



**SCHOOL OF
HEALTH & HUMAN SERVICES**

HUMAN SERVICES PROGRAMS

**Community Mental
Health Worker**

STUDENT HANDBOOK

*“Human Services:
Strengthening communities one graduate at a time.”*

Becky Walter, CSW student

We, the faculty and staff of Human Services, **WELCOME YOU!** By choosing a Program in Human Services you are demonstrating that you have an interest and commitment to working with people. During the course of your studies we will partner with you to strengthen your knowledge, skills and values in preparation for your chosen career supporting people within our community.

We have compiled this handbook to help you in your daily lives as students. Human Services is comprised of 6 programs: Community, Family and Child Studies; Community Mental Health; Community Support and Education Assistant; Early Childhood Care and Education; and First Nations Family Support Worker. Human Services is part of the School of Health and Human Services, which is one of five schools at Camosun College. In addition to being a program student in your chosen area of study, you are a member of Human Services, the School of Health and Human Services and the Camosun College community. Both the School and the College are briefly outlined in later sections of this handbook.

A section on student resources and policies and procedures is provided to assist and guide you in your educational experience. Make sure to use your Camosun College calendar and the At your Service A Guide to Services for Students to familiarize yourself with college policies and procedures. The calendar is available on line at www.camosun.bc.ca and there is always a copy in the Department Office, Wilna Thomas Building, room 217.

We are delighted that you have chosen Human Services as your area of study and will take great pleasure in getting to know you, while we work and learn together. We hope you enjoy your experience with us, and wish you success in all that you do!

Sincerely,

Anita Ferriss

Chair, Human Services

*“Education is not the filling of a pail, but the
lighting of a fire.”*

W. B. Yeats

EARTHQUAKE RESPONSE GUIDELINES

IF INDOORS

STAY INSIDE, MOVE AWAY FROM WINDOWS, SHELVES
AND HEAVY OBJECTS OR FURNITURE THAT MAY FALL

TAKE COVER UNDER A TABLE OR DESK,
OR IN A STRONG DOORWAY

IF OUTDOORS

MOVE TO AN OPEN SPACE, AWAY FROM BUILDINGS
AND OVERHEAD POWER LINES.

LIE DOWN OR CROUCH LOW TO THE GROUND
(LEGS MAY NOT BE STEADY)

KEEP LOOKING AROUND TO BE AWARE OF DANGERS
THAT MAY DEMAND MOVEMENT

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HUMAN SERVICES PROGRAMS
ORGANIZATIONAL CHART AND CONTACTS

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Important Dates 2008/2009

April 12	Last day of instruction for most Winter '08 courses
April 14	Community Mental Health Full Time Program starts
April 14-19 & 21-22	Examination period for Winter '08
May 12	Fee Deadline: For students enrolled in Quarter 3 '08. Students who wish to withdraw must drop class(es) prior to fee deadlines or will be required to pay remaining fees. Refer to late fee penalties in the Fees and Financial Policies and Procedures section.
May 19	VICTORIA DAY - COLLEGE CLOSED
May 20	Fee Deadline: For students enrolled in Spring/Summer '08 (14 week). Students who wish to withdraw must drop class(es) prior to fee deadlines or will be required to pay remaining fees. Refer to late fee penalties in the Fees and Financial Policies and Procedures section.
May 20	Last day to WITHDRAW from most Quarter 3 '08 courses without a failing grade. Last day to CHANGE to AUDIT for most Quarter 3 '08 courses.
June 13	College Graduation Ceremony for students finished before June.
June 4	Last day to withdraw from most Spring '08 (7 week) courses without a failing grade. Last day to CHANGE to AUDIT for most Spring '08.
June 18	CMHW 135 starts
June 20	CMHW 125 starts
July 25	CMHW 140 Practicum starts
August 29	Last day of CMHW Full Time Program
September 1	<i>Labour Day - College Closed</i>
September 2	Most Fall '08 credit programs/courses commence Last day to request \$100 deposit refund after withdrawing from ALL Quarter 1 '07 courses
September 8	CMHW Program Part Time begins
September 16	Fee Deadline: For students enrolled in Fall '08. Students who wish to withdraw must drop class(es) prior to fee deadline or will be required to pay remaining fees.
October 6	Last day for new students who have extended health and/or dental benefits to opt out of the student benefits plan.
October 13	<i>Thanksgiving Day - College Closed</i>
October 14	Deadline to apply for Fall 2008 Foundation Bursaries.
October TBA	College Graduation for programs finished after June 30, 2008
November 4	Last day to WITHDRAW from most Fall '08 courses without a failing grade.
November 11	<i>Remembrance Day Observed - College Closed</i>
December 6	Last day of instruction for most Fall '08 courses.
December 15	Last day to request \$100 deposit refund after withdrawing from ALL Winter '08 courses.
December 25 – January 1	<i>Holiday Break - College Closed</i>
January 1	<i>New Year's Day - College Closed</i>

