



*Your dreams. Our mission.*

# **DIVISION OF HEALTH SCIENCES**

## **STUDENT HANDBOOK AND POLICY MANUAL**

Revised for fall 2011 programs

**Division of Health Sciences Student Handbook and Policy Manual  
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# SECTION I

## INTRODUCTION AND OVERVIEW

The purpose of this handbook is to provide to students, the college community, and the general public essential information about the educational and behavioral performance requirements expected of individuals entering the health professions. Because students enrolled in their programs provide direct care to patients, there is an inherent risk of harm if their performance is not acceptable. Therefore, DHS has developed specific policies and procedures, in addition to those already established by the College, that govern student matriculation in their respective programs.

Each student is issued a copy of the Division of Health Sciences Student Handbook and Policy Manual after admission to their respective program. **It is the responsibility of the student to be familiar with and abide by the policies contained in this manual and in the College Catalog and Student Handbook and Planner.** Program specific policy amendments, supplements and requirements are contained in the program addenda. At the beginning of each course, the faculty member(s) will distribute a course syllabus. Students should refer to the course syllabus for additional policies including but not limited to: attendance, assessment instruments, make-up requirements, and criteria for successful completion.

Admission to one of the programs offered in the Division of Health Sciences (DHS) is the first step toward entering an exciting, rewarding career. In order to be successful in any Health Sciences program, engagement in the educational process is essential. Becoming a caring, competent health care professional requires a major commitment of time, energy, and focus of one's efforts toward the needs of clients. This selfless dedication is what makes true professionals stand out. The faculty and administration in DHS are dedicated in their efforts to help students become professionals and meet their educational and career goals.

Clinical agencies, hospitals, and facilities providing education to students may have policies and procedures in addition to those in this handbook.

## **DIVISION OF HEALTH SCIENCES MISSION STATEMENT AND OVERVIEW**

### **Mission**

The mission of the Division of Health Sciences is to prepare graduates to provide professionally competent, safe, ethical, compassionate healthcare and become life-long learners in their field.

### **Philosophy**

Administrators, faculty and staff within the Division of Health Sciences believe that education is a life-long endeavor where students are at the center of the learning continuum. Students ultimately become life-long learners when engaged in teaching and learning environments that help them to achieve their personal and professional goals. We believe that all students have the ability to learn. Students are encouraged to identify their preferred style of learning, determine strengths, and realize their potential. Students who develop the ability to think critically will be better equipped to learn new skills, acquire knowledge, and understand the attitudes and behaviors required to succeed in their field of study. Therefore, we believe the goal of the educational process is to teach for understanding and expand the view of the learner.

We believe that healthcare education requires a commitment to diversity, leadership, collaborative partnerships, and evidence-based practice. Accordingly, we are committed to a systematic review process to ensure programs maintain the highest standards and are reflective of current practice. All healthcare professional programs represent blend of theory and reflective clinical practice that embraces cross-cultural beliefs and values.

Graduates from the Division of Health Sciences have the ability to respond to healthcare needs within local, national, and global environments. All healthcare professionals have the responsibility to ensure that quality healthcare is provided by engaging in effective leadership and social advocacy initiatives.

### **Core Values**

Aligned with the Core Values of the College, the Division of Health Sciences believes that:

- Quality education in all health programs is based on current standards of practice, use of technology, and application of contemporary pedagogy.
- Students have the potential for success when academic and personal support services are provided throughout the educational process.
- Communication and team work are an integral part of the learning and working environment.
- Appreciation of diversity becomes the foundation for understanding and embracing the richness of differences in opinion, ethnicity, culture, and lifestyle.
- Change is embraced by a willingness to accept new ideas.
- Education becomes a pathway that fosters lifelong learning.

**Division of Health Science Goals:**

1. Prepare students for employment in a specific health career field.
2. Maintain external accreditation of individual health science programs.
3. Establish academic benchmarks that assess student learning.
4. Promote engagement in community service activities.
5. Utilize a systematic evaluation process to maintain the highest current standard of practice.

**Division of Health Science Effectiveness:**

1. 85% of students who enter health science programs will finish.
2. 85 % of the students are satisfied with their health science program.
3. 88% of the students who take a certification or licensure exam will be successful on the first try.
4. 95 % of the students will find employment in their respective health fields within six months after graduation or completion of program.
5. 100% of specific health science programs will maintain external accreditation.

September 9, 2009; revised October 16, 2009; revised November 13, 2009; revised January 27, 2010, March 24, 2010

***MassBay Community College does not discriminate on the basis of sex, religion, color, race, sexual orientation, age, national origin or disability in all of its educational programs, activities or employment policies, as required by Title IX of the 1972 Education Amendments and other federal and state anti-discrimination laws. MassBay makes a serious effort to represent a diverse group of students, faculty and staff, and to promote a climate of acceptance for minority groups.***

***If you have any questions about compliance with the Title IX, please contact the MassBay Community College Affirmative Action Officer in the Human Resources office at the Wellesley Hills Campus.***

## **DIVISION OF HEALTH SCIENCES PROGRAM ACCREDITING AGENCIES**

### **Associate Degree Nursing**

National League for Nursing Accrediting Commission, Inc. (NLNAC)  
3343 Peachtree Road NE, Suite 500  
Atlanta, GA 30326  
www.nlnac.org  
Phone: 404-975-5000

### **Massachusetts Board of Registration in Nursing (Approved)**

239 Causeway Street, 4<sup>th</sup> Floor Suite 417 A  
Boston, MA 02114  
www.mass.gov/dph/boards/rn  
Phone: 1-800-414-0168 or 617-973-0900

### **Radiologic Technology**

The Joint Review Committee On Education in Radiologic Technology (JRCERT)  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
www.jrcert.org  
Phone: 312-704-5300

### **Emergency Medical Technician and Paramedicine**

The Massachusetts Department of Public Health  
Office of Emergency Medical Services (OEMS)  
99 Chauncy Street, 11<sup>th</sup> Floor  
Boston, MA 02111  
<http://www.mass.gov/dph/oems>  
Phone: 617-753-7300

### **Surgical Technology**

The Commission for Accreditation of Allied Health Education Programs (CAAHEP)  
1361 Park Street  
Clearwater, FL 33756  
www.caahep.org  
Phone: 727-210-2350

### **Practical Nursing**

Massachusetts Board of Registration in Nursing (Approved)  
239 Causeway Street, 4<sup>th</sup> Floor Suite 417 A  
Boston, MA 02114  
www.mass.gov/dph/boards/rn; Phone: 1-800-414-0168 or 617-973-0900

# SECTION II: Division of Health Sciences Policies

## SECTION A: ACADEMIC POLICIES

### A.1.0 Attendance

It is important to your academic success that you attend all classes in which you are enrolled and make up any work due to absences. For each course, your instructor will establish policies regarding class, clinical, and/or laboratory absences, and make-ups (if any), and will include these policies in the course syllabus. Your course instructor has full and final authority to allow make-up work and/or absences. If you miss more than five (5) class hours, your instructor has the right to withdraw you from the course by notifying the Registrar. Frequent tardiness and absenteeism is not tolerated in the health care professions or by the DHS faculty.

As a student in a Health Sciences program at MassBay, you must follow policies that have been developed to meet the requirements of the appropriate accrediting agencies. To ensure your successful completion of the program and accreditation requirements, attendance in all health programs is mandatory for classes, laboratory sessions, and clinical rotations.

If you have clinical clock hour requirements, you should speak with your instructors about class and clinical attendance policies. Absences may be cause for program withdrawal. Students who demonstrate a pattern of tardiness or absence will receive a counseling notice regarding the attendance policy.

**NOTE:** When taking courses in other Academic Divisions you are to follow the attendance policy set forth by that Division's faculty

### A.2.0 Student Progress

**Students are advised that it is important to purchase the required textbooks and read all assigned chapters to be successful. Textbooks contain copy written material, and photocopying it is illegal.**

To be considered in "good standing" within any of the DHS programs, students are required to achieve a minimum grade of 73 (C) in each Health Sciences Program course except for all nursing courses where the passing course grade is 75% (C) and the EMT and Paramedicine courses where the passing course grade is 77 % (C+). In science courses with a BI or CH prefix the passing grade is 73 (C). Students must pass all segments of courses (theory, laboratory, and/or clinical) in order to be successful in that specific health course.

Students whose grade is below a 75 for nursing, 77 for Para-medicine and EMT and 73 for all other health science courses in theory, clinical or laboratory courses at mid semester will receive a midterm warning consistent with the College's policy. Students who receive a midterm warning are required to make an appointment with the faculty responsible for the course to develop a learning remediation plan.

Students must successfully complete all required prerequisite and co requisite courses to continue in a Health Sciences program. It is the professional responsibility of each student to

insure adequate preparation for all program, course, lab, practicum and/or clinical requirements.

