# Health Sciences Center
# Adult Programs Handbook
# 2023–24

TulsaTech.edu

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# Health Sciences Center Adult Programs Handbook

This document is a supplement to the Tulsa Tech Policy Manual. It contains specific information and procedures related to the programs it references. This handbook has been written to align with the Tulsa Tech Policy Manual. However, because of the nature of the health careers education, students enrolled in such training programs may have additional requirements and be held to standards generally accepted by the health care industry and professional health career/allied health education programs. Students are expected to comply with the policies and procedures of Tulsa Tech and the health-related programs in which they are enrolled.

Additional information regarding Tulsa Tech may be found at www.tulsatech.edu.

Tulsa Tech strives to assure that all program policies, procedures and publications are current and accurately reflect the programs' practices. Review of all policies, procedures and publications should occur annually or as needed. Revision or review dates should be recorded on each document. Please report any discrepancies to program officials immediately.

### Non-discrimination Statement

Tulsa Tech district prohibits discrimination, harassment or retaliation based on real or perceived race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. This prohibition applies to students, employees and board members in any aspect of the district's programs, including during school hours, extracurricular activities, technology center sponsored events, or outside of school hours if the conduct affects the education or working environment.

Concerns regarding this policy should be addressed to District Compliance Officer, Pam Winterscheidt at 918-828-5081 or pam.winterscheidt@tulsatech.edu. Additionally, each campus has a contact where complaints can be reported.

HSC:
amy.beck@tulsatech.edu or 918-828-1233 & russell.prentice@tulsatech.edu or 918-828-1202

## Section 1: District and Campus Administration

The faculty at Tulsa Tech are student-focused and looks forward to assisting students to meet their educational goals. All faculty members are qualified and hold credentials that maintain program compliance with standards set forth by their disciplines and respective approval agencies.

### District Administration

Superintendent – Dr. Steve Tiger

Associate Superintendent – Dr. Robert Franklin

Deputy Superintendent & Chief Operating Officer – Dr. Scott Williams

### Campus Administration

Health Sciences Center Campus Director – Debby Peaster

Health Sciences Center Assistant Campus Director – Dr. Russell Prentice

## Section 2: General Information

### Tulsa Tech's Vision and Mission Statements

» Vision – To be the region's leader of career and technical education, resulting in a quality job for every Tulsa Tech student and a skilled workforce for every company.

» Mission – Educating people for success in the workplace.

### Tulsa Tech's Core Values

» Communication and Collaboration

» Diversity and Respect

» Innovation and Flexibility

» Service and Stewardship

» High Expectations and Accountability

### Tulsa Tech Policy Manual

» The Policy Manual is located here: https://tulsatech.edu/about-the-district/district-policies/

### Campus Security Act

To comply with federal regulation, 34 CFR 668.46 Campus Security Act, the Campus Crime Report for Tulsa Tech is available at https://ope.ed.gov/security/Index.aspx

## Section 3: Facilities and Services

### Disabilities Services Governed by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990

Students with disabilities, who are enrolling in a full-time or part-time class, must obtain a Request for Accommodation form (ADA form) from their campus counselor or Student Disability Services. The written request for accommodation must be made two to three weeks prior to the start of class for reasonable accommodation to be made. The student making the request is responsible for providing necessary documentation and requested accommodations must be related to the documented disability. The disclosed disability must be documented by a qualified professional in a field related to the disability (i.e., a physician in the case of a physical disability, a psychologist or psychiatrist in the case of a mental illness). Prior to delivery of service, Tulsa Tech staff will contact the student to set up an initial meeting. Disclosing a disability is entirely voluntary and does not prevent the student from engaging in a course or program offered by Tulsa Tech. A disability does not waive Tulsa Tech Admissions policies, Student Code of Conduct and/or course requirements.

### Guidance and Counseling Services

There are three counselors located on the second floor of Health Sciences Center that can assist students with resources. For hours of operation, please call the Health Sciences Center info line at 918-828-1200.

#### HSC Campus Counselors

» Amy Beck, Monday – Thursday, 9:00 am - 8:00 pm, Office 2127, amy.beck@tulsatech.edu, 918-828-1233

*(Practical Nursing, Radiologic Technologist, Surgical Technology)*

» Jil Gaylor, Monday – Friday, 7:30 am - 4:00 pm, Office 2126, jil.gaylor@tulsatech.edu, 918-828-1232

*(Professional Dental Assistant, Medical Assistant w/ Phlebotomy)*

» Carla Henson, Monday – Friday, 7:30 am - 4:00 pm, Office 2222, carla.henson@tulsatech.edu, 918-828-1231

*(Pharmacy Technician, Vision Care Technician)*

Mrs. Gaylor and Mrs. Henson's availability is from Aug 1 - May 31. Mrs. Beck will provide coverage for students during June and July.

## Academic Center and Career Readiness

Located on the second floor of Health Sciences Center. Reading and math instruction for students is available. Instruction is individually designed to address specific reading and math skills needed for success in career and technology programs. Both individual and group instruction is available. For hours of operation, call the Health Sciences Center info line at 918-828-1200.

### HSC Academic Center

Staff may refer a student to the Academic Center (AC) or a student may self-refer by using various options:

» Messaging on Teams

» E-mailing the AC staff

» Drop-By (AC Instructors have an open-door policy)

» AC Instructors will contact the instructor or students to set up an appointment as necessary

» By visiting with an HSC Counselor

AC Instructors can implement success strategies and instructors may schedule class sessions to help with math or literacy challenges. The AC Referral Information, which includes contact information and services, is posted in the classroom.

### Academic Center Staff Contract Information

Maemi Dildy, Math Instructor: 918-828-2039, office 2225

Shelley Simmons, Literacy Instructor: 918-828-1275, office 2224

Academic Center Staff are available August 1 – May 31.

## Library Facilities

Located on the second floor of the Health Sciences Center. A variety of reading materials and AV materials are available. Hours during the school year are 7:30 am to 7:30 pm, Monday through Thursday, closing at 4:30 pm on Fridays. Hours may vary during the summer or other times of the year.

## Student Services

Located on the Lemley Campus, Client Services Center building. This department helps with career advisement, financial aid information, job placement and other helpful services. Please call 918-828-5200 or visit the website for further information.

## Advisement and Career Placement Services

Tulsa Tech's Career Advisement team can help students plan a personalized and individual career plan. Advisors help students evaluate your strengths, weaknesses, interests, skills and work values to determine your ideal career path. Students can even get started from the convenience of your own home with the Oklahoma Career Guide, supported by the Oklahoma Department of Career and Technology Education. This easy online tool is available for all Oklahomans to explore and guide their future. You can take assessments, identify occupations, establish education plans and connect to employers. Whether you are a student searching for career and college options or an adult looking for a new career path, OK Career Guide is a powerful tool providing career and educational resources that will help you "Make Your Own Path." Start here: okcareerguide.org.

Career Advisors are available to discuss full-time program information weekdays from 7:30 am - 4:30 pm. No appointment is necessary or you may call 918-828-5000 for more information.

## Bookstore

Lemley Memorial Campus, Client Services Center building. Please call 918-828-5000 to speak with a representative.

### Financial Aid

Located on the Lemley Memorial Campus, Client Services Center building. Tulsa Tech offers, and has access to, a variety of financial aid options for those who qualify. Our extensive network of advisors will help you through the process. Students can contact Financial Aid at financialassistance@tulsatech.edu or by calling 918-828-5000.

### Refund Guidelines

https://tulsatech.edu/about-the-district/district-policies/refund-guidelines/

### School Calendar

Tulsa Tech calendars can be found on the school website: https://tulsatech.edu/about-the-district/calendar/

### Break and Lunch Times

Lunch:

Daytime Cohorts: 10:45 – 11:30 AM

Evening Cohorts: 6:30 – 7:00 PM

Breaks:

Daytime Cohorts: 9:35 – 9:55 AM & 1:20 – 1:40 PM

Evening Cohorts: 5:20 – 5:40 PM & 8:50 – 9:10 PM

### Transcripts

Students may request an official transcript by visiting any campus location, or emailing district.registrar@tulsatech.edu. Students who have an account balance will have a hold placed on their account and will not be able to receive a transcript.

### College Credit

Tulsa Tech students may earn college credit by Transfer Credit or Prior Learning Assessment (PLA). Depending on the college and degree pursued, students may earn credit by showing a transcript, certification or license, taking an institutional assessment at the college, showing a portfolio or demonstrating knowledge. More information can be found online at tulsatech.edu/student-resources/college-relations or by calling 918-828-5000 and asking for the College Relations office.

### Tulsa Tech Security

Tulsa Tech Security is provided by the Tulsa County Sheriff's department. Deputies patrol the campus and may issue Tulsa Tech violations or Tulsa County violations/tickets. If students have any challenges with another vehicle on school grounds, see someone or something that seems off or wrong, please let the deputies or another school staff member know.

### ID Badges

» Students are issued one ID badge and it should be visible at all times. Any replacement access badge may be requested and purchased for $7.00, price subject to change.

### HSC Door Access Schedule

Below are the times the doors are unlocked. Doors will be locked otherwise and students will need to use the camera system to request building access.

» 7:20 AM – 8:00 AM

» 11:20 AM – 12:00 PM

### Transportation and Parking

» Adult students are responsible for their transportation to and from Tulsa Tech, Clinical Rotations, Clinical Internships and other school related functions unless otherwise stated. Please see Tulsa Tech Policies at http://tulsatech.edu/about/district-policies/ for information.

» Students are required to have a current valid driver's license and current vehicle insurance for the vehicle they are driving on Tulsa Tech property. Proof of current valid driver's license and vehicle insurance for the vehicle to be used, along with vehicle make, model, color and tag number are required. This is addressed in the Student Agreement & Information Form (SAIF).

» Student vehicle use on Tulsa Tech school property is a privilege that can be revoked if the student fails to follow safe driving practices, school rules and procedures.

» School buses have the right of way on school property and will be allowed to go first by Parking Lot Monitors. Please do not pass in front of or by any buses because students could receive a ticket for driving through a school bus loading zone, even if the bus does not have red lights flashing (per Oklahoma law).

### Protective Orders

If you have a protective order, please provide your instructor, HSC administration, counselors and/or deputies with a copy of that order and a photo of the individual listed in the order and a description of his/her vehicle.

### Standard Response Protocol (SRP)

Tulsa Tech utilizes the Standard ™ Response Protocol (SRP) for safety. The students will receive training and there will be mandatory drills each semester and as needed.

## Section 4: Admissions

### How to Apply

» Complete an online application at https://tulsatech.edu/apply.

- *Create an Account*
- *Complete an Application*

» Interest Points: Students must have a minimum of 40 points

- *Complete a Program Visit (30 points) – Students can schedule a program visit in advance when they register for an account at students.tulsatech.edu*
- *Answer the Admission Interest Questions online with 3 - 5 completed sentences per question (30 points)*

» Academic Points: Students must have a minimum of 10 points

- *Academic Preparedness (40 points) – Adult Applicants must schedule a reading and math test at the Tulsa Tech Assessment Center unless you have ACT or SAT scores from the last five years or have earned an Associate' Degree or higher. Degrees cannot be used in lieu of testing for admissions to Practical Nursing, Radiologic Technologist and Surgical Technology.*

Testing by appointment only. Visit the Assessment Services page at tulsatech.edu to schedule an appointment.

Adult students are encouraged to apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. Tulsa Tech school code is: 012572.

Additional admission criteria include:

» Meet age requirements for the specific program for which they wish to enroll.

- *Radiology Technology students must be 18 years of age or older by the first day of class.*
- *Practical Nursing students must be 18 years of age or older by the time of program completion.*
- *Other programs may have age requirements.*

» Meet age requirements for clinical experiences as required by specific clinical agencies.

- *Surgical Technology must be 18 years of age or older by first day of Clinicals.*

***Note:*** *Some programs have additional admission requirements. For specific program requirements contact Admissions at admissions@tulsatech.edu or 918-828-5260 or visit the Client Service Center on the Lemley Memorial Campus at 3638 S. Memorial Drive, any Tulsa Tech Campus or call 918-828-5000.*

**Selection Process:**

» Admission to Tulsa Tech is based on a point system with 100 points possible. You may earn up to 40 points for academic preparedness, up to 30 points for interest questions, and 30 points for a program visit. (Minimum of 40 points from the interest questions and program visit combined is required).

» Applicants meeting the minimum scores are admitted, beginning with the highest score, until all available slots are filled. Applicants meeting the minimum scores but not accepted into the class due to space limitations will be put on a waiting list. If any applicant feels he/she has been improperly denied admission, a request for alternative admissions can be made.

» Applicants receive priority points for a complete admission file during each round of selection. For most Tulsa Tech on-campus programs, a complete file includes an application, interest question answers and academic points.

The application will list any additional criteria required for admission and/or information or data required of the applicant. Applicants are selected based on an identified criteria/process which is outlined in the program application. Space may be limited. Admission may be competitive. The selection notice will outline any additional requirements of the applicant on which admission is contingent. These may include but may not be limited to: immunizations, criminal history and sex offender registry check and drug screen.

**Veteran and Military Services**

» Tulsa Tech offers several programs that are approved by the Oklahoma Department of Veteran Affairs and State Approving Agency (ODVA SAA) for veterans and/or dependents. A list of programs that qualify for VA Educational Benefits and documents needed is located at https://tulsatech.edu/resources-for/current-students/veteran-and-military-services

» If a student is a veteran and is requesting to use his/her benefits, a Prior Credit form will need to be filled out and reviewed. (Even if students are aware they do not have previous coursework that align).

## Prior Credit

Individuals seeking prior credit may submit a prior credit application two weeks prior to the start of class. Applications are available during program orientation or on the Tulsa Tech's website. Acceptance is based on space available and the following criteria must be met:

» Students must be admitted to a Tulsa Tech program.

» Official transcripts and syllabi from all previous schools must be provided.

» Challenge exams and skills competencies may be required when the previous coursework does not correlate with the Tulsa Tech program curriculum or if the coursework is outside of the acceptable time period. Tuition and fees may apply.

» Students cannot receive credit for greater than 50% of the program.

» Prior credit will not affect a student's GPA.

» The amount of financial assistance a student qualifies for could be affected by the amount of transfer credit.

## Re-Admission Procedure

Students who have been dropped or withdrawn from a current cohort within a program and want to be readmitted into a different cohort of the same program should follow the process below for Program Readmission. Campus Administration may consider the student's prior disciplinary and incident record in determining whether to grant a student's request for readmission. Students who are requesting readmission will be considered only if they leave the program in good standing and if there is a vacancy available in the class.

Students should contact their program coordinator and fill out the proper paperwork to be readmitted into the program. There are two readmission scenarios:

### 1. Students applying for readmission within the same application year:

» A student who is applying for readmission (within the same application school year) would need to meet with the program coordinator to determine if the student was in good standing at the time of withdrawal.

» Request to be on an internal waitlist until a seat is open in an upcoming cohort. While the student is waiting for his/her re-entry date, the student is expected to maintain all admission and clinical requirements and work with the Bursar's office to make sure his/her Bursar's account is up to date.

» If the student does not maintain the clinical requirements such as immunizations and CPR certification, he/she will not be considered for readmission.

» Students will also be required to request and pay for a new background check.

» Students who re-enter a program are also subject to a drug screen upon re-entry at the student's expense.

» When a seat becomes available in the new cohort, the Program Coordinator or program support personnel will contact the student and have him/her fill out all necessary paperwork. The student will be placed in the appropriate cohort and start date based on availability and prior credit.

### 2. Students applying for re-admission in a new application school year or selection period:

» A student applying for re-admission in a new application school year or selection period would need to meet with the Program Coordinator to determine if the student was in good standing at the time of withdrawal and assessed to determine whether competencies/skills are suitable for a clinical setting.

» Since the student is applying for re-admission in a new application school year or selection period, he/she will need to re-apply through the application portal on the Tulsa Tech website.

» If application requirements have changed since the student was originally admitted, the student must meet the new requirements.

» Students will also be required to request and pay for a new background check.

» Students who re-enter a program are also subject to a drug screen up on re-entry.

» If the students do not maintain the clinical requirements such as immunizations and CPR certification, they will not be considered for re-admission.

» Once re-admitted, the student will be placed in the appropriate cohort and start date based on availability and prior credit.

All entry requirements must be met before a student may re-enter the program (internally or externally), including financial arrangements and up to date records. Re-admission/transfer will be based on space available. Students that have been absent from the program for more than 1 year may be asked to prove competency in previously taken courses. Students must also successfully pass any associated skills component for each course. There will only be one attempt allowed and if a passing grade is not obtained, the student must pay and repeat the course. Students may be requested to prove competency in any area the faculty deems necessary, including lab skills, clinical proficiency, and theory topics. Students re-admitted may be placed on probation at the time of re-admission if administration deems it necessary. Any violation of school policies or conditions of the probation may result in permanent removal from the program.

### Licensure/Certification

Upon completion of the training program students may be eligible for licensure/certification. Such licensure and certification may be required in order to practice in the profession for which the student is being trained. Information regarding licensure and/or certification can be obtained from the faculty and/or the governing/accrediting body that oversee the profession's licensure.

### Tuition & Fees

Cost lists are available for each program at www.tulsatech.edu which include an itemized listing of tuition, books, fees and other items required by the program.

## Section 5: Student Expectations

### Attendance Policy

Any student who accumulates more than the allowable tardies, leave earlies or absences may be dismissed from the program.

Tulsa Tech's vision and mission is to prepare individuals for the workforce. Adult Health Programs' attendance procedures reflect similar standards as required by employers in the workplace. Attendance is an important component of all adult health programs. Students are being trained to become responsible healthcare providers who deliver care to individuals regardless of personal conditions in their own lives. Students must attend 90% of the program hours. Program faculty and Program Coordinator will monitor student attendance regularly and will determine if a student is developing an unacceptable or excessive pattern of attendance. Attendance is also an important factor that determines whether students receive their state or federal financial aid disbursement.

Students are expected to report to class and clinical on time and participate in the entire day. Absence from class or clinical results in the student missing 6 – 8 hours of information, along with the benefit of classroom discussions, lab activities and/or clinical experience. This inhibits the academic progress that is required for program completion. The clinical sites expect students to be dependable and punctual members of the healthcare team, attending all clinical days, arriving on time, and actively participating in the entire shift. Every day at clinical provides opportunities for students to gain experience and confidence. Likewise, time missed from clinical inhibits student progress and sets up a pattern of unreliability. HSC faculty and staff expect students to treat their education like a job interview, allowing them to make the most favorable impression possible on their clinical sites.

Students are expected to be responsible for maintaining their health and refraining from exposing others to any illness they may develop during the program. If a student is ill enough to miss more than three days of school, medical clearance may be requested prior to the student returning to school. If a student requires surgery or a procedure that will limit the physical activity capabilities, a full release from a doctor will be required. As stated previously, limited clinical space availability and classroom structure do not leave room for multiple absences. It is recommended that planned surgeries be scheduled either prior to starting a program or after its completion. It is important to note that there are no "light duty" allowances made for the clinical setting.

### Health Sciences Center Adult Attendance Process

The number of absences allowed is based on the length of the program in months.

#### 6 Month Program 600 hours

» 2 absences or tardies: The student meets with the Program Instructor.

» 4 absences or tardies: The student meets with the Counselor and is placed on a Student Success Plan.

» 5 absences or tardies: The student meets with the Program Coordinator and is placed on Probationary Contract.

» 6 absences or tardies: The student is notified of intent to dismiss from the program.

#### 9 Month Program 1040 hours

» 2 absences or tardies: The student meets with the Program Instructor.

» 4 absences or tardies: The student meets with the Counselor and is placed on a Student Success Plan.

» 5 absences or tardies: The student meets with the Program Coordinator and is placed on Probationary Contract.

» 7 absences or tardies: The student is notified of intent to dismiss from the program.

#### 10 Month Program 1040 and 1200 hours

» 3 absences or tardies: The student meets with the Program Instructor.

» 6 absences or tardies: The student meets with the Counselor and is placed on a Student Succes Plan.

» 8 absences or tardies: The student meets with the Program Coordinator and is placed on Probationary Contract.

» 10 absences or tardies: The student is notified of intent to dismiss from the program.

#### 12 Month Program 1463 and 1200 hours (Day)

» 3 absences or tardies: The student meets with the Program Director.

» 6 absences or tardies: The student meets with the Counselor and is placed on a Student Success Plan.

» 9 absences or tardies: The student meets with the Program Coordinator and is placed on probationary Contract.

» 12 absences or tardies: The student is notified of intent to dismiss from the program.

#### 15 Month Program 1463 hours (Evening)

» 4 absences or tardies: The student meets with the Program Director.

» 8 absences or tardies: The student meets with the Counselor and is placed on a Student Success Plan.

» 12 absences or tardies: The student meets with the Program Coordinator and is placed on Probationary Contract.

» 15 absences or tardies: The student is notified of intent to dismiss from the program.

If a student does not meet attendance expectations or violates the attendance process, the student will be dismissed from the program. The student will have an option to appeal the decision of dismissal. Students are responsible for providing documentation of absences, leave earlies and tardies in the event of an appeal. An approved appeal allows the student to stay in the program under new expectations and guidelines set by Health Sciences Center Administration and the Program Coordinator.

**Other requirements include:**

Class

» Going to be tardy or absent?  Notify faculty BEFORE the start of the day through email or Microsoft Teams.

» Contact instructor for missed assignments.

» Have missed assignments completed? Be prepared for tests/quizzes upon return.

» Need to leave early or leave for a portion of the day? Notify faculty and inquire about missed assignments.

» Leave earlies will count against student attendance.

Clinical (also refer to Student Clinical Handbook)

» Going to be tardy or absent? Notify faculty and clinical site BEFORE the start of the day through email or Microsoft Teams.

» If students are more than 30 minutes late for clinical, they may be sent home and receive an absence for the day.

» May count against clinical professional grade.

» May be required to make up the clinical day.

» Need to leave early or leave for a portion of the day? Notify clinical instructor.

It is the students' responsibility to be aware of their attendance percentage and to check with their instructors concerning make-up work as applicable. Students are expected to be in class every day of school and take care of personal business on their own time. A school calendar is available for convenience.

Students should take note of the dates school is not in session and schedule doctor appointments or personal business during those times. There are no excused absences. Failure to abide by the attendance policy may result in dismissal from the program.

Each student in a full-time program who exceeds the attendance limit will be allowed one (1) appeal by a Health Sciences Center Appeals Committee.

**Attendance tracking will include:**

Tardies:

Students arriving late to class will be counted tardy. Students returning to class late from break or lunch or dinner break will be counted tardy.

Leave Earlies:

Students leaving class early will be recorded as a leave early and reflected in the student's attendance record.

Make-Up Work:

It is the student's responsibility to request make-up work from the instructor. Make-up work should be completed as directed by the instructor.

**Documentation of Absences**

Students should maintain records such as doctor's notes or other appropriate documentation to be available in the event that an appeal is necessary.

**Negative Patterns of Attendance**

Students demonstrating negative patterns of attendance may be counseled, and/or have such reflected in clinical grade, and/or receive disciplinary action and/or be subject to program dismissal.

Students who do not attend school for 10 consecutive days and who have not contacted the school/faculty regarding absences will be dropped from the program.

### Attendance for Students with Prior Credit

If students have received credit for previous courses and are attending part-time, hour requirements may be adjusted with prior approval. Adjustments may affect financial aid.

### Notification of Faculty and Clinical Site of an Absence/Tardy

Communication with the faculty regarding an absence is critical in both the classroom and clinical site. Students should first contact the instructor prior to any absence/tardy. If the absence/tardy is during a clinical rotation/assignment the student must also notify the clinical site. Failure to do so may be documented by the faculty and may result in disciplinary action and/be reflected in the student's evaluation/grade. The only exception to this requirement is if the instructor directs the student to do otherwise.

Students should document the date, time, name and title of any individual whom they notified, if speaking to an individual other than an instructor. Students may be requested to provide the instructor with this information (in writing) immediately upon return to school.

Clinical No Call No Show (NCNS) – Students are expected to call ahead of time if they are not able to be at their clinical site or make it on time. Two Clinical NCNS occurrences will result in immediate appeal process to evaluate student's continuation in the program.

### Clinical Dress/Appearance

- Students shall wear a school approved uniform at all times unless otherwise stated.
- Undergarments should be worn at all times and should not be visible through uniform/clothing.
- Uniforms/clothing should be laundered before each wear.
- Uniforms/clothing should be wrinkle and stain free.
- Students shall wear the school's student identification badge unless otherwise directed by the instructor and/or prohibited in the clinical area where the student is assigned. The badge should be clearly visible on the upper left chest. The badge should be worn only when the student is in the role of a Tulsa Tech student.

### Dress and Appearance Policy for Students Enrolled in Adult Health Programs

Students enrolled in health-related training at Tulsa Tech shall adhere to additional standards for dress and appearance.