January 2	College reopens after Holiday Break
January 5	Most Winter '08 credit programs/courses commence
February 10	Deadline to apply for Winter 2009 Foundation Bursaries
February 19	Student Services Closed
February 19-20	<i>Reading Break 2009</i>
February 20	<i>College Connections Day - College Closed</i>
March 3	Deadline to submit Application to Graduate/Request for Credentials for inclusion in June 2008 Graduation Ceremony
March 10	Last day to WITHDRAW from most Winter '08 courses without a failing grade.
April 10	<i>Good Friday - College Closed</i>
April 13	<i>Easter Monday - College Closed</i>

**Camosun College
Mental Health & Addiction Programs 2008 – 2009***

Community Mental Health Worker Certificate

Full-Time: April 14 – Aug. 29, 2008

Mon – Friday classes

Classes: April 14th – July 17th

Practicum: Seminar July 17th
Site July 21st – Aug. 28th
Seminar Aug. 29th

Program Wrap-Up: Aug. 29th, 2008

Part-Time: September 9/08 – May 29/09

*Blended delivery - D2L
Ts & Th evening classes*

Classes: September 9 – April 25

Practicum: Seminar April 17th
Site April 20th – May 28th
Seminar May 29th

Program Wrap-Up: May 29th, 2009

Interprofessional Mental Health & Addiction (IMHA) post-degree Diploma

June 16, 2008 – June 12, 2009

Part-time blended delivery D2L

Courses: June 16th 2008 – May 15th 2009

Practicum: January 5th – June 12th, 2009

* subject to change

COMMUNITY MENTAL HEALTH WORKER PROGRAM

The Community Mental Worker Program will define entry level competencies for employment in the field of community mental health. It is comprised of six courses plus a clinical practice component. Courses include exercises, activities, and assessment/evaluation tools, including group presentations, written assignments, and quizzes.

GRADUATE PROFILE

The curriculum framework for the Community Mental Health Worker Program will be based on the philosophy and skills of the Psychosocial Rehabilitation model.

The graduate of the Community Mental Health Worker (CMHW) Program will be able to:

1. Describe the role of the CMHW in the delivery of mental health and addiction services
2. Identify trends, issues, and legislation impacting mental health and addiction services
3. Apply the principles of psychosocial rehabilitation to effectively support individuals with mental health issues
4. Identify common mental illnesses and appropriate intervention strategies
5. Identify contributing factors and effective responses to co-existing issues of substance use and mental health
6. Describe and demonstrate facilitative communication skills
7. Identify and access community support services
8. Develop stress management, self-evaluation, and lifelong learning strategies
9. Identify and demonstrate healthy lifestyle strategies and physical care skills
10. Integrate knowledge and skill in a mental health practice setting

Curriculum Plan

Community Mental Health Worker 1

This course provides an introduction to the role of the CMHW in the delivery of mental health and addiction services. Pertinent legislation, current trends, and issues impacting mental health services are examined. The principles of Psychosocial Rehabilitation (PSR) will be explored.

Community Mental Health Worker 2

This course provides an introduction to theory related to common mental health issues and illnesses. Emphasis will be on recognizing behaviors and identifying intervention strategies for common conditions. Determinants of health and basic human needs will be discussed.

Communications

This course assists students to develop skills and techniques to promote facilitative communication. The impact of self and communication style on individuals with mental health and addiction issues, their families, and members of the mental health team will be emphasized.

Support Strategies

This course explores a variety of approaches to support individuals and families through a framework of Psychosocial Rehabilitation. The role of the CMHW in relation to facilitating change, goal planning, and implementation is discussed, as well as the process of identifying and accessing community resources.

Professional Issues

This course prepares the student to be an effective member of the interdisciplinary team through the exploration and development of self in relationship with others. Care for self and theory and practice related to stress management will be explored, as well as the role of self-evaluation and philosophy of life-long learning. Ethical principles of practice will be discussed.

Health Care Basics

This course provides an introduction to healthy lifestyle and physical care planning including developing personal care skills that promote and maintain comfort, safety, and independence. Basics of medication and universal precautions will be examined.

Substance Use & Mental Health Issues

This course will assist students to develop knowledge and skills to effectively respond to co-existing issues of substance use and mental illness. Emphasis will be on understanding addictions, the process of change, intervention approaches, and prevention. Strategies for maintaining healthy lifestyle choices will also be explored.