**Incomplete Grades:** Should a student not complete all course requirements within the last two weeks of the semester but provides evidence of making significant progress toward such completion, he or she may submit a written request to the Health Professions instructor to receive an incomplete (I) grade. In each case in which an Incomplete is requested, the circumstances must be compelling and beyond the control of the student. The Incomplete will not be awarded in cases of neglect on the part of the student nor will it be given as a substitute for a failing grade. At the instructor's discretion, the "I" grade may or may not be awarded.

Incomplete grades may be given only in the following circumstances:

- The student must be in good academic standing in class, laboratory, and clinical;
- Attendance has been satisfactory;
- Illness, accident, or other extenuating circumstances prevent the completion of required work;
- Documentation has been provided by the faculty;
- Required work may reasonably be completed in an agreed-upon time frame, no later than the beginning of the next semester.

Instruction to Students:

To request an Incomplete grade, complete section I of the "Request form" and submit it, along with forwarding documentation, to your instructor. A copy of this form is included on page 34.

The instructor will specify the terms and conditions for making up the coursework in section II of the request form. Signed forms will be sent to the Dean for approval. The Dean will forward all approved forms to the Registrar for processing.

When the coursework is completed and with the Dean's approval, the instructor will submit a "Change of Grade Form" to the Registrar's Office.

If the "I" grade is granted, conditions for completion of course requirements will be stipulated in a written agreement to be signed by the instructor, the student, and Dean of the Division prior to the start of the next course in the program sequence. Students who do not resolve their incomplete grade will receive an 'F' and will not progress in the program.

### **A. 3. 0 Testing Policy**

The specific testing policy for courses is found in the syllabus for each course. Any appeal of score/grade on an examination must be submitted in writing to the instructor within one week of the administration of the test. If a student must leave the room during the test, all test materials must be returned by the student to the testing proctor prior to leaving the testing room. Failure to comply with this stipulation may result in a failing grade for the test.

### **Test Review**

Tests or exams may be considered “Secured” and will not be given to the student to keep after the exam is completed. These tests will be kept on file in the appropriate program office. Specific Health Sciences programs have test review policies. If a test review is permitted, it will be monitored by course faculty.

### **Make-up Exams**

Students are expected to be present for all exams. The faculty recognizes that illness and emergencies occur and may, at their discretion, allow the student to take a make-up test / exam. Students must notify the faculty prior to the exam time and provide reasons and documentation for the absence. The student must contact the primary course instructor on the day he/she returns to request a makeup exam and, if approved, arrange for an exam date. Faculty have the right to ask for documentation verifying the illness or emergency as part of their decision process to allow or deny a retest. A different examination will be administered.

During exams, the following rules apply:

1. All books, purses, tote bags, cell phones and other electronic devices, etc., will be placed in a designated area and remain there during the exam.
2. Dictionaries of any kind may not be used during an examination.
3. The student’s name must be recorded on all test materials and Scantron forms as appropriate.
4. If a Scantron form is used, any erasures must be thorough for accurate scanning.
5. If a test review is offered, exam papers must be returned to faculty afterwards.

### **A. 4.0 Performance Notification**

Students who are not performing satisfactory in any laboratory or clinical setting will receive a performance notification. The performance notification form can be found on page 33 of this handbook. The instructor will use the clinical objectives or competencies to determine the areas of weakness and what remediation is needed to become compliant in meeting student learning outcomes. Repeated performance notification may lead to a failing grade. Students are expected to complete all learning outcomes by the end of the course. Infractions of the policies, performance codes or inadequate levels of academic/clinical performance may be communicated to the student through the written warning. Record of such written warning shall be entered into the student’s file. The DHS Performance Notification is included as Appendix F.

### **A.5.0 Student Grievance Procedure**

The student grievance procedure is described in the current MassBay Community College Student Handbook ([www.massby.edu](http://www.massby.edu)).

### **A.6.0 Grade Appeals**

The first step in the grade appeal process is to contact the faculty member in writing, within 30

days after the grades are posted stating, that you would like a review of course grades. Grade appeals are to determine if there are any mathematical errors in computing the final course grade.

The student grade appeal process is described in the current MassBay Community College Student Handbook ([www.massby.edu](http://www.massby.edu)).

## **SECTION B: READMISSION AND APPEAL OF DISMISSAL POLICIES**

### **B.1.0 Readmission Policy**

Students who have been dismissed or who have withdrawn from any program within the Division of Health Sciences at MassBay Community College will be considered only once for readmission to the same program. Students who have not been successful in one health science program can apply for admission to a different health program only once if they have an overall College GPA of 2.0 or better.

Application for readmission must be made within 12 months of withdrawal or dismissal from the original program. Readmission application deadlines are February 1 for the fall semester and June 1 for the spring semester. Qualified candidates will be selected from a readmission pool and based on the seat availability for that course and/or program.

Based on specific course/program requirements and accreditation standards, students may be required to retake courses, take competency exams or skill testing prior to readmission, even if courses have been completed successfully. Should the student not attain a passing grade on skill or competency testing, they will be required to retake course(s) in its entirety.

Students who meet the following criteria are **ineligible** for readmission to Division of Health Sciences programs:

- Dismissal or withdrawal from a restricted health science program with a GPA of less than 1.3 (67) in that health science program courses.
- Dismissal or withdrawal from a program for reasons of “clinically unsafe practice/behavior” as defined in the DHS Student Handbook and Policy Manual (please see E.14.0).

### **B.2.0 Medical Leave Policy**

Students who leave a course mid-semester with verified medical or family illness documentation will be withdrawn from the course but not the restricted health science program. Students who are granted a medical or family leave will be accommodated in the subsequent offering of that course, after first providing medical documentation approving their participation. Students will have 12 months to be re-instated in the withdrawn course for medical reasons. If additional time is required, the student will be withdrawn from the health science program and if eligible, provided the process for readmission. Students coming back from medical leave will be required to pay tuition for all enrolled courses. Students are only eligible for medical leave during a semester. Medical leaves will not be granted once the course is completed and/or grades have been issued.

### **B.3.0 Grounds for Immediate Dismissal**

Demonstration of any of the following actions or behavior will result in immediate dismissal from a Division of Health Sciences program:

1. Behavior that threatens the health and safety of clients, students, faculty, or college staff.
2. Academic dishonesty or plagiarism.
3. Impairment due to alcohol or drugs.
4. Behavior or actions that engage in or condone discrimination on the basis of race, gender, age, citizenship, religion, national origin, sexual orientation, or disability.
5. Violation(s) of client confidentiality (HIPPA policies).
6. Patient/client abandonment.

### **B.4.0 Appeal of Dismissal from Division of Health Sciences Programs**

A student has the right to appeal a dismissal from an Allied Health or Nursing program related to academic or affective domain infractions as outlined in the Division of Health Science Student Handbook, appropriate program addendum, and/or course syllabus should the student believe they were unfairly dismissed.

The following information outlines the appeal process accordingly.

Students have ten (10) days from the date on the dismissal letter to appeal the decision.

#### **Step 1**

The student must submit, in writing, reason(s) why he or she believes the decision was unfair, reason(s) why the student should be reinstated, and any additional information or documentation that would support the appeal. The information will be sent to the Dean, Division of Health Sciences.

#### **Step 2**

A committee of designated College representatives will meet to determine the merits of the student's request to overturn the dismissal and for reinstatement into to the appropriate Allied Health or Nursing program.

#### **Step 3**

A letter will be sent to the student in question regarding the decision. The decision of the committee is final.

The Appeals Committee will include three Division of Health Sciences faculty members, and the Dean of Health Sciences. If a nursing student has been dismissed, the Director of Nursing may sit on the committee. Alternate members may be added as appropriate.

## **SECTION C: PROFESSIONAL BEHAVIOR**

## **C. Division of Health Sciences Code of Student Conduct: Professional Integrity / Behavior Policy & Affective Domain Competencies**

### **Overview**

Consistent with the mission of DHS is the expectation that students will exhibit the highest standards of professional behavior. These expectations are inclusive of professional behaviors defined throughout this document, and in particular within the Professionalism and Affective Domain Competencies. Each student is required to conduct himself/herself with honesty, integrity, and in a professional manner while in the classroom, laboratory, clinical or practicum setting. Students are expected to follow the policies and procedures of The College's Code of Student Conduct in the Student Handbook and Daily Planner and the Competencies listed below.

The patient/client has the right to expect that he/she will be taken care of by a competent and professional health care practitioner. This is aided when the individual:

- maintains an appropriate appearance as defined within the student's respective program
- employs appropriate physical proximity and professional contact.
- uses appropriate verbal and non-verbal communication.
- exhibits appropriate language and forms of address. Doing so helps to ensure that:
  - the possibility of misunderstanding of behavior is kept to a minimum.
  - communication process is efficient and accurate.
  - working relations are positive and productive.