The goal of health career programs at Tulsa Tech is to prepare students for employment in the health care industry. Because students are being trained to enter a profession, students shall exhibit a professional appearance when at school or any school sponsored events. Dress and appearance standards will be reflective of the healthcare profession for which the student is training. In all instances attire for students must be reasonable, modest and in such;

- Shoes should be leather or vinyl (not canvas or mesh) duty shoes which provide total enclosure of the foot. Color and style must meet instructor/program approval and be appropriate for the setting in which the student will be assigned. Shoes should be kept clean and stain free at all times. Exception/alteration of this requirement will be outlined by the specific program instructor.
- Neutral hose or matching socks should be worn at all times. The specific program instructor will outline exception/alteration of this requirement.
- Hair should be clean and totally confined and off collar. Hair may be confined with a small, inconspicuous device, which is white or matches hair color. Hair and facial hair must meet requirements of clinical facility policy.
- Fingernails should be clean, short, smoothly filed, and unpolished.

» Artificial nails of any type are prohibited.

» Moderate/discreet makeup may be worn.

» Jewelry is limited to small stud-like earring (one per lobe). However, these may be restricted in some clinical areas. No other visible jewelry is allowed. This includes but may not be limited to: nose rings/studs, eyebrow rings/studs or tongue rings/studs.

» Health students (other than Surgical Technology and Dental), may wear a school-approved wrist watch and wedding ring set (approved by faculty as being safe for clinical practice). However, these may be restricted in some clinical settings.

» Students will wear/use personal protective devices (PPDs) as deemed appropriate for the clinical situation.

### Tulsa Tech Grading Scale

A = 90 – 100

B = 80 – 89

C = 70 – 79

Students will have Blackboard access to grades. Transcripts will reflect grades from completed courses and may be requested. HSC follows the standard 10-point scale of the District, (A=90-100%, B=80-89%, etc.) all Practical Nursing, Surgical Technology, and Radiologic Technologist courses must be passed with at least a B or 80%. Medical Assisting and Professional Dental Assistant courses must be passed with at least a C or 70%.

### Academic Honesty

Honesty is a critical character trait for health care professionals to possess. For this reason, all students are expected to exhibit honesty in every aspect of the classroom, lab and clinical setting, including all written and verbal communications. All homework, assignments, quizzes and exams should be completed honestly and independently. Any deviation from ordinary standards for completion of class assignments, exams, etc., such as group work or use of books on an "open book" exam will be stated clearly by the instructor.

Cheating is defined as submitting work for academic evaluation that is not the student's own (including plagiarism), copying answers from another student during an examination or assignment, using prepared notes or materials during an examination, other misrepresentations of academic achievement submitted for evaluation and a grade, or enabling a person and/or participating in cheating.

Plagiarism in research writing is considered cheating. Plagiarism is defined as "the act of using another person's ideas or expressions in writing without acknowledging the source….to repeat as your own someone else's sentences, more or less verbatim." Students are expected to submit their own work.

Academic misconduct is defined as any form of academic dishonesty. Plagiarism and cheating violate Tulsa Tech's Adult Student Behavior Policy and will not be tolerated by the instructors. These violations will result in disciplinary action, including the possibility of dismissal from the program.

### Family Educational Rights and Privacy Act (FERPA)

Tulsa Tech makes every effort to comply with the Family Educational Rights & Privacy Act of 1974. This Act is designated to protect the privacy of your educational records, to establish your right to review and inspect your records and to provide guidelines for the correction of inaccurate information through informal and formal hearings.

Tulsa Tech believes that it has a duty to protect the privacy rights of parents and adult students who expect that personally identifiable information from educational records will not be released to the general public for commercial or non-educational uses.

### Release of Information to Clinical Agencies

Tulsa Tech recognizes the responsibility the clinical agency incurs for the patients' welfare and safety. Because of this, Tulsa Tech accepts the fact that the clinical agency may require certain information about students and faculty such as health appraisals/immunizations, licensure/certification, criminal background/sex offender history, drug screen results, etc. in order to determine if any individual circumstance exists which may impede patient welfare, safety and/or violate facility policy and/or the licensure/accreditation status of the facility.

Tulsa Tech has the responsibility and reserves the right to release such information to clinical facilities. The purpose of releasing such information is to secure/confirm clinical placement. Information may be released upon preparation for admission to the program as well as anytime throughout the student's enrollment. Students should be aware that a clinical facility has the right to deny clinical access to any student or instructor.

### Mobile/Wireless Communication Devices

It is advised that students read the Tulsa Tech school policies at http://tulsatech.edu/about/district-policies/. Students are responsible for following these policies and violations/disciplinary actions may include removal from the program.

### Use of Faculty Office or Clinical Facility Phone

Students may not use clinical facility phones for personal use. Students may not use faculty office phones for personal use.

### Electronic Device Usage for Students Enrolled in Adult Health Programs (including cell phones)

Computers, tablets or phones may be utilized in the adult health classroom or clinical (if approved by clinical facility policy and directed by instructor) for instructional/learning purposes only. The use of all other electronic devices is prohibited. In general, electronic learning resources should be accessed using computers and tablets; however, there may be occasions when voting or educational related apps may be utilized on a phone under the active guidance of the instructor.

- Students may be in possession of phones and "smart watches" etc., however, it should be kept off/or silent, secured, out of sight and not in use unless being used for education purposes as described.
- Faculty reserve the right to direct any electronic devices be placed in a specific area in the classroom during instructional time. This includes exam times in order to ensure academic honesty and test security. The approved "lock down"/ security browser may be in use during testing.
- Any personal use of devices for any reason must occur outside the classroom/lab and clinical area and only during designated breaks. Students should not leave the classroom/lab/or clinical area during instructional time to take or make personal phone calls or messages, etc.
- Student use of ANY device for the purpose of calling/texting/email/pictures/video/audio recording or listening/social media of any form, etc. is prohibited during instructional or clinical time. Photographing or recording (audio/video) of an individual at any time without his/her consent is prohibited.
- Exceptions for phone use may occur during clinical for the purpose of communicating with the clinical instructor, but only if such is in accordance with clinical facility policy. If exception occurs, it is only at the discretion of and in accordance with directions given by the instructor.
- The student is responsible for all actions as a result of the use of electronic devices as it relates to school/education and/or clinical facilities/experiences. Actions must conform to policies of the clinical facility, as well as Tulsa Tech policies.

### Communication with Instructors

Communication with Tulsa Tech staff while off campus and/or outside of instructional time shall occur only through staff member's Tulsa Tech's email account, Tulsa Tech phone or through Microsoft Teams.

### Password Privacy and Security

Students are prohibited from sharing passwords assigned to them by clinical facilities or Tulsa Tech.

### Internet Access

Students are required to have access to reliable internet services in order to complete off campus assignments and participate in any virtual activities/meetings/assignments.

### Internet Usage

It is advised that students read the Tulsa Tech school policies at http://tulsatech.edu/about/district-policies/. Students are responsible for following these policies and violations/disciplinary actions may include removal from the program.

### Transportation for Students Enrolled in Adult Health Programs

Clinical training is necessary to complete the requirements for professional health career programs. Clinical assignments will be made on the basis of need for the student to obtain the required clinical experiences as set forth by program curriculum and approved by accrediting/approval agencies. Therefore, students will be required to travel to the clinical facility and should have reliable transportation and a valid driver's license. Clinical assignments will not be made for the convenience of the student. The transportation to and from the clinical sites is the responsibility of the student as well as any associated expense. Students may also be required to travel to meetings and professional/community/student organization activities within and outside the Tulsa Tech school district, unless otherwise notified. This transportation and associated cost is the responsibility of the student.

## Section 6: Student Life

### Health Occupations Students of America (HOSA)

HOSA is a student organization which provides the opportunity to learn more about health careers, while promoting leadership and professionalism among its members. The organization provides opportunities for involvement at the local, state and national level. HOSA is inter-curricular and plays a vital role in the education of students enrolled in health career programs.

In order to participate in state and national activities students must be passing all coursework, have a positive attendance record and must not have a history of probation related to behavior or conduct. In addition, to attend national activities, the student may not have an outstanding balance owed to Tulsa Tech.

### National Technical Honor Society (NTHS)

Membership is extended to students who have distinguished themselves through leadership, academic scholarship, service, honesty, career development and skilled workmanship.

Membership qualifications:

» Nominated by instructor

» Maintain an overall grade average of 90%

» Have 96% or above attendance percentage

» Participate in HOSA

» Passing all clinical courses

» Have no disciplinary action & complies with all Tulsa Tech's policy & procedures

### Professional, Academic, Technical, and Honor (PATH)

P.A.T.H is a distinction to identify and recognize students who have demonstrated a career readiness model by successfully completing rigorous requirements in the areas of professional, academic and technical skills needed to be successful in the workplace and post-secondary education.

You can find more information at:
https://tulsatech.edu/resources-for/current-students/professional-academic-technical-honor/

## Section 7: Student Behavior

### Learning Environment

Tulsa Tech upholds high standards of personal and professional conduct for students. Such standards include a learning environment that promotes a professional instructional climate. Students are encouraged to conduct themselves in a professional manner with respect for the rights of both students and faculty, as well the clinical facility and clients to which they may be assigned. Tulsa Tech representatives reserve the right to act in situations where student behavior violates established policy of the school or clinical agency and/or distracts from the ability of the student, faculty or clinical agency representatives/clients to function effectively. Such action may include disciplinary procedures issued by the faculty and/or administration or may lead to dismissal from Tulsa Tech.

Refer to the Tulsa Tech Policy Manual for general school policies related to discipline. These include:

» Adult Student Behavior and Discipline

» Student Possession of Dangerous Weapons

» Student Search and Seizure

» Students, Drugs, and Alcohol

» Student Bullying

It is advised that students read the Tulsa Tech school policies at http://tulsatech.edu/about/district-policies/. Students are responsible for following these policies and violations/disciplinary actions may include removal from the program.

### Grievance Procedures for Filing, Processing and Resolving Complaints Alleging Discrimination, Harassment and Retaliation

It is advised that students read the Tulsa Tech school policies at http://tulsatech.edu/about/district-policies/. Students are responsible for following these policies and violations/disciplinary actions may include removal from the program.

### Conduct Specific to Students Enrolled in Adult Health Programs

In addition to Tulsa Tech's policies governing conduct, students enrolled in health programs must conform to customary standards of conduct, professional behavior and ethics related to the profession for which they are training. Due to the nature of the health profession and its associated training, high standards of student conduct and adherence to policy/procedure are critical. Violation of any Tulsa Tech's Policy and/or standards of conduct, program procedures or faculty directives shall be subject to disciplinary action including but not limited to: counseling with faculty/staff, verbal warning, written warning, probation and/or dismissal for adult students. Such may also be reflected in the clinical grade, if applicable. A Student Success Plan may be developed to assist the student in correcting the behavior that resulted in the violation. Inappropriate conduct that may result in disciplinary action are noted as follows:

#### Unprofessional Conduct

*Including but not limited to:*

» Inaccurate recording, falsifying or altering patient's record.

» Administering medications and/or treatment in a negligent manner.

» Providing patient care in a negligent manner or failing to provide appropriate care/intervention consistent with level of training.

» Failure to report a change in patient's health status.

» Failure to immediately report critical classroom or clinical incidents involving clients, self or others to faculty.

» Violation of safety standards.

» Misappropriating supplies, equipment or drugs.

» Leaving an assignment without properly advising appropriate personnel.

» Failure to immediately notify faculty of a change in the student's clinical schedule/assignment.

» Failure to report as directed for clinical assignment without proper notification/communication.

» Absence/tardy from clinical without notifying instructor and the clinical facility.

» During clinical, failure to report to assigned area/activity or return from breaks and lunch at the designated time without prior notification/approval from instructor.

» Discourtesy or disrespect to faculty, fellow-students, patients, hospital staff, physicians or the public.

» Insubordination.

» Failure to adequately prepare for clinical assignment.

» Discriminating in the rendering of patient care services as it relates to human rights and dignity of the individual.

» Behavior such as swearing/use of vulgar language, use of discriminatory actions or language, creating a disturbance, gossiping or slander.

» Failure to adhere to policies and procedures of clinical training sites to which the student is assigned.

» Disclosure of patient information/violation of patient confidentiality.

» Sleeping in class or at the clinical site during instructional time.

» Any activity that jeopardizes or has the potential to jeopardize the health and/or welfare of a patient, clinical facility staff/customers, other students, instructors, school personnel or self.

» Lying or dishonesty.

» Failure to report a change in the health status of self.

» Behavior that is in any way disruptive to the class and or clinical learning environment.

» Failure to adhere to standards of professional conduct/code of ethics acceptable to the health profession for which the student is training.

» Failure to conduct self in a professional manner.

### Involved in Deceit

*Including but not limited to:*

» Resorting to fraud, misrepresentation or false representation of facts. (eg: failure to report to clinical, but stating you were there).

» Falsification of any records.

» Failure to adhere to academic honesty policy.

» Cheating on exams, assignments, etc. or involved in cheating.

### Gross Negligence

*Including but not limited to:*

» Failure to carry out the expected standard of care.

» Acting outside of the scope of practice.

» Deliverance of care that is below accepted standards.

» Any conscious disregard to a patient's health, safety or welfare of others.

### Clinical

*Including but not limited to:*

» Failure to maintain safe, professional and satisfactory performance in clinical courses.

» Failure to adhere to clinical site and/or program policies and procedures related to clinical.

» Failure to meet clinical objectives, including but not limited to, completion of paperwork, attendance, mandatory skills, assignment and paperwork.

### Attendance

» Failure to comply with the attendance policy.

### Behavior

*Including but not limited to:*

» Failure to comply with any Tulsa Tech student policy and/or procedures.

» Failure to comply with guidelines/directions set forth by faculty during the instructional/learning process.

» Failure to maintain a professional working relationship and interaction with other students, faculty or employees of clinical site.

### Use of Prescription or Illegal Drugs or Alcohol

*Including but not limited to:*

» Use and/or abuse of prescription medications that interferes with the quality of care rendered to the patient or that interferes with class/clinical performance and/or learning environment.

» Possession, distribution, use of or under the influence of illegal drugs/paraphernalia during clinical or class/school related activities. Possession, distribution, use of or under the influence of alcohol during clinical or class/school related activities.

» Positive drug screen.

» A medical marijuana license will not nullify a positive drug test that was administered for clinical participation.

### Other

*Including but not limited to:*

» A criminal history/sex offender status or a change or failure to notify a change in criminal history/sex offender status that would affect the individual's ability to meet course/clinical objectives and/or requirements.

» Failure to abide by any Tulsa Tech policy, procedures as well as those of the training program and/or clinical facility.

## Conduct of Students at Professional Meetings, Seminars and/or Student Organization Activities

Students who attend any professional meetings, seminars or student organization activities are expected to conduct themselves in a manner that positively reflects Tulsa Tech and the profession for which they are being trained. Students shall be dressed and groomed professionally as directed by instructor and in accordance with policy.

Students should also be attentive and represent themselves in a positive professional manner at all times. Students are expected to abide by all policies related to conduct when attending/participating in such activities. Failure to do so may result in actions which may include: disciplinary procedures issued by the faculty and/or administration or may lead to dismissal from Tulsa Tech.

### Student Accountability

There are certain attitudes and patterns of behavior that students enrolled in a professional health occupations program must demonstrate. These attitudes and behaviors are expected of all students as they progress through the program. Students will be accountable for:

#### Assuming responsibility for own learning as evidenced by:

» Being prepared for clinical and classroom assignments.

» Initiating questions and discussions with the instructor for clarification and validation of the results of his/her independent study.

» Seeking new learning experiences in the classroom, practice laboratory and clinical areas.

» Accepting and implementing constructive criticism and suggestions.

» Integrating the objectives of each course and continually applying previously learned concepts in each new situation.

» Respect for the dignity and rights of all persons, peers, patients, personnel and faculty.

» Adherence to laws of the community, rules and regulations of the program and policies and procedures of all clinical sites.

» Respect for the dignity and rights of all persons, peers, patients, personnel and faculty.

» Providing only those competencies for which the student is adequately prepared.

» Independently seeks guidance for supervision for those activities in which he/she lacks experience.

#### Demonstrating responsibility for own behavior as evidenced by:

» Consistent and prompt attendance at all scheduled learning experiences.

» Consistent and prompt completion of all assignments.

» Preparedness for all learning experiences.

» Adherence to the dress code.

Failure to demonstrate accountability as evidenced by these actions may be reflected in the student's grade and may be cause for disciplinary action including the possibility of dismissal from the training program.

### Concerns of Students Enrolled in Adult Health Programs

The faculty believes that most concerns can be resolved through communication. If a student has concerns, they are encouraged to discuss those concerns with a faculty member. It is the hope of Tulsa Tech that most concerns would be resolved at that level. If, however, resolution is not obtained, the student may address the concern with the Program Coordinator.

### Discipline Process for Students Enrolled in Adult Health Programs

#### Counseling with Faculty

Students enrolled in professional health programs may anticipate frequent feedback, praise, constructive criticism and suggestions/directives for improvement from faculty related to performance, behavior, conduct and program progression, etc. This feedback may occur in a formal and/or informal setting. The purpose of feedback is to assist the

student to grow academically and professionally and to also assist them in meeting program objectives in preparation for eventual entry into the health profession. Any time a faculty or staff member has concerns regarding a student's performance, behavior, conduct, program progression, etc., faculty may choose to discuss such concerns with the student. Students can anticipate faculty/staff will make suggestions related to student improvement. Students are expected to heed suggestions to ensure continued success in the program. Faculty may choose to refer the student to other appropriate Tulsa Tech personnel/resources. In some circumstances, failure to heed suggestions may result in further disciplinary action and/or may be reflected in student grades/evaluation.

### Student Success Plan

A Student Success Plan is a written plan outlining specific steps a student should implement in order to improve performance, correct behavior, correct conduct and/or assist in continuing positive progression in the program. The plan is developed with input from the instructor and student and in some circumstances, other appropriate members of the Tulsa Tech staff such as counselors, academic center instructors or administrators. A Student Success Plan may occur independently of any disciplinary action and may simply be utilized as an instructional method to facilitate student growth and improvement. However, a Student Success Plan may also be implemented as a part of any level of disciplinary action.

### Probation

Probation is defined as a period of testing and trial to ascertain suitability for remaining in the program. Reasons for probation may include, but may not be limited to: failure to meet program objectives, poor academic performance, poor clinical performance, failure to meet attendance guidelines or negative patterns of attendance, violation of any Tulsa Tech policy/procedure/conduct standard and failure to meet program expectations/standards. Students who are placed on probation may be in danger of being dismissed from the program if the criteria outlined in the probation are not met/maintained.

The student will be notified of probationary status in a conference between the instructor, program coordinator, and/or administration and the student. During conferencing, a Student Success Plan may be developed and/or edited.

» The student will be asked to sign the document(s) notifying him/her of probation and allowing the student the opportunity to continue in the program.

» A copy of the document(s) will be placed in the student's file.

### Withdrawal

A student may withdraw from the program voluntarily for personal or other reasons. Upon withdrawal for any reason, the student should:

» Complete paperwork as required.

» Return all school owned supplies, books and equipment.

» Provide a current address, phone and email address to the program coordinator.

» Contact financial aid and the Bursar's office to arrange for payment of any outstanding balance.

### Dismissal Related to Unsatisfactory Student Behavior/Conduct/Actions/Performance

A student may be dismissed from the program for behaviors/actions that are violations and/or infraction(s) of policies/procedures, as well as for any infraction(s) for which a student is already on probation. Probation or warning of any kind is not required to precede a student's dismissal. Dismissal may occur as a result of a single action, repetitive actions of a related nature or a pattern of unrelated actions. Students dismissed from a Tulsa Tech program may not be able to re-enter the Tulsa Tech program in the future or may not be able to re-enter the program for a specified period of time. Dismissals occurring prior to completing a course will result in loss of credit for that course.

### Suspension or Dismissal of Students

It is the policy of the Tulsa Tech Board of Education that the Superintendent or designee may suspend or dismiss a student for:

» Acts of immorality.

» Violations of policy or regulations.

» Possession of an intoxicating beverage, low-point beer.

» Possession of missing or stolen property, if the property is reasonably suspected to have been taken from a student, school employee or the school during school activities.

» Possession of a dangerous weapon or a controlled dangerous substance.

» Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, instructors or officials or damages property.

**The above list is not inclusive of actions that may result in suspension or dismissal.*

## Section 8: Safety and Wellness

### CPR Certification

Students must show proof of current CPR certification through American Heart Association - BLS (Basic Life Support) for Health Care Providers.

### Immunization Standards for Students Enrolled in Adult Health Programs

Unless otherwise directed, students must provide documentation of compliance with immunization standards prior to or upon admission to the training program. Cost incurred for compliance with these standards will be the responsibility of the student. Tulsa Tech does not provide or administer immunizations.

Guidelines set forth by Oklahoma State Health Department (OSDH) and the National Centers for Disease Control (CDC) will be observed, as well as those of the clinical facilities. Clinical facilities have the right to refuse clinical training of any student not meeting requirements established by their facility.

### Tuberculosis

Provide documentation of current Tuberculin skin testing (TST) with negative results. Documentation should Include: date given, date read and results of TST.  The following should be acceptable:

» A two-step TB skin test with negative results or

» A negative current TSPOT may be accepted in place of 2 TB skin tests.

For those with a positive TB skin test or TB infection provide:

» Negative symptom screen from the County Health Department or private physician for those persons with a documented positive TST or TB infection.

» Evidence of compliance with recommendations from Oklahoma State Department of Health for persons diagnosed with active pulmonary TB.

### Mumps-Measles-Rubella (MMR)

Provide documentation of immunity to Measles, Mumps and Rubella.

*(Note: Birth before 1957 is considered acceptable evidence of immunity to Measles, Mumps and Rubella with the exception of Rubella for females born before 1957 who can become pregnant). Persons born in 1957 or later can be considered immune only with documentation of one of the following:*

» Two MMR vaccines or one as an adult

» Positive titers to Mumps, Rubeola and Rubella

### Hepatitis B (HBV)

Provide documentation related to Hepatitis B (HBV):

» Laboratory evidence of immunity or

» Documentation of completed immunization series (3 injections) or

» Documentation of initiation of the immunization series and signed statement of intent to complete the series in accordance to guidelines set forth by the OSDH/CDC.

» Two doses must be completed prior to clinical start.

### Tetanus/Diphtheria/Pertussis (Tdap)

Provide documentation of immunization against Tetanus/Diphtheria/Pertussis:

» Tdap dated within the last 10 years (should not exceed 10 year mark) while enrolled in the program.

» Or if a student's previous Tdap vaccine record is more than 10 years, the student must have the Tdap booster.

### Varicella (Chicken Pox)

Provide documentation of immunity to Varicella:

» Two doses of Varicella vaccine or

» Laboratory evidence of immunity.

### Flu

Provide documentation of one of the following related to Flu:

» A current immunization for Flu or

» A signed declination statement declining vaccine for medical reasons only.

It is recommended that the Flu vaccine be taken in the fall prior to scheduled clinical rotations. Clinical facilities may have specific policies and restrictions regarding the vaccine to which all Tulsa Tech students are obliged to adhere. The clinical site may absolutely require immunization and not accept a declination.

### COVID-19 Statement for Health Programs

Applicants who are accepted into health programs are required to participate in work-based learning (clinical rotation) at local health facilities. Many of these facilities require either proof of the COVID-19 vaccination or a medical or religious exemption for the associates, all students and faculty & staff involved in educational activities on-site at any of the facilities. Making application for an exemption does not guarantee that the exemptions will be approved by the health facility. Proof of vaccination compliance or approved exemption status must be in place prior to student's clinical rotations.

### Additional Vaccines and Screenings

Individual clinical sites may require documentation of additional vaccines or health screenings in order to participate in clinical activities at the site.

### Exposure to Blood and Body Fluids

Students are at some risk of being exposed to blood and body fluids due to the nature of the work of health care providers. Safety precautions are taught and enforced throughout the program in compliance with Occupational Safety Health Administration (OSHA) standards. Should a student be exposed to blood or body fluids, he/she should immediately notify the instructor and clinical facility supervisor. Appropriate steps should be taken to clean exposed area(s) and a Student Accident Report will be filed by the instructor. A copy of the report should be placed in the student's file as well as submitted to the District Safety Coordinator. If the student and/or guardian (if applicable) consents, a follow-up medical evaluation should occur. The expense of such evaluation and any resulting treatment is at the expense of the student.

