



# Occupational HealthCare Overview

**Occupational Programs...**

**... at the heart of healthcare**

# Occupational HealthCare

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## **Mission Statement**

Vance-Granville Community College educates, inspires, and supports a diverse community of learners to achieve professional and personal success.

## **Dress Code Policy:**

1. Wear clean and neatly pressed white uniform/scrub top and black uniform scrub pants. Student may wear a black skirt long enough to cover knees. A white shirt only maybe worn with the school uniform. You may wear a white lab coat in the classroom or clinical area. No sweatshirts, hoodies or other jackets may be worn over the uniform. (Refresher/Medication Aide/Home Care Nurse Aide, no uniforms required)
2. Wear clean white or black uniform/tennis shoes, closed heel and closed toe, and white or black socks stockings. (Refresher/Medication Aide/Home Care Nurse Aide, no uniforms required)
3. Hair must be clean and neatly styled. Long hair must be pulled away from and out of the face. Unnatural colored hair is not permitted.
4. The only jewelry permitted will be a watch and one ring. No necklaces or bracelets (unless they are Medic-alert). Earrings are limited to one pair and stud-types only with only silver, gold, diamond, white, or blue studs. Any visible body – pierced jewelry or tongue rings are not allowed.
5. Tattoos must be covered.
6. Wear name tag provided by VGCC on left side of uniform.
7. Men with facial hair must keep it short (no longer than 1 inch) and neatly trimmed.
8. No excessive makeup, colognes, or perfumes should be worn. Keep make-up to light neutral tones, Nails must be clean, neat, and trimmed to where they do not extend beyond the finger tips. Only clear nail polish is acceptable.

## **Tardiness**

A student is tardy if he/she is not present at the start of class, lab or clinical. Tardiness less than (1) hour will count as (1) hour of absence time. Tardiness of more than (1) hour will be counted as the full amount of time tardy.

## **Telecommunications Policy**

- Cell phones during class/lab is prohibited.
- No cell phones allowed during clinical hours.

## **Absence**

Absence from the classroom/lab clinical places the student at risk for failure of the course due to not being present for instructional sessions.

## **Class Withdrawal and Refund Policy:**

For information refer to the link to VGCC Student Catalog, [Refund Procedure](#).

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## **Repeat Policy:**

For information refer to the link to VGCC Student Catalog, [Course Repetition Policy](#).

## **Academic Dishonesty**

For information refer to the link to VGCC Student Catalog, [Student Code of Conduct](#).

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## **Adverse Weather Policy**

Occasionally, the College closes or delays classes as the result of a threat of adverse weather conditions. The President of the College and his/her representative will make the final decision. Please note the College will operate on a normal schedule unless posted on the aforementioned mediums. Also the closing of the four-county public school systems does not necessarily mean the College will be closed.

The President, or his/her representative, shall make the necessary arrangements for publicity regarding the closing of school through the local newspapers, radio, television stations, a taped message at (252) 492-2061, and on the VGCC webpage at [www.vgcc.edu](http://www.vgcc.edu).

Classes missed as the result of the closing of school due to adverse weather or other factors shall be made up using a method to be determined by the President of the College in accordance with the policies of the State Board of Community Colleges. **For additional information refer to the link to VGCC Student Catalog, Inclement Weather.**

## **PROFESSIONAL BEHAVIOR POLICY:**

All students are expected to behave in a professional manner. Six essential behaviors have been identified as requirements for success in Occupational HealthCare Programs. These behaviors are: integrity, respect, responsibility, competence, maturity, and communication. Definitions are as follows:

1. Integrity: The student will represent their own ability honestly at all times. The student will be truthful and sincere in situations.
2. Respect: The student will adhere to confidentiality and professional boundaries. The student will work towards conflict resolution with respect to all those involved. The student will demonstrate consideration for the opinions and values of others while showing regard for diversity.
3. Responsibility: The student will be present and punctual for all learning experiences including class, clinical, and lab. The student will take responsibility for adapting to challenges, conflicts, and uncertainty. The student will accept responsibility for one's actions and will be able to reflect on one's personal reactions to encounters with others. The student will recognize one's limits and seek help to successfully achieve a positive outcome to any challenge, conflict, or uncertainty.
4. Competence: The student will take responsibility for their own learning. The student will participate in class, clinical, and lab by successfully completing all assignments. The student will demonstrate

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accurate self-reflection and will actively participate in developing a plan of action for all unsuccessful weekly objectives.