Practicum

This course offers students the opportunity to integrate their knowledge and skills to assist individuals in mental health settings. Emphasis will be on the role of the CMHW as a member of the community health team.

Criminal Record Check

Community organizations and facilities require students to complete criminal record checks before they begin practicum placements. Students are responsible for completing this process by the first day of their practicum and for any costs associated with obtaining their criminal record. Any student who has not provided a criminal record that is acceptable to an agency at the time of placement may not be accepted in the practicum experience. This may result in the inability to complete the program. Students who have a criminal record may find it difficult or even impossible to be accepted into practicum placements or to find related employment, depending on the nature of the criminal record, and its relationship to the program in which they are enrolled. If you are aware that you have a criminal record you can contact the College Safety Officer at 370-3057 to discuss the nature of the charge.

SERVICES AND RESOURCES FOR STUDENTS

(More information about student services can also be found in

At Your Service: A Guide to Services for Students)

A. SECURITY/PERSONAL SAFETY

The personal safety of students is a shared concern and responsibility of the College and students. The Personal Safety Committee is a group of College staff and students who are committed to the promotion and maintenance of a safe environment at Camosun College. If you have any concerns, complaints or compliments related to personal safety they can be forwarded to Manager of Transportation & Security, located at the Maintenance Building, Interurban Campus or by phoning 370-4043, or Pager # 480-2083.

Personal Safety Checklist

1. Use well-lighted walkways and avoid dark, isolated areas or areas where someone could hide.
2. Use the "buddy system", whenever possible.
3. Be cautious with personal information.
4. Always be aware of your surroundings; take a few seconds once you leave a building and check out who is around you and where you are.
5. Always carry your keys on your way to the car (so you don't have to stand there digging through your purse or knapsack).
6. Always check the inside of the car before getting in.
7. Trust your feelings. If a situation doesn't feel safe to you, leave.
8. Don't be afraid to say NO, loudly and clearly, even to a friend.

Sexual Assault/Date Rape/Acquaintance Rape

Any form of assault is traumatic to the victim. Strong emotional reactions are normal. Remember that the victim is NEVER responsible for the assault. If you have been assaulted, there are people both on and off campus who will help you cope with the physical, legal and emotional aftermath. You are not alone!

Camosun College Counselling Services:	370-3571
Women's Sexual Assault Centre: 383-3232	
Camosun College's Emergency Line:	370-3075
Pager:	380-5644
Men's Sexual Assault Centre:	598-1992
Police:	911

Harassment

Sexual Harassment is defined as unwelcome sexual advances of any kind, whether verbal, written or physical. It is primarily an issue of **power**, not sex. **Sexual Harassment** is **not** the fault of the victim. The victim, male or female, may feel degraded, embarrassed, frightened and very confused. It can take many forms, some obvious and some very subtle. For instance:

- unwanted and inappropriate sexual jokes
- sexually explicit body language
- embarrassing or suggestive comments
- unwelcome personal questions about one's sex life
- displaying of pornographic material or other offensive or derogatory pictures
- unnecessary physical contact such as touching, patting, pinching or punching
- sexual assault

Harassment Advisors

Lansdowne Campus - 370-3690
Interurban Campus - 370-4048

B. WEB INFORMATION - STUDENT RESOURCES

College Website	http://www.camosun.bc.ca/
Student Tool Kit	http://www.camosun.bc.ca/toolkit/
Services for Students	http://www.camosun.bc.ca/services/index.html
Important College Dates	http://www.camosun.bc.ca/calendar/current/pdf/events.pdf (some dates may not apply to CMHW program students)
Academic Advising	http://www.camosun.bc.ca/advising
Financial Aid	http://www.camosun.bc.ca/financialaid
Ombudsman	http://www.camosun.bc.ca/ombuds

C. AWARDS**1. External Awards, Scholarships and Bursaries**

Financial awards are available to students from sources outside the College such as service clubs, labour unions, businesses and charitable organizations. It is the student's responsibility to apply directly to the prospective donor(s). Many external awards and bursaries have application deadlines in May and June. A bulletin board at the Financial Aid Office, Lansdowne Campus carries a very limited number of external award postings.

2. Internal Awards and Scholarships

Each Fall, Camosun College honours outstanding achievement at a College-wide ceremony. Top achievers from each program receive awards. In addition, Schools may hold their own annual ceremonies to acknowledge student achievement. Students should check with School offices to identify School-specific awards and scholarships.