### Criminal Background and Sex Offender Registry Checks

Tulsa Tech seeks to provide eligible students with clinical opportunities consistent with their occupational choices. As part of training and preparation for a health career or related occupation, students may be required to practice their skills in several hospitals and/or clinical agencies. These clinical opportunities may be an elective of the student or may be a requirement essential to successful program completion. In either case, the clinical site may require a criminal record background check of the student prior to the student's commencement of the clinical experience. A clinical facility or Tulsa Tech has the right to grant or deny participation in clinical practice rotations/training at its facility for any reason, including but not limited to: a criminal background check revealing a criminal history and/or registration as a sex offender. A student who is unable to participate in clinical practice will be unable to meet the essential requirements of a Tulsa Tech health career program. Accordingly, Tulsa Tech has adopted and implemented this Policy on Criminal Record Background Checks ("Policy"). The purposes of background checks are to protect the safety and security of patients and the public, ensure that students will be able to participate in clinical practice, and ensure that, upon successful program completion, students will be able to meet the certification and/or licensure requirements of the profession. In accordance with these purposes, Tulsa Tech has established the following requirements:

- Any person over the age of 18 who is applying for enrollment in an Tulsa Tech health program must comply with the request for background check set forth in this Policy and must also present a satisfactory check to Tulsa Tech. Students who are under the age of 18 at the time of application for admission to an Tulsa Tech health program must comply with the request for background check and present a satisfactory check within eleven (11) months of their 18th birthday or earlier if so directed by Tulsa Tech or a clinical facility. Notwithstanding these provisions, a student over the age of 18 must request a background check and present a satisfactory check to Tulsa Tech at any time Tulsa Tech requests such a check and a student under the age of 18 will be required to comply with the request for background check if a clinical facility request one. Any reference to a background check in this Policy includes a Sex Offender Registry check.
- The cost of the background check or checks are the responsibility of the student.
- International students are subject to the same criminal history information review. It may be necessary for an international student to contact his/her embassy or utilize a commercial investigative service in order to comply with this requirement. International students are also responsible for obtaining required background checks at the student's expense.
- A student's enrollment in a Tulsa Tech health program is contingent on the student's satisfactory criminal background check in accordance with this Policy. A student may be denied enrollment in or disqualified from continuing with a Tulsa Tech health program for presenting a background check report that reveals criminal history and/or registration as a sex offender.
- Students understand that all information obtained from the background checks, as well as actual copies of the background records, may be furnished to clinical facilities.

» Tulsa Tech reserves the right to request additional information from its students concerning offenses committed, expunged offenses, municipal offenses and pending offenses.

» A copy of the background report or reports copies of court records and related correspondence shall be included in the student's record.

» It is preferred that background checks be completed before admission to the training program. However, it is recognized that due to the nature of some training programs and the admission process at Tulsa Tech, it may be impossible in some situations to obtain a completed background check prior to starting a training program.

### Tulsa Tech's Procedure For Reviewing Criminal Record Checks

Tulsa Tech shall ensure that all background checks are examined by the appropriate program coordinator for the purpose of: (1) ensuring the student's compliance with Tulsa Tech's policy concerning background checks; (2) ensuring the safety and security of patients and the public; and (3) ascertaining the student's eligibility to participate in a Tulsa Tech health program and clinical rotations.

Tulsa Tech personnel assigned to review background checks shall examine the report(s) to determine:

» Whether the report discloses any criminal history.

» Whether the sex offender's section of the report shows that there is no sex offender record or registration.

» If criminal history is disclosed, the examiner will determine the criminal offenses and report them to his/her supervisor for the purpose of determining whether the offense is one which will jeopardize the security or safety of others and whether the offense is one which affects the student's ability to successfully complete the program or to participate in clinical rotations.

» Based on the information obtained, the evaluation of the criminal history on the safety and security of others and the student's ability to complete the clinical requirements of the Tulsa Tech health program and/or clinical rotations, Tulsa Tech will notify the student of the effect of the criminal history and any related information on the student's enrollment in or continuation of the Tulsa Tech health program and/or clinical rotations including any restrictions placed on the student.

» In the event a decision is made that the student, for reasons arising out of the criminal records check, is not eligible to enroll in or continue with the program, the student will be advised of the determination including the basis for the determination and opportunities, if any, for enrollment in alternative programs.

### Test Students with Regard to the Use of Alcohol and Illegal Chemical Substances

Tulsa Tech, with the intent that all students enrolled in health career programs have notice and knowledge of the ramifications of alcohol and illegal chemical substance use, possession, purchase, and sale or distribution when the student is on school property, at a school sponsored event, in school vehicles or going to or from a school sponsored event. It is advised that students read the Tulsa Tech school policies at http://tulsatech.edu/about/district-policies. Students are responsible for following these policies and violations/ disciplinary actions may include removal from the program.

### Medical Marijuana

Regardless of a student, employee, parent or any individual or any individual's status as a medical marijuana license holder, marijuana is not allowed on the premises of Tulsa Tech or in any school vehicle or any vehicle transporting a student under any circumstances. While the use of medical marijuana is in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of Tulsa Tech, in school vehicles, going to and from Tulsa Tech sponsored functions

and/or events which occur in a location other than the premises of Tulsa Tech, utilizing Tulsa Tech equipment or transportation and in any other instance in connection with Tulsa Tech where Tulsa Tech reasonably deems the possession of marijuana to be illegal.

A medical marijuana license will not nullify a positive drug test that was administered for clinical participation.

### HIPAA/ Social Media/Confidentiality

Students are responsible for maintaining a standard of strict confidentiality in every aspect of patient care. Students must comply with the Health Insurance Privacy and Portability Act (HIPAA). The act sets standards for protecting patient privacy. Students receive HIPAA training upon admission to the program. Students must not participate in unauthorized disclosure of patient information.

Students should not discuss or post any information about patients, family members, clinical experience or any clinical facility on any social media site or by electronic communication/venue (i.e.: Facebook, Twitter, cell phones, etc.). Nor should a student save any patient, family or clinical facility information on any electronic device.

Patient-related information may be discussed with the instructor and during pre/post conference. Students should keep all patient-related discussions confidential. Students found to be in violation of this policy are subject to disciplinary action including but not limited to immediate dismissal.

### Identification, Security and Access to Restricted Areas at Clinical sites

For reasons of safety and security, access to certain areas of clinical sites may be restricted to approved personnel. Students should always ensure they have permission and appropriate reason directly related to patient care and/or an approved learning experience to be in any area of the clinical facility.

Students should always ensure they have taken the appropriate safety/security precautions and/or are utilizing the appropriate personal protection devices when entering any area in order to protect themselves, patients and others.

When assigned to a clinical site, the student should always wear the school name tag, clearly identifying himself/herself as a student. In situations (such as surgery) where it may not be possible for student identification to be visible, the student should clearly and verbally identify himself/herself to each healthcare provider by name and as a "student who is in training." The student should also identify the training program in which he/she is enrolled. Students should not wear or use any clinical facility/school identification badges or school uniforms at any time other than when they are actively participating in a Tulsa Tech approved/scheduled learning experience/clinical rotation.

Students should not use such identification to gain access to a clinical site or area within the clinical site unless they are specifically assigned to be in the clinical site/area at that time. At no time should the student misrepresent themselves as being actively in training in order to gain access to a clinical site/area when they are not approved by faculty to be there and are not actively engaged in a school approved clinical rotation/learning experience.

Students shall not allow others access to school/facility issued identification badges, uniforms, etc. Students are cautioned to guard the security of such items.

Students shall securely guard any passwords/access codes to facility computers, patient documents, equipment, etc. to which they have access as a student. Students shall not use these passwords/access codes at any time other than when they are specifically authorized to do so in the role of the student. Use of such passwords/access codes at times other than when actively in the student role during an approved clinical rotation/learning experience is prohibited. Students shall not disclose such passwords/access codes to any other individuals including, but not limited to other facility personnel or students.

TAB

# Medical Assisting with Phlebotomy

Site:

Health Science Center (HSC)

School Year:

2023-2024

## Instructors Contact Information

Instructors:

Kathleen Passmore

Jodi Hood

Instructor Phone:

Kathleen Passmore: 918-828-1227

Jodi Hood: 918-828-1263

Instructor Email:

kathleen.passmore@tulsatech.edu

jodi.hood@tulsatech.edu

Instructor Office Hours:

7:30 am – 4:00 pm

Instructor Credentials:

Kathleen Passmore, CMA

Jodi Hood, MS, MT (ASCP), AHI, RMA, RPbt Instructor, RMA Instructor

Instructor Biography:

Both Post-Secondary Medical Assisting Instructors have an extensive employment experience in their professions and remain actively involved in the progression of the allied healthcare industry. This experience will be brought into the classroom during lectures and theory discussions, as well as, in the lab during demonstrations and assessments of clinical competency skills. Your instructors are dedicated to your success in and outside of the classroom. Take advantage of their knowledge and expertise as you strengthen your healthcare understanding, professional and personal growth.

## Program Information

Description:

As a medical assistant you will be able to administer injections, perform EKGs, take patient vitals, and draw blood. Medical Assistants will develop administrative skills with electronic medical records, coding, billing, and referrals, and will work alongside doctors and nurses in diverse medical settings.

Courses and Hours:

HLTH-0068 Clinical Procedures 120 hours

HLTH-5333 Anatomy 120 hours

HLTH-0003 Core Medical Terminology 45 hours

HLTH-0088 Medical Assisting Pharmacology 60 hours

HLTH-0071 Phlebotomy 60 hours

HLTH-0093 Integrated Administrative Procedures 60 hours

HLTH-0073 Medical Assisting Clinical Experience 135 hours

## Completion Statement:

To remain in the program, students must:

» Maintain grade of C or better in all courses and maintain 90% attendance.

To attend Work Based Learning (Clinicals), students must:

» Maintain a grade of "C" or better in each transcript course

» Provide verification of immunizations through vaccination records

» Hold current American Heart Association CPR for Healthcare provider card

» Provide transportation to Work Based Learning sites

» Pass a drug screening

» Verification of Lawful Presences in the United States

» Pass a criminal background check

To receive a Certification of Completion from Tulsa Tech, students must:

» Maintain grade of C or better in all courses

» Maintain 90% attendance or better throughout the school year

## Certifications:

The Medical Assisting Program at Tulsa Tech utilizes the National Center For Competency Testing (NCCT) for certifications.

» National Certified Medical Assistant (NCMA)

» National Certified Phlebotomy Technician (NCPT)

## Career and/or College Opportunity:

Medical Assistant / Phlebotomist – Medical Assistants are multi-skilled health professionals who work in ambulatory setting such as medical offices, clinics, and urgent care facilities. They perform clinical and administrative tasks and their duties vary by office or clinic. Phlebotomy is often part of a medical assistant's responsibilities. As a Medical Assistant you can also work as a scribe.

## Makeup Work:

Students are expected to make up the work missed while they are absent. It is the responsibility of the student to contact the instructor and make arrangements to complete the work missed. No penalty will be assessed if the work is made up within two days for each day missed. Make up work shall be meaningful and relevant to the course missed. Some situations may require more time due to the nature of the program. In these cases, the instructor will set the completion date for the make-up work.

## Professionalism:

Medical assistants are expected to demonstrate strong work ethic, positive demeanor and attitude, respect for others, and to exhibit integrity, honesty, and pride in the profession.

## Supplies Needed

1. Notebook paper, black ink pen, and pencil
2. Stethoscope
3. Watch with a second hand (must be a manual watch, Apple watches not permitted)
4. Blood Pressure Cuff for home use (recommended not required)

TAB

# Practical Nursing

### Welcome

The faculty of the Practical Nursing (PN) Program at the Tulsa Technology Center welcome you. We have a sincere interest in you as an individual and look forward to helping you achieve your goal of becoming a Licensed Practical Nurse (LPN).

Your primary responsibility in this program is to become a safe, skillful, and responsible practical nurse. This handbook along with the Clinical Handbook, have been designed as references for policies and procedures of Tulsa Technology Center and of the Practical Nursing program. Students are held responsible for adhering to these policies and procedures, as well as any changes made throughout the year.

We wish you success on your journey!

### Program Description

This program prepares the student to become a Licensed Practical Nurse, an important member of the health care team who works under the supervision or direction of a registered nurse, licensed physician or dentist. Students will learn the role of the LPN and how to care for a variety of patients including, but not limited to geriatric, pediatric, oncology, and pre/post- operative patients. Students will learn how to identify patient problems, identify appropriate interventions and evaluate the nursing care provided. Graduates of this program will be eligible take the NCLEX-PN and become licensed through the Oklahoma Board of Nursing.

The curriculum provides both theory and clinical experiences for the development of professionalism, skills and understanding of the nursing concepts necessary to provide safe, effective nursing care. The program is delivered in a lock step format from simple to complex, and normal to abnormal. New classes begin approximately three times a year and take anywhere from 12-15 months to complete depending on the calendar year and the selection of a day or evening class. The program is based on clock hours of instruction as opposed to credit hour, which means there are 1,463 actual hours of classroom/clinical attendance required to complete the program.

### Program Delivery and Technology

We use a blended approach of instruction in our PN program. We combine online educational materials and interactive opportunities with traditional face to face classroom and lab methods. Any lessons and materials delivered are considered vital and students are expected to be on time, engaged and self-directed in their learning. We utilize a traditional testing framework to evaluate student acquisition of knowledge: computerized tests over each module of learning, graded assignments, group projects and presentations, clinical skills checkoffs and clinical evaluations. HESI testing is also conducted in an ongoing manner throughout the program to assess broad topic learning and student's readiness for the NCLEX-PN. The PN program will be delivered in a lock-step format with the same instructors for the duration of the 12-month (days) or 15-month (evenings) program.

Due to our blended instructional format, each student is required to have appropriate computer technology (computers, printers, and internet) outside of the school campus, and basic computer knowledge. Computers are provided for each student in the classroom and are available in the library, with access to internet. TTC utilizes Blackboard as our Learning Management System (LMS). Instructors will assist students in navigating the Blackboard (Bb) platform in class. All courses utilize Bb and students are required to abide by the policies regarding internet use. Students are expected to maintain professionalism on all computers (including personal computers). This includes, but is not limited to, accessing or the display of suggestive or pornographic material and utilizing computers for any violation of school or program policies. Campus Administration has the right to search the files of any computer (including personal) at any time when deemed necessary. It is suggested that personal computers be free from any questionable or objectionable or suspicious material.

Students are assigned a school email account and held accountable for information sent to it. There are printers available at the school, each student is allowed fifty copies per month in an effort to be environmentally and financially responsible. Each instructor determines the acceptable use of hand-held electronic devices in their classroom (e.g., cell phones, pagers, recorders, etc.). Faculty and staff reserve the right to confiscate any device at any time for the duration of the interrupted activity. Students will follow the faculty's instructions regarding these devices during testing. Violation of the instructions may result in automatic failure of the test, probation, or removal from the program; depending on the specifics of the incident.

### Practical Nursing Vision and Mission Statements

#### Vision

Tulsa Technology Center Practical Nursing program is an integral part of its parent institution and shares the vision of building a world class workforce of knowledgeable, caring and competent nurses.

#### Mission

The mission of the Practical Nursing Program at Tulsa Technology Center is to educate students in an environment conducive to learning through goal driven and outcome focused curricula. The faculty supports the parent institution's mission of educating people for success in the workplace.

## Personnel

### PN Department

PN Coordinator – Dana Chandler MS, RN

PN Office Support – Melissa Crenshaw

### Faculty

Tonya Cannady, BSN, RN

Katherine Christian, BSN, RN

Brenda Duensing, MSN, RN

Susan England, MSN, RN

Irina Green, MSN, RN

Reginald Johnson, ADN, RN

Rhonda Kannady BSN, RN

Vana Miller, BSN, RN

Cheryl Nelson, MSN, RN

Beverly Osborne, MS

Donna Rawlings, BSN, RN

Heidi Remy, MSN, RN

Theresa Thomas, MSN, RN

# General Information & Program Procedures

## Admission Information

### Prerequisite

Current Certification for Long Term Care Nursing Assistant is required before admission to the Practical Nursing program.

### Academic Preparedness

40 points are possible for the entrance exam-HESI A2. Visit tulsatech.edu/student-resources/assessment-services to schedule your test session and learn more about the HESI. There is a $60 non-refundable fee due at time of scheduling. For questions, please call 918-828-5290 or email assessmentcenter@tulsatech.edu A minimum of 10 points is required in this category. Applicants are selected beginning with the highest scores until all available spaces are filled. Please call the Admissions Office, 918-828-5000, with any further questions regarding this process.

Once admitted to the program, students will be notified of a mandatory orientation and mailed program specific information. This will include topics such as required immunizations, CPR certification, transcripts, background checks, drug testing, program costs and financial arrangements, uniforms and supplies, textbooks and start dates. Students will be expected to meet these requirements by the given deadlines or will be in jeopardy of losing their seat in a class. A student may be removed from a class should these requirements not be met or maintained.

Prior to applying to the Nursing Program program, it is recommended that persons with negative entries on their background check verify that the Board of Nursing will allow them to test for the National Certification License Exam (NCLEX-PN).

## Re-admissions Procedure / Transfer of Credit / Prior Credit

Once accepted, students will only be allowed one request for internal re-admission/transfer to another class. An email requesting re-admission/transfer must be sent to the PN Office Support and PN Coordinator. The circumstances under which the student left the program must be explained, how these circumstances have now changed and a proposal as to how to prevent these circumstances from arising again must be addressed.

- All entry requirements must be met before a student may re-enter the program (internally or externally), including financial arrangements and up to date immunization records and CPR.
- Re-admission/transfer will be based on space available. Students may be required to re-take the Dosage Calculation exam and pass with a 90%.
- Students that have been absent from the program for more than 1 year may be asked to prove competency in previously taken courses.
- Students must successfully pass any associated skills component to each course. Students not meeting competency must pay and repeat the course.
- Course work for which re-admission and prior credit is being requested must be less than 2 years old for nursing courses and less than 5 years old for non-nursing courses.
- Courses for which prior credit is being requested must have been passed with a grade of "B" on a 10-point scale, a "C" on a less than 10-point scale or 80%.
- Students may be requested to prove competency in any area the faculty deems necessary, including lab skills, clinical proficiency and theory topics.
- Students re-admitted may be placed on probation during the first 3 months of their re-admission. Any violation of school policies or conditions of the probation may result in permanent removal from the program.

## Conditional Acceptance

Applicants notified of initial acceptance into the PN Program have a conditional admission, pending the following steps. A student may be withdrawn from the program for not meeting the following minimum criteria:

### 1. Mandatory Orientation

Applicants must attend the mandatory meeting to acquire additional information about program start dates, deadlines, immunizations, background check and other program specific information.

### 2. All required paperwork submitted

This includes high school and prior college transcripts, proof of immunizations, CPR certification, award letters and all other information requested.

### 3. CPR certification

Applicants must be certified in Basic Life Support Provider (American Heart Association) CPR and maintain this certification throughout the program.

### 4. Clear background check

Our clinical facilities require that all students must submit to a background check with each program admission. Certain charges will prevent a student from being able to attend clinical as determined by the facilities and may be prevented from sitting for National Exam (NCLEX-PN)- see the OBN statement.

### 5. Clinical site privileges

If an applicant is denied clinical privileges at a facility as a result of background checks, immunizations or drug screen, the student will not be able to meet clinical objectives. The student will be unable to complete the program and unable to take the licensing exam. The student not meeting these requirements will need to withdraw from the program.

### 6. Completed financial arrangements

Accounts must be kept current or students may lose their seat in a class. The Bursar's office will arrange payment schedules.

### 7. Evidence of Status

In order to take the NCLEX-PN students will need to have a social security number, birth certificate and verify citizenship with the Oklahoma Board of Nursing by completing the Evidence of Status Form A or B.

## Attendance Procedures

### HSC Adult Attendance Process

The number of absences allowed is based on the length of the program in months. For example, 12-month Practical Nursing students are given 12 absences throughout the 12 months of that year of the program. See Section 5 of Students Expectation Attendance Policy for detailed information related to attendance.

### Clinical No Call No Show (NCNS)

Students are expected to call or message ahead of time if they are not able to be at their clinical site or make it on time. Two Clinical NCNS occurrences will result in immediate appeal meeting to remain in the program.

## Approval /Accreditation

The School of Practical Nursing at Tulsa Technology Center is an approved and accredited PN Program under the:

### Oklahoma Board of Nursing

2915 N Classen Blvd, Suite 524
Oklahoma City, OK 73106
(405) 962-1800
http://www.ok.gov/nursing/

### Oklahoma Department of Career and Technology Education

1500 W. Seventh Avenue
Stillwater, OK 74074-4364
(405) 377-2000
www.okcareertech.org

## Oklahoma Board of Nursing Definition of Licensed Practical Nursing

"Licensed Practical Nursing" means the practice of nursing under the supervision or direction of a registered nurse, licensed physician or dentist. This directed scope of nursing practice includes, but is not limited to:

A. Contributing to the assessment of the health status of individuals and groups.

B. Participating in the development and modification of the plan of care.

C. Implementing the appropriate aspects of the plan of care.

D. Delegating such tasks as may safely be performed by others, consistent with educational preparation and that do not conflict with the Oklahoma Nurse Practice Act.

E. Providing safe and effective nursing care rendered directly or indirectly.

F. Participating in the evaluation of responses to interventions.

G. Teaching basic nursing skills and related principles.

H. Performing additional nursing procedures in accordance with knowledge and skills acquired through education beyond nursing preparation and,

I. Delegating those nursing tasks as defined in the rules for the Oklahoma Board of Nursing that may be performed by an advanced unlicensed assistive person.

## Licensure

Information for Bulletins and Catalogs of Nursing Education Programs

I. In an effort to provide accurate and appropriate information in the bulletins and catalogs of nursing education programs, the Oklahoma Board of Nursing recommends a statement for inclusion in the bulletin/catalogue of each nursing education program. All other references to the role/responsibility of the Oklahoma Board of Nursing should be deleted

II. The following statement is the appropriate designation of the role/responsibility of the Oklahoma Board of Nursing in the nursing education program bulletin/catalogue:

A. "Tulsa Technology Center is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for (registered or practical) nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status [59 O.S. §§567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or non-immigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Oklahoma Board of Nursing has the authority to deny a license, recognition or certificate; issue a license, recognition or certificate with conditions and/or an administrative penalty; or to issue and otherwise discipline a license, recognition or certificate to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made. Potential applicants to state-approved education programs, with a criminal history, may obtain a determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The determination of eligibility for licensure petition can be accessed at http://nursing.ok.gov/initialdeterm.pdf.

Board Approved: 7/92 OBN Policy/Guideline: #E-05 Board Reviewed w/o Revision: 1/29/13 Page 2 of 2
Revised: 9/01; 5/04; 1/25/05; 11/13/07; 5/25/10; 11/4/13; 5/24/16; 11/12/19; 1/24/23
P:/Administration/Executive/Policies/Education/E-05 Information for Bulletins and Catalogs of Nursing Education Programs

III. The Board requests that this statement be included in your bulletin/catalogue.

IV. Regulatory Authority 59 O.S. §567.12

### Practical Nursing Program Philosophy Statement

The philosophy of the nursing program at Tulsa Technology Center (TTC) incorporates the vision and mission of the parent organization. We base our philosophy on the work of Patricia Webber's KSVME (Knowledge, Skill, Value, Meaning and Experience) model, which guides our framework. Our faculty believes that each student should be provided with nursing knowledge which includes skills, values, meaning and experience that will contribute to a world class workforce of nurses. As students gain professional expertise, they move toward competency, integrating their experience and knowledge. We believe nurses should promote attributes and attitudes of flexibility and understand that change is inevitable to maintain quality healthcare delivery.

The faculty supports an environment that promotes professional practice and emphasizes the following beliefs:

- Practical nursing is a discipline of rigorous and dynamic knowledge and practice.
- Knowledge acquisition and hands on experiences are critical to the successful development of caring and competent nurses.
- The faculty's commitment to the educational process determines the quality of the delivery of evidence-based curricula.
- Practical nursing is goal driven, outcome focused and competency based.
- A graduate of TTC's Practical Nursing program will possess the ability to integrate theories and concepts into nursing practice, shaping the future of nursing and meeting the emerging healthcare demands of our ever-changing society.

We believe the strength of the relationships among faculty, clinical professionals, preceptors and students is the foundation on which these beliefs will be allowed to thrive. Practical Nursing education at TTC reflects the reality of practice while preparing students with the knowledge to provide healthcare across diverse settings.

### Conceptual and Curriculum Framework Model

In the development of this curriculum, three major concepts are evident. These concepts form the foundation for the practical nursing curriculum. The concepts are:

1. Body Systems
2. Nursing Process
3. Holistic Care

Body Systems approach encourages a systematic organization of the curriculum. This provides the student with a structured learning format.

Nursing Process is a problem-solving method. This process assists the student in the development of critical thinking skills which in turn promotes clinical reasoning.

Holistic Care recognizes that the individual has many aspects of self. These aspects include body, mind, spirit and self. The nurse providing holistic care honors each individual's experiences, beliefs and values and provides culturally accepted holistic care.