5. Maturity: The student will demonstrate emotional stability during class, clinical, and lab. The student will maintain professional demeanor and language while speaking with their peer, faculty, and staff at any clinical site, patients, and patient's family members. The student will accept constructive criticism and not display any behavior (verbal or nonverbal) that is confrontational, aggressive, or disruptive during class, clinical, lab, or any time the student is representing Vance Granville Community College.
6. Communication: The student will engage in courteous, respectful, therapeutic communication at all times.

## **Special Accommodations Policy**

**For additional information refer to the link to VGCC Student Catalog, [Disability Policies and Accommodations](#).**

Occupational HealthCare Programs are offered at each our four campus (Main Campus in Henderson, Warren County Campus in Warrenton, South Campus between Creedmoor and Butner, and Franklin County Campus in Louisburg). The classes are generally offered in both the day and evening hours. The courses in Occupational HealthCare Programs are Nurse Aide I, Nurse Aide I Refresher, Certified Nurse Aide 2, Medication Aide, Phlebotomy, Home Care Nurse Aide and Geriatric Nurse Aide.

## **2016-2017 Administrative Policy Manual**

### **CHAPTER 2 – PUBLIC INFORMATION AND CAMPUS SAFETY 17**

#### **K. SEXUAL ASSAULT POLICY**

**Vance-Granville Community College actively promotes a campus environment that maintains the dignity of all members of the campus community. To maintain this dignity, Vance-Granville Community College will not tolerate any form of sexual assault.**

**The Crime Awareness and Campus Security Act of 1990, Section 485 (f) (1) (F) of 20 U.S.C. 1092 (a) (1) (Public Law 101-542) requires that institutions of higher education collect information with respect to sexual assault on campus and beginning in September 1993, to include such information in an annual security report. The Higher Education Amendments of 1992 (Public Law 102-325) provide further that as part of the Annual Security Report the College shall include, develop and distribute statement of policy regarding the College's sexual assault programs and the procedures to be followed if a sex offense occurs.**

**Members of the campus community found to be in violation of this policy will be subject to disciplinary action including, but not limited to, suspension and expulsion from the College or termination of employment. This policy will be enforced using College disciplinary procedures, in cooperation with local law enforcement as applicable.**

**Violations of this policy shall include, but are not limited to the following:**

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- a) Any form of nonconsensual sexual intercourse, committed by physical force, coercion, threat, or intimidation, actual or implied, by a person(s) known or unknown to the victim.
- b) Any actual or attempted nonconsensual sexual activity by a person(s), known or unknown to the victim, defined as, but not limited to, sexual intercourse or sexual touching committed with or without physical force, coercion, threat or intimidation; exhibitionism; or sexual language of a threatening nature. Nonconsensual sexual activity shall include, but not limited to, situations where the victim is unable to consent because s/he is physically helpless, or is mentally incapacitated due to drug or alcohol consumption or is unconscious, regardless of whether or not the consumption was with the victim's consent.

Reporting and taking action in response to a sexual assault against a student or employee will be limited to incidents occurring on campus, off-campus at College-leased or owned facilities, when attending College-sponsored activities or any activities (including participation in field experiences, internships, athletic and cultural events) which are initiated, authorized or supervised by Vance-Granville Community College, even off-campus or when representing the College. Students who are victims of sexual assault are encouraged to file a complaint with the Dean of Students or Campus Police as soon as possible after the alleged incident. Additionally, victims are encouraged to report the incident to local law enforcement.

All complaints of sexual assault will be reported to the office of the Magistrate.

### Education and Awareness

The federal Campus Sex Crimes Prevention Act, effective October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. Registered sex offenders must provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation or is a student.

The state of North Carolina Department of Justice provides a Sex Offender Registry Search at the following website. <http://sexoffender.ncdoj.gov>

Education will be provided through appropriate programs and education booklets, which may include:

- a) Orientation programs
- b) Professional development/employee training
- c) Student and Employee Handbooks, Catalogs and related Administrative Policy Manuals
- d) Campus Media
- e) Seminars, workshops, pamphlets, and posters addressing specific issues, such as sexual assault, acquaintance rape, sexual harassment, self-protection for men and women and crime reporting.

For information on the courses, visit us at:

[www.vgcc.edu](http://www.vgcc.edu)  
Continuing Education