### **C. 1. 0 Affective Domain Standards**

As part of the educational process, students in DHS will be expected to demonstrate that they have learned what is required to competently perform the duties of an entry-level health care provider. There are three main component areas into which learning can be categorized: Cognitive, Psychomotor, and Affective. All three areas are equally important and interrelated. When most people think of education, they usually refer to the first two of these areas, Cognitive and Psychomotor, where students learn their facts and theories, as well as practice performing tasks, skills, assessments, etc. Equally important in the student's professional development is the Affective Domain, which includes evidence of appropriate attitudes, beliefs and values. A balanced education requires that all three components be demonstrated. The faculty has developed multiple criteria to assess the Affective area, and can address the Affective domain by:

- 1) informing the student of what faculty value as important.
- 2) informing the student of the observable behaviors that will be used to assess demonstration of appropriate skills in the Affective domain.
- 3) assessing the degree to which student behaviors and actions demonstrate "professionalism" as determined by the professional standards established for each profession

The faculty has identified the most essential elements for demonstration of competency in the Affective domain. These are grouped into one or more of the following areas indicative of

“professionalism”.

**ACCOUNTABILITY:** Individuals demonstrating this behavior accept full responsibility for their actions. The student is expected to:

- 1) accept full personal responsibility for satisfactory completion of all duties and assignments by designated due dates.
- 2) accept the consequences for actions leading to negative results, including the failure to carry out what is expected.
- 3) demonstrate professional behavior by appropriate appearance, communication and competency.
- 4) consistently arrive on time for classes, laboratory sessions, clinical assignments, and practicum.

**ADAPTABILITY/FLEXIBILITY:** Health Care Professionals need to change and adapt to the demands of the moment. Whether the particular demands for change are those of the client or a health care facility the student must be flexible in his/her expectations, and seek ways to optimize the quality of care given in any situation. The student is expected to:

- 1) recognize when change in routine is necessary.
- 2) correctly choose the change in performance or approach that is needed.
- 3) practice/develop positive solutions and approaches to new situations or challenges.
- 4) recognize when assistance to peers/co-workers would be helpful, and offers assistance appropriately.

**ASSERTIVENESS:** This characteristic is closely associated with accountability and self-respect. The student is expected to:

- 1) demonstrate behaviors of an independent learner.(i.e., prepares in advance, reads ahead of assigned schedule, does independent research, asks appropriate questions, etc.)
- 2) Actively participate in improving clinical proficiency, striving to maximize the number of cases he/she can safely manage.

**COMPASSION & EMPATHY:** It is crucial that the health care professional keep foremost in his/her mind that a "real person" is receiving his/her care. The student is expected to:

- 1) Recognize and appropriately respond to the needs of the clients, such as:
  - a) Need for privacy and modesty.
  - b) Desire to be recognized and respected.
  - c) Need for relief from possible discomfort and/or pain.
- 2) Accurately assess the degree of discomfort experienced by the client and responds appropriately.
- 3) Appropriately describe what the client may feel.
- 4) Use proper form of address when speaking to clients, staff, physicians and faculty.
- 5) Insure that his/her appearance, behavior and communication contribute to helping the client or patient feel comfortable and confident that the best quality of care is being provided.

- 6) treat all clients, staff, students and colleagues equally, without regard to gender, race, socioeconomic status, religion, or sexual orientation.
- 7) Recognize that the patient is the center of care and has the right to make decisions regarding his or her care.

**DEPENDABILITY:** Because students at DHS assume increasing amounts of responsibility, it is vitally important that they be competent and consistent in the performance of his/her duties. The student is expected to:

- 1) attend classes and clinical/practicum.
- 2) demonstrate awareness of what is expected.
- 3) complete all assigned tasks and responsibilities.

**DILIGENCE:** Diligence is consistent attention to detail and striving for proficiency, rather than minimal competency. The student is expected to:

- 1) submit all assignments in a complete, comprehensive and neat condition.
- 2) submit complete, accurate documentation within appropriate time requirements.
- 3) insure that all appropriate care is delivered.

**EFFECTIVE PROFESSIONAL COMMUNICATION:** Effective verbal and nonverbal communications are essential in dealing with patients/clients, caregivers, members of the health care team, peers and faculty. Accurate communication can be a "life and death" situation in health care. Professional communication will be assessed in many situations including verbal interactions, written documentation, and nonverbal communication.

The student is expected to:

- 1) identify him or herself by name, title, and position to client, families, and staff.
- 2) provide clear and complete client instruction.
- 3) submit documentation in accurate, legible and proper format.
- 4) use appropriate postures, visual contact and gestures.

**HONESTY AND INTEGRITY:** Honesty and integrity are expected of all professionals. The student is expected to:

- 1) admit when he/she does not know something.
- 2) admit when he/she has made a mistake.
- 3) accept credit for only his/her own work in clinical and academic settings.
- 4) maintain academic honesty in clinical and academic settings.

**LEADERSHIP:** It is important for professionals to demonstrate leadership characteristics. The health care professional assumes responsibility for his/her decisions and actions, and for the welfare and care of others. The student is expected to:

- 1) help classmates understand material that he/she has already mastered.
- 2) engage in "self-directed" learning activities associated with the profession, including but not limited to reading and discussing professional journals and articles in the media.
- 3) serve as a role model.

**RESPECT FOR OTHERS AND SELF:** The professional places the needs and desires of those entrusted to his/her care above his/her own. The student is expected to:

- 1) maintain strict bounds of client/patient confidentiality.
- 2) refer to clients, staff, and faculty by proper title, name, or form of address.
- 3) seek ways to be helpful to others.
- 4) respond appropriately to correction and constructive criticism from instructors, supervisors and others in authority.

**TEAMWORK:** A health care facility relies on the coordinated activities of all individuals working in the department. The student is expected to:

- 1) accurately describe his/her role as a team member.
- 2) identify when others may need help/assistance and volunteer assistance
- 3) find ways to improve the overall efficiency, effectiveness and/or accuracy of his/her own performance.

**Each program will assess individual students for any or all of those behaviors listed above. If a student does not demonstrate these behaviors at appropriate levels in all domains it may negatively affect his or her grade and/or ability to complete the program.**

### **C. 2. 0 Affective Domain Standards of Performance Warning Policy**

Students enrolled in programs in the Division of Health Sciences (DHS) are ambassadors of the College and DHS and are expected to adhere to all Affective Domain Standards and demonstrate competency in all aspects of “Professionalism”. Failure to demonstrate competency in one or more areas will result in receipt of an Affective Domain Standards of Performance Warning. A copy of this form is included on page 32 of this handbook. An Affective Domain Standards of Performance Warning may be issued as a result of behavior exhibited in any area of the academic environment including but not limited to the classroom, laboratory, clinical settings, and/or on the premises of the MassBay campuses as well as any public forum including electronic media. A student may also receive an Affective Domain Standards of Performance Warning as a result of a written report received from a representative of a clinical agency and/or preceptor. A student who receives an Affective Domain Standards of Performance Warning will be advised to refer to the current version of the *Student Handbook & Daily Planner* and will be encouraged to explore all College resources.

Affective Domain Standards of Performance Warnings are cumulative and will remain in a student’s permanent file in DHS. A student who receives a total of three (3) Affective Domain Standards of Performance warnings will be referred to a review committee appointed by the Dean of the Division to determine if a student will be withdrawn from the program in which he or she is enrolled.

Students who are dismissed due to repeated Affective Domain Standards of Performance violations will receive a grade of “F” in current health science courses. Egregious acts will result in the issuance of a grade of (F) and the immediate dismissal from the program, superseding the steps of this policy and will be referred immediately to the review committee appointed by the

Dean of the Division of Health Sciences.

A student who is withdrawn after receiving his or her third Affective Domain Standards of Performance Warning may reapply to a program within DHS if deemed eligible by the review committee appointed by the Dean of the Division of Health Sciences.

A student seeking readmission may be asked to provide documentation of behavioral remediation during the readmission process. Previous Affective Domain Standards of Performance Warnings of will not be counted against the student who is readmitted to a program within DHS. A student who receives any number of Affective Domain Standards of Performance Warnings and who is determined to be “clinically unsafe” is not eligible for readmission (*Sect. 2E 14.0 of the Clinical Practicum Policies*).

### **C. 3. 0 Affective Domain Standards of Performance Warning Process:**

**Notice of First Violation:** The student will meet with the faculty member who is issuing the warning within two (2) business days of the violation and/or notification by a clinical agency or preceptor. The faculty member will review the warning document with the student and provide a written Professional Behavioral Remediation Plan. The student will be expected to adhere to the Professional Behavioral Remediation Plan. A copy of the document will be provided to the student, Program Chair, and faculty advisor.