### Curriculum Organization

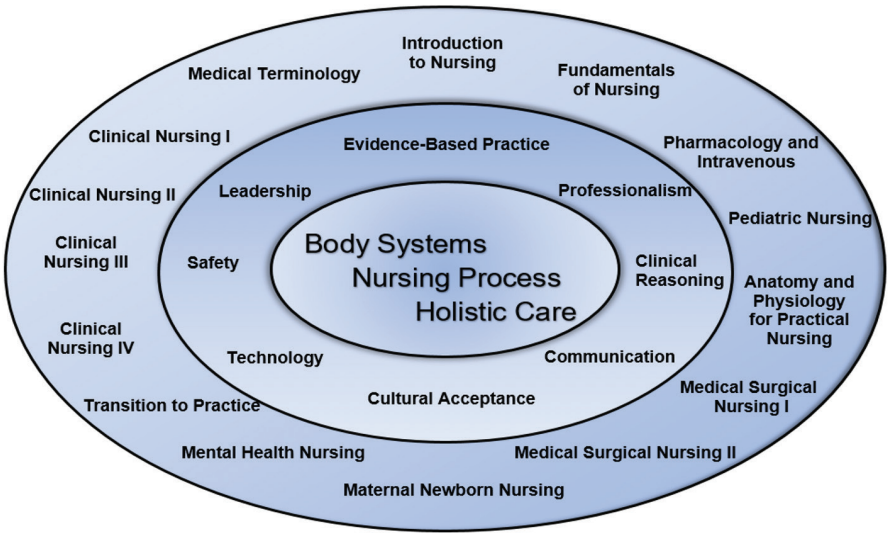
The curriculum has been organized to guide the students from simple concepts to more complex. This is demonstrated in the course progression from Introduction into Nursing through preceptorship found in Clinical Nursing IV. As they progress through the curriculum, the students begin to apply those concepts learned such as prioritizing patient care needs by utilizing Maslow's Hierarchy of Needs.

The same organization is found in the clinical nursing courses as well. Clinical experiences begin with basic care often sought in long term care facilities and progresses to demonstrating higher level skills and clinical reasoning in the latter clinical courses in more acute care environments. Finally, the students integrate all the concepts into their performance in a preceptorship.

The framework upon which Tulsa Technology PN curriculum is built:

- Safety means to be free from danger, risk or injury and is a condition of being safe. The nursing student will provide safe, competent care in order to promote client safety and optimal client outcomes.
- Evidence Based Practice is a quality indicator that is driven by the synthesizing of research findings. The nursing student will integrate the best practices into their nursing interventions.
- Communication means the exchange of thoughts, feelings, needs, preferences, messages and information. The nursing student will utilize therapeutic skills such as active listening, silence, verbal and nonverbal behaviors in conveying information through appropriate channels.
- Clinical Reasoning involves inquiry utilizing nursing process and technologies. The student will utilize clinical reasoning in the improvement of client outcomes.
- Leadership means the ability to influence others. The nursing student will develop leadership qualities including delegation, communication, negotiation, prioritization, organization, conflict resolution, multi-tasking and advocacy of health care.
- Cultural Acceptance is the ability of a person to interact with another whose culture may be different, recognizing the similarities and acknowledging the differences. The nursing student will develop the ability to provide culturally accepted care to a diverse population.
- Professionalism includes behaviors which foster trust and respect. These behaviors affect the relationship between the nurse-patient/family and nurse-interdisciplinary health team. The nurse's appearance, words and actions reflect the nurse's professionalism.
- Technology is the application of science. The nursing student will utilize computer science, information science and informatics to manage data and information to support nursing practice.

## Practical Nursing Curriculum Framework




## Theory Courses Model

**Curriculum Plan Outline**

| Course Title | Hours: Theory/Lab | Clinical | Totals |
|---|---|---|---|
| Medical Terminology | 45 | – | 45 |
| Anatomy | 120 | – | 120 |
| Long Term Care Assistant *Prerequisite* | 59 | 16 | 75 |
| Introduction to Nursing | 60 | – | 60 |
| Fundamentals of Nursing | 172 | – | 172 |
| Clinical 1 | – | 80 | 80 |
| Pharmacology & IV Therapy | 75 | – | 75 |
| Medical Surgical Nursing I | 75 | – | 75 |
| Clinical 2 | – | 161 | 161 |
| Medical Surgical Nursing II | 85 | – | 85 |
| Clinical 3 | – | 161 | 161 |
| Maternal/Newborn Nursing | 42 | – | 42 |
| Pediatric Nursing | 42 | – | 42 |
| Mental Health Nursing | 42 | – | 42 |
| Specialty Clinical with Clinical 2 or 3 | – | 30 | 30 |
| Maternal/Newborn, Pediatric, | – | 30 | 30 |
| Mental Health | – | 30 | 30 |
| Transition to Practice | 42 | – | 42 |
| Clinical 4 Preceptor | – | 96 | 96 |
| Program Total | 859 | 604 | 1463 |

**Program Tuition and Costs**

Please refer to the fact sheets for each Class cost. Other costs include books, uniforms, supplies, immunization tracker, testing fees, etc. The current total estimated cost of the entire program including all tuition, fees, books and supply costs is approximately $8000.00. Students are responsible for having all required materials purchased by the time a Class starts. Textbooks will be purchased the first day of class. Students will need to come prepared to purchase these books, which currently total approximately $900.

**HIPAA and Other Privacy Violations**

During this program, students will come in contact with information that is not only legally protected but inappropriate to share with others. Specific HIPAA (Health Insurance Portability and Accountability Act) rules apply to anyone who has access to an individual's health. This act forbids this information from being transferred to or shared with anyone who is not directly involved in caring for that individual and only when that information is necessary for treatment. Beyond the HIPAA rules, it is considered inappropriate behavior for a student to discuss a patient or a situation in any other manner than in the learning environment. This includes electronic media (e-mail, social websites, texting or photos- see Social Media statement) and having discussions in areas where individuals may over hear conversations. Students are also required to maintain this privacy standard with regards to fellow students and school employees. All school-related information is considered personal in nature and should not be discussed without express consent of the individual.

### Program Progression

Each course must be successfully completed by the designated end dates and with a passing grade of "B" or 80% before progressing to the next course. Tuition payments, immunizations and other requirements must be met before progression can occur. In the event a student fails a course, in most cases the student will be removed from that course, and other courses currently enrolled. This would result in complete withdrawal from the program. The student will be withdrawn from that cohort and placed on the waitlist and notified when space becomes available in the next cohort. Re-admit and/or consumption fees may be applied.

Classroom, lab and clinical proficiency will need to be evident for progression. Proficiency will be demonstrated in a variety of ways, including clinical skill requirements, building on previous learning, achieving passing grades in classroom, lab and clinical, maintaining satisfactory attendance, meeting physical, mental and professional requirements and the ability to implement instructor feedback and direction. Throughout the program, there are some items that require specific grades to pass and thus progress. Some examples of these are as follows: 80% must be achieved on lab check-offs, and 100% on safety exams. Minimum benchmark scoring on HESI exams is expected and will be discussed with each course that requires a HESI.

### Retention, Remediation and Student Resources/Services

The faculty of this program understands the rigors of nursing school while trying to manage life outside of school. We are committed to student success and have implemented measures to assist students in achieving their educational goals. Students not making appropriate academic progress will be asked to meet with the course instructors to develop a Student Success Plan.

As students' progress through the program and weak areas are identified, either by the student or faculty, a remediation/ action plan or activity may be initiated. This could include revisiting skills lab, specific assignments, structured study or other interventions. HESI remediation will be required when specific levels are not achieved. If a student fails to successfully pass skills checkoffs by the end of a specific course, the student will be withdrawn from the program. The student not meeting a specific skill competency will not be allowed to perform the skill in the clinical setting and may fail the clinical rotation. At any time if a student is withdrawn the student can ask to be on the internal waitlist for the next available course.

Students having challenges with either academic or skills are also encouraged to meet with the instructor or coordinator and utilize all campus resources available (counselors, tutors, library etc.).

### Program Evaluation and Student Input

Ongoing evaluation of the program is essential for the continued growth and excellence of the program. Student input is utilized in this evaluation process, and they are urged to provide constructive comments throughout the program. Students will be asked for their input via surveys regarding theory and clinical courses, and each instructor. Each cohort will also be contacted approximately six to nine months after graduation to obtain follow up information and complete the graduate satisfaction survey.

As decisions throughout the year are made for program changes and improvements, students will be invited to participate in the decision-making process. Students are also encouraged to send a class representative to monthly staff meetings to present input and ask questions. Students may also email the program instructor or coordinator with concerns.

### Terminal Student Learning Outcomes

Competencies are demonstrated through use of Webber's Knowledge, Skills, Values, Meaning, and Experiences (KSVME) model, using direct supervision and various evaluation tools. After completion of the program, a graduate of the Tulsa Technology Center School of Practical Nursing will:

1. Integrate academic principles of physical, biological, social and behavioral sciences to provide basic nursing care.
2. Communicate effectively, both orally and in writing, in the health care setting.
3. Describe and explain the current healthcare delivery systems, the roles within these systems and the issues that affect them.

4. Participate in activities which promote personal and professional growth such as self-evaluation, community service and continuing education.
5. Demonstrate understanding of the role and scope of practice for a practical nurse as defined by the Oklahoma Board of Nursing and professional organizations.
6. Function in an advocacy role for the client. Utilize the nursing process to meet the needs of culturally diverse individuals with health-related concerns throughout the life span.
7. Utilize safety measures for the protection of the client and others in the health care environment.
8. Demonstrate understanding of their role and responsibilities as a member of the health care team.
9. Identify and implement the fundamentals of wellness and the prevention of disease processes in the care of clients.
10. Demonstrate proficiency in the nursing skills necessary to provide basic physiological, psychological, spiritual, and socioeconomic needs in the care of each client.
11. Employ current technologies to optimize quality of care delivery while maintaining confidentiality and protecting patient privacy.

These objectives will be measured throughout the program, in the NCLEX Client Needs categories as the Student Learning Outcomes (SLO's) described in the programs Systematic Plan of Evaluation (SPE), by program completion and survey analysis. The SPE documents are available for review upon request- please make an appointment with the PN Coordinator.

### Program Completion

The requirements to complete the program are as follows:

» Successful completion of all theory, lab and clinical components of the program.

» All tuition and fees paid.

» Information records updated, and surveys completed.

### Completion Statement

To remain in the program, students must:

» Maintain a grade of B or better in all courses and maintain 90% attendance

To attend Work Based Learning (Clinicals), students must:

» Maintain a grade of "B" or better

» Pass a criminal background check

» Provide verification of immunizations through vaccination records

» Hold current American Heart Association CPR for Healthcare provider card

» Provide transportation to Work Based Learning sites

» Pass a drug screening

To receive a Certification of Completion from Tulsa Tech, students must:

» Maintain a grade of B or better in all courses

» Maintain 90% attendance or better throughout the school year

After all program requirements are met, an official transcript will be sent to the Oklahoma Board of Nursing.

## Nursing Codes

National Student Nurses Association: https://www.nsna.org/nsna-code-of-ethics.html

American Nurses Association: https://www.nursingworld.org/coe-view-only

### Provision 1

The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

### Provision 2

The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

### Provision 3

The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

### Provision 4

The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

### Provision 5

The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

### Provision 6

The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

### Provision 7

The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

### Provision 8

The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

### Provision 9

The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate the principle of social justice into nursing and health policy.

*American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, Washington, D.C.: American Nurses Publishing, 2015*

## Practical Nursing Pledge

Before God and those assembled here, I solemnly pledge to adhere to the Code of Ethics of the nursing profession.

To cooperate loyally with the other members of the nursing team and to carry out faithfully and to the best of my ability, the instructions of the physician or the nurse who may be assigned to supervise my work.

I will not do anything evil or malicious, and I will not knowingly give any harmful drug or assist in malpractice.

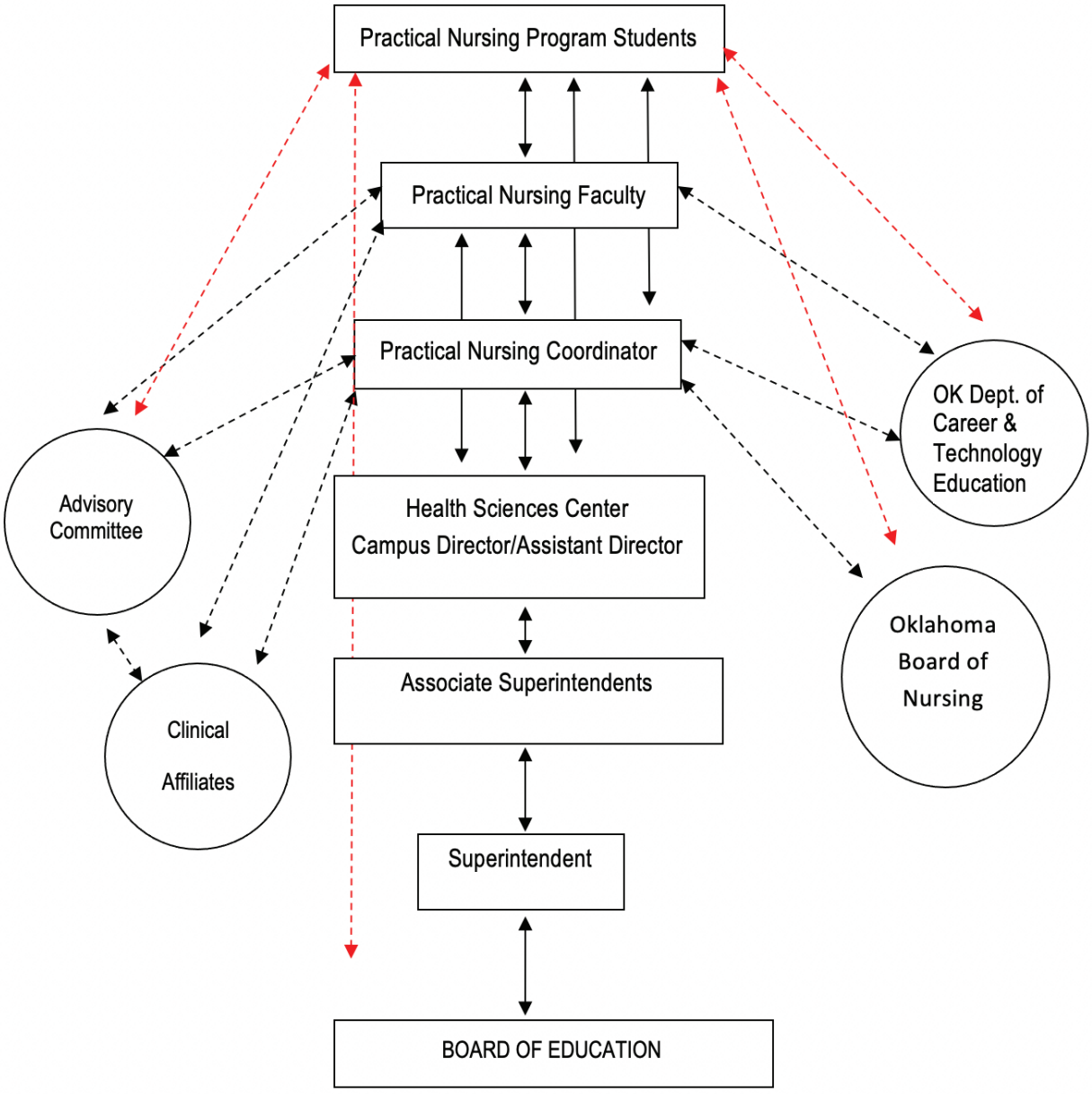
I will not reveal any confidential information that may come to my knowledge in the course of my work.

And I pledge myself to do all in my power to raise the standards and the prestige of Practical Nursing.

May my life be devoted to service, and to the highest ideals of the nursing profession.

# Appendices

## Lines of Communication




LEGEND:
Organization Chain of Command flows from bottom up in the rectangles.

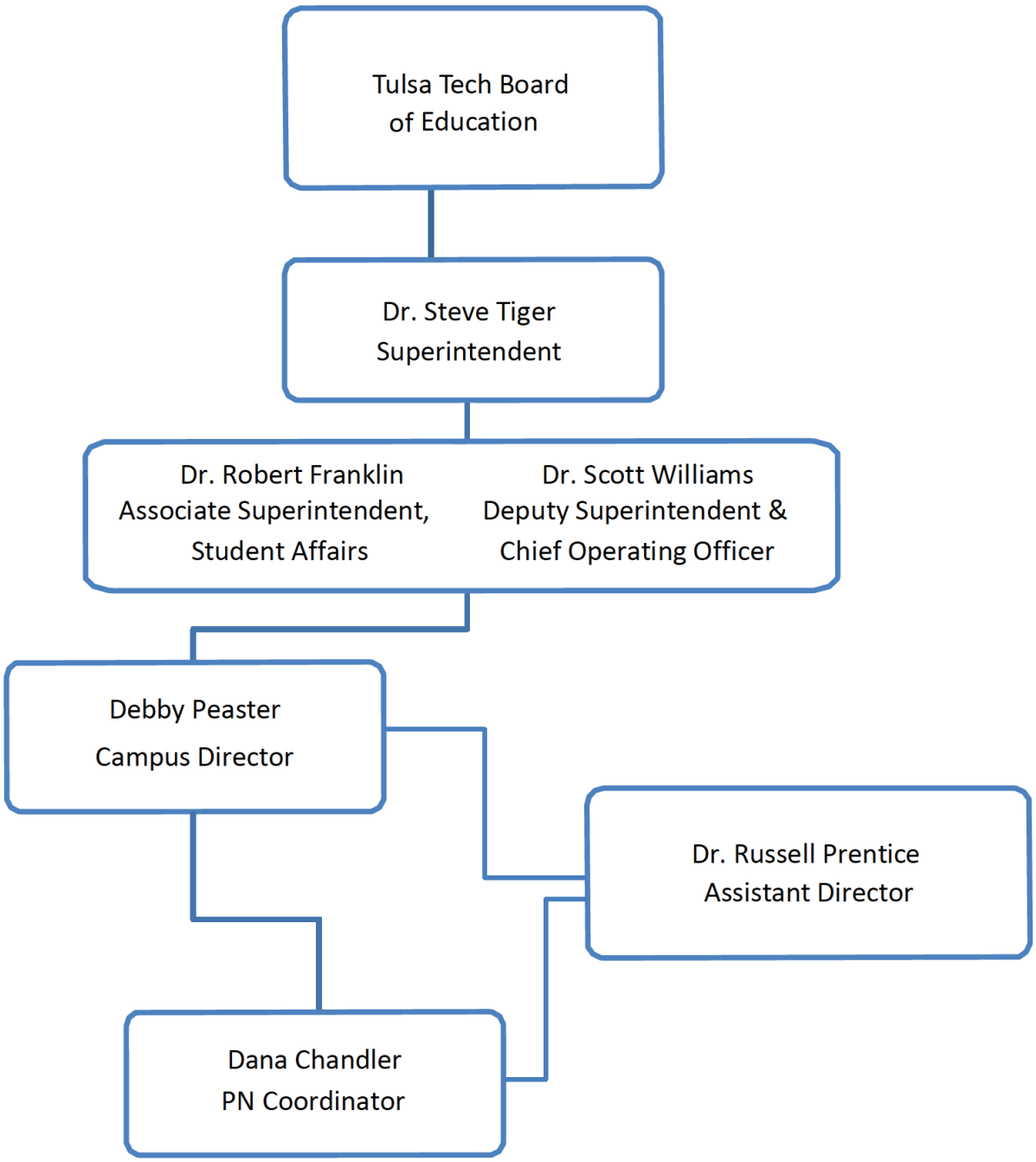
___ Solid lines reflect direct channels of communication within the institution.

- - - Dotted lines reflect an interrelationship of communication, recommendations and supervision that exist between cooperating agencies and accrediting bodies.

- - - Red dotted lines reflect channels that are open along the way for communication and information exchange to occur that does not need to flow through the chain of command, though is preferred.

(Adapted from Francis Tuttle Technology Center Handbook)

**Organizational Chart**



**PN Approximate Adult Program Costs**

**1463 hours

| | | |
|---|---|---|
| **1st Payment Period Invoice Items:** | | |
| Tuition | $5552 divided into bi-monthly installments | $1388.00 |
| Drug Screening (required for all students) (Fee) | | $35.00 |
| Complio Background Check & Immunization Tracker (Fee) | | $79.00 |
| Books (See FY24 book list for details) | | $809.00 |
| 5 – Uniform Patches ($4.00 each) (Supplies) | | $20.00 |
| PN Activity Fund – graduations, lamps, etc. | | $30.00 |
| | **Total** | $2361.00 |
| **2nd Payment Period Invoice Items:** | | |
| Tuition | | $1388.00 |
| **3rd Payment Period Invoice Items:** | | |
| Tuition | | $1388.00 |
| **4th Payment Period Invoice Items:** | | |
| Tuition | | $1388.00 |
| * Oklahoma Licensing and Application Fee | | $85.00 |
| * NCLEX-PN Exam (Fee) | | $285.00 |
| * National Background Check for OBN Application (Fee) | | $53.00 |
| * Nursing Pin for Pinning (Supplies) | | $10.00 |
| | **Total** | $6958.00 |
| **Required Student Purchase Item(s) (approx. cost):** | | |
| * 4 Sets of Scrubs (Supplies) | | $200.00 |
| * White, Black or Red Nursing Shoes (Supplies) | | $100.00 |
| * Lab Coat (Supplies) | | $35.00 |
| * Wrist Watch w/second hand (Supplies) | | $35.00 |
| * Stethoscope (Supplies) | | $50.00 |
| * Blood Pressure Cuff (Supplies) | | $20.00 |
| * Pen Light (Supplies) | | $10.00 |
| * Hemostat (Supplies) | | $10.00 |
| * Bandage Scissors (Supplies) | | $10.00 |
| * Headphones/Earbuds (for tablet use) (Supplies) | | $10.00 |
| | **Required Student Purchase Total** | $480.00 |
| | | |
| | Approximate Program Grand Total | **$7438.00** |

PLEASE NOTE: CPR – American Heart Association BLS for Healthcare Provider certification is required for this program and needs to be completed prior to the first day of class.

## Practical Nursing Book List

*Prices and book editions are subject to change without notice – for this reason, no bookstore refunds are allowed.*

Students interested in purchasing books elsewhere or the E-versions of books may do so independently at the vendor of their choice, though many funding agencies may not cover this expense. It is recommended that students buying books off campus check with the school prior to the start of class to ensure no changes have been made. Students are expected to have books by the first day of class and will be available for purchase that day as well.

| | |
|---|---|
| Adult Health Nursing 9th Ed.<br>Elsevier (ISBN 9780323811613) [#513] | $78.00 |
| Adult Health Nursing Adaptive Quizzing Access Code 9th Ed.<br>Elsevier (ISBN 9780323880220) [#501] | $79.00 |
| Intro to Clinical Pharmacology 10th Ed.<br>Elsevier (ISBN 9780323755351) [#504] | $68.00 |
| Intro to Clinical Pharmacology Study Guide 10th Ed.<br>Elsevier 10th Ed. (ISBN 9780323761222) [#507] | $35.00 |
| Foundations of Nursing 9th Ed.<br>Elsevier (ISBN 9780323812030) [#514] | $78.00 |
| Foundations of Nursing Adaptive Quizzing Access Code 9th Ed.<br>Elsevier (ISBN 9780323880251) [#502] | $78.00 |
| Foundations & Adult Health Nursing Study Guide 9th Ed.<br>(ISBN 9780323812061) [#516] | $49.00 |
| Mosby's Diagnostic and Lab Test Reference<br>Elsevier 15th Ed. (ISBN 9780323675192) [#515] | $51.00 |
| Mosby's Drug Guide for Nursing Students 2015 Ed.<br>Elsevier (9780443105937) [#506] | $39.00 |
| Success in Practical/Vocational Nursing<br>10th Edition, Elsevier (ISBN 9780323810173) [#510] | $55.00 |
| Saunders Comprehensive Review for the NCLEX-PN Exam<br>8th Edition, Elsevier (ISBN9780323733052) [#505] | $51.00 |
| Human Body in Health<br>(ISBN9780323711265) [#001] | $61.00 |
| Quick & Easy Medical Terminology<br>(ISBN 9780323595995) [#005] | $68.00 |
| Practical Nursing Patches<br>The Uniform Shoppe (4 @ $4.00 each) [#511] | $16.00 |
| **TOTAL** | **$809.00** |

**Classroom/Clinical Supplies (purchased elsewhere)**

» Stethoscope

» Watch w/second hand

» Pen Light

» Blood Pressure Cuff

» Hemostat

» Bandage Scissors

» Binders

» Notebooks

» Pens

» Scrubs Uniform (Red) – 3 or 4 sets and 1 Lab or Scrub Jacket (Black)

» Shoes (close toe and heel, vinal, leather, black, white or red)

TAB

# Professional Dental Assistant

Site:

Health Sciences Center

School Year:

2023-2024

### Instructors and Contact Information

Instructor Name:

April Williams

Instructor Phone:

918-828-1234

Instructor Email:

april.williams@tulsatech.edu

Instructor Office Hours:

2:45 pm - 4:00 pm, Monday - Friday

Instructor Credentials:

Dental Assistant (Permit #DA2978) with Expanded Function Permit for Radiation Protection and Safety, Coronal Polishing and Topical Fluoride, Placement of Pit and Fissure Sealants, and Assisting in the Administration of Nitrous Oxide, OK Board of Dentistry approved to teach Radiation Safety & Prevention Expanded Function Permit Course. Certified Dental Assistant (CDA #229844) and AHA BLS for Healthcare Providers.

Practice Experience:

» Dental Assistant in general and orthodontic dental offices: 1995-2014

» Practice Manager in general and orthodontic dental offices: 2010-2014

» Dental Practice Consultant: 2015-Present

Educator Experience:

» Tulsa Tech: Full-Time Adult Dental Assistant Instructor: 2016-Present

Education:

» Northeastern State University, Broken Arrow, OK, Bachelor of Science in Biology, Research: Genetic Research of the Delta 32 Mutation and HIV

» Tulsa Community College, Tulsa, OK, Associate in Science Education

### Instructional Philosophy

The Tulsa Tech Mission is "Educating people for success in the workplace." To achieve this objective, Tulsa Tech provides its students a positive learning environment utilizing industry-based curriculum. Students are prepared to receive industry accreditations and certifications recognized industry wide in their chosen occupational area. Finally, students experience work-based learning opportunities to enhance their practical application of skills learned and to increase their employment opportunities.

## Instructors and Contact Information

### Instructor Name:

Janet Coon

### Instructor Phone:

918-828-1223

### Instructor Email:

janet.coon@tulsatech .edu

### Instructor Office Hours:

2:45 pm - 4:00 pm, Monday - Friday

### Instructor Credentials:

Registered Dental Hygienist with Expanded Function Permit for Radiation Protection and Safety, Coronal Polishing and Topical Fluoride, Placement of Pit and Fissure Sealants, and Assisting in the Administration of Nitrous Oxide, OK Board of Dentistry Approved to teach Radiation Safety & Prevention Expanded Function Permit Course, AHA BLS for Healthcare Providers.

### Practice Experience:

» Family Dental Care of Owasso, OK: 2013-2016

» Kevin F. Mailot, DDS, Claremore, OK: 2001-2013

» Jim Yeats, DDS, Catoosa, OK: 2001-2010

» Randall Haskins, DDS, Claremore, OK: 1998-2001

» Darryl Reed, DDS, Claremore, OK: 1992-1996

### Educator Experience:

» Tulsa Tech: Full-Time Adult Dental Assistant Instructor-2023-Present

» Community Care College: Department Head/ Dental Assistant Instructor-2016-2023

### Education:

» Rogers State University, Claremore, OK, MBA

» Rogers State University, Claremore, OK, BS Organizational Leadership

» Tulsa Community College, Tulsa, OK, AS Dental Hygiene

» Bryan Institute, Tulsa, OK, Dental Assisting

## Instructional Philosophy

The Tulsa Tech Mission is "Educating people for success in the workplace." To achieve this objective, Tulsa Tech provides its students a positive learning environment utilizing industry-based curriculum . Students are prepared to receive industry accreditations and certifications recognized industry wide in their chosen occupational area. Finally, students experience work-based learning opportunities to enhance their practical application of skills learned and to increase their employment opportunities.

**Campus/Site Information**

HSC Attendance Office:

918-828-1200

Counselor:

Jil Gaylor, 918-828-1232, jil.gaylor@tulsatech.edu

Administration:

Devin Anderson, Allied Health Coordinator, (918) 828-1208, devin.anderson@tulsatech.edu

*The Allied Health Coordinator is the immediate supervisor of the program and will assist in ensuring compliance with district, state, and federal policies, rules, and regulations along with requirements of the Commission on Dental Accreditation (CODA). He is a member of the Student Support Team whose mission is to assist students in academics, social, and workplace skills.*

Debby Peaster, Campus Director, 918-828-1200, debby.peaster@tulsatech.edu

*The Campus Director is the program supervisor and instructional leader. They are responsible for compliance with all district, state, federal, and CODA policies, rules, and regulations.*

## Professional Dental Assistant Program Information

Students in this program will learn how to perform patient care, front office and laboratory duties for the dental office. They will practice infection control, using dental materials, performing dental charting and assisting the dentist during chair side functions. The program includes clinical experiences in a professional dental office.

**Courses and Hours:**

| COURSE # | COURSE NAME | THEORY | LAB | TOTAL |
|---|---|---|---|---|
| HLTH-0620 | Foundations of Clinical Dental Assisting | 87 | 60 | 147 |
| HLTH-0621 | Biomedical Sciences | 66 | 36 | 102 |
| HLTH-0622 | Dental Clinical Procedures | 42 | 127 | 169 |
| HLTH-0623 | Dental Materials | 33 | 23 | 56 |
| HLTH-0624 | Dental Radiography & Procedures | 36 | 59 | 95 |
| HLTH-0625 | Dental Specialties & Advanced | 76 | 75 | 151 |
| HLTH-0606 | Dental Assistant Clinical Externship | 0 | 300 | 300 |
| HLTH-0607 | Dental Seminar | 10 | 10 | 20 |
| | Total Hours | 350 | 690 | 1040 |

**Certifications:**

» Oklahoma Department of Career Tech Education Dental Assistant Competency. This is taken during the second semester of the program.

» Oklahoma Dental Assistant Permit

1. This permit is issued by the Oklahoma Board of Dentistry (ODB) and requires the student's address, email, social security number, a color copy of the student's driver's license or state issued photo ID, and either verification of citizenship or verification of qualified alien status (requires a copy of passport, green card, etc. with application). The instructor will schedule class time for Tulsa Tech staff to notarize completed forms for students.

2. The permit currently costs $50.00, for which the student is responsible, and is subject to change by the Oklahoma Board of Dentistry. This permit must be renewed every year by December 31 at the student's expense and is valid from January 1 until December 31.
3. The student must have this permit to participate in clinical experiences.

» Oklahoma requires dental assistant students to hold a current Oklahoma Dental Assistant Permit for a dental assistant student for clinical experiences. Tulsa Tech is not responsible for any student who fails to obtain the Oklahoma Dental Assistant Permit due to the results of the ODB background check or any other reason. The ODB background check can include both state and national searches and any questionable background search results will be subject to ODB review and decision on a case-by-case basis. Tulsa Tech cannot be responsible for the inability of the student to start a clinical experience in a timely manner or a student who may not participate in the clinical internship due to a failure to obtain the necessary Oklahoma Dental Assistant Permit.

» Students must provide the program instructor an electronic copy of her/his permit before any scheduled clinical activity to be eligible for clinical experiences. A due date will be provided to the class.

» Certified Dental Assistant (CDA®)

This exam is administered by the Dental Assisting National Board, Inc. (DANB). Eligibility requirements:

– Be a CODA accredited program completer or have two years' full-time work experience as a dental assistant with written verification of work experience from the dentist employer.

– Hold a current Basic Life Support CPR certification from the American Heart Association, American Red Cross, or another DANB accepted CPR course provider.

» The current cost of the CDA exam is $450, with DANB annual renewal fees of $75 and 12 hours of continuing education requirements. Costs are subject to change.

» DANB CDA exam applications contain questions regarding felonies, disciplinary action by a professional regulatory board, ethical violations, and mental competence. Additional information will be required for any positive response and be reviewed by DANB on a case-by-case basis.

For more information, please visit the Dental Assisting National Board website at https://www.danb.org/.

» Oklahoma Expanded Function Permits

1. Radiation Safety and Protection
2. Coronal Polishing and Fluoride
3. Sealants
4. Assisting in the Administration of Nitrous Oxide
5. Once the student completes the program, the student will be required to complete the ODB forms with needed signatures, pay $40.00 ($10.00 for each expanded function permit), and mail to the ODB with the completion letter from the program coordinator to have these added to the student's dental assistant permit.

### Career and/or College Opportunity:

Since many dentists employ two or more dental assistants, employment opportunities in this field are excellent. The types of practice settings available to dental assistants include:

- Solo dental practices (practices with only one dentist)
- Group practices (practices with two or more dentists)
- Specialty practices, such as oral and maxillofacial surgery (removal of teeth and correction of facial deformities), orthodontics and dentofacial orthopedics (straightening teeth with braces or other appliances), endodontics (root canal treatment), periodontics (treatment of gum problems), prosthodontics (replacement of lost teeth) and pediatric dentistry (treatment of children)
- Dental school clinics, assisting dental students as they learn to perform dental procedures

Other career opportunities for dental assistants include:

- Insurance companies, processing dental insurance claims
- Vocational schools, technical institutes, community colleges dental schools and universities, teaching others to be dental assistants (which may require baccalaureate degrees)
- Dental product sales representatives

Additional Information on Dental Assisting: O*Net Online-Dental Assistant Summary Report

Occupational Outlook for Dental Assistants Information: US Bureau of Labor Statistics Occupational Outlook Handbook: Dental Assistant

### American Dental Association Commission on Dental Accreditation Statement

The program in dental assisting is accredited by the Commission on Dental Accreditation [and has been granted the accreditation status of "approval without reporting requirements"]. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: http://www.ada.org/en/coda.

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653. The Commission's web address is: http://www.ada.org/en/coda.

## Goals and Outcomes

Upon successful completion of the Tulsa Tech Professional Dental Assistant Program, the student will:

a. Be competent to perform chairside dental assisting, related laboratory, and basic office management skills, including the following:

b. Provide the skills necessary to deliver a safe environment for patients and staff, including knowledge of OSHA requirements and evaluate and apply an in-depth knowledge and skills in infection control procedures.

c. Demonstrate mastery of basic dental theory, including dental anatomy, dental diseases, and restorative dentistry.

d. Competently and proficiently perform dental chairside duties, including tray set-ups, four handed dental instrument transfer, oral rinse and evacuations, plus a working knowledge and skill handling dental materials.

e. Demonstrate competent knowledge of radiation safety, proficiency in placing, exposing, processing, mounting dental radiographs, as well as recognizing basic dental radiographic landmarks, and radiographic placement, positioning, and handling errors.

f. Perform dental laboratory duties, including pouring, basing, and trimming study models, as well as fabrication and finishing of bleaching trays and provisional crowns and bridges.

g. Demonstrate the knowledge and skills to provide patient dental care education and promote preventive dental care.

h. The ability to apply basic dental economic principles to the efficient maintaining and ordering of dental consumable supplies

i. Demonstrate basic dental business office skills that include computer hardware, and dental practice management software.

j. Possess effective skills in both verbal, non-verbal, and written communication when interacting with dental patients, the dental team, outside dental lab, sales and repair personnel.

k. Demonstrate a professional and collaborative work ethic, recognize the legal and ethical responsibilities of the dental care professional, including HIPAA, confidentiality, and patient privacy.

### Measurements

a. Successful completion of all program courses, including dental skill evaluations.

b. Successful completion, instructor and supervisor evaluations of the student's clinical practice skills during internship in a dental practice or clinic, including chairside, infection control, and patient education, as well as other tasks allowed by Oklahoma law and regulations.

c. Effective communication, critical thinking and problem-solving skills as evaluated by the student's successful completion of all program dental laboratory course components and clinical practice courses

d. Clinical Site survey results.

e. Positive placement for successful program completers.

f. Employer survey results for successful program completers.

## Completion Statement

To remain in the program, students must:

» Maintain a grade of C or better in all courses and maintain 90% attendance.

To attend Work Based Learning (Clinicals), students must:

» Maintain a grade of "C" or better in each transcript course

» Provide verification of immunizations through vaccination records

» Hold current American Heart Association CPR for Healthcare provider card

» Provide transportation to Work Based Learning sites

» Pass a drug screening

» Verification of Lawful Presence in the United States

» Pass a criminal background check

To receive a Certification of Completion from Tulsa Tech, students must:

» Maintain a grade of C or better in all courses

» Maintain 90% attendance or better throughout the school year

**Additional Program Requirements:**

1. High School graduate, GED, or equivalent (Examples of proof include high school diploma, high school transcript)
2. An American Heart Association, Basic Life Support/CPR with AED for the Healthcare Provider card that will be current through the entirety of the program.
3. Verification of immunizations through vaccination records, titer (blood test) results, or declination statements
    a. To be eligible for clinical experiences (including exposing radiographs (x-rays) on patients in the dental lab, Tulsa Community College Dental Hygiene Clinic Rotations, or other patient care experiences, the student must meet and/or be current on immunizations or titers, and a current Tuberculosis test with any required follow-up if positive. Please see the Immunization and Clinical Requirements document found in the Appendix for more information.
    b. Any student who has not completed or have not started/not current on those immunizations administered as a series and the TB test on the given date will be subject to disciplinary action, including missing out on any assignments or competencies where students are required to perform skills on student 'patients'.
4. Undergo a criminal background check including sex offender registration as required by the Oklahoma Child Care Facilities Licensing Act that requires individuals providing care to children under the age of 18 to be free of any criminal history that would indicate a potential of violent abuse against another person. Information provided on the criminal background check may impact student clinical eligibility. This includes a Social Security Number trace, residency history, and criminal records search. This background check will be performed by the Oklahoma Board of Dentistry for the legally required Dental Assisting Permit.
5. Program students must pay a fee to participate in the online immunization tracking system.
6. Program students must pay a liability insurance fee for clinicals. This fee is charged for each Tulsa Tech fiscal year (July 1st to June 30th).
7. Program students must pay a drug screening fee for clinicals. The drug screening is required for all students and will be completed without prior warning sometime before clinicals.
8. Program students will be required to maintain a grade of "C" or better in each transcript course in order to be eligible for clinical experiences/dental office activity/externship, and patient care.
9. Program students must successfully pass every program competency to be eligible for clinical experiences/dental office activity/externship, and patient care.
10. Program students must have a 70% or better grade in each transcript course and 90% or better program attendance rate to be eligible for clinicals and to continue in clinicals.

**Schedule**

Class Times:

7:45 am – 2:45 pm

Lunch Time:

10:45 am – 11:30 am

Break Times:

To be announced and subject to change

Clinical Externship:

Students will complete 30 hours or more each week at their clinical sites.

## Classroom Procedure & Expectations

### Grading

The following criteria will be used for the assignment of letter grades, grading scales and percentage grades for students:

A = 89.5 – 100

B = 79.5 – 89

C = 69.5 – 79

D = 59.5 – 69

F = 0 – 59

Grading Methodology: Teacher specific grading methods such as total points in course, points per test, assignment, etc., grade due dates, regulatory and/or accreditation requirements for grading (must cite source with specific reference and processes to address student performance when it falls below satisfactory).

### Makeup Work:

Students are expected to make up the work missed when they are absent. It is the responsibility of the student to contact the instructor and make arrangements to complete the work missed. No penalty will be assessed if the work is made up within two days for each day missed. Make-up work shall be meaningful and relevant to the course missed. Some situations may require more time due to the nature of the program. In these cases, the instructor will set the completion date for the make-up work.

If a student misses an exam, the student will be required to take that exam on the first day returning from the absence. Makeup exams will be taken outside of class time and may be different from the original exam.

### Late and Illegible Assignments

All assignments are due at the start of class unless otherwise instructed. Assignments that are turned in after that time are considered late. No credit is earned for late or illegible assignments. Students are responsible for the knowledge that should have been gained by completing assignments. Students cannot begin clinical experiences, clinical internships or any rotations without successfully completing skill competencies and mandatory course requirements

Assignments that are turned in incomplete or illegible will be graded as submitted. Legal documentation is an essential aspect of providing quality dental care. If your work is illegible, it will be marked wrong and no points will be given. Please begin the habit of double checking your work so it is second nature when you move to a dental office and must provide legal documentation of patient care.

Students will be responsible for the knowledge that should have been gained by completing an assignment. It is the student's responsibility to learn and understand the material, whether the assignment was completed or not, so students will have the knowledge required to perform skills and pass exams/competencies.

### Extra Credit

The object of this program is to prepare students to successfully enter the work place and maintain employment upon completion. Therefore, very limited amounts of extra credit will be given and only at the instructor's discretion. Extra credit may not be used for competencies.

### Unsuccessful Exam and Competency Completion

If a student fails to make 70% or better on an exam the student may request to retake the exam one additional time within 3 class days of the original exam. The original exam grade will be posted in the gradebook and will not change. The retake exam may be different than the original. Retake exams will be scheduled outside regular class times. It is the student's responsibility to contact the instructor regarding retaking the exam. Students should complete the Student Request of the Instructor form or email the instructor with the request instead of casually mentioning the need during instructional or lab time. If you need help, please ask faculty, counselors, or academic center staff.

Competencies on which the student fails to score the minimum percentage on the Competency Paper may be taken one more time. The initial competency score will be recorded in the gradebook and will not change.

This also applies to all the Oklahoma Expanded Function Course exams and competencies with the added requirement that the student who fails to make the required 70% exam score the first time must complete two hours of remediation outside of regular class time. The grade earned on the first exam or competency will be the score recorded in the gradebook and will not be changed.

### Teaching Methods

A variety of instructional methods and techniques are employed by the instructor to facilitate learning. Curriculum, instructional materials and activities are planned to address multiple learning styles and include current research instructional theories. These may include, but are not limited to: instructor presentation, class and small group discussions, self-directed learning, online components, use of manipulatives, guided practice, lab simulation, computer-directed learning, audiovisual media, individual and group projects, guest speakers, service-learning opportunities, field trips, and work-based experience/clinical learning.

## Professionalism

### Uniform Scrubs

Please note that students not meeting the uniform or school dress code may not participate in lab until the dress code violation is corrected. The program uniform/scrubs dress code is consistent with the Tulsa Community College Dental Hygiene Program and the University of Oklahoma Dental and Dental Hygiene Programs.

- Clean, crisp, neat, not too tight or baggy, undergarments are not visible and pants not rolled down at waist, tops are not tucked in with the only exception being when required in hospital surgery rooms. No skin or undergarments should be visible when bending over or leaning forward.
- Lab jacket used only in lab/clinical setting: when wearing the jacket it should be fully snapped closed and no hoodies/sweaters/jackets are worn with the jackets, student's first name should be professionally embroidered on upper left side. Jackets must snap closed or have a zipper; no buttons please. A sweater or light jacket may be worn in the classroom.
- Optional: plain crew-necked short sleeved white tee shirt worn underneath scrub top, not visible below scrub top sleeves or extending below lower scrub top hem while in clinical settings. A crew-necked, long sleeved white tee shirt may be worn under the scrub top in class, but not lab.

#### Uniform Footwear

- Shoes must be mostly white, athletic or nursing shoes in leather or vinyl, no cloth or mesh (must be able to disinfect the outside surface)
- Clean, no scuff marks, should be polished and laces replaced as needed
- Crew type- or knee-high white socks, must extend above the ankle (no low-rise socks)

### Uniform Grooming

» No gum or tobacco/vapor use at any time while in uniform

» Natural colored clean hair pulled back from face, tied/clipped up any time you are in program scrubs. Bangs eyebrow length or shorter are fine, longer bangs must be clipped back. Hair pulled into a 'pony tail' or braided must be secured in a bun or clipped up so that the hair does not fall forward over the shoulders. Any hair that tends to escape from being pulled back (wisps of loose hair) will need to be held back with clips, barrettes, or a headband. Males should be clean shaven or have a neatly trimmed beard and mustache. Please be aware that if a N-95 or similar mask is required, facial hair must be removed so it does not interfere with the mask seal. Extremes in facial hair length, style, or color are not considered appropriate.

» Light natural looking makeup

» Nails short (not visible from the palm side of the hand), without polish & no artificial nails. This is a safety and infection prevention issue.

» No jewelry, including engagement/wedding rings, no piercings but clear, small, flat 'spacers' may be worn as long as they are inconspicuous. The only exception is a watch (with a second hand recommended) & watch must be placed in pocket while in lab/clinicals unless taking vitals. Please note that 'smart watches', such as an Apple Watch, are considered a wireless communication device and are not acceptable in the classroom, lab, or clinical areas/externships.

» Only a light scent if perfume is worn, no strong odors (i.e. tobacco, strongly scented lotions)

» Good hygiene practices are a given, in uniform or not.

### Required Uniform Days & Casual Days

Casual wear days (non-uniform) will be announced by the instructor, on the class Blackboard calendar, or a Tulsa Tech email. Students will follow the http://tulsatech.edu/about/district-policies/ for casual wear days. Among other requirements, school policy prohibits wearing:

» Warm-up and sweat pants, leotards, cutoffs, pajamas, or clothes with holes.

» Leggings or tights must have a top that extends at least to the top of the legs.

» Sunglasses, or any type of head coverings of any type without prior campus director approval.

» A Tulsa Tech, HSC, or HOSA tee shirt.

» On casual dress days that the class will be performing certain skills, the dress code will include closed toe shoes and possibly the program uniform lab jacket. The instructor will advise the class of this by announcing during class time, on the class Blackboard calendar, or Tulsa Tech email.

» The uniform dress code is to be observed any time you are in uniform, including before and after class. As a professional, you will be judged by others on your appearance. Unless it is a casual wear day, students will have to demonstrate compliance with the uniform dress code.

» Students who are not in compliance with the Tulsa Tech school dress code and/or the program uniform dress code may not participate in lab until they can comply. Students may check out scrubs to become dress code compliant or will be assigned alternative tasks at the instructor's discretion.

The student attire should reflect the appropriate dress and grooming for the training program in which the student is enrolled. Tulsa Tech programs are designed to bring the students in contact with prospective employers throughout training and to develop a professional relationship between students and employers. Dental Assistant Uniform Dress

Code is in effect whenever the required uniform is worn; including classroom & labs, travel time to and from class, lab, intern site, while at the intern site, and as specified by your instructor. For more information, please see Tulsa Tech Policy http://tulsatech.edu/about/district-policies/.

Scrub tops, pants, and the lab jacket must be the required program Ceil Blue color & acceptable styles (not gathered at the ankle, etc.).

## Expanded Mandatory Function Courses

These includes Radiation Safety & Protection, Coronal Polishing & Fluoride, Sealants, and Assisting in the Administration of Nitrous Oxide. The Oklahoma expanded function courses are governed by the Oklahoma Board of Dentistry (ODB), the length of the course, the curriculum and materials used, and the instructor must all be approved by the Board. Attendance is crucial as Oklahoma law and regulations require that students have a specific number of hours with the approved instructor. Absences may make a student ineligible to complete the exam, the competency requirements, and earn that expanded function credential as well as successfully complete the program. Expanded function course dates are in the Student Program Calendar and on the BlackBoard calendar. For more information, please see the Oklahoma State Dental Practice Act, § 328.24, and the Oklahoma Board of Dentistry Rules and Regulations, §195:15-1-4 and §195:15-1-8. These can be found on the Oklahoma Board of Dentistry website at https://www.ok.gov/dentistry/Statutes_&_Rules/index.html.

## Clinical Rotation & Clinical Internship Attendance

» Clinical externship hours should total at least 30 hours a week. Clinical Rotations may extend beyond the usual class start or dismissal time. Students can earn Clinical Practice/Internship time for the time they are at the Rotation Site beyond class/lab time on the verified Rotation Hour sheet. These verified hours will be posted to a clinical practice course as long as the student meets Clinical Practice Externship requirements and meets the clinical eligibility requirements.

» Students must notify the instructor, the HSC Attendance line, and their contact at the internship site before their starting time at the internship site if they will be absent or tardy. The student her/himself must report the absence by phone and not by text unless expressly instructed to do so by the site contact/supervisor. Points will be lost for time missed at the internship as a result of the student's absence, lateness or leaving early. The student will have the clinical site contact phone information before clinical practice begins so he/she may give his/her name and reason for absence. If students will miss more than one day, the clinical site, the HSC Attendance line and the instructor must be contacted regarding each day's absence. Additionally, the student must contact the site the day of the absence to let the dentist and staff know if the student will be at the site the next day and to touch base with their site supervisor and/or site mentor. This is standard practice for dental offices/clinics. Students who fail to notify their instructor and their clinical site will face disciplinary action which can include suspension/removal from the program.

» Additional information about clinical internships, please see http://tulsatech.edu/about/district-policies.

## Infectious Diseases, Bloodborne Pathogens, Ionizing Radiation, & Hazardous Materials

As a Tulsa Tech Dental Assistant Programs student, individuals may be exposed to bloodborne pathogens, including Human Immunodeficiency Virus (HIV), Hepatitis A and Hepatitis B viruses (HAV and HBV respectfully). Program students may also be exposed to other infectious diseases, body fluids including blood and saliva, hazardous substances, and ionizing radiation. Dental assistant students will be exposed to dental amalgam (which contains mercury and other metals), nitrous oxide gas, disinfectant and sterilization solutions, as well as other potentially hazardous substances and situations. Instruction in the Tulsa Tech school policies, program rules and procedures that will ensure a safe environment will be included in the program and access provided to the students. The HSC dental lab contains an eyewash station, masks, treatment gloves, utility gloves, and nitrous oxide units have scavenger equipment to reduce operator and student exposure. Tulsa Tech School Policies are available online at http://tulsatech.edu/ by clicking on Student Resources, then District Policies. The Tulsa Tech Dental Assistant Program student will receive instruction in infection control and prevention which is a significant part of the program curriculum and will be expected to follow the program health and safety rules and procedures. The Tulsa Tech Dental Assistant Programs are in accordance with the Oklahoma Board of Dentistry Rules and Regulations, Chapter 35 addressing Infection Control.

## Dressing for Safety

Please see Tulsa Tech School Policies at http://tulsatech.edu/about/district-policies/.

» Personal Protective Equipment (PPE) must be worn when appropriate (safety glasses or goggles over prescription glasses, dental mask, exam or utility gloves, and fully snapped closed lab jacket). This is an infection prevention issue as well as a personal and professional issue. If you are unsure what PPE is required, please check with your instructors.

» Each classroom and clinical area and/or site is equipped with computers, printers, instruments, laboratory and dental equipment. You are responsible for exercising proper care of each piece of equipment. If you do not understand how to use something, please ask. You are here to learn and part of the learning process is becoming familiar with the correct use of equipment. Problems of any nature should be reported to your instructor or site personnel as soon as possible. All equipment must stay in appropriate areas and may not be removed.

## ID Badges

Please let your instructor, the campus directors, allied health coordinator, or another staff member know if you see someone without an ID Badge on in the building or witness something that looks suspicious. Please do not approach any suspicious looking person on your own. If you see anyone or anything in the school parking lots that makes you uncomfortable, please let a deputy or staff member know. This includes anyone who is asking for money or appears under the influence of alcohol or drugs. The student's Tulsa Tech ID Badge will be used by the instructor to take attendance each day. Students who do not have on their ID badge will not be considered to meet the uniform or school dress code and will lose points. A pattern of not wearing the ID badge may result in disciplinary action. The student ID badge is an important part of the Tulsa Tech plan for safety and welfare of both students and staff.

» Worn either on a lanyard around the neck or clipped on the upper left front centered between the midline & sleeve-top seam and between shoulder & a horizontal line from underarm to underarm.

» Worn anytime on a Tulsa Tech campus, at school function on campus or off, and at a clinical/program site/function/event.

## Dental Professional Behaviors

Program Advisory Board members, clinical sites, and dentist employers have high expectations for student behavior, especially regarding punctuality, dependability, appearance, respectful positive attitudes, appropriate communication, demonstrating incentive, cooperative teamwork, commitment to learning, staying focused and on task. Tulsa Tech's vision is to create a world class workforce and to that end, the high expectations of the program advisory board and clinical sites are instrumental in determining expectations for students. These are more than expectations; these are employability skills for dental assistants since the success of a dental practice or clinic is greatly affected by the dependability, professionalism, and productivity of its dental assistants. Students will have a blue Dental Employability Skills Weekly Log form to evaluate and document progression in these skills as well as to earn participation grades in activities that do not receive an assignment grade.

## Clinical and Lab Rules and Expectations

- Due to OSHA regulations and chemical safety practices, no food, drink (including bottled water for consumption) or gum/mints are allowed in the Dental Lab except in the dental lab lockers.
- Do not eat, drink, or place gum or mints in your mouth in the dental lab. Water fountains are available just outside the Dental lab for student and staff use.
- Food or drink may not be stored in the Dental Lab refrigerator per OSHA regulation and safe practices.
- Due to OSHA regulations and chemical safety practices, lotions, lipstick/balm, or cosmetics should not be applied in the dental lab to avoid exposure to chemicals and airborne infectious materials. The only exception to this is the Dental Lab reception area.
- If a student has a cold sore/herpetic/or other lesion on or around the lips, students should ask the instructor if any practice procedures using an air/water spray or that create an aerosol need to be postponed. This limits the possibility of spreading the infection in an open concept treatment area.
- Students must recognize that practicing procedures on each other is a program expectation for all students, including practicing suction skills, impressions, and more. Just as dental healthcare professionals do not get to choose their patients, students will cheerfully accept the assignment of classmate partners by faculty, always demonstrating a kind, respectful behavior to other students.
- Students who have not completed the assignments to prepare for a lab assignment, exercise, peer evaluation or competency may be required to complete the assignment to a score of 70% or better before they may participate in that lab activity.
- Students must provide written feedback, both positive as well as feedback on any challenges the student may be having while completing a peer evaluation and sign the competency paper at the bottom of the first competency page once the peer evaluation is complete. This will allow all students to improve so they may score better on the competency. Students who fail to provide this feedback may lose up to 10% of the available final score on their own competency.
- Students will always maintain confidentiality of all student 'patient' personal, health, and dental health information, whether the student 'patient' was assigned to that student or not.
- Return all materials and equipment to the proper place. It is every student's responsibility to keep the lab neat, clean, and organized.

## Supplies Needed

1. 3 Three-Ring binders (2 to 3 inches for class, 1 to 2 inches for lab, 1 inch for the portfolio)
2. Notebook paper (please, no spiral bound notebooks)
3. Pencil, only blue or black ink pens, and highlighters
4. Two Combination locks for lockers (No key locks please)
5. Colored Pencils or fine point markers (at least 12 different colors)
6. One glue stick
7. Notebook dividers (for program binder, portfolio binder) and sheet protectors (for portfolio assignment)
8. 3" x 5" or 4" x 6" Index Cards and rubber bands, 2-3 binder rings, or spiral bound index cards
9. At least 5 extracted human teeth for sealant lab. Obtain from a dentist/dental office by making a request for teeth for the sealant course and then picking up the extracted teeth. Allow about 4-6 weeks before arranging to pick up the teeth. These will be needed the second semester of the program but please do not wait that long. These are due the first day of the second semester.
10. Toothpaste, soft bristled toothbrush, and floss of choice plus a container for storage.
11. Safety Glasses or Goggles for healthcare workers (These must have protected top and sides and may not have an elastic band. If you wear prescription glasses, you will need safety goggles that fit over your glasses).
12. Play-Doh® or equivalent, including homemade: 5 ounces or more, any color, in an air-tight container
13. Headphones or earbuds (inexpensive are fine, to use with software computer audio)
14. Program Uniform: Ceil Blue scrubs, two lab jackets professionally embroidered with first name on the upper right jacket front, white crew type socks (no low rise socks), white leather or leather-like shoes (no mesh, canvas, or absorbent cloth material and without holes).
15. Hair clips, head bands, bobby pins, & hair elastics as needed to keep hair back and/or up.
16. State of Oklahoma Dental Assistant Permit is $50.00*, included in required fees. Expanded function course fees: $10* per course ($40.00* total) for Radiation Safety, Coronal Polish & Fluoride Application, Pit & Fissure Sealants, and Assisting in the Administration of Nitrous Oxide (Nitrous Oxide Monitoring) permits.
17. DANB CDA Exam Fee of $450.00* (not required but highly recommended, taken at program completion)

# Clinical Information

### Clinical Work Based Experience Expectations, Rules and Procedures

Please feel free to ask your instructor any questions about clinical/Work-Based Learning (WBL) school policy, program rules and procedures. See Tulsa Tech School Policy at http://tulsatech.edu/about/district-policies/.

» Tulsa Tech policy requires students to be current on tuition payments before Work-Based Learning begins.

» All assignments, assessments, skill assignments and competencies must be completed and submitted by the end of the second to the last classroom day before internships are scheduled to begin and those requiring time in the dental lab must be completed on the last scheduled dental lab day.

» Students may not begin clinicals without successfully completing all skill competencies and mandatory course requirements.

1. Clinicals eligibility requires a 70% or greater grade in each program course and a 90% attendance rate, which must continue throughout the clinical experience.
2. All required immunizations and/or clinical requirements, except for the third final Hepatitis B injection as long as it is not late, must be completed before any clinical rotation or internship begins.
3. Students should be open to learning new methods and new skills at the intern site.
4. Students are required to obtain two clinical sites. The Simulated Job Search assignment helps prepare the student for this as well as finding employment later.
5. Placement at a clinical site is at the discretion and approval of the instructor and Tulsa Tech administration. Students must complete at least 151 hours of clinical experience in a general/cosmetic or pediatric dental practice/clinic and the second site may be a general or specialty practice.
6. The Clinical Practice Externship transcript course hours total no less than 300 hours of clinical time. Class time does not count as clinical practice hours. Students record their clinical internship time on Weekly Hour Sheets which should be verified at the end of each day by the student's internship site supervisor. Students will need to complete 30 hours a week while interning as listed in the Program Calendar; since many dental offices are not open on Fridays or only Friday mornings, most students will need to take on the hours of their internship site in order to gain the necessary weekly hour requirement. The exception to this are weeks during clinicals with class meetings, when the clinical hours will be less than 30 per week.
7. Students may not obtain clinical hours on weekends or during school breaks (examples: fall break, spring break) or when Tulsa Tech is closed.
8. For the Clinical Externship course, students take on the hours of their internship site for an average minimum of 30 hours a week, the same as for any clinical rotations or shadowing. On weeks when there is a required Dental Practice Management Seminar course class meeting, the length of the meeting is deducted from the minimum 30 hours a week. Example: 30 hours clinical practice - 2 hours Seminar meeting = 28 hours clinical practice.
9. Students may complete more than the required clinical hours weekly to complete the Clinical Externship course early. All assignments, evaluations, exams, etc. must also be completed before the student can complete the program.
10. When the student is two weeks from completing her/his clinical hours, the student will need to advise his/her instructor that the clinical hours are almost complete via phone, Teams message, or email and schedule a Completion Meeting with the instructor.
11. Students are required to notify their instructor as soon as is reasonable when they are aware of any change in clinical office hours as listed on the Work-Based Learning Agreement & Training Plan, including differences in start time, close time, or a full day closed for any reason. The instructor may be notified by office phone, Remind message, Microsoft Teams, or email. If the student fails to notify the instructor, the student will have a points loss on the Clinical Weekly Hours sheet and can incur disciplinary action.

12. If the student will be late, leave early, or be absent from a clinical site, the student must phone the clinical site contact, the program instructor, and the HSC Attendance line (918-828-1200) before clinical hours begin for an absence or as soon as reasonably possible to advise of the tardiness. Please do not use a cell phone while driving. It is generally unacceptable to phone or text a cell/private number after 9:00 pm or before 7:00 am on business days and 9:00 am on weekends. To leave a message during those times, students should leave an office number voicemail or email, following up with a call during acceptable hours.
13. Students should call their clinical site to report an absence or tardy. Do not text the clinical site unless expressly directed to do so by your clinical site supervisor.
14. When calling the clinical site, the instructor, and the HSC Attendance line to report an absence from the clinical site, the student should give his/her name, the program name, and the reason for the absence. Failure to give the reason for the absence will result in an unexplained absence that could affect the student's grade and may result in disciplinary action.
15. Students whose site is unexpectedly closed, closes early or who are absent from their site will need to monitor their total internship hours carefully as it might be necessary to add another site or volunteer opportunity in order to successful reach the externship hours required by the program due date. Remember to always let your instructor, your site contact, and the HSC Attendance line know if you are going to be absent or if the office closes, let your instructor know.
16. Students who are removed from an intern site for academics, attendance, discipline or clinical deficiencies (failure to progress in clinical skills) can be suspended or removed from the program. This includes having a cell phone, 'smart watch', or other wireless communication device in a clinical site or failure to follow school policy or program rules and procedures. Please follow the rules and procedures to avoid this.

## Internship Paperwork & Recordkeeping

You will need to complete your hours every day on the Dental Assistant Program Clinical Weekly Hour Sheet as follows:

| **DATE** *Date Each Day Of Week* | Chairside *(Student)* | Infection Control / Lab *(Student)* | Front / Business Office *(Student)* | **Time In** *(Student)* | **Time Out** *(Student)* | **Time In** *(Student)* | **Time Out** *(Student)* | **Total Time** (Student) | **Site Supervisor Verification Signature** |
|---|---|---|---|---|---|---|---|---|---|
| **MONDAY** Date 4/15/13 | X (either an X or √) | X | (no 'X' = no time in this area) | 7:40 am | 1:05 pm | 1:50 pm | 5:15 pm | _8_:_50 Hours Minutes | *Dr. Sue Super* |
| **TUESDAY** Date 4/16/13 | √ | (no '√' = no time in this area) | √ | **7:45 am** | **12:55 am** | **1:55 pm** | **5:50 pm** | _9_:_05_ Hours Minutes | |

The district will have a standard timesheet and objectives form that will be used by all programs.

» Each day, you will record your time in and out in the appropriate columns. List daily objectives that were practiced during the Work-Based Learning Experience. Finally, have your supervisor or mentor verify that day's hours. Remember to enter the dates as well as your in and out times on your Google Sheet.

» At the end of the week, total your hours and note the total weekly hours in the appropriate space on the current week's form and the form for next week. Weekly Hour Sheets are worth 30 points for a regular week without a class seminar meeting, less for weeks with a class meeting (1 point/hour for a week with a class seminar meeting).

» The district has a standard evaluation form (paper and electronic) that will be used.

**Procedures**

- Bring your Clinical Internship folder to your site each day and bring it home with you each night. If something happens at your site or you will be going to another site, you will need your Clinical Internship Notebook with you. You will also need to bring it to Seminar class meetings and your completion meeting.
- The time sheet must have all required information and signatures to be considered complete. Please see sample above for requirements and instructions.
- Possible points for weekly hour sheets are 30 points or less for weeks with class meetings. Please see the grading rubric following this section. Each hour is worth one point and it is acceptable to earn more than 30 hours a week.
- Students will accurately complete the time in, time out, and lunch times as well as fill in the date and the daily total time. If the times listed are shorter than the times on the Memo of Training, the student will lose additional points unless the instructor was advised of the time difference along with the reason for the change as soon as is reasonably possible.
- Students will complete the time sheet daily, noting "absent days," days the site is closed, and/or "holidays". For each day worked at the clinical site, you must have your Supervisor or Mentor initial the time. This serves as verification.
- Submitting Weekly Forms: the weekly timesheet is a duplicate form and the student will need to copy the form. The new process will need to be outlined to meet district standard forms.
- Take a photo of the forms using an app that converts it to a PDF and send the PDF using the Teams app or email to your instructor.
- If mailing the forms is permitted, then the original Dental Assistant Internship Weekly Hour Sheet and Clinical Evaluation of Dental Assistant Student Intern in the postage paid envelope provided to you will be mailed to your instructor, making sure you have written your instructor's name on the envelope. Mailed forms must be postmarked by Monday of the following week or you will risk losing some or all points. Alternately, slip the forms envelope under the instructor's office door by the following Monday before 9:00 pm (unless it is your final 2 week forms). Time sheets delayed due to failure to put instructor's name on prepaid business return envelope, not postmarked by the following Monday or not in the instructors' office on the following Tuesday if delivered, unless directed otherwise on the Class Calendar or by the instructor, will be subject to points deduction or other disciplinary action.
- If you are having difficulties getting the documents to Tulsa Tech, please contact your instructor as soon as possible.
- If you will be at another site or volunteering for clinical credit, you must let your instructor know before you go to the site that you will be there and the anticipated hours you will be there. You will need a completed WBL form and Memorandum of Training form for every site.
- Each week, when you check your verified Google Sheet for your current total posted internship hours, you will record that total on your copy of the corresponding week's Dental Assistant Clinical Weekly Hour Sheet in your Clinical Internship Folder and check for any errors.
- Your Last Two Internship Week Forms: Do not mail the original Dental Assistant Clinical Weekly Hour Sheet and the blue Clinical Evaluation of Dental Assistant Student Intern form for the last two weeks of your internship. These will be delivered to the instructor so they are available for your completion appointment. If these forms were mailed, they may not make it in time for your completion meeting and you may not receive credit for the mailed forms. Your instructor must have all forms in order to give you credit for grades at your completion meeting and to meet the required 300 hours of clinical time.

*Important Note: Your forms must be completed, including your name, SDA #, and dates. All signatures must be in place. Incomplete and/or unverified forms will not be accepted for credit and incorrectly completed forms will result in a loss of points. Do not wait till you are out the door to double check or you will not be able to obtain missing signatures.*

# Grading Rubric for Dental Assistant Clinical Weekly Hour Sheet

TulsaTech .edu

Professional Dental Assistant Program
Weekly Clinical Hours Sheet Evaluation Rubric

| Clinical Practice Courses: Weekly Clinical Hours Sheet Evaluation Rubric | | | | |
|---|---|---|---|---|
| **Hours Completed** | **Hours Scoring: Possible Hours-Weekly Total Hours 30 Hours weekly no seminar** | | | **30 hours = 30 pts. (Each hour is 1 point possible)** |
| **Days Completed*** *If you are at your site for more than 4 days a week, 1 point will be deducted for each hour scheduled on the Memo of Training. | **Absent 3 days** = 1 point for each hour absent, as listed on the Memo of Training | **Absent 2 days** = 1 point for each hour absent, as listed on the Memo of Training | **Absent 1 day** = 1 point for each hour absent, as listed on the Memo of Training (6 hours=6 points deducted) | To receive the full points, the student must be at the clinical site each week for the days and hours listed on the Memo of Training (generally 4 days a week) |
| **Documentation** | 5 or more items incomplete= 10 point deduction | 3-4 items incomplete = 6 point deduction | 1-2 items incomplete = 3 point deduction | Complete documentation is expected. |
| **Forms Submission*** *Forms that are more than 2 days late or that have been late multiple times will receive addition points deductions and/or possible disciplinary action. | **2 Days Late=** 21% of total form points will be deducted (drop of 2 letter grades) | **1 Day Late=** 11% of total form points will be deducted (drop of one letter grade) | **Late Due to Failure to Put Instructor's Name on Postage Paid Business Return Envelope=** Additional 10% of total form points will be deducted | For full points, the forms must be delivered or mailed as instructed in the Clinical Internship Orientation document. (Postmarked the next Monday if not due at class meeting or completion meeting) |
| **Hours Shorter than Listed in the Memorandum of Training, Without Reasonable Instructor Contact About Time Change*** *Any unreported hour changes over the three listed here will result in additional points loss and possible disciplinary action. | **3rd Unreported Hour Change=** 21% of total form points will be deducted (drop of 2 letter grades) | **2nd Unreported Hour Change=** 11% of total form points will be deducted (drop of one letter grade) | **First Unreported Hour Change=** 5% of total form points will be deducted | Students may call/leave a voicemail on the instructor office, use Remind.Com to message or call the instructor, or email the instructor to let the instructor know when site hours are changed, as soon as possible.<br><br>Clinical site contact must be phoned by the student before the scheduled time to be at the site. Texts are not acceptable. |

## Weekly Evaluation of Student Clinical Performance

**Professional Dental Assistant Program**
**Weekly Evaluation of Student Clinical Performance Rubric**

| Employability Skills Scoring | | | |
|---|---|---|---|
| Attendance<br>Communication<br>Appearance<br>Demonstrates Initiative<br>Teamwork/Cooperation | Each check in Needs Improvement is worth zero points | Each check in Satisfactory is worth 3 points | Each check in Excellent is worth 4 points |
| Points for each column are totaled and the total is the grade for this section weekly. The total points possible for all Employability Skills is 20 Points. | | | |

| Clinical Skills | Observed | Learning Procedures | Skills Progressing | Proficient | N/A |
|---|---|---|---|---|---|
| Infection Control | | | | | |
| Basic Chairside Assisting | | | | | |
| Additional Procedures | | | | | |
| Lab | | | | | |
| Radiographs | | | | | |
| Coronal Polish & Fluoride | | | | | |
| Sealants | | | | | |
| Assisting in the Administration of Nitrous Oxide | | | | | |

**Clinical Skills Scoring**
**The total points possible for all Clinical Skills is 40 Points.**

| Weeks | 40 Points | 32 Points | 28 Points | 0 Points |
|---|---|---|---|---|
| 1-2 | 3 or more Skills scored as Observed and/or Learning Procedures | 2 Skills scored as Observed and/or Learning Procedures | Only one Skill scored as Observed and/or Learning Procedures | No skills scored as observed or higher |
| 3-4 | 3 or more Skills scored with at least 1 as Learning Procedures | 3 or more Skills scored as Observed, but none scored higher | 2 Skills scored as Observed but none scored higher | 1 Skill scored as Observed |
| 5-6 | At least 1 Skill scored as Skills Progressing or higher, Performed 1 or more Expanded Functions | At least 1 Skill scored as Skills Progressing or higher | Skills scored as Learning Procedures | Skills scored as Observed |
| 7-8 | At least 2 Skills scored as Skills Progressing or higher, Performed 1 or more Expanded Functions | At least 2 Skills scored as Skills Progressing or higher | Only 1 Skill scored as Skills Progressing or higher | No Skills scored as Skills Progressing |
| 8+ | At least 2 Skills scored as Proficient, Performing 2 or more Expanded Functions | At least 1 Skill scored as Proficient, Performing 1 Expanded Function | At least 2 Skills scored as Skills Progressing, Performing 1 Expanded Function | Only 1 Skill scored as Skills Progressing or higher |

| Comments Scoring | Positive feedback: no points deducted | No comments: no points deducted | One area needs improvement: 10 points deducted | 2 or more areas of improvement needed: 20 points deducted |
|---|---|---|---|---|

## Important Dates

» Important dates to remember are on your Class Calendar and you should have it in your Clinical Externship folder while interning. The Important Dates sheet is also included in your Clinical Site Packet.

» It is your responsibility to keep your copy of the class calendar current, check the class calendar and record your hours/check your Clinical Google Sheet weekly.

» Be sure that you follow the instructions on the Class Calendar for the dates intern paperwork should be emailed, mailed or delivered to the instructor's office. Failure to turn paperwork in on time as instructed will result in a loss of points that could impact your clinical externship transcript grade negatively, resulting in a failure to complete the program successfully.

» You will need to check Teams at least once a week for the following:

- For messages from your instructor
- Changes in class meetings or calendar events
- Assignment Reminders

## Class Seminar Meetings During Internship

» It is your responsibility to check your Class Calendar and Teams for scheduled Class Seminar Meeting dates and times.

» You may wear street clothing for Class Meetings as long as it conforms to Tulsa Tech student dress codes, unless stated otherwise or you will be going to your clinical site after the meeting.

» You will always need to bring your Clinical Internship folder to each Class Seminar meeting.

» You may contact your instructor if your site is scheduled to be open during a scheduled class seminar meeting to see if you could meet with the instructor at a different time.

» Seminar attendance is taken and will be reflected in your total attendance rate.

Seminar grades will be recorded in the Seminar Dental Practice Management transcript course.

## Weekly Assignments

» You will complete your Google Sheet with your current hours weekly. These will be checked by the instructor against your verified Weekly Clinical Hour Sheet. Times recorded and verified on the Weekly Clinical Hour Sheet are the official times; differences in times on the Google Sheet will be changed to meet those on the Weekly Clinical Hour Sheet.

» You will complete a weekly Clinical Journal of your experiences at your Clinical Sites. This will be completed on the Google Doc template that the instructor will share with each student. This will be discussed in class and be sure to ask your instructor if you have any questions.

» You may have weekly assignments to complete that vary week to week in addition to the Clinical Journal on Google Docs. These will be submitted to your instructor as instructed.

## Points to Remember

» You are building your reputation as a dental professional in the Northeast Oklahoma area. The dental community is like a small town and a good reputation will serve you well. A poor reputation is difficult to overcome and can cause difficulty in obtaining a dental position.

» Good reputation builders include:

1. Being early, ready to work, and taking initiative to find things that need to be done (stocking supplies, straightening the reception room) and asking for more tasks to do. This will also make the day go by more quickly.
2. Be among the last to leave and ask if there is anything you can do before you leave.
3. Dental staff are patient centered and dental patients are frequently anxious about having dental work completed. Patients can say hurtful things but it is usually caused by being nervous. Do not take it personally. It is our job to make each patient's experience as good as we can. It is similar to the Disney Land/World rule: A Disney princess can't have a bad day. This isn't being fake; it is being a professional. The best dental professionals put on a cheerful, helpful attitude as they walk in the door in the morning and act that out all day. Have a tough day? Tell your steering wheel all about it on the way home and leave it in the car. Don't let a patient's bad day become your bad day!

4. Make an effort to be kind to everyone, speak well of staff members, and be the type of person with whom everyone wants to work!
5. Dentistry is a team sport and nothing is too trivial for the new person to do. That includes filing charts and cleaning the reception room. I've done both regularly!
6. Remember, there are lots of ways to do things. It is most common for dentists and staff to do things very differently than you have been taught. The more you know, the more you are worth!
7. Actively observe and make notes on index cards as needed to learn tray setups, disposables needed, instructions for dental materials. Demonstrate to office staff that you want to learn to be a great dental professional, and show initiative!

» Poor reputation makers include:

1. Not being attentive to what is going on, not stepping up to look for things to be done, and not demonstrating initiative.
2. Telling the dentist and staff they do things wrong or that you can teach them better ways to do something. They have more experience and seniority than you.
3. Absolutely to be avoided are crying at a clinical site, asking for prescriptions, asking for dental work (free or otherwise), or taking toothbrushes, floss, or samples.
4. No foul language, obscenities, or singing songs with suggestive or inappropriate lyrics-even to yourself.
5. Avoid office gossip and 'cliques'.
6. Do not act bored, stare off into space, or otherwise look uninterested during patient care or other duties.
7. You have the least seniority. Don't follow any other staff member's poor examples, refusals to do menial tasks, or complain. You never know when the dentist may be considering replacing an employee that is challenging with you!

All Tulsa Tech Policies apply to all programs. All policies listed in this handbook are in addition to district policies. Read Tulsa Tech's policy manual at: Tulsa Tech District Policies (https://tulsatech.edu/about/district-policies)

## Appendices

Immunization & Clinical Requirements Document

Employability Skills Grading Criteria

Student Absence Request Form

Student Makeup/Retake Form

Student Request for Instructor Form

Tulsa Tech Student Accident Form

HSC Student Grievance/Complaint Form

# Immunization & Clinical Requirements

## Measles, Mumps and Rubella (MMR) Series

There must be documentation of one of the following:

- 2 vaccinations
- Positive antibody titer for all three (3) components – measles, mumps & rubella (lab reports denoting immunity)

## Hepatitis B Series

There must be documentation of one of the following:

- 3 vaccinations. If in process, must provide at least 2 shots and have the 3rd scheduled for 5 months from 2nd shot
- 2 vaccinations identified as the double dose are only **2 pediatric doses** that qualify as one adult dose
- 2 doses of the Heplisav vaccine; after the first dose you will be compliant for 1 month to allow time to receive the second dose
- Positive surface antibody titer (blood test to determine immunity for the virus)

## Varicella Series/(Chicken Pox)

There must be documentation of one of the following:

- Medical documentation of having received 2 vaccinations
- Positive antibody titer (lab report or doctor's note stating immunity)

## Tetanus, Diphtheria & Pertussis (Tdap)

There must be documentation of a Tdap vaccination within the last ten years

- A tetanus (Td) shot is due every ten (10) years thereafter

## TB Skin Test or IGRA (QuantiFERON/T-Spot)

There must be documentation of one of the following:

- Negative PPD skin test from within the last year (completed annually)

  Testing requires two visits to the health provider's office. A test is applied during the first visit, then during the second visit, 48 to 72 hours later, the results are documented by a physician or nurse.
- Negative IGRA (QuantiFERON/T-Spot) from within the last year
- Positive TB results require a Chest X-ray from within the last 5 years denoting clear lungs, free of infection; or completed, medical questionnaire from the Health Department or physician for non-symptomatic individuals

## CPR Certification

- Must be through the American Heart Association, Basic Life Support for the Healthcare Provider course
- **ONLINE CPR CERTIFICATION ALONE IS UNACCEPTABLE**
- A copy of the signed CPR card (front and back) must be uploaded to the Medical Document Manager

## Seasonal Flu Vaccine

There must be medical documentation of one of the following:

- Flu vaccination administered in the current flu season
- A signed school declination waiver or signed waiver from a physician stating the medical reason for declination

***Covid-19 Statement for Health Programs**

*Applicants who are accepted into health programs are required to participate in Work Based Learning (clinical rotation) at local health facilities. Many of these facilities require either proof of the covid-19 vaccination or a medical or religious exemption for the associates, all students, faculty & staff involved in educational activities on-site at any of the facilities. Making application for an exemption does not guarantee that the exemptions will be approved by the health facility. Proof of vaccination compliance or approved exemption status must be in place prior to student's clinical rotations.*



*Tulsa Tech does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age or genetic information. The following person(s) has been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, Pam Winterscheidt, pam.winterscheidt@tulsatech.edu, and 504 Coordinator, Michelle Metcalf, michelle.metcalf@tulsatech.edu, 3638 S. Memorial Dr, Tulsa OK, 74145, 918-828-5000.*

*Name: _____ SDA # _____ Week # 2

## Tulsa Tech Adult Dental Assistant Program
## Weekly Dental Employability Skills Log

| Date | 8/17/20 | 8/18/20 | 8/19/20 | 8/20/20 | 8/21/20 | |
|---|---|---|---|---|---|---|
| Day | Monday | Tuesday | Wednesday | Thursday | Friday | Points** |
| Time Management, Participation, On Task, & Met Stated Expectations | /1 | /1 | /1 | /1 | /1 | ____ /5 |
| Tulsa Tech ID+ | | | | | | |
| Uniform/ Dress Code Compliance+ | /1 | /1 | /1 | /1 | /1 | ____ /5 |
| Note If Either: Absent, Tardy or Left Early | | | | | | Total Time Missed: |
| Note Time Checked In or Out | | | | | | ___:___ |
| | | | | | Total Points | ____ /10 |

| | |
|---|---|
| ***Week's Total Hours** in Hours: Minutes<br>Total time in the time missed & subtract from the weekly total hours found in the Program Calendar | _____:____ |
| **Previous Current Total Hours**<br>Note this figure from the previous week's sheet. | _____:____ |
| ***New Current Total Hours**<br>Transfer this to next week's *Previous Current Total Hours* | _____:____ |
| ***Current Attendance Rate**<br>Divide the New Current Hours Total by the Total Possible Hours listed for this week in the Program Calendar, carry to the 2nd decimal | _____.____% |

Note: A total program attendance rate of 90% or better and all course grades at 70% or better is required to be eligible for Clinical Rotations or Clinical Internship.

*Student Signature: _____ Date: _____

By signing the form, the student acknowledges that the information contained is true and complete.

-Please record any attendance or other events the day each occurs (no ID, tardy, etc.).
-In the boxes next to *Time Management* and *Tulsa Tech ID-Uniform/Dress Code Compliance*, any failure to comply will be noted. Examples of failure to comply would include being on Facebook instead of completing an assignment (noted as 'off task'), not wearing your ID, etc., all which result in points loss.
-Under *Absent, Tardy or Left Early* note the time you checked in for a tardy, or leaving early, or time absent. Examples include marking '15 min.' and noting 'Tardy' when late to class or '6 hrs.' for full day absence.
+ The instructor or, as directed by the instructor, the weekly Lead Assistant will check for the ID and dress code compliance and initial the day's box. Points are gained or lost for compliance.
*Points can be lost for failure to enter the student's name, SDA #, dates, and signature as well as the hour totals and current attendance rate. See the rubric in the Program Handbook
**Total points available will vary on weeks with fewer than 5 days, and available points will increase each quarter.
Learning and demonstrating the skills needed to gain and keep employment are a Program objective. Polished and professional scrubs with ID are expected every work day in healthcare; therefore, partial

points are not given for an unprofessional appearance. Being prompt, prepared, participating, taking initiative, following rules and established procedures, the discipline to stay focused and on task are required in dental healthcare settings. The following are a synopsis of Adult Dental Assistant Program Employability Skills Expectations & Grading Criteria:

Tulsa Tech ID:

- Worn either on a lanyard around the neck or clipped on the upper left front centered between the midline & sleeve-top seam and between shoulder & a horizontal line from underarm to underarm
- Worn anytime on a Tulsa Tech campus, at school function on campus or off, at a clinical/program site/function/event

Uniform Scrubs:

- Clean, crisp and not wrinkled, neat, undergarments are not visible
- Approved Program styles, color
- Lab jacket used only in lab/clinical setting: while wearing the lab jacket: no hoodies/sweaters/jackets are allowed
- Optional: plain crew-necked tee/undershirt worn underneath scrub top, not visible below scrub top sleeves or lower hem. A plain crew neck white tee may be worn under the scrub top. Plain long sleeved shirts are only allowed in the classroom.

Uniform Footwear:

- Shoes must be mostly white, athletic or nursing shoes in leather or leather like, no cloth or mesh
- Clean, no scuff marks, should be polished as needed
- Crew type white socks must cover ankle, no low-rise socks

Uniform Grooming:

- No gum or tobacco/vapor use at any time while in uniform
- Natural colored hair pulled back from face, tied/clipped up any time you are in program scrubs. Bangs eyebrow length or shorter are fine, longer bangs must be clipped back.
- Nails short without polish & no artificial nails
- No jewelry except a watch (second hand recommended) & watch must be placed in pocket while in lab/clinicals unless taking vitals
- Only a light scent if perfume is worn, no strong odors (i.e. tobacco, strongly scented lotions)
- Good hygiene practices, including brushing and flossing, are a given, in uniform or casual dress.

Your appearance in the training setting is critical to success. The uniform grade or meeting Tulsa Tech dress code for casual wear days will be recorded on the Weekly Employability Skills Log. While attending classes at HSC, students wear scrubs almost every day of class. No scrubs=no lab/clinical participation. Unless announced by the instructor, anticipate that you should be in the program uniform.

Time Management Expectations:

- Prompt, prepared, willingly participating in class/lab/clinicals and demonstrating being/staying on task and taking initiative to see/complete any tasks that need to be completed.
- If a student must be absent, the student herself/himself shall call the HSC Attendance Line, the program instructor's office, or Remind message and, if applicable, the clinical site **before** class/clinicals begin, informing each of the absence and the reason for the absence each day/portion of a day that the student will be out.
- For planned absences, a Class Absence Notice form (blue paper) should be completed & turned in.
- Unexplained time from class-no make-up work, acceptable explained absences may complete make-up work.
- Displaying leadership and team skills with classmates, Tulsa Tech staff and other students (encouraging others, displaying good manners, demonstrating inclusion of others, speaking & treating others well, assisting/helping others when a need is seen, a positive, cheerful attitude, demonstrating respect of people and property, following Tulsa Tech Policy, HSC and Adult Dental Assistant Program rules and procedures)

Name: _____ SDA # ____ Date: _____

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# Adult Dental Assistant Program
# Student Absence Request Form

**Student Completion Section**

**Date/s of Requested Absence:** _____

**Student Current Attendance Rate*:** _____%

*Student attendance is critical to student success. Students must have at least a 90% attendance rate for clinical eligibility and for most financial aid.

**Reason for Missing Class/Lab/Clinical:**

_____

_____

**When did you first learn that you would be absent:** _____

**Who will be your substitute for your class position and/or student partner:**

Class Position: _____ Sub: _____ SDA # _____

Student Partner Sub: _____ SDA # _____

**What is your plan for making up missed assignments, lab time, exams, and/or competencies?**

_____

_____

Once the student has completed the above portion, signed as indicated below, either give this form to the instructor during class hours or slide under the instructor's office door.

---

**Instructor Section** (To be completed with the student if possible)

Would a dentist or office manager usually recognize this as an acceptable absence? Yes No

_____

_____

_____

_____ _____ _____

Student Signature Instructor Initials Date

**Student received assignments and information for the time absent on** _____

Name: _____ SDA # ____ Date: _____

TulsaTech.edu

**Dental Assistant Program**
**Student Make-Up/Retake Form**

**Retake/Make-Up Exam/Competency/Assignment:**
Date of original: _____/_____/_____

Last Date to Retake/Make-Up: _____/_____/_____ (Exam Retakes must occur within 3 class days)

**Meets Criteria for Retake/Make-Up (explained absence, time frame):** **Yes** **No**

The above is completed when student misses an exam/competency/assignment & placed in student's Mail Folder. It is the student's responsibility to meet with the instructor to discuss & schedule any qualifying make up exam/competency/assignment. Only explained absences are subject to make-up.

**Retake/Make-Up Scheduled:** Date: _____/_____/_____ Time: _____

☐ **To be taken in:**

HSC Library Classroom Dental Lab Other: _____

☐ **Using:** Paper & Pencil Computer Other: _____

☐ **Time Limit:** No Yes, _____

☐ **Instructions:** Circle/high-light items that apply.

Exam/Assignment is: Open Book/Notes Open Notes Only Closed-no notes, etc.

Student may use blank paper during exam, to be given to proctor when complete.

All exam paperwork is to be given to proctor/librarian.

Student may submit exam paperwork to instructor upon returning to class.

The Exam/Assignment is in the following BlackBoard Course:

- ☐ 1-Found
- ☐ 2-Biomedical Unit: _____
- ☐ 3-Clinical Procedures
- ☐ 4-DenSci Exam/Assign: _____
- ☐ 5-Rad
- ☐ 6-Dent Special Password: _____
- ☐ 8-Seminar

**Time In:** _____ **Librarian or Instructor Verification:** _____

**Time Out:** _____ **Librarian or Instructor Verification:** _____

***The student will return this completed form during class hours to the instructor.***
***Before/after class, it will be turned in with other paperwork to proctor/librarian/other instructor.***

Name: _____ SDA # ____ Date: _____

# Tulsa Tech Dental Assistant Program
# Student Request for Instructor Form

☐ **Student/Instructor Meeting:**
Regarding a Learning Issue (Assignment/Exam/Competency/Grade):

_____

_____

Requested Meeting Times: Date: _____/_____/_____ Time: _____:_____ or
Date: _____/_____/_____ Time: _____:_____

Student will bring these items:

_____

_____

_____

The Instructor will need these items:

_____

_____

_____

☐ **Student Challenge/Issue** (regarding a procedure, rule, conflict, etc.):

_____

_____

_____

_____

_____

_____

Student Suggested Solution for the Challenge*:

_____

_____

_____

_____

_____

_____

☐ **Instructor: Meeting Scheduled for:** Date: _____/_____/_____ Time: _____:_____

**Date Received:** _____ **Date Resolved:** _____

**Student Signature:** _____ **Instructor Initials:** _____

The student will complete the student section/s and give the instructor the form during class.
*Each Challenge must be accompanied by a suggested solution to be considered.

## HSC Student Complaint/Grievance Form

Student Name _____ Student ID# _____ Today's Date_____

Career Major _____ Section/Class # _____ Instructor _____

Date of Incident _____ Date of Informal Meeting/Mediation _____

This form must be filled out completely within ten (10) school days of the occurrence or five (5) days after Informal Meeting. This form is not used at the Informal stage of the process.

- ☐ Complaint: A statement of displeasure or poor service
- ☐ Mediation: Request to resolve issue when unsuccessful at Informal resolution
- ☐ Formal Grievance: Request to resolve when unsuccessful at Mediation

State policy, procedure, or status violated, misinterpreted, or inequitably applied:

Brief description of the complaint or grievance, including steps taken to resolve informally or via Mediation:

What remedy to you seek?

# Student/Visitor Accident Reporting Form

**Section I**
**This section is to be filled out by the Instructor or Campus Director**

| | | | |
|---|---|---|---|
| **Name of Injured Party:** | | | |
| **Home Address:** | | **Home Phone #:** | |
| **Work/phone number of Parent/Guardian:** | | **Age:** | **Sex:** |
| **Date of Birth:** | **If Student, Home School:** | | **Grade:** |
| **Name of TTC Class and Campus:** | | | |
| **Name of TTC Instructor:** | | **Instructor Present at Accident:** ☐ **Yes** ☐ **No** | |
| **Time Class:** **A.M.** | **P.M.** | **Time Accident Occurred:** **A.M.** | **P.M.** |
| **Date of Accident:** | | **Date Accident was Reported:** | |
| **Did accident occur off-site during WBE:** | | ☐ **Yes** ☐ **No** | |

**Section II**
**This section is to be filled out by the injured student/visitor in the presence of the Instructor or Campus First Responder (unless the injured student is physically unable).**

| | | |
|---|---|---|
| **Name(s) of person(s) notified at the time of accident:** | | |
| **Witnesses to the accident:** | | |
| **Location where accident occurred:** | | |
| **How did accident occur? (describe fully):** | | |
| **Nature of injury and body part(s) injured (i.e. sprained arm, fractured leg, burned finger):** | | |
| **Was safety equipment, such as safety glasses, being used at the time of accident?** | ☐ **Yes** | ☐ **No** |
| **Name of object which injured student/visitor (be specific):** | | |
| **Immediate action taken:** | | |
| **Signature of Student/Visitor who filled out Section II** | **Current Date:** | |

****Page 2 must be completed****

**Section 3**
**This section is to be filled out by the Instructor and/or Campus First Responder**

| | | | |
|---|---|---|---|
| **Description of Injury/Illness:** | | | |
| **First Aid rendered:** | | | |
| **Parent/Guardian notified:** | | ☐ Yes | ☐ No |
| **Sent home with parent/guardian:** ☐ Yes | **Sent to Physician:** ☐ Yes | **Sent to Hospital:** ☐ Yes | |
| **Possible degree of injury:** | **No disability** ☐ | **Temporary disability** ☐ | **Unknown** ☐ |
| | **Permanent disability** ☐ | **Death** ☐ | |
| **Specifically describe unsafe acts or conditions that exist:** | | | |
| **Recommendation for prevention:** | | | |

**Student/Visitor Signature** _____ **Date** _____

**Instructor's Signature** _____ **Date** _____

**Campus Director's Signature** _____ **Date** _____

| | |
|---|---|
| **Follow up: Days lost from class** | **Date Student returned to class:** |
| **Additional comments:** | |

*******SEND A COPY TO EHS OFFICE AND KEEP ORIGINAL FOR YOUR RECORDS*******

TAB

# Radiologic Technologist

**Instructors and Contact Information**

Instructor/Coordinator:

Cindy Heald, M.Ed., RT (R)(M)

Phone:

918-828-1230

Email:

cindy.heald@tulsatech.edu

Credentials:

ARRT certified in Radiography and Mammography

Office hours:

7:00 am – 4:00 pm

Instructor Biography:

Mrs. Heald is a graduate of Tulsa Tech's Radiologic Technology program and has worked in diagnostic radiography and mammography. She began teaching in 2002 and became Program Director in 2012.

Instructor:

Connie Cochran, BSRS, RT (R)(M)

Phone:

918-828-1228

Email:

connie.cochran@tulsatech.edu

Credentials:

ARRT certified in Radiography and Mammography

Office hours:

7:00 am – 4:00 pm

Instructor Biography:

Mrs. Cochran came to Tulsa Tech in 2002 after working 10+ years as a radiographer and mammographer in Tulsa. She became the Radiologic Technology Clinical Coordinator in 2012.

Instructor:

Kathy Bales, MS, RT (R)(M)

Phone:

918-828-1226

Email:

kathryn.bales@tulsatech.edu

Credentials:

ARRT certified in Radiography and Mammography

Office hours:

7:00 am – 4:00 pm

Instructor Biography:

Mrs. Bales has been teaching for Tulsa Tech since 2012. She also continues to work in diagnostic radiography and mammography.

Adjunct Instructors:

Erin Jones, RT (R), eljones8@tulsatech.edu

Rylan Martin, RT (R), referri1@tulsatech.edu

Kelli Sheley, RT (R), kdsheley@tulsatech.edu

Michelle Williams, RT (R), mawill2@tulsatech.edu

## Accreditation

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and is administered according to the "JRCERT Standards for an Accredited Educational Program": https://www.jrcert.org/wp-content/uploads/Documents/Resources/Standards-PDFs/2021-Radiography-Standards.pdf)

The program earned the highest award available of eight years continuing accreditation in 2015, and is scheduled for a site visit in the fall of 2023.

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

## Instructor Credentials

All instructors in the program are certified Radiologic Technologists through the American Registry of Radiologic Technologists (ARRT).

American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, MN 55120
Phone (651-687-0048
www.arrt.org

## Program History

In 1953, Dr. Dave B. Lhevine began the Hillcrest Medical Center School of Radiologic Technology. In 1984, Tulsa Technology Center (TTC) became the program sponsor and continued the tradition of excellence in radiography education. Well over 750 students have graduated from the program and have worked in all forms of diagnostic imaging. The program is proud to celebrate seventy years of providing registered Radiologic Technologists to the Tulsa medical community.

## Instructional Philosophy

We believe that every individual is a unique creation and that it is our privilege and responsibility to help in the realization and fulfillment of everyone's accountability to self and mankind. There are two types of education, one teaching us how to earn a living and the other teaching us how to live. We subscribe to the belief that career and technology education is an essential part of the two educations. There is dignity in work, and work is one of our best means of developing intelligent use of the hands and minds. Education is a process by which belief and behavior patterns become a part of the student's personality. We want the student to attain the fullest growth and development as a person, and a contributing, self-directing, responsible member of society and the healthcare profession.

## Description

A Radiologic Technologist (Radiographer) uses critical thinking and independent judgment to obtain a diagnostic imaging study while maintaining quality patient care and minimizing radiation exposure.

The goal of the Radiologic Technology program faculty is to assist students in becoming highly competent radiographers. Faculty use the word "assist" to help students understand that they are responsible for successfully completing the program, as well as passing the American Registry of Radiologic Technology examination.

This experience will likely be very different from any students have encountered before. As such, faculty expect that students become familiar with all program and school policies. These policies encompass the professional, clinical and academic behaviors that are to be explicitly followed. It is the student's responsibility to become knowledgeable of this handbook contents. Students will sign a statement verifying that they understand the contents and that they agree to abide by the policies and procedures. The form will be retained in the student's permanent file for the duration of their time in the program.

During the student's time in the program, the faculty will work hard to prepare each student to become a professional radiologic technologist who is eligible to sit for the national certification examination. However, graduation does not guarantee passage of the exam. This program is one that takes much time and dedication on the part of the student, which can lead to a successful career.

## Courses and Hours

The program follows the nationally recognized ASRT (American Society of Radiologic Technologists) Radiography Curriculum, most recently revised in 2022. Both the academic and clinical portions of the program are competency based with clearly written objectives for the students to follow.

A syllabus and course guide for each course will be posted on Blackboard. It is the responsibility of each student to be fully aware of the contents of the syllabus and the consequences which exist if the student deviates from any policy regarding classroom conduct.

Students are responsible for the timely completion of all assignments, keeping current with reading from texts, preparing for classes and completing online assignments by their due date. Students are encouraged to form study groups and make use of all classroom and school references. Instructors have an open-door policy for individual questions and are accessible to students before and after class, as well as during office hours. Students may also contact faculty through email or Teams with questions. It is the student's responsibility to seek timely assistance in content areas that are challenging them.

The program's philosophy recognizes the importance of grading as a method of assessing content knowledge. However, understanding corrections from assessment methods is much more significant. The program does not promote memorization as a method of understanding, but challenges students to use higher level learning skills such as analysis, contrast and comparison, and critical thinking. The student's ability to attain a higher level of understanding and use critical thinking skills will have a dramatic impact on their ability to pass the ARRT certification exam.

## Course Descriptions

### First Year Courses (Cohort 41)

**HLTH – 0129 Patient Care and Services in Medical Imaging 72 hours**

Content provides the concepts of optimal patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified.

**HLTH – 0139 Ethics and Law in Medical Imaging 33 hours**

This content provides a foundation in ethics and law related to the practice of medical imaging. An introduction to terminology, concepts and principles will be presented. Students will examine a variety of ethical and legal issues found in clinical practice.

**HLTH – 0140 Intro to Medical Imaging 48 hours**

The content provides an overview of the foundations of radiography and the practitioner's role in healthcare delivery. Principles, practices and policies of the healthcare organizations are examined and discussed in addition to the professional responsibilities of the radiographer.

**HLTH– 0026 Radiographic Procedures I 150 hours**

Content is designed to provide the knowledge base necessary to perform standard radiographic procedures. Consideration is given to the evaluation of optimal diagnostic images. Laboratory experience complements the didactic portion. This course provides the student with theoretical concepts, terminology and clinical application for routine positioning procedures. Students will be given an opportunity to demonstrate their knowledge and skill in performing the simulated exams, which will later become a basis for competency in the clinical practicum. Knowledge of anatomic structures and radiographic quality will be evaluated in classroom activities.

**HLTH – 0027 Image Analysis I 48 hours**

Content is designed to provide a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation, and the factors that can affect image quality.

**HLTH – 0141 Anatomy and Physiology for Radiography I 90 hours**

Content establishes a knowledge base in anatomy and physiology. Components of the cells, tissues, organs and body systems are described and discussed. The fundamentals of sectional anatomy relative to routine radiography are addressed.

**HLTH – 0081 Clinical Practice I 247 hours**

Content and clinical practice experience is designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure.

**HLTH – 0033 Radiation Pathology 33 hours**

Content introduces concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection.

**HLTH – 0082 Radiographic Procedures IB 132 hours**

Content is designed to provide the knowledge base necessary to perform standard radiographic procedures. Consideration is given to the evaluation of optimal diagnostic images. Laboratory experience complements the didactic portion. This course provides the student with theoretical concepts, terminology and clinical application for routine positioning procedures. Students will be given an opportunity to demonstrate their knowledge and skill in performing the simulated exams, which will later become a basis for competency in the clinical practicum. Knowledge of anatomic structures and radiographic quality will be evaluated in classroom activities.

**HLTH – 0083 Image Analysis IB 33 hours**

Content is designed to provide a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation, and the factors that can affect image quality.

**HLTH – 0142 Anatomy and Physiology for Radiography II 75 hours**

Content establishes a knowledge base in anatomy and physiology. Components of the cells, tissues, organs and body systems are described and discussed. The fundamentals of sectional anatomy relative to routine radiography are addressed.

**HLTH – 0038 Clinical Practice IB 276 hours**

Content and clinical practice experience is designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure.

## Second Year Courses (Cohort 40)

**HLTH– 0089 Clinical Practice II 282 hours**

Content and clinical practice experience is designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure.

**HLTH – 0143 Radiation Physics and Instrumentation 102 hours**

Content establishes a knowledge base in radiographic, fluoroscopic and mobile equipment requirements and design, along with quality control. The nature and characteristics of radiation, x-ray production and the fundamentals of interactions with matter are also presented.

**HLTH – 0146 Radiation Biology and Health Physics 78 hours**

Content provides an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation. Content also presents an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated.

**HLTH– 0045 Career Preparation for Radiography 18 hours**

This course emphasizes communication skills and specific career knowledge for health care professionals. To support an occupational job search, a functional resume will be produced that summarizes the student's education, personal and professional achievements and work experience. To enhance their professional image, each student will construct cover letters and thank you notes that may be updated or changed as needed. Advanced career modality requirements and preparation will be investigated, as well as the requirements for professional continuing education and opportunities for life-long learning.

**HLTH– 0091 Clinical Practice II Capstone 254 hours**

Content and clinical practice experience is designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experiences are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure.

**HLTH – 0147 Image Production I 60 hours**

Content imparts an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented.

**HLTH – 0148 Image Production II 48 hours**

Content establishes a knowledge base in technical factors that govern the image production process.

**HLTH – 0149 Additional Concentrations 21 hours**

This course provides the student additional opportunities to research and study bone densitometry, cardiac interventional, computed tomography, magnetic resonance, mammography, medical dosimetry, nuclear medicine, radiation therapy, sonography and vascular interventional modalities. Varying equipment, methods of image creation, and educational/certification requirements for the different imaging concentrations will be identified.

**HLTH – 0092 Comprehensive Radiography Review 72 hours**

This course provides a comprehensive review of the radiography curriculum in preparation for taking the certification exam given by The American Registry of Radiologic Technologists (ARRT). Identified areas of weakness will help the student focus on the curriculum items that need concentrated study. The computerized testing format of the ARRT exam will be emphasized.

## Program Mission

To prepare people for success in the healthcare field as competent entry level radiographers.

## Program Goals

Students will be clinically competent.

Student Learning Outcomes:

» Students will accurately position patients for radiographic exams.
» Students will simulate exams for evaluation of continued skill and retention.
» Students will demonstrate knowledge of exam protocols and departmental routines.

### Students will demonstrate effective communication skills.

Student Learning Outcomes:
» Students will effectively communicate with patients.
» Students will construct functional resumes and a cover letter.
» Students will communicate effectively using written communication.
» Students will effectively communicate with healthcare professionals.

### Students will demonstrate critical thinking and problem-solving skills.

Student Learning Outcomes:
» Students will critique radiographic images and determine corrective action when needed.
» Students will critically assess the effect of various factors on the four radiographic qualities.

### Students will demonstrate professional and ethical behavior.

Student Learning Outcomes:
» Students will demonstrate professional behavior.
» Students will discuss and model ethical behavior.
» Students will demonstrate willingness to improve by being receptive to correction.

### The program will monitor its ongoing effectiveness through graduate and employer satisfaction.

Student Learning Outcomes:
» Students will complete the radiologic technology program.
» Graduates will evaluate the program positively.
» Employers will rate their satisfaction with graduates' skills.
» Graduates will pass the ARRT credentialing exam.
» Graduates will be placed in radiography jobs.

### The program's benchmarks are

» Students (75%) will complete the program.
» Graduates (80%) will evaluate the program positively.
» Employers (80%) will rate satisfaction with graduate's skills as either good or excellent.
» Graduates (80%) will pass the ARRT credentialing exam on the first attempt.
» Graduates (80%) will be placed in related jobs within 12 months of program completion.

### In accordance with JRCERT requirements (Standard 6.1), program effectiveness data is averaged over a five-year period. Data analysis for graduates from 2018-2022 shows:

» 100% of students completed the program;
» 98% of graduates evaluated the program positively;
» 96% of employers rated satisfaction with graduate's skills at either good or excellent;
» 86% of graduates passed the ARRT credentialing exam on the first attempt;
» 96% of graduates were placed in related jobs within 12 months of program completion.

The Radiologic Technologist program's effective data can also be found on the JRCERT website at https://www.jrcert.org/program-effectiveness-data/ or on the program's web page at https://tulsatech.edu/full-time-programs/health-science/radiologic-technologist

## Certifications

Students who successfully complete the Radiologic Technology program are eligible to take the national certification exam offered by the American Registry of Radiologic Technologists (ARRT).

## Career Opportunity

The program is designed to prepare post-secondary adult students for entry level employment as Radiologic Technologists. Radiologic Technologists work under the supervision of Radiologists. Radiologic Technologists work in many areas of diagnostic imaging, including but not limited to: general radiography, computed tomography, magnetic resonance imaging, ultrasound, mammography, fluoroscopy, vascular imaging, mobile radiography, or trauma & surgical imaging.

## Cost

### Estimated Tuition Fees:

$8,688.00

### Books:

$1,370.00

### Additional Required Costs:

$979.00**

***There may be additional required cost as defined in the program handbook. Tuition, fees, career majors, course and hours are subject to change without notice.*

### Student Activity Fee

A $20 student activity fee is due at the beginning of each school year. The funds are used for National Radiologic Technologist Week (NRTW) and graduation expenses. Payment can be cash or check (made to Tulsa Tech) and can be given to a Rad Tech instructor. Each student is encouraged to keep their receipt for payment verification.

## Class Times

### Class Hours

Class hours are 7:45 am – 2:30 pm. Lunch break is 10:45 a.m. – 11:30 a.m., and there are two breaks per day.

### Clinical Hours

Most clinical practice hours are 7:00 a.m. – 2:30 p.m. Evening clinical hours are 1:00 pm – 8:30 pm. (Ancillary site hours may vary.) Students are allowed 30 minutes for lunch at clinical. Lunch time will be determined by the supervising technologist and/or work flow. Working through lunch/dinner break does not give a student permission to leave early.

Each student is allowed two (2) 10-minute breaks per day. During clinical hours, a student must consult with the area supervisor before leaving the radiology department or scheduled area for a break or for lunch. Combined clinical and didactic hours will not exceed forty (40) hours per week, and clinical assignments will not exceed 10 hours per day.

## Grading Methodology

Radiography is a profession in which less than adequate performance may cause patients to suffer harm; therefore, high program standards must be maintained to insure the effectiveness and competency of graduates and their successful completion of the national certification exam.

### Academic Courses

Students are required to maintain an 80% average in each academic course. Students can access their course grades at any time through Blackboard. Students are expected to monitor their academic progress on a regular basis.

Participation is a major component of the learning process. Students are expected to participate in class discussions, demonstrations, lab activities and clinical assignments.

Exams are given regularly. If at any time during a course the student's grade average falls to near 80%, or if the student demonstrates a lack of satisfactory academic progress, he/she will be counseled by the instructor and/or the Program Director. If the student's overall grade continues to fall or if the student fails to make acceptable academic progress, he/she will be placed on Academic Probation. If a student does not satisfactorily meet the course objectives and pass the course, he/she will be unable to progress in the curriculum. Failure to meet probationary requirements or to pass any course in the program can result in removal from the program.

### Clinical Practice

Students are required to maintain an 80% average in the Clinical Practice courses. The clinical grade is based on Professionalism, Patient Exam Competencies, Clinical Area Competencies, and Clinical Tests that are given by a clinical Instructor. A full explanation of these requirements is given at the beginning of the program. Failure to maintain an 80% average in the Clinical Practice courses will result in being placed on Clinical Probation. A Clinical Test will be given each semester. The overall score for a Clinical Test must be 90% or above. Failure to maintain an 80% clinical grade or meet clinical competency requirements after remediation at any level may result in removal from the program.

### Testing Procedures

Student's knowledge and skills are assessed frequently in order to provide feedback regarding progress in the program. Exams are pre-announced by the instructor, and include the information related to the learning objectives of the topic. An exam may be a skills or competency demonstration, computer generated questions, written paper/pencil format or an oral report. Consult the course syllabi for additional information regarding testing protocol.

### Absence on Examination Day

Students must complete a missed examination on the day they return to class. Delayed examination dates provide an unfair advantage and are disrespectful to those students who prepare for their examinations on schedule.

## Professionalism

The American Society of Radiologic Technology (ASRT) Code of Ethics should influence all actions. Students are expected to always conduct themselves as health care professionals.

All regulations concerning safety, behavior, language, appearance, discipline and attendance must be observed. Unacceptable conduct will first be handled by the instructor, then follow the chain of authority. Such conduct may result in suspension and/or dismissal from the program and Tulsa Tech.

Unprofessional conduct as outlined in the Tulsa Tech policies, the Radiologic Technology Program Specific section of the HSC Adult Handbook, the Radiologic Technology Clinical LAP, ARRT Professional Ethics, or the clinical affiliate policies will not be tolerated.

### Student Use of Mobile/Electronic Devices

(Refer to the general portion of this handbook for information regarding the use of mobile or electronic devices.)

Student cell phones are not permitted in the x-ray lab.

Due to a mandate by the local clinical practice sites, no student may carry a cell phone on their person during clinical practice. Situations have been documented that indicate HIPAA violations. All cell phones must be kept in a locker or in the student's automobile. Any student caught carrying a cell phone during clinical practice may be removed from the clinical site and the program.

In case of family emergency situations, a student may be contacted via the hospital phone system. All clinical site phone numbers are listed in this handbook.

In the unusual situation where a temporary condition exists and a student must be immediately accessible, a release form must be filled out and the information must be verified. The clinical site will determine if the student is allowed to carry a cell phone for a limited period of time.

Each student is expected to adhere to the following professional objectives for clinical practice:

» Attend clinical practice each scheduled day.

» Arrive at the clinical site on time and stay for the entire shift.

» Maintain proper documentation as required by the clinical facility, the accrediting body and by Tulsa Tech policy.

» Uphold professional appearance according to industry standards and program policy.

» Present professional behavior in all circumstances.

» Adhere to the ARRT Standard of Ethics and all school policies.

## Safety

### HSC Radiology Lab Safety

Prior to the beginning of lab practice sessions, the students and instructors will discuss proper lab safety. Each student will receive a copy of the Lab Safety rules and will read and sign the Lab Safety Pledge. Lab safety rules are also posted in the lab.

Lab safety is continually emphasized throughout the program. Students are only allowed in the lab when a qualified instructor is available for supervision. During phantom image exposures, all lab doors must remain closed, and students and instructors must remain behind lead wall barriers. Under no circumstances will any student be allowed to rotor the tube or make an exposure while anyone is in the lab exam room. Any violations of lab safety rules will result in formal counseling from the instructor, and the documentation will be retained in the student's file.

### Lab Safety Rules

Due to potential damage from exposure to ionizing radiation, the upmost caution is urged during the performance or practice of radiographic procedures. The goal of Tulsa Tech faculty is to teach students radiation safety procedures for themselves, co-workers, and patients in order to keep exposure to ionizing radiation as low as reasonably achievable (ALARA). This radiation safety program is based on the premise that there is no safe level of radiation exposure, and that benefits of the medical imaging procedure outweigh any negative effects from the x-ray exposure.

Lab rules are as follows:

» Professional behavior is always required in the lab. Student cell phones are not allowed in the lab.

» The x-ray equipment should never be turned on and/or operated without instructor supervision.

» Students will not use a machine unless they have been instructed in its use and passed the proficiency check-off for that machine.

» X-ray machines will be properly warmed up prior to use.

» Prior to making an exposure, the student operating the equipment should confirm that no one is in the x-ray room. The student operating the equipment should never, under any circumstances, rotor up the x-ray tube while anyone is in the x-ray room.

» The door to each x-ray room should be completely closed prior to any x-ray exposure.

» The students should be entirely inside the control booth (behind the secondary barrier) before any exposure is made.

» Under no circumstance will any radiation exposure be made on any Tulsa Tech employee, student or any other visitor to the x-ray lab.

» The student will wear appropriate PPE (personal protective equipment) during lab practice.

» The Tulsa Tech-issued radiation dosimeter should always be worn at the collar level while in the x-ray lab. The student must also wear their Tulsa Tech student ID badge.

» Students must wear closed toe/heel shoes to participate in the lab.

» A student who is injured while involved in lab must obtain and complete a Tulsa Tech Student Accident Reporting Form. This form is available from an instructor. The completed form must be signed and turned in immediately.

### Patient Exposure

Patients are at risk for radiation induced damage due to their exposure to the primary x-ray beam, and therefore, must be afforded the highest level of protection. In order to guide the student in providing radiation protection for patients, co-workers, visitors and themselves, the following rules must be followed:

» Patient identity must be confirmed before exposure to radiation.

» There will be a lead apron on the portable machine for each operator, and the patient. Lead aprons should always be hung or stored properly when not in use.

» All visitors and unnecessary personnel must leave the area (room) before an exposure is made. A patient in an adjoining bed or cubicle separated only by a curtain should be informed an x-ray exam is being performed. Before an exposure is made, announce out loud "X-ray".

» When a patient or image receptor requires auxiliary support, a holding device should be used. If this is not possible, an individual, preferably one who is not a radiation worker, may be provided with protective apparel and asked to assist. No part of the holding person's anatomy should be in the primary beam.

» Students and faculty should follow the program's No Hold policy: "Students must not hold image receptors during any radiographic procedure. Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care." (JRCERT Standard 5.3)

» The student must move as far away as possible from the tube at a right angle of at least 6 feet when making an exposure; a lead apron must be worn even at that distance.

» The collimator should be adjusted to the smallest possible field size for each exam. Under no circumstances should the field size exceed IR size.

» Gonadal shielding should be used when it does not interfere with the objective of the exam.

» Ask all female patients of childbearing age if they are pregnant. If the possibility of pregnancy exists, consult with a Radiologist or other physician before doing the procedure. If it is determined that the exam is necessary, have a consent form signed by the patient, and minimize the radiation exposure by collimation and shielding.

» Students should always use the appropriate technical factors.

### Consequences

» If an infraction of any one of these safety rules is reported, the student will be counseled and given a written warning that will be kept in their file. A warning in the first year carries over to the second year.

» A second infraction of these rules may result in disciplinary action, including but not limited to probation, suspension, and/or removal from the program.

### Safety at Clinical

Students should always follow these safety practices:

» Provide safe, effective, and skillful radiologic procedures using radiation protection practices for patients, self and others.

» Ask for help if there is any doubt about having information, knowledge, or skill necessary for any procedure.

» Always be alert to the needs and safety of patients. Report unusual conditions immediately to the supervising technologist.

» Adhere to the supervision policies at all times.

» Report all accidents immediately to the department supervisor or clinical instructor.

» Use safe patient handling techniques and always treat each patient with respect.

» Operate radiographic equipment in accordance with manufacturer specifications and as directed. Choose technical factors that follow ALARA standards.

» Students must safely practice their skills in clinical to avoid unnecessary repeat exposures.

» Safe practices include but are not limited to correct identification of patients, positioning skills, marker placement, proper collimation, shielding, selection of exposure factors and equipment manipulation.

### Personal Dosimeter

A radiation dosimeter is issued to each student to be worn on the collar during routine radiographic imaging or outside the lead apron at collar level while in fluoroscopy or performing mobile exams. If a dosimeter is lost, the student must notify the Program Director in writing as soon as possible. There is a $10.00 charge for a lost dosimeter.

### Quarterly Processing of Dosimeters

Dosimeters are issued by the Program Director, or designated faculty member, to each student and faculty member to be worn for a 3-month period to measure quarterly exposure. Students and faculty members are urged to use all radiation safety measures and keep their quarterly exposure to less than 250 mrem (2.5 mSv).

Students must turn in their current dosimeter and pick up their new one by the 15th of the months indicated: October, January, April and June (before graduation or leaving for summer break). The July dosimeter will be issued to students before starting clinical practice in the fall semester.

The Program Director, or designated faculty member, monitors the quarterly badge reports. Each student receives a copy of their personal report within 30 days of receipt and signs off on their quarterly exposure.

Investigation is made into any exposure reading of 500 mrem (5mSv) or higher per quarter. A notice will be sent to the student regarding the investigative exposure level. During the investigation, the student's schedule of clinical placement will be reviewed. He/she will be questioned concerning their activities during the report period and counseled about using protective barriers and exposure to x-rays. A report of the investigation will be held in the program's Exposure file, a copy of the report will be given to those with the need to know, and it also will be placed in the student's personal file.

### Contingency Plan

The program has a contingency plan in place which is designed to continue student learning in the event of a catastrophic event (extreme weather event, global/national/ state health emergency, or mechanical issue).

## Dress and Equipment

### Uniforms and IDs

Student uniform brand and style are determined by the program faculty. Students are permitted in the classroom or clinical area only in the appropriate uniform. Students should make every effort to portray a professional appearance by making sure their uniforms fit properly and do not sag or bind while manipulating equipment or moving patients.

The student uniform is "royal blue" scrubs with optional lab jacket (royal blue or white). Shoes must be neutral color athletic shoes (mostly black, gray, tan or white—no bright or primary colors). Appropriate undergarments must always be worn. Students may wear a black or white short or long-sleeved shirt or turtleneck under the royal blue top. This shirt must be tucked into the scrub pants; the short sleeves, bottom of the shirt, and any logos should not be visible. Clean, wrinkle-free scrubs are an essential part of the student's uniform; if a student attempts to attend clinical practice or class wearing dirty or wrinkled scrubs, they will be required to clock out and go home to change into an acceptable uniform. Students will be counted absent for the time missed due to the unacceptable uniform. The student will also lose points on their clinical professionalism grade for any uniform infraction.

Students are required to be identified as student radiographers while in the clinical area. An official Tulsa Tech ID badge, student patch, and radiation dosimeter must be worn as part of the uniform. Tulsa Tech ID, personal lead image ID markers, and a personal radiation dosimeter are provided by the school.

Student uniforms (which include the patch that identifies the wearer as a student) and student ID badges which make up the Rad Tech student uniform must not be worn when the student is working/acting in a capacity other than as a Tulsa Tech student.

The Tulsa Tech ID and student uniform must not be used to gain access to any medical facility or department for any purpose other than to perform assigned student clinical rotations. Any student who falsely gives the impression that they belong/work in an area from which students are restricted, or who attempts to gain admittance to an area outside of clinical rotation hours or for any personal reason will immediately be placed on suspension with the possibility of removal from the program.

Personal lead image ID markers are used daily and considered essential tools of the occupation. Tulsa Tech will provide each student with a set of markers prior to the first day of clinical. If these lead markers are lost, it is the responsibility of the student to purchase additional lead markers immediately at their own expense. Replacement markers must include the special indicator signifying that the lead marker belongs to a student. Replacement markers can be purchased by using the link below:

https://www.saomarkers.com/Position-Indicator-Xray-Markers-2-3-Characters-Position-Indicator-Xray-Markers.htm

Students who do not have personal ID markers, an appropriate uniform with the correct identification, and/or dosimeter will be sent home, and may return only with a complete uniform and IDs. Students will be counted absent for the time missed.

### Required Books and Online Curriculum

First Year book list (Cohort 41)

- The Human Body in Health & Disease (Textbook & Adaptive Learning Code) 7th Edition, Elsevier (ISBN 9780323636896)
- Introduction to Radiologic and Imaging Sciences and Patient Care, 7th Edition, Elsevier (ISBN 9780323566711)
- Merrill's Atlas of Radiographic Positioning & Procedures (Textbook) 15th Edition, Elsevier (ISBN 9780323832823)
- Merrill's Atlas of Radiographic Positioning & Procedures (Workbook) 15th Edition, Elsevier (ISBN 9780323832847)
- Merrill's Pocket Guide to Radiography, 15th Edition, Elsevier (ISBN 9780323832830)
- Radiographic Pathology for Technologists, 8th Edition, Elsevier (ISBN 9780323791298)
- Rad Tech Boot Camp (Clover Learning)

Second Year book list (Cohort 40)

- Principles of Radiographic Imaging, 6th Edition, Cengage (ISBN 9781337711067)
- Radiologic Science for Technologists: Physics, Biology & Protection, 12th Edition, Elsevier (ISBN 9780323661348)
- Radiation Protection in Medical Radiography, 8th Edition, Elsevier (ISBN 9780323446662)

### Other Resources used

Blackboard™ is the official Learning Management System (LMS) for Tulsa Tech. Each student is given a username and can access Blackboard with any internet connection. Instructors post assignments and class schedules along with course grades for students to access at any time.

Microsoft Teams is used by Tulsa Tech for online course delivery, communication between students and instructors, and a portal for students to upload homework assignments.

### Supplies/Tools

Students are encouraged to purchase two or three large 3-ring binders for class materials, as well as pens, pencils and highlighters.

### Additional Information

It is the student's responsibility to be prepared for class by bringing all books, notebooks, writing implements, and any other necessary equipment to the classroom each day.

All class information is posted on Blackboard for student access and is updated regularly. It is the student's responsibility to obtain and make up class material missed due to absence.

## Clinical Information

Clinical experience is provided by local hospitals and clinics which serve as clinical affiliates. Each clinical affiliate is recognized by the JRCERT as an approved clinical site. This supervised clinical practice is planned to enable students to gain experience in radiographic imaging to include general diagnostic exams in the areas of trauma, urology, fluoroscopy, surgery, special invasive procedures, computed tomography and cardiovascular procedures. Limited rotations in advanced modalities (which may include ultrasound, magnetic resonance imaging, radiation therapy and the cardiac catheterization lab) are available during the second year of the program.

### JRCERT approved clinical sites are:

**Hillcrest Medical Center (HMC)**
Clinical Instructor Patricia Harris, RT (R)
1120 S. Utica, Tulsa
(918) 579-4203

**St. John Medical Center (SJMC)**
Clinical Instructor Tim Boyd, RT (R)
1923 S. Utica, Tulsa
(918) 744-3131 Ext. 14524

**St. John – Owasso**
Clinical Instructor Amanda Pudden, RT (R)
12451 E. 100th Street N, Owasso
(918) 274-5020

**St. John – Sapulpa**
Clinical Instructor Shandi Hotulke, RT (R)(BD)(CT)
1004 E. Bryan Avenue, Sapulpa
(918) 227-5305

**St. John – Broken Arrow**
Clinical Instructor Tami Hewitt, RT (R)
1000 West Boise Circle, Broken Arrow
(918) 994-8020

**St. Francis Hospital (SFH)**
Clinical Instructor Rebecca Tarvers, RT (R)
6161 S. Yale, Tulsa
(918) 494-7229; (918) 494-1658 (control)

**St. Francis - Broken Arrow Imaging**
Clinical Instructor Amy Ross, RT (R)
2950 S. Elm Place, Suite 130, Broken Arrow
(918) 451-5141 Hours 7:30 am – 3:00 pm

**Oklahoma Surgical Hospital**
Clinical Instructor Elena Jones, BSRT (R) (MR)
2408 E. 81st Street, Suite 900, Tulsa
(918) 477-5065

**Orthopaedic Center - Clinical Instructor**
Scott Bartkus, RT (R)
1809 E. 13th Street, Suite 100, Tulsa
(918) 925-3217

**Center for Orthopaedic Reconstruction & Excellence (CORE)**
Clinical Instructor Karly Felts, RT (R) (CT)
3029 West Main Street, Jenks
(918) 701-2312

**Bailey Medical Center**
Clinical Instructor Shelly Davis, RT (R) (MR)
10502 N. 110th E. Ave, Owasso
(918) 376-8040

**Warren Clinic – Tulsa Hills**
Clinical Instructor Niki Allen, RT (R)
7858 S. Olympia, Tulsa
(918) 986-9271 hours 9:00 am - 4:30 pm

**Warren Clinic – South Memorial**
Clinical Instructor Cara Crain, RT (R)
10506 S. Memorial, Tulsa
(918) 943-1070

Clinical assignments are made by the Clinical Coordinator. Although clinical sites may vary by location, all students are expected to meet the same clinical requirements. Any requests to change or alter the schedule must be approved by the Clinical Coordinator prior to the specified rotation. Some clinical rotations are scheduled for evenings and weekends. It is the responsibility of the student to make any personal arrangements necessary to comply with evening and weekend rotations. Information regarding clinical assignments is posted by the Clinical Coordinator.

Prior to beginning clinical practice, all students are required to attend orientation at their clinical site to learn that site's policies and procedures regarding health and safety. Students are always expected to abide by the personnel policies of the clinical affiliates (use of tobacco products, personal electronic devices, etc). Failure to do so may result in a request for removal by the affiliate administration. Removal from a clinical site may result in removal from the program; however, final action will be taken by the administration of Tulsa Tech.

The importance of the clinical experience is invaluable. Even when there are