3. Human Services Programs Awards and Bursaries

The Human Services Awards and Bursaries are presented to students based upon the following criteria:

Bursaries**To apply for Foundation Internal Bursaries:**

- Pick up bursary information sheets and bursary application forms at the Financial Aid and Awards office at either campus or download them below (only available for the first 6 weeks of Fall/Winter semesters).
 - [Open bursary application](#) (PDF)
 - [Designated bursary application](#) (PDF)
 - [Bursary information](#) (PDF)
- Complete one green form to apply for all open bursaries. Complete one white form for each category of designated bursaries, which have eligibility requirements beyond financial need, and be sure to include the code number on each application.
- Return completed forms to the Financial Aid and Awards Office before the deadlines - the second Tuesday in October (for Fall semester), and the second Tuesday in February (for Winter semester). Incomplete or late applications will not be processed. Make sure you explain how you meet any requirements and why you are eligible to receive bursary funding.

For more information on Foundation Bursaries, see the [Financial Aid section](#) (PDF) of the Camosun College Calendar. Questions? Contact a Financial Aid Advisor during [open service hours](#).

Applications are processed by the Financial Aid and Awards Office, and due to volume, only students receiving bursaries will be notified by mail. Bursary recipients' names and qualifying information is shared with the donor and the Camosun College Foundation.

Scholarships and Awards

Internal Awards and Scholarships

Camosun College annually gives awards for outstanding student achievement at ceremonies. Students should inquire with Education School offices to identify School-specific awards and scholarships.

[First Nations Education Bursaries and Scholarships](#)

First Nations Education and Services, in partnership with the Camosun College Foundation, administers a number of awards to First Nations students.

<u>TITLE OF AWARD</u>	<u>CRITERIA</u>
<i>Sara Spencer Foundation Bursary</i>	A student in a Human Services program who is in good academic standing and has proven financial need. Preference will be given to students who are single parents.
<i>Lily Maxwell Bursary</i>	Presented to a Human Services student for emergency financial purposes during the school term.

D. STUDENT INJURY

COVERAGE UNDER THE UNIVERSITY, COLLEGE AND INSTITUTE PROTECTION PROGRAM (ON CAMPUS)

Certified Occupational First Aid Attendants are on duty from 0830 - 2330 hours at Lansdowne campus. The first aid station is located in Fisher Building 116 at Lansdowne Campus. To call First Aid, dial 3075 from a college telephone. Questions about the first aid response team & procedures may be directed to the Occupational Safety & Health Coordinator at 370-3808.

Students who are injured in the classroom/lab/shop at Camosun College are covered by the University, College and Institute Protection Program (UCIPP) for expenses in excess of what MSP covers. Your department has copies of the UCIPP's Incident Report form on hand for you to fill out. Once completed, the report is to be forwarded to the Occupational Safety & Health Coordinator for review and subsequent submission to the Ministry's Risk Management Branch.

COVERAGE UNDER WCB (STUDENTS ON PRACTICUM OFF CAMPUS)

All off-site injuries occurring on practicum must be reported to your supervisor/instructor. The Workers' Compensation Board of BC (WCB) provides coverage to students who are injured during the off-site practicum component of their college programs only.

The simplest route to take to insure that the injury information gets to the WCB in a timely manner is to complete, with your instructor, a WCB Form 6A, available through your department or at your practicum site.

WCB requires injuries to be reported within 3 days.

**IN THE SCHOOL OF
HEALTH AND HUMAN
SERVICES**

CONTACT LIST

WEBSITE <http://www.camosun.bc.ca/schools/index.php>

HEALTH & HUMAN SERVICES “PROGRAM INFORMATION LINE”..... **(250) 370-3912**

ADMINISTRATION OFFICE Fisher Bldg, Room 305

Contact Person: Maggy Charles, Operations Assistant (250) 370-3180

- Dawna Hurst, Office Assistant (250) 370-3161
- Susan Rudiger, Practicum Placement Coordinator (250) 370-3183
- *Fax*..... (250) 370-3478

Barbara Herringer, Dean

- **Contact Person: Cheryle Paquette, Assistant to the Dean** (250) 370-3179

Debbie Sargent, Associate Dean

- **Contact Person: Maureen Creed, Administrative Officer** (250) 370-3178

CONTINUING CARE PROGRAMS Wilna Thomas Bldg, Room 212

Sharon Dixon, Chair

- **Contact Person: Angela Dawson, Program Assistant** (250) 370-3236

Carly Hall, Practical Nursing Program Leader (250) 370-3284

Linda King, Home Support/Resident Care Attendant Program Leader (250) 370-3238

Dianne Casper, Home Support/Resident Care Attendant Program Leader (250) 370-3212