**Notice of Second Violation:** The student will meet with the faculty member who is issuing the warning and the Program Chair within two (2) business days of the violation and/or notification by a clinical agency or preceptor. The faculty member and Program Chair will review the warning document with the student. The student will be asked to submit a written document explaining why his/her behavior was unacceptable. The faculty member and Program Chair will provide a written Professional Behavioral Remediation Plan. The student will be expected to adhere to the Professional Behavioral Remediation Plan. A copy of the document will be provided to the student, the Program Chair, and faculty advisor.

**Notice of Third Violation:** The student will meet with the faculty member who is issuing the warning and the Program Chair within two (2) business days of the violation and/or notification by a clinical agency or preceptor. The faculty member and Program Chair will review the violation with the student and will forward all relevant information to the Dean of the Division of Health Sciences who will convene a review committee within 10 business days. The committee will decide whether the student should be withdrawn from the program.

Any student who is dismissed from a program due to receipt of three Affective Domain Standards of Performance Warnings has the right to appeal the dismissal under the Division of Health Sciences Appeal Process for Dismissal policy.

### **C. 4.0 Cell Phone Policy**

In keeping with the affective domain competency “**respect for others and self**” above, the Division of Health Sciences adheres to the following policy regarding usage of cell phones during class time:

- Cell phones will be off during all class and lab time.
- Students and instructors will not make or receive cell phone calls during class and lab time.
- Students and instructors will not send or receive text messages during class and lab time.

In the case of an emergency where it is *vital* that the student or instructor keep a cell phone turned on, it should be in vibrate mode, and should be answered outside of the classroom or lab. *It is the student's responsibility to notify the instructor before the start of class that an emergency call is due and that the student's cell phone will be on. It is the instructor's responsibility to notify the students of this situation before the start of class that an emergency call is due and that the instructor's cell phone will be on.*

Texting, sexting, gaming, or use of a cell phone for any purpose during a class or lab other than for an emergency situation as stated above, will result in the student being asked to leave the class or lab for the remainder of class/lab time. The student is responsible for the material missed as well as for making up the time missed in class/lab. In addition, the student will receive a written warning indicating that the affective domain competency was not met.

### **C. 5. 0 Snow/Weather Emergency Policy**

If the College closes due to inclement weather or for any other reasons, all classes, clinical, and laboratory classes are cancelled. The student handbook and the College website ([www.massbay.edu](http://www.massbay.edu)) provide information regarding the various communications methods used by the College to notify everyone about the closure of the College and course cancellations.

Students are expected to attend their regularly scheduled classes, clinical and practicum when the College is open and no official announcement has been made to close the College or cancel classes.

Students who believe that conditions are unsafe for travel to class or clinical/practicum must call their instructor and the clinical agency to explain why they are not able to attend the regularly scheduled class or clinical/practicum.

If a student and faculty member arrive at a clinical site before the school closing is announced, students and faculty will remain at the clinical site until the closing is announced. Students will be expected to leave the agency, as soon as it is feasible to do so, after the closing announcement is made. Any student who is in a preceptor clinical experience will be notified of the College closure by each program Clinical Coordinator and/or Department Chair.

If the closing announcement occurs while students are reroute to classes and arrive as the College is closing, students will be expected to return home without attending any classes. Cancellations that occur while classes are in session, students and faculty will be expected to leave the campus as soon as possible after the announcement.

Make-up classes and clinical may occur at the discretion of each specific program within the Division of Health Sciences if the College had to close.



## SECTION D: HEALTH AND IMMUNIZATION REQUIREMENTS

The following forms are due to the Division of Health Sciences Offices on or before August 1<sup>st</sup> (for programs starting in the fall), January 2<sup>nd</sup> (for programs starting in the spring), and May 1<sup>st</sup> (for programs starting in the summer). Failure to submit all of the forms below on time and in the proper format could jeopardize the student's place in his/her program. *Some clinical facilities where students will be assigned may require additional information and/or screenings prior to clinical placement. Examples include submission of social security number; Finger-printing; Drug-testing; CORI checks; CNA Registry Check, and additional immunizations.*

### **Health/Immunization Records**

1. **Physical Examination & Immunization Record for Health Sciences Students** – This is a double-sided form. On one side the student completes his/her personal medical history, and on the reverse side, the student's physician provides documentation of a physical exam and verification that all required immunizations are current. Required immunizations include:
  - a. Measles, Mumps, Rubella (MMR) 2-dose vaccine (or Titer);
  - b. Tetanus/Diphtheria/Pertussis (Td/TDAP) booster within the past 10 years;
  - c. 2-Step Tuberculin Test within the last 6 months or Chest X-ray with documentation of a negative symptom review check;
  - d. Varicella (2-dose vaccine or Titer);
  - e. Hepatitis B 3-dose vaccine series **and** a Titer 1 – 2 months following completion of the series **or** a Titer if a previous Titer is more than five years old; and
  - f. Seasonal Influenza vaccine (when available).

*Titers must be submitted on official laboratory reports. The TB test and seasonal influenza vaccine must be updated annually.*

2. **Authorization for Release of Medical Information** -- The Physical Examination & Immunization Record form requires the student's signature authorizing the release of immunization information to clinical affiliating agencies. The College policies regarding student rights will be maintained. The Federal Family Education Rights in Privacy Act of 1974 (FERPA) prevents unauthorized individuals from gaining access to educational records, health records, and disability information. Students must give written permission to release or disclose such information. It is important that the student grant permission for the sharing of any information between the College and Clinical facility that is relevant to the success of the clinical experience.

**EXEMPTIONS:** Students who provide immunization exemption information, including waivers for Hepatitis B and Flu vaccines will be assigned to clinical agencies for their practicum. If the agencies refuse to accept the exemption information provided by the students, the health program is not obligated to find alternate placement agencies. Students must complete all requirements of their health science program.

## **Other Program Requirements**

**4. Technical Performance Standards Form** – This form outlines the physical requirements for most health care professions and requires your signature. Students are strongly encouraged to review these requirements with their health care provider prior to signing and submitting this document.

**5. CPR Certification** – Students must present evidence of successful completion of the appropriate level of CPR (Cardiopulmonary Resuscitation). This certification is required of health care professionals. The CPR certifications that are acceptable for health students are: the “Health Care Provider” from the American Heart Association (AHA), and the “Professional Rescuer” from the American Red Cross or the National Safety Council. CPR certification courses are held at MassBay and throughout the MetroWest and Boston area. CPR Refresher training is required on a basis determined by the agency awarding the successful completion card. **It is the student’s responsibility to insure that a legible copy of your current card is on file in the department and that your card remains in current status throughout your enrollment in the program. Under no circumstances will a certification obtained on the internet meet this requirement.**

**PLEASE NOTE THE FINAL DEADLINES FOR SUBMISSION OF DOCUMENTATION:**  
May 1<sup>st</sup> for summer programs, August 1<sup>st</sup> for fall programs, and January 1<sup>st</sup> for spring programs. **Students who do not submit all documentation in the proper format by published deadlines will forfeit their seat in the Health Sciences program into which they were accepted.**

**CORI and SORI forms** – The student must complete the CORI and SORI forms to authorize a search of records for past criminal or sexual offenses known as CORI (Criminal Offender Record Information) and SORI (Sex Offender Registry Information) and submit a copy of their driver’s license in order to fulfill your clinical/practicum requirements. The CORI and SORI completion process occurs at program orientations at the beginning of Health Sciences programs and during the first or second week of each following semester. If a student shows up late or is absent the day the CORI/SORI check is done, it is his/her responsibility to complete CORI and SORI release forms at the Division of Health Sciences compliance office. CORI and SORIs are conducted each semester for incoming and returning students (fall, spring, and summer).

### **Health Sciences Service Indicator**

Ensuring updated documentation is imperative for compliance in all health programs. Students in Health Science programs must have updated health and CPR documentation on file with the Division. A Health Sciences Service Indicator will prevent a student in a Division of Health Sciences program from registering for ANY courses, including Health Science courses, co-requisites, general education courses, and non-credit courses.

- **Records Deadlines:** The deadlines for submitting health and CPR documentation are August 1<sup>st</sup> for students entering a program in the fall and January 2<sup>nd</sup> for students beginning a Health Sciences program in the spring. Health Sciences Service Indicators will be placed on student accounts after these dates.

