical assignments and learning experiences.
14. Students are required to be in their assigned clinical area either before or at their scheduled time. Arriving past the scheduled time is a tardy.
15. When the student is in a clinical laboratory requiring surgical attire, the student must wear lab coat over the scrubs when leaving the area. Surgical attire shall not be worn out of the department or hospital.
16. Students are not permitted to be on the Internet during the clinical rotation unless assigned to do so by the clinical instructor.
17. All student assigned practice and learning rotations in a clinical laboratory setting shall arrive in dress code, on time, remain on site, take breaks and meal times and depart from clinical site according to school policies, student handbook and course requirements as reflected in the course

syllabi for the course in which enrolled (policy clinical requirements).

18. Supervising clinical faculty will ensure that the student assigned a clinical rotation abides by the above policy.

19. Student must give “report” on assigned patient status and care to staff or instructor before leaving the clinical area. Permission to leave the clinical site must be obtained from the Instructor or designee prior to leaving.

20. A final “report” must be given to the staff responsible for the patient prior to departing the clinical area and the facility at the end of the clinical assigned time.

20.1 The report must include all care provided by the student to the assigned patient.

20.2 Status of patient’s condition.

20.3 Other, as indicated.

21. If a clinical instructor or clinical supervisor directs the students to remain in the area or in the facility, beyond the clinical assigned time, the student must remain until released to leave. This is especially true in the following situations:

21.1 Assigned patient’s condition warrants,

21.2 Theft of property (patient, employee or others),

21.3 Missing portion(s) of assigned patient’s medical record,

21.4 Time of “Disaster” as defined by Baptist Health, and

21.5 “Dr. Red Stat” period.

22. Additional requirements not reflected herein, may be found in a respective course syllabus.

23. In situations regarding patient safety and care provided by a student, and the student and instructor have left the facility, they must comply with the facility’s request, up to and including return to facility to document etc.

23.1 Other situations as deemed necessary by the assigned clinical instructor.

24. Student provides the care required for assigned patient(s) according to level of learning and competency, or as directed by clinical instructor.

25. Students are only to access EPIC in the clinical setting. Students are not to access EPIC from off campus or from home.

DRESS CODE: CLASSROOM/CAMPUS/CLINICAL/SKILLS

Attire while participating in any learning activities the student must be in compliance with the following code and with the BHCLR Dress code, as described in the Student Handbook: General Section. Faculty firmly enforce the codes and apply corrective action for non-compliance.

Noncompliance with required dress code will result in inability to attend learning experience and will result in corrective action.

BHCLR-PCT specific dress code policies are identified as follows:

Students are required to wear Dark Gray scrub attire while on campus and during all scheduled classroom, computer laboratory, clinical, and skills laboratory activities. Scrub attire must be neat, clean, in good condition, and have a professional fit, including but not limited to no tight fitting, gapping, low rise pants etc. Decorative trim or “piping” is not acceptable.

Tee shirts: Students will be allowed on specified campus days to wear any official BHCLR top given to them by the college or any official/approved program specific top purchased by the student, with scrub pants appropriate in color to their program. Tee shirts are not allowed in the clinical setting.

Jacket: Solid Dark Gray or Black front zipped jackets or Dark Gray lab coats may be worn over Dark Gray scrub top. No extreme logos. No pull-over-the-head jackets or sweat shirts are allowed. No hoodies. No denim.

Hose/socks: When hose or socks are worn with pants or a dress, they must be without ornamentation, i.e.: bells, beads.

Shoes: Shoes must be white, all leather or leather-like with enclosed heels and toes in the clinical setting. Shoes must be clean. Clean white shoelaces are worn as appropriate for shoe style.

Hair: Hair must be neat and clean and reflect a professional appearance. Style and color may not be extreme. Hair must be of a natural color; colors including but not limited to green, blue, purple etc. are not acceptable.

Nails: Nails must be clean, shorter than one quarter (1/4”) of inch in length. Nail polish allowed includes clear or pale opaque colors. Nail art, or artificial nails are not allowed.

Cologne/After Shave: No scented colognes, perfumes, after shaves, lotions, or other strong odors are acceptable.