DENTAL PROGRAMS Dental Bldg, Room D006

Shirley Bassett, Chair

- **Contact Person: Heather Bos, Secretary** (250) 370-3189

Dental Clinic: Laurie Anderssen, Instructional Assistant *Appointments:* (250) 370-3184

Janet Reagan, Certified Dental Assistant Program Leader (250) 370-3228

Melissa Schaefer, Dental Hygiene Program Leader (250) 370-3192

HUMAN SERVICES PROGRAMS Wilna Thomas Bldg, Room 217

Anita Ferriss/Robin Fast, Chair, Human Services (250) 370-3208

- **Contact Person: Maureen Drever, Program Assistant** (250) 370-3206

Patti Odynski, Community Support & Education Assistant - Program Leader (250) 370-3223

Linda Leone, Early Childhood Care & Education Program Leader (250) 370-3237

Robert Wells, First Nations Family Support Worker Program Leader (250) 544-2192

Martha McAlister, Community, Family & Child Studies A/Program Leader (250) 370-3216

Kristin Ross, Community Mental Health Worker & Interprofessional Mental

Health & Addictions, Program Leader (250) 370-3203

NURSING PROGRAM Fisher Bldg, Room 256D

Stephen Bishop, Chair

- **Contact Person: Marion Christie, Secretary** (250) 370-3247

Elizabeth Hulbert, Associate Chair (250) 370-3277

- **Contact Person: Tamara Holland, Office Assistant** (250) 370-3246

Charlotte Thompson, Year 1 Program Leader (250) 370-3286

Heather Biasio, Year 2 Program Leader (250) 370-3260

Dianne Belliveau, Year 3 Program Leader (250) 370-3259

Margo Hughes, Curriculum Program Leader (250) 370-3265



School of Health and Human Services
PROGRAMS / BRIDGING

PROGRAMS

Continuing Care

Home Support / Resident Care Attendant - Certificate

- HS/RCA - 23 weeks
- English as a Second Language (HS/RCA - ESL) - 8½ months
- Fast-Track (HS/RCA - FT) - 11 weeks
- First Nations (FNHS/RCA) - 35 weeks
- Part-Time (HS/RCA - P/T) - 12 months

Practical Nursing - Certificate

- PN - 12 months
- Practical Nursing Access for Resident Care Attendants (PN Access) - 36 weeks

Dental

Certified Dental Assistant (CDA) - 8 ½ month Certificate

Dental Hygiene (DH) - 2 year Diploma

Human Services

Community, Family and Child Studies (CFCS) - 2 year Diploma

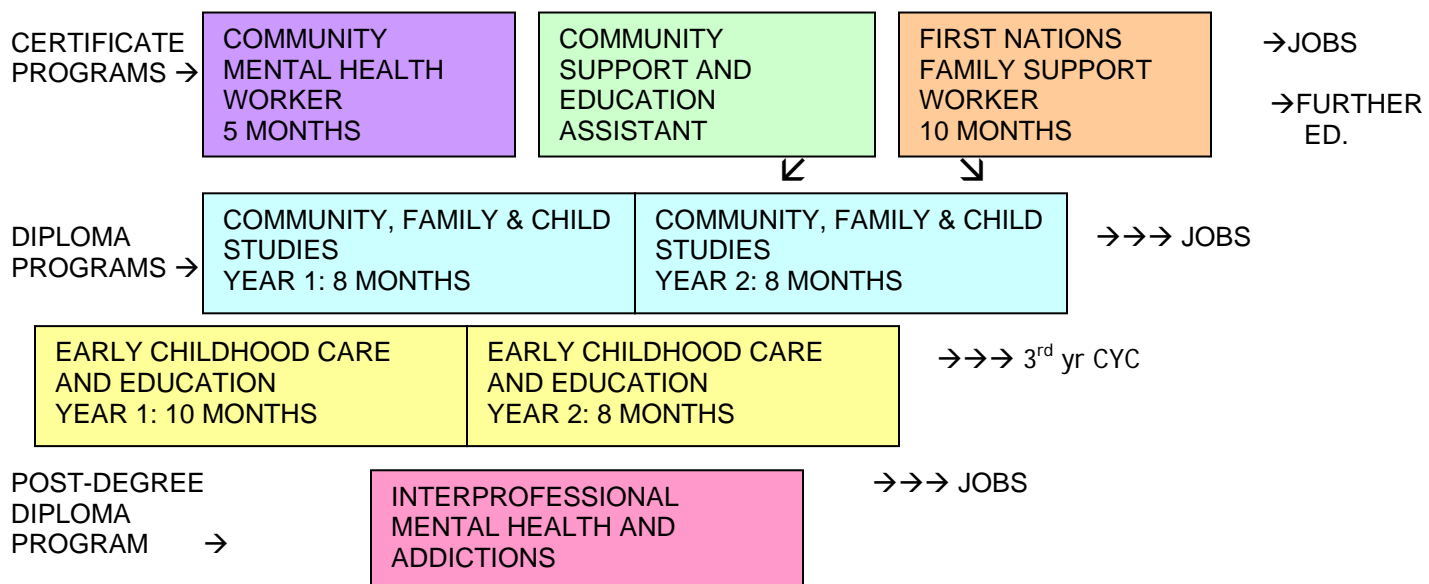
Community Mental Health Worker (CMHW) - 5 month Certificate

Community Support & Education Assistant (CSEA) - 10 month Certificate

Early Childhood Care and Education (ECCE) - 10 month Certificate/18 month Diploma

First Nations Family Support Worker (FNFSW) - 10 month Certificate

Interprofessional Mental Health & Addictions - post degree Diploma



**SCHOOL OF HEALTH AND
HUMAN SERVICES**

**POLICIES AND
PROCEDURES FOR
STUDENTS**



SCHOOL OF HEALTH & HUMAN SERVICES

 ACADEMIC POLICIES AND PROCEDURES
Addendum to 2007-2008 Department Handbooks
STANDARDS OF ACADEMIC PROGRESS

The following policies are in place to:

- enhance a learner's chance for success
 - provide opportunities for others to succeed
 - effectively utilize learner and college resources
 - assist students, their teachers, and administrative staff to monitor and intervene when a student is "at risk"
1. Students are ultimately responsible for their learning and progress and are expected to seek help in a timely manner when they are unable to meet the course requirements. The College is committed to supporting student success and to working with students in achieving their educational goals.
 2. When a teacher, during the process of ongoing assessment, determines a student to be at academic risk, the teacher will alert the student and discuss improvement strategies. Because students are ultimately responsible for their progress, they should communicate their progress and challenges to the teacher and act on the improvement strategies suggested.

The "At Risk" Student

An "at risk" student is one who, without change, will not meet course learning outcomes. Course learning outcomes are defined in the course outline. This protocol is to assist in identifying, and managing, barriers to successful performance; and to do this in a timely, goal oriented way. Students will use this protocol to self-monitor their performance and to guide their consultations with their teacher. All teachers within a program are concerned about and share responsibility for student success. Therefore, consultation among teachers will occur with regard to "at risk students". The sequence of consultation may vary depending on the situation.

- IDENTIFYING AT RISK PERFORMANCE - through verbal feedback, observed behaviors, interactions, review of progress notes, journals and other feedback. Some examples may include:

- | | |
|--|---|
| a) Poor or minimal achievement | g) Inappropriate or disrespectful communication |
| b) Inappropriate or unrealistic attitude | h) Lack of insight, self-awareness |
| c) Avoidance of communication | i) Poor judgment |
| d) Poor impulse control | j) Poor applications of theory |
| e) Poor spatial or psycho motor skills | k) Inadequate preparation |
| f) Poor attendance (late, absent) | l) Inconsistent performance |

FACTORS IMPACTING PERFORMANCE MAY INCLUDE:

- a) Knowledge and skill deficit
- b) English language deficit
- c) Inadequate study skills
- d) Learning difficulties
- e) Organizational and time management issues
- f) Motivation/Commitment Issues
- g) Health challenges
- h) Personal issues

➤ CONSULTATION BETWEEN STUDENT & TEACHER - Either will initiate as soon as issues/concerns arise to foster increased awareness, mutual insight and shared responsibility. The aim is to:

- a) Clearly identify areas of weak performance or concern and potential consequences
- b) Relate concerns to course or program learning outcomes
- c) Determine why performance is at risk
- d) Develop a summary and learning plan including prescriptive strategies and timelines
- e) Evaluate or review in a timely manner
- f) Identify when further consultation with teachers will occur

➤ TEACHER CONSULTATION WITH TEACHERS

Based on activities identified above, the team will:

- a) Aim for best practice through collective wisdom.
- b) Critically discuss and advise the teacher regarding due process. Help the teacher identify the student's strengths. Assess communication between student and teacher.
- c) Review the nature and quality of documentation.
- d) Identify strategies that are comprehensive and goal oriented.
- e) Consider alternatives and potential consequences.
- f) Record outcomes of consultation and ensure student is notified.

➤ POSSIBLE STRATEGIES - developed in collaboration with student and teachers; examples may include:

- a) Temporarily adjust or reduce practice assignment
- b) Review theory, encourage lab practice of clinical skills
- c) Provide more or less supervision, or supervision of a different nature
- d) Give more feedback, and in a variety of ways
- e) Get more feedback, and in a variety of ways
- f) Seek assistance and policy direction external to the department, e.g. Counselling, Student Conduct Policy

➤ DOCUMENTATION

Record ongoing strategies and progress; student and teacher signatures note documents have been read, e.g.:

- progress notes
- mid term and final evaluation forms
- academic alerts, conference forms
- Learning Contract, Collaborative Agreement

Academic Probation:

<http://www.camosun.bc.ca/policies/Education-Academic/E-1-Programming-&-Instruction/E-1.1.pdf>

For further details please refer to your program/course syllabus.

Academic Removal & Suspension: (Same link as above to Academic Progress Policy)

GUIDELINES FOR LEAVING AND RE-ENTRY TO A HHS PROGRAM

When a student leaves a program prior to completion, the Chair or designate will schedule an exit interview with the student. Where appropriate, a Personal Learning Plan (PLP) may be developed which could include specific learning strategies for returning to the program or a recommendation for career counselling.

If a student is eligible and wishes to re-enter a Health & Human Services program, it is essential that s/he follows the guidelines below.

1. Fill out a Camosun College application form at Registration as a HHS Re-entry Applicant. The application will be date stamped which may be used to determine position on the re-entry waitlist.
2. Approximately two to four (2-4) months before re-entry, meet with the Department Chair or Associate Chair to determine (where applicable):
 - readiness for re-entry. Students are expected to participate in this meeting to assess their need for preparation prior to re-entry and to develop specific learning strategies to include in their Personal Learning Plan.
3. When available seats have been determined, the Admissions/Registration Officer will offer invitations to re-enter based on the registration priorities for the School of Health & Human Services programs.
4. Those students who are not offered seats to re-enter will remain on the program applicant list for the next intake.

REGISTRATION PRIORITIES

1. Semester 1 Priorities
 - a) Full-time students from Program Applicant List
One week prior to start of program:
 - b) Re-entry students (see #3 below) for 50% of no show, early withdrawal spaces, alternating with Program Applicant List students, starting with re-entry students
 - c) Program Applicant List for 50% of no show and early withdrawal spaces
 - d) Transfer students

2. Semester 2 and on (with a Personal Learning Plan)
 - a) Full-time continuing students from the previous semester
 - b) Part-time continuing students from the previous semester
 - c) Re-entry - failed or withdrew from previous cohort group (see #3 below)

3. Re-entry Students
 - a) Students who withdraw from the program due to non-academic circumstances and can provide documentation to the Department Chair substantiating their reason for withdrawal.
 - b) Students repeating a required course in which they have previously received a fail or unsatisfactory grade.
 - c) Students repeating passed courses.

4. Full-time continuing students from other sites or related programs

GRADING

See College Website for College Grading Policy:

<http://www.camosun.bc.ca/policies/Education-Academic/E-1-Programming-&-Instruction/E-1.5.pdf>

Academic Promotion:

<http://www.camosun.bc.ca/calendar/current/pdf/academic.pdf>

Request for Credential (RFC)

Prior to completion of a program, students will be given a Request for Credential (RFC) form that they must fill out and submit to the College if they want to receive a credential. Following successful completion of the program, graduates who have completed the RFC form will receive their credential. Graduates can access an unofficial transcript of grades on-line and may also apply to the College for an official transcript of grades. There is a cost associated with issuing an official transcript.

Incomplete Grade

At the discretion of the teacher, students who have shown good progress, but have been unable to complete the requirements of a course due to hardship or extenuating circumstances, such as illness or death in the family, may be issued an **Incomplete** rather than an "F" grade. Occasionally difficulties related to a practicum site, the lack of appropriate clients or excessive client cancellations may interfere with completing practicum or clinical course requirements. The following criteria would be used in assigning an "I" grade. The student:

- has lost some course time
- has demonstrated consistent progress towards completion of all course requirements and would have met them all if time had not been missed
- has shown evidence of meeting most of the course requirements, with work required to complete only one or two areas
- has a reasonable chance of meeting the requirements in the time designated

In such situations a Collaborative Agreement will be developed with the student and it is expected that the student will complete the requirements within the specified time frame. Upon successful completion of the requirements within the specified time frame, the "I" grade will be changed to reflect a passing grade. A failure will result if the contract is not fulfilled on time and as specified.

Compulsory Withdrawal Grade <http://camosun.bc.ca/calendar/current/pdf/academic.pdf>

COMMUNICATION/CONFLICT RESOLUTION

If a student has an issue of concern:

- Step 1 Clearly identify the issue
- Step 2 Gather the facts
- Step 3 Plan what you want to say (Perhaps have an example in mind)
- Step 4 Create an opportunity to discuss the issue privately with the individual involved. Do this at a time when you are emotionally in control.
- Step 5 During the meeting:
 - use normal, neutral conversational tones
 - discuss the facts and check your assumptions
 - use "I" statements
 - be specific, straightforward, descriptive and direct
 - focus on the issue and not the person involved
 - attempt to understand the other's perspective

If the issue involves a faculty or staff member, the student is encouraged to meet with the individual and attempt to resolve the problem. Students may choose to seek assistance from a counselor or the College Ombudsman, available through Camosun College, to discuss their concerns first. The student may also choose to discuss the issue with the Program Leader.

- Step 6 If the issue cannot be resolved through the above channels students may arrange an appointment with the Program Chair.
- Step 7 If the issue is still of concern to the student, an appointment can be arranged with the Associate Dean or Dean of Health and Human Services, although it is hoped that issues can be resolved at the program or department level if possible.

Please remember that Camosun College has the following services available to students:

- COUNSELLING SERVICES
- COLLEGE SAFETY
- OMBUDSPERSON
- LEARNING SKILLS

More information about these services can be found in the 'At Your Service' brochure, on the College website, or in the Calendar.

If the issue is concern about a final grade or any imposed discipline, the Student Appeals Policy can be found on the Camosun College website:

<http://www.camosun.bc.ca/policies/Education-Academic/E-2-Student-Services-&-Support/E-2.4.pdf>

Policy Supporting Document:	E-2.5.1
Policy Holder:	Board of Governors
Established by Education Management Team:	March 25, 2008

PLAGIARISM: DEFINITION AND CONSEQUENCES

Representing the work of others as your own is plagiarism. Quote and cite sources in a way that gives proper credit and avoids plagiarism. When in doubt about how to acknowledge a source, consult your instructor. Plagiarism includes, but is not limited to, the following:

1. Submitting an entire assignment (e.g., paragraph, essay, report, lab report, technical drawing, exam, etc.) written by someone else. This is plagiarism even if you make revisions to the original work.
2. Submitting an assignment in which you have copied or cut and pasted one or more passages from one or more other works or an internet site without enclosing those passages in quotation marks *and* providing clear, correct citations for those passages.
3. Submitting an assignment in which you take one or more ideas from another work(s) without citing them, even when you reword or put those ideas in your own words (that is, paraphrasing them). You *must* provide clear, correct citations for theories, arguments, facts, stories, or other information that you did not come up with on your own.
4. Submitting an assignment that an editor or tutor, whether amateur or professional, has partially or entirely rewritten for you. A tutor is not a copy editor. A tutor's role is to explain general principles of writing, grammar, syntax, punctuation, and spelling.
5. Submitting a group project which contains plagiarism. It is the responsibility of all members of the group to monitor the progress of the work to ensure that plagiarism does not occur.

Consequences for Plagiarism

Camosun College's Student Conduct Policy covers both academic honesty and student behaviour. Note that the consequences for Plagiarism are those listed under Academic Dishonesty within the policy.

IMMUNIZATION REQUIREMENTS

Immunizations may be compulsory in some programs and highly recommended in others. Some practicum agencies may require the student to show proof that immunizations are current. **Students are responsible for maintaining their own personal record of all immunization and booster information.** People who work in health related fields are at risk for exposure to communicable diseases. Maintenance of immunity against vaccine-preventable diseases is essential to safeguard your health and the health of your clients. A TB test and flu vaccination are highly recommended and are available at your local health clinic or through your physician at no cost.

1. TB Screening

All students in the Continuing Care, First Nations Family Support Worker and Nursing programs are **required** to have baseline TB screening done at the beginning of their program. TB screening is highly recommended for students in the Mental Health programs, Community Support and Education Assistant and Dental programs.

TB screening will include a Mantoux test unless:

- a) The student has had TB in the past or:
- b) The student has had a reaction to a Mantoux test, i.e. the result is larger than 30 mm with blistering over the site of injection

These students will be asked to make an appointment at the TB clinic for a chest x-ray and a TB physician interview (possibly a 1-2 week wait). Students who are pregnant, or who have had a chest x-ray in the last six (6) months, or who are currently under investigation/treatment for TB will be exempt from a chest x-ray.

Mantoux reactions may be suppressed during febrile illness, measles, HIV infection, live virus vaccination, Hodgkin's Disease, active pulmonary forms of TB and during or after the use of corticosteroid medications.

Students will be asked if they fall into one or more of these categories, as it may be prudent to postpone or forego the test at the time of the screening.

* Note: Pregnancy and/or previous BCG vaccination are not contraindications to Mantoux testing.