- A Service indicator (“Hold on Student Account”) may be placed on a student’s PeopleSoft account 1) as a notice of an upcoming expiration of CPR or immunization documentation or 2) if a student has not submitted the required current health and CPR documentation by published deadlines.
- The Division of Health Sciences will notify students via their MassBay email account that a Health Sciences Service Indicator has been placed on their account.
- Only Division of Health Sciences personnel, currently the Dean and Clinical Compliance Coordinator located on the Framingham Campus, can place or remove a Health Sciences Service Indicator.
- Health Sciences Students are responsible for making sure that the Division has current immunizations and CPR certification on file with the Division of Health Sciences. It is Division policy that students whose records are incomplete, have immunizations that are not current, or whose CPR has expired will not be able to attend clinical rotations and will accrue clinical absences. The Health Sciences Service Indicator does not replace or alter this policy.
- Students who do not meet the required deadlines for submitting compliance paper work will be withdrawn from their respective health science program.

## **SECTION E: CLINICAL/PRACTICUM POLICIES**

### **Introduction & Definitions**

The purpose of this section is to present those policies and procedures which are most relevant to the clinical/practicum component of the programs. **The information contained in this handbook is subject to revision. Students will be given written notice of any amendments or revisions.**

The policies and practices are in addition to those stipulated in official College publications, the didactic policies portion of this handbook, and specific program course syllabi. **It is the policy of the College to reserve the right to add, withdraw, or revise any provision or requirement.**

To promote understanding of the scope of this handbook, the terms clinical, clinical fieldwork, clinical affiliations, and clinical rotations are used interchangeably and refer to the required clinical experiences of each of the programs.

Terms used for the various individuals involved with clinical education in the Health Programs include:

- **Clinical Instructor:** This term refers to any person recognized by the program as having the responsibility to supervise and assess the performance of any student while on clinical. This term is used interchangeably with **Clinical Supervisor, Clinical Faculty, Faculty and/or Clinical Preceptor**. Either the college or the clinical site may employ the individual with this title, dependent upon the program.
- **Clinical Coordinator (CC):** This term refers to the college faculty member responsible for securing and/or assigning clinical placements, and for assessing the student's clinical performance. Other terms used to describe this individual include: **Academic Fieldwork Coordinator (AFC), and Clinical Coordinator (CC)**. In the case of the ADN and PN programs the CC is the Program Chair.
- **Center Coordinator for Clinical Education (CCCE):** This term refers to the person employed by the clinical site whose responsibility it is to coordinate and supervise the clinical program at each site. Other terms used to describe this individual include: **Clinical Site Supervisor (CSS) and/or Clinical Instructor (CI)**.
- **Preceptor:** This term refers to the person on staff at clinical facility who supervises and instructs students in clinical experiences.

**Individual clinical sites may use different titles for those serving in the above positions within their institution. Refer to program appendices for this information.**

## SECTION E: CLINICAL/PRACTICUM POLICIES

The clinical experience(s) is integrated within the overall program requirements. It provides practical experiences that augment laboratory and classroom learning and facilitates the transition from student to health care practitioner.

### **E 1.0 Professionalism**

The student will adhere to all accepted standards, policies, procedures, rules and regulations of the College, DHS, the program, the clinical site, and his/her profession's code of conduct. The student's performance and behavior must be safe and appropriate at all times. **Refer to the Professionalism and Affective Domain Competencies and the program appendices for professional codes of conduct specific to each program/profession.**

### **E 2.0 Confidentiality**

Of equal importance to the confidentiality of student records is the unequivocal requirement to preserve the confidentiality of any and all patient / client medical information. It is the moral, ethical and legal responsibility of health professionals, and DHS students to insure that any and all medically related information is held in confidence. Client information should only be shared with appropriate clinical personnel within the context of that personnel's need to know for delivery of quality care. Students are required to adhere to any and all such policies while in the clinical environment. All students are required to complete patient privacy training (HIPPA) prior to clinical.

### **E 3.0 Health Status**

It is the student's responsibility to insure that a completed **Physical Examination & Immunization Record Form** is submitted to and approved by the Division of Health Sciences Office. Failure to submit this information and other required documentation could affect clinical placement and ability to complete your program. Health forms are available at the Division of Health Sciences.

Should the student's health status change in a manner that would restrict clinical participation after he/she has health clearance and has matriculated in a DHS program, he/she **MUST** immediately notify the Department Chair. The student must also submit to the CC a note from his/her primary care provider indicating the nature of the restriction and the date at which the restriction(s) must be imposed. To re-enter the clinical environment, the student must submit a note from his/her primary care provider to the CC affirming the removal of restrictions and the date at which the student can resume unrestricted participation in clinical activities. If a student is unable to resume his/her participation in the program, he/she should refer to the Division of Health Sciences Medical Leave Policy in this handbook

### **E 4.0 Communicable Disease Statement**

Students have an ethical and legal responsibility to maintain a high standard of health. When providing care, the student should routinely and without discrimination take all precautions against exposure and transmission of communicable diseases consistent with the policies and procedures of the clinical site. The DHS student who has a communicable disease must inform the CC and appropriate clinical instructor. Should there be any questions as to potential restrictions or precautions relating to clinical participation, the student may be required to seek

medical advice and documentation from his/her primary care provider.

### **E 5.0 Emergency Care**

The College's contractual agreement with clinical agencies states that emergency care will be provided by the clinical facility if that facility maintains an emergency room. Furthermore, the agreement stipulates that the student will assume the cost of such emergent care. Therefore, students should refer to their health insurance policy for coverage in the event of an emergency in the clinical area.

### **E.6.0 Latex Sensitivity & Allergy Policy**

Latex products are common in the medical environment. Allergic responses to latex can range from irritation and allergic contact dermatitis to the possibility of life threatening anaphylactic shock. Guidelines have been established at MassBay Community College to provide information to potential allied health and nursing program applicants/students who are sensitive to latex.

Latex free environments are seldom available in either clinical or academic settings. Therefore, an individual with a latex allergy/sensitivity wearing alternative vinyl or nitrile gloves is still exposed to latex residue of others working in the area or to latex present in the equipment, models and mannequins. Although latex gloves are the most prominent source of latex allergen, many other products contain latex including, but not limited to:

- Blood pressure cuffs, medication vials, syringe connectors and wound drains;
- Stethoscopes, catheters, respirators, and goggles;
- Oral and nasal airways, surgical masks, and electrode pads;
- Endotracheal tubes, syringes, IV tubing, and tourniquets.

Any student who has or develops symptoms consistent with latex allergy/sensitivity is advised to consult a qualified allergist for evaluation prior to enrollment in the Division of Health Sciences. If a student is already admitted to a Health Science program he/she must consult a qualified allergist for evaluation of latex allergies should signs and symptoms develop. All such evaluations are at the student's expense. If it is determined that a student suffers from a latex sensitivity/allergy and the student desires an academic adjustment, including auxiliary aids or service, or reasonable accommodation due to this condition, the student must contact the College's Office of Disability Services.

As with all matters related to one's health, the utmost precautions should be taken by the student to reduce the risk of exposure and allergic reactions. This may include the carrying of an epi-pen by the individual or other precautions as advised by the student's health care provider. It is the responsibility of the student with a latex sensitivity to understand and acknowledge the risks associated with continued exposure to latex during a clinical education, fieldwork, and healthcare career, even when reasonable accommodations are made and to regularly consult with his/her health care provider.

In an effort to minimize the presence of latex in the Division lab facilities, MassBay Community College will provide latex-free and powder-free gloves in all College lab facilities. Should a clinical agency site NOT provide latex-free gloves, the College will provide latex-free gloves for

clinical use. Additionally, the College is taking the following steps to minimize latex in its lab facilities: 1) replacement of all gloves in use by faculty and students with nitrile or vinyl gloves; 2) maintaining an inventory of products/equipment and supplies in each health science program that contain or could contain latex; and 3) future purchasing of latex-safe supplies and equipment whenever possible.

As with all students in the Division of Health Sciences programs, a student with a latex sensitivity or allergy is required to satisfactorily complete all requirements and technical standards of the program to which they have been accepted.

### **E. 7.0 Blood and Body Fluid Exposure Policy and Procedure** **Occupational Exposure Guidelines**

According to the Centers for Disease Control and Prevention, the primary means of preventing occupational exposure to HIV and other blood borne pathogens is the strict adherence to infection control standards, with the assumption that the blood and other body fluids of all individuals is potentially infectious. The routine utilization of barrier precautions when anticipated contact with blood or body fluids, immediate washing of hands or other skin surfaces after contact with blood or body fluids, and careful handling/disposing of contaminated sharp instruments or other equipment during and after use is recommended.

For more information: <http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5409a1.htm>

### **Faculty & Student Responsibilities**

1. Receive agency/unit orientation regarding infection control policy and post exposure management procedures.
2. Utilize appropriate barrier precautions during the administration of care to all individuals.
3. Utilize appropriate safety devices for the handling/disposing of contaminated sharp instruments or other equipment.
4. Immediately report accidental exposure to blood or body fluids.
5. Initiate immediate intervention of the management of accidental exposure to blood or body fluids.
6. Provide health education to individuals and groups regarding the prevention, transmission and treatment of HIV.

### **Accidental/Occupational Exposure Procedure**

In the event of an accidental/occupational exposure to blood or body fluids, students and faculty should:

1. **Immediately** wash the area of exposure with soap and water.
2. **Immediately** report the incident to instructor and/or supervisory personnel.
3. Complete appropriate documentation according to agency standards and provide a copy of the report to the Division of Health Sciences department chair. Another copy will be kept in the student's file.
4. Complete the Division of Health Sciences' Incident Report. This form is included as an appendix in this handbook; this **must be completed within 24 hours of the incident.**

**PLEASE NOTE:**

1. Decisions regarding post-exposure management, prophylaxis, and follow-up will be at the discretion of individual and his/her health care provider.
2. The injured party will be financially responsible for emergency treatment, prophylaxis and follow-up care resulting from the incident.

**E 8.0 Accommodation for Disability Conditions**

DHS students who request accommodations in lecture, lab, or clinical due to a documented disability must inform the College Office of Disability Resources. The Office of Disabilities Services, the Department Chair and the Academic Coordinator of Clinical Education will determine if the accommodations are appropriate and reasonable. This means that the accommodations do not compromise either the essential duties/student teaching responsibilities at the clinical/practicum site or the requirements of the program's competency based educational equivalents. (See Technical Performance Standards description and form in the Health and Immunization Requirements section of this Handbook.)

**E 9.0 Clinical Sequence and Placement**

- E.9.1 The CC or Program Chair determines the clinical placement of students. The primary consideration in arranging clinical placements is the academic integrity and value of the educational experience. A student shall not be placed at a site if he/she or an immediate relative volunteer or work in a department or unit within that site which is similar to his/her chosen field of study. When possible, advance notice will be given so that the student may make appropriate arrangements and clinical practicum sites may prepare for the student.
- E.9.2 Contacting and arranging for clinical affiliate placements is the purview of the Program Chair and/or CC. Students **shall not** contact a present or prospective clinical site without obtaining prior approval from the CC or Department Chair.

**E. 10.0 Transportation, Housing, and Parking Fees**

The student is responsible for transportation to and from the clinical/student teaching sites as well as any parking fees. For programs with out-of-state clinical/student teaching sites, students are responsible for the cost of housing, transportation, meals, and other expenses unless otherwise provided.

**E. 11.0 Professional Appearance - Dress Code**

While each program may have specific uniform requirements, all programs have the following expectations. The student must at all times:

- E.11.1. appear neat, clean, and well-groomed.
- E.11.2. maintain good personal hygiene.
- E.11.3. adopt a conservative approach to dressing, minimizing jewelry and cosmetic/ fragrances, not wearing clogs, open-toed shoes or sandals, nor extremely loose-fitting or tight clothing.
- E.11.4 wear MassBay student identification pin with name and his/her program of study.
- E.11.5 remove personal pagers and/or cell phones before entering the clinical site.
- E.11.6 limit body piercings to small, post-type earrings. Only one earring in each ear is

permitted. No other body piercing jewelry is permitted in the clinical and laboratory settings.

E.11.7 cover visible tattoos upon request in the clinical setting.

E.11.8 keep fingernails short and clean. Clear nail polish may be worn. Artificial fingernails are not permitted.

### **Refer to individual program appendices for specific requirements.**

#### **E 12.0 Attendance**

Attendance during the clinical affiliation is mandatory. Students are expected to report promptly consistent with the schedule of the site and clinical faculty. It is unacceptable to schedule personal appointments during clinical hours. Tardiness and early departures are also unacceptable. If a student for any reason misses more than one-quarter of the scheduled clinical/student teaching day, he/she will be considered absent for the whole day.

E.12.1 Should illness or any other reason prevent the student from reporting to the clinical facility on time, the student must notify his/her clinical instructor, CC, or appropriate College office at least 30 minutes before the scheduled start of the clinical day. Failure to notify either the clinical instructor or College of an absence is a serious breach of professional conduct.

E.12.2 If a student is ill and in danger of exceeding the attendance policy of his/her program, a note from his/her health care provider must be submitted to the Clinical Instructor at the affiliate and to the CC at the college. The student will not be permitted to resume the clinical experience without a note from the health care provider stating that the student is capable of resuming (without restriction) all activities associated with the clinical education component of the program.

E.12.3 Any clinical skill acquisition or experiences missed due to absence, tardiness, or early departure must be made up at the discretion of the clinical instructor, and approved by the CCCE and CC. The determination as to which alternative assignments and locations may be required to make up missed days/hours and/or substitute for any missed clinical skill acquisition or experiences will be made at the discretion of the clinical affiliate, CC, CI, and/or Dept. Chair at the College.

### **Refer to the appendices for individual program policies and/or syllabi.**

#### **E 13.0 Evaluation of Clinical Performance**

Each program develops instruments and assessments used to evaluate student clinical performance. Refer to appendices for the clinical grading policies for the respective program. The CC /CI/Dept. Chair will issue grades consistent with the policy contained in the College catalog and course syllabus. Grades below “C” (except in ADN and PN programs, which issue “pass” or “fail” grades) are considered failure of any Health Sciences course (including clinical courses or courses which have a clinical experience component), and will result in withdrawal from the course. Students who are having difficulty meeting the established learning objectives of the clinical experience are encouraged to seek prompt advice and/or assistance from the

CCCE, CC, and /or the clinical instructor/faculty to develop a learning plan to address concerns.

E.13.1 Unsatisfactory clinical performance is defined as performance within the clinical environment which demonstrates:

E.13.1.1 consistent pattern of weakness in one or more clinical behaviors/skills objectives

E.13.1.2 failure to demonstrate progressive mastery of clinical behaviors and objectives

E.13.1.3 performance requiring more guidance and instruction than that required by other students at the same level.

If a student does not comply with the academic, professional, or clinical listed in this policy manual, or the MassBay Student Handbook, a DHS administrator or faculty will issue a written warning. The student must sign the warning. NOTE: **Signature on the warning** does not constitute the student's agreement with the content of the warning. Space is provided for the student to indicate his or her non-agreement and comments. The original signed copy of the written warning will be placed in the student's record and a copy will be given to the respective program chair. Should the student refuse to sign the form, the faculty will obtain a witness signature attesting that the notice was given to the student.

#### **E 14.0 Clinically Unsafe Behavior**

The following are examples of clinically unsafe behavior:

E.14.1 Any incident in which the student's action has or may seriously jeopardize patient care and/or safety. Examples such actions include, but are not limited to:

E.14.1.1 errors of omission/commission in patient care;

E.14.1.2 any pertinent intervention which places another in danger;

E.14.1.3 failure to report changes in patient status promptly;

E.14.1.4 acting outside of the legal and ethical role of the student as defined by professional standards;

E.14.1.5 abusive behavior;

E.14.1.6 not being accurate regarding any personal conditions that may jeopardize patient care or about the student's own learning needs;

E.14.1.7 repeated and/or consistently unsatisfactory clinical performance which compromises quality of care when the student also demonstrates one or more of the following:

E.14.1.7.1 multiple failed assignments, lab assessment scores or didactic average that falls below the acceptable standard set in the course syllabus.

When a faculty member determines that a student has been clinically unsafe,

1. the student will be immediately removed from clinical and lab settings.
2. the student will be notified immediately that they have been given an unsafe clinical grade and will not be permitted to return to clinical or lab. If the student is in another health course with a clinical component, the student will not be

allowed to attend the clinical or lab unless the faculty member and department chair determine that patient safety is not at risk. Written notice by the faculty member will be given to the student documenting the reasons for the clinically unsafe determination.

3. the faculty will notify the department chair and appropriate academic administrator that a failure grade has been issued.

The grade submitted for the course where the unsafe clinical practice occurred will be an F. Any student who receives an F due to unsafe clinical practice will not be eligible for re-admittance to a health program. The student may appeal the unsafe clinical grade by following the Grade Appeal Process described in the MassBay Student Handbook.

### **E. 15.0 Drug Screening Policy**

All current students and those admitted into a Division of Health Sciences educational program may be required to provide proof of a negative nine-panel urine drug screening in order to be eligible for placement in a clinical rotation. Drug screening must be done at an approved testing site within 30 days before the start of a clinical rotation during each clinical semester. Clinical rotation start dates vary by program. Students taking prescription or over-the-counter medications should provide the testing facility with a list of these medications at the time of testing. All cost associated with drug testing is the responsibility of the student. Some health care facilities which provide clinical sites may also have policies on random and scheduled drug-screenings of students. Students must comply with clinical facility policies. If there is a positive drug result from the clinical, students may be withdrawn from the program.

Students who do not successfully complete this drug screening within the 30 day time frame will be withdrawn from the Division of Health Sciences program in which they are enrolled. All drug screening results will be sent to the Dean of Health Sciences in a confidential manner. Students will only be notified if their screening results are positive.

Students who do not pass the drug screening test the first time have the right to request a second drug screening at an approved testing site within the 30-day period prior to their clinical rotation. The student will be notified by the Dean of Health Sciences if the second test is positive. If the second drug test is negative, the student will be placed in a clinical rotation. If the second test is positive, the student will be withdrawn from a health program. The student can appeal to the Dean of Health Sciences for a hearing regarding withdrawal from a health program due to a positive drug screening test.

Any student who is withdrawn from a Division of Health Sciences program due to a positive drug test may reapply based on current College and Division of Health Sciences readmission policies.

## **Division of Health Sciences**

**Please circle your program below, then sign and return as directed.**

ADN Associate Degree Nursing

PN Practical Nursing

PB Phlebotomy

CPT Central Service Material Management

PM Paramedicine

TM Therapeutic Massage

RT Radiologic Technology

ST Surgical Technology

TECHNICAL PERFORMANCE STANDARDS		ADN/ PN	PB	PM	PTA /TH	RT	ST/CPT
MUSCULAR And SKELETAL	Work at areas located at various positions and elevation levels for durations of at least 30 minutes at a time alternating with the need to make frequent changes in body positions	X	X		X	X	
	Maintain a standing body position for a minimum of two hours, while performing work related functions	X	X		X		X
	Transfer and position movement dependent patients from / to various positions and surfaces, such transfer / positioning frequently requiring a minimum of a 50 lb. weight bearing load	X	X	X	X	X	X
	Move / push / pull / reach equipment and accessories of various weights and sizes from a variety of heights to a variety of heights	X	X	X	X	X	X
	Perform CPR on adults, infants, and toddlers	X	X	X	X	X	X
	Detect and distinguish between variations in human pulse, muscle spasm & contractions, and / or bony landmarks	X	X	X	X	X	
	Safely guide patient in ambulation on level as well as inclined surfaces and stairs, often while the patient is using a variety of assistive devices. In either case, guard patient against falls or other injury	X	X		X	X	
	Apply graduated manual resistance to patient's individual muscular actions in order to determine patient's strength or to apply exercise techniques for stretching or strengthening	X	X		X		
	Quickly move from one site to all other areas of the health care facility	X	X	X	X	X	
AUDITORY	Detect and appropriately respond to verbally generated directions and acoustically generated monitor signals, call bells, and vital sign instrumentation output	X	X	X	X	X	X
VISUAL	Detect and discriminate between various human gestures and non-verbal responses	X	X	X	X	X	X
	Detect and discriminate between large and small gradations in readings on dials, graphs, and displays, such detection made at various distances from the source.	X	X	X	X	X	X
	Read printed and computer screen manuscript text	X	X	X	X	X	X
	Discern a patient's physical status at distances in excess of 10 feet and in subdued lighting	X	X	X	X	X	
	Detect and discriminate between the range of image brightness values present on radiographic and computer screen images					X	
MANUAL  DEXTERITY & FINE MOTOR SKILLS	To manipulate/adjust various types of switches, levers, dials, control, and/or hand-held equipment and/or in various combinations	X	X	X	X	X	X
	To hold and use a writing instrument for recording patient history or pertinent information	X	X	X	X	X	X

	Apply gown, gloves, and mask for Universal Precautions when needed	X	X	X	X	X	X
VERBAL	To articulate clearly to a patient in conversational English regarding therapeutic goals and procedures	X	X	X	X	X	X
OLFACTORY	Detect changes in environmental odor and (temperature)	X	X	X	X	X	X
ENVIRONMENTAL	Function within environments which may be stressful due to fast pace, need for accuracy, and distracting sights and sounds	X	X	X	X	X	X
	Recognize that the academic/clinical environment includes exposure to disease, toxic substances, bodily fluids, and/or radiation	X	X	X	X	X	X
	Exhibit social skills necessary to interact effectively with those of the same or different cultures with respect, politeness, and discretion	X	X	X	X	X	X
	Maintain cleanliness of personal grooming consistent with close personal contact	X	X	X	X	X	X
	Function without causing harm to self or others if under the influence of prescription or over the counter medications	X	X	X	X	X	X

Technical Performance Standards Informed Consent

1. I have received, read and understand the meaning of the MassBay Community College Division of Health Sciences.
2. I understand that the Standards indicated, as applicable to my intended program of study, relate to the full array of essential performance competencies inherent to my chosen program of study.
3. I also understand that in order to successfully graduate from the program of my choice, I must be able to satisfactorily perform the tasks listed in the standards.
4. It is my responsibility to submit a request to the College's Disability Services Office should I wish to receive a determination of reasonable accommodation in performing any of the stated standards.
5. Lastly, I understand that there may be instances where a reasonable accommodation for a method of satisfying the required performance tasks may not be possible.

Student Name (print): \_\_\_\_\_ ID# or SSN \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MASSBAY COMMUNITY COLLEGE  
DIVISION OF HEALTH SCIENCES  
PERFORMANCE NOTIFICATION**

Student's Name \_\_\_\_\_

z  
Faculty / Administrator's Name \_\_\_\_\_

Date \_\_\_\_\_

It has come to the attention of the faculty member / administrator named above that your performance has fallen below acceptable standards or your behavior has violated one or more of the policies of the program, division, college and/or clinical affiliate. The specific lapse in performance level / policy infraction is as follows:

If appropriate corrective action is possible, you must satisfy the following expectancies by any dates / time frames specified:

Should you fail to effect the above requirements as stipulated by the dates / time frames stipulated, the following consequence will occur:

FACULTY / ADMINISTRATOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Student Comments:

I agree with the above described assessment and prescribed action: [ ] yes [ ] no

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(NOTE: Student signature indicates only that the student was given this notification, not that the student agrees with the content of the notification.)

WITNESS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(NOTE: Witness signature verifies that this notification was given to the student, but the student refused to sign as required)

**MASSBAY COMMUNITY COLLEGE  
DIVISION OF HEALTH SCIENCES  
COUNSELING RECORD**

**Date:** \_\_\_\_\_

**Student:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_

**Faculty/Staff/Advisor Name:** \_\_\_\_\_

**Program:** \_\_\_\_\_ **Course:** \_\_\_\_\_

**Present at Meeting:** \_\_\_\_\_

**Discussion:**

**Student Comments:**

**Recommendation(s):**

**Referral(s) to College Services?**    **yes**                      **no**

**Faculty/Staff/Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

4/15/10 kcc

**MASSBAY COMMUNITY COLLEGE  
DIVISION OF HEALTH SCIENCES  
AFFECTIVE DOMAIN STANDARDS OF PERFORMANCE WARNING FORM**

**Date:** \_\_\_\_\_ **Student:** \_\_\_\_\_

**Student ID**

#: \_\_\_\_\_

Faculty/Advisor Name: \_\_\_\_\_

Program: \_\_\_\_\_ Course: \_\_\_\_\_

Notice of Affective Domain Violation (Check One): #1 \_\_\_ #2 \_\_\_ #3 \_\_\_

Nature of Violation:

Affective Domain Standard(s) Violated:

Remediation Plan (Violation #1 & #2):

Student Comments:

Faculty/ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy of Document Sent to Program Chair and Advisor:

Program Chair \_\_\_\_\_ Date Copy of Document Sent \_\_\_\_\_

Advisor \_\_\_\_\_ Date Copy of Document Sent \_\_\_\_\_

4/21/10 kcc

**MASSBAY COMMUNITY COLLEGE  
DIVISION OF HEALTH SCIENCES  
ACADEMIC/LAB/CLINICAL ALERT**

Student Name \_\_\_\_\_

Course \_\_\_\_\_

Instructor \_\_\_\_\_

The Division of Health Sciences faculty wants to provide you with the assistance you need to succeed in your program. We are concerned about your progress and urge you to take the step (s) indicated below immediately.

Academic Concern	Attendance / Clinical Concern / Professionalism
<input type="checkbox"/> The grade you earned on Quiz/exam _____ was unsatisfactory  Date: _____ Grade _____  <input type="checkbox"/> <b>WARNING:</b> Your current test grade average indicates you are in danger of not progressing to the next level. Current test average _____	<input type="checkbox"/> You have had one class/lab/clinical absence on _____  <input type="checkbox"/> <b>WARNING:</b> You are in danger of being administratively withdrawn (AW) due to excessive absences  <input type="checkbox"/> Your clinical performance on _____ was unsatisfactory  <input type="checkbox"/> You have violated the Affective Domain Standards of Performance in the classroom/lab/clinical setting on _____

**Recommended Activity:**

- See me in my office after class or during office hours by (date) \_\_\_\_\_ Office # \_\_\_\_\_ Phone: \_\_\_\_\_
- Complete the prescribed remediation lab \_\_\_\_\_ by (date) \_\_\_\_\_
- Attend open lab for review \_\_\_\_\_ skills by (date) \_\_\_\_\_
- See the Academic Tutor for content including math review by (date) \_\_\_\_\_
- Utilize appropriate college resources (counseling/disability) \_\_\_\_\_

---

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Comments:**

Did the student come for help by the date indicated?     YES             NO

**Comments:**

Students Signatures:

**Comments:**

**MASSBAY COMMUNITY COLLEGE  
 DIVISION OF HEALTH SCIENCES  
 REPORT OF EXPOSURE, INJURY, OR INCIDENT  
 To be completed by the clinical supervisor and student**

Name of Individual involved: \_\_\_\_\_

Immediate Faculty/Preceptor: \_\_\_\_\_

Clinical facility where exposure occurred: \_\_\_\_\_

Date/Time of Exposure: \_\_\_\_\_ Type: Needle Stick:\_\_\_\_ Splash:\_\_\_\_  
Mucous Membrane\_\_\_\_\_ Other:\_\_\_\_\_

Describe how the incident occurred: \_\_\_\_\_

---

---

Personal Protective Equipment Being Used \_\_\_\_\_

---

Actions taken (decontamination, clean-up, reporting, counseling, etc.) \_\_\_\_\_

---

---

Date and Time Incident was reported to Infection Control/Occupational Health: \_\_\_\_\_

Name/Title of Individual to whom the incident was reported: \_\_\_\_\_

---

CHECK LIST

Student was provided with the *Division of Health Sciences Blood and Body Fluid Exposure Policy and Procedure*

I have received and read the *Division of Health Sciences Blood and Body Fluid Exposure Policy and Procedure guidelines*. I understand that I have been advised to contact my health care provider for care that is needed as a result of the exposure that has occurred.

\_\_\_\_\_  
Student Name (Printed) and Signature

\_\_\_\_\_  
Date



Incomplete Grade Request Form

**Section I and II** (to be completed by the Student)

Student Name: \_\_\_\_\_ Major: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Semester and Year: \_\_\_\_\_

Instructor: \_\_\_\_\_ Course Name and Number: \_\_\_\_\_

Reason(s) for not completing the course work before the end of term:  Health  Other

Brief description (submit all supporting documentation):

Student Signature: \_\_\_\_\_

**Section III** (to be completed by the Instructor)

Instructor's Name: \_\_\_\_\_

Assignments and/or exams needed to complete this course:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

Instructor's signature: \_\_\_\_\_

Completion Deadline: \_\_\_\_\_

Student's signature indicating acceptance of the terms: \_\_\_\_\_

**Section IV** (to be completed by the Dean)

Dean: \_\_\_\_\_  Approved  Not Approved

**Section V**

Date Received by Registrar: \_\_\_\_\_

Cc. Division Office  
Student, Instructor

# APPENDIX A

## DIVISION OF HEALTH SCIENCES

### PROGRAM GRID

Program	Day	Evening	Weekend	Fall Start	Spring Start	Summer Start	Length of Program	Notations	Credit
Central Processing		X		X	X	X	1 Semester		4 credits Certificate

Program	Day	Evening	Weekend	Fall Start	Spring Start	Summer Start	Length of Program	Notations	Credit
Emergency Medical Technician (EMT)	X	X		X	X	X	1 Semester		6 credits Certificate
Medical Coding		X		X			2 Semesters		27 credits Certificate
Maxillofacial Certificate		X		X			2 Semesters		17 credits Certificate
Medical Office Adm. Asst.		X		X			2 Semesters		23 credits Certificate
Assoc. Degree Nursing	X			X			4 Semesters		71 credits Associate Degree
Assoc. Degree Nursing		X			X		8 Semesters including 2 summers		71 credits Associate Degree
Practical Nursing	X			X			2 Semesters Intercession 1 summer		48 credits Certificate
Practical Nursing		X		X			4 Semesters 1 summer		48 credits Certificate
Paramedicine	X			X			2 Semesters 1 summer		29 credits Certificate
Paramedicine		X			X		3 Semesters 1 summer		29 credits Certificate
Phlebotomy	X		X	X	X	X	1 Semester	8 week classroom currently on Saturday then 180 hr clinical Mon-Fri	7 credits Certificate
Radiology Technology	X			X			4 Semesters and summer		78 credits Associate Degree
Rad. Tech Flex		X	X		X		9 Semesters		78 credits Associate Degree
Surgical Technology	X			X			3 Semesters		37 credits Certificate
Surgical Technology		X			X		3 Semesters		37 credits Certificate
Therapeutic Massage	X	X		X			2 Semesters		29 credits Certificate

# APPENDIX B

## DIVISION OF HEALTH SCIENCES ADMINISTRATION AND FACULTY

## **DIVISION OF HEALTH SCIENCES ADMINISTRATION AND FACULTY**

Jo Ann Mackey, Ed.D, R.N., Dean  
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Ninon Amertil, Ph.D., R.N., Director of Planning and Operations for the Nursing Program  
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Bill Deane, B.S.N., R.N., Nursing Laboratory Manager  
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### **Support Staff**

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Stephen Hartry, B.A.A., Technical Assistant I  
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### **Department of Nursing Faculty**

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Gabriela Zakak, M.S.N., Ed., R.N.	gzakak@massbay.edu	508-270-4260

**Paramedicine & EMT**

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Kimberly Altavesta, BS, EMT-P	kaltavesta@massbay.edu	508-270-4037

**Radiologic Technology**

William Cote, M.A., R.T. (R)	wcote@massbay.edu	508-270-4263
Karen Dow, M.S. R.T. (R), Chair	kdow@massbay.edu	508-270-4046
Karen Steinhoff, B.S., R.T. (R)	ksteinhoff@massbay.edu	508-270-4064

**Surgical Technology**

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# APPENDIX C

## PROGRAM SPECIFIC POLICIES AND STUDENT AGREEMENT/SIGNATURE PAGE

DIVISION OF HEALTH SCIENCES  
STUDENT AGREEMENT FORM  
***DO NOT SUBMIT UNTIL YOU HAVE READ THE ENTIRE HANDBOOK***

I, the undersigned student, having read and reviewed the entirety of the MassBay Community College Division of Health Sciences Handbook and the appendix specific to my program, do agree to adhere to and abide by all College and Health Sciences and Program policies and/or their addenda, during my matriculation at MassBay Community College. Furthermore, I agree to adhere to the conduct codes and performance policies of the Clinical Education sites to which I may be assigned. I clearly understand that the failure to adhere to and abide by these policies and regulations of the College, Division, Program, Hospital and/or Clinical Site may result in my removal and subsequent withdrawal from the clinical site/classroom and/or program.

I also understand that in addition to faculty employed at the College, there may be employees of the Hospital / Clinical Agency or Practicum site which are designated by the College as a Supervisor/Preceptors / Clinical Instructors. As such, these individuals will be functioning as members of the team of instructors within one or more of the Program's clinical or practicum courses. Therefore, I understand that assessment / evaluation information about my academic and/or clinical or practicum performance may be shared with the designated / appropriate Supervisor or Clinical Site staff member(s) for the sole purpose of providing them with information needed by them for patient / client assignment or College required clinical performance evaluation / assessment. Furthermore, my academic and/or clinical records may be reviewed by duly authorized representatives of Professional, State, or National accreditation agencies

I further understand that the Hospital or Clinical agencies or Practicum site to which I may be assigned may require that I receive clearance from the Commonwealth of Massachusetts that I do not have a criminal record of an offence which would compromise the safety or well being of the clients or patients of that site. Therefore I understand that my name will be submitted to the state for a CORI (criminal offender record information) and SORI (sexual offender registry information) check. A CORI/SORI check report of such an offence may preclude my eligibility for clinical or practicum assignment and thereby may negate my matriculation in the program.

Lastly, I understand that I am required to satisfy the Division of Health Sciences' Medical History/Immunization Records requirement and CPR requirement. Failure to do so will preclude my eligibility to participate in the clinical or practicum phase and may result in my inability to complete the program.

**Please sign and date two copies and submit this form when requested by a faculty member. One copy will be kept on file at MassBay Community College; the other copy is for your records.**

Student's Name (Printed) \_\_\_\_\_ Student's signature \_\_\_\_\_

Witness's Name (Printed) \_\_\_\_\_ Witness's signature \_\_\_\_\_

Faculty's Name & Title: \_\_\_\_\_ Faculty's signature \_\_\_\_\_

Program: \_\_\_\_\_ Received on (Date): \_\_\_\_\_

**NOTE: Submission of this form is required prior to clinical rotations.**