Jewelry: Wedding band or rings; wedding ring is acceptable. No earrings past the ear lobe are allowed, small studs only in earlobe not exceeding 2 per ear lobe. Visible skin ornamentation/jewelry as identified in Campus/Classroom Dress Code policies is not acceptable. A watch with second hand is allowed but no smart device watches.

Tattoos: Tattoos must not be visible above the collar.

Identification badge: Student identification badge is worn at all times and is to be worn on the upper left shoulder area with the picture facing out. Decorative stickers or pins worn on the badge are not acceptable. Temporary badges are available at the front desk.

The following items are not acceptable:

- * Full head covering of any type. No head covering may be worn inside the building unless required by religious practice;
- * Sunglasses
- * Extreme visible skin ornamentation/jewelry worn on areas, including but not limited to mouth, nose, tongue, or eyebrows. Ear lobe expanders or gauges of any size are not acceptable. The face and head are to reflect a professional appearance.
- * Denim of any kind is not worn.

PROGRESSION AND PROMOTION

Progression and promotion policies give direction for the retention of high-quality students, as he/she progresses through the program of study.

A student is expected to satisfactorily fulfill requirements and follow guidelines for the course as identified in the course syllabi and packets in order to progress within, promote through and graduate from the program of study.

1. Course requirements include clinical laboratory, if applicable, skills laboratory, if applicable and theory grades, course outcomes, special assignments, attendance and other projects and activities, etc. as assigned. See specific course syllabi.
2. The minimum final grade in the course for progression is a 'C' (77%) in theory and "S" in the clinical laboratory and if applicable skills laboratory.
3. A student who fails to achieve a final course grade of 'C' (77%) in the program will be academically withdrawn.
4. Criminal background checks (Arkansas and FBI) are completed at designated times and as needed during the year (to comply with clinical facility requirements).
5. Progression or promotion is possible on the outcome of Academic Grievance with an amended grade.
6. A graduate candidate achieves graduate status after all requirements for graduation are fulfilled.

PROGRAM EFFECTIVENESS

It is paramount that the school maintains an ongoing program effectiveness evaluation process. Several factors comprise the process, primary being student and graduate outcomes; faculty teaching effectiveness; curriculum evaluation(s); school policies; employer satisfaction with graduates and

approval and accreditation outcomes. Thus, students and graduates have an important role in the measurement of program effectiveness.

Students evaluate each course instructor, course content, and clinical site through use of evaluation forms. The evaluations are managed according to BHCLR Policy and established process. The student is assured of anonymity, thus encouraging his or her participation in the evaluations. If a student is of the opinion that the process should be improved, the president of BHCLR welcomes suggestions for improvement.

The summarized processes present an objective method through which students provide subjective data in the measurement of teaching behaviors and course evaluations. At course end, evaluation forms are available for a designated time-period. Each student enrolled in a Baptist Health College Little Rock (BHCLR) course is requested to complete the respective course, faculty and clinical site evaluations prior to receiving a final course grade.

Seniors provide additional data through an established process.

Commencement

Requirements for students choosing to participate in the Commencement Ceremony. BHCLR will hold two annual commencement ceremonies, in June and December.

Each student must fulfill established requirements for graduation from the program.

1. Meet Progression and Promotion requirements for Program of Study.
2. Graduate candidate status conferred by faculty.
3. Complete Graduate Clearance Process.
 - 3.1 Financial account: No outstanding balance with BH or BHCLR.
 - 3.1.1 Only cash, money order or certified check, no personal check, is accepted within thirty (30) days of graduation.
 - 3.2 School Office: Completion of class officer clearance form, if applicable.
 - 3.3 Learning Resource Center and BHMC Library: Return all books and reference material to the Baptist Health libraries or learning resource center.
 - 3.4 Identification badge: Returned.
 - 3.5 Parking Fine(s): No outstanding balance.
 - 3.6 Curriculum complete: Satisfactory demonstration of Program Outcomes, Essential Functions and Technical Standards. Curriculum completed according to Progression and Promotion Policy.
 - 3.7 Locker Clearance: Locker clear and lock removed.
 - 3.8 Graduation requirements complete.
4. Participate in the Commencement Ceremony, wearing approved attire and following dress code guidelines, as required based on month of Graduation.

5. The school's diploma and transcript are not to be released until all of the above requirements have been met.

School Requirements:

1. An additional processing fee may be charged if Graduation requirements are not completed on published end of program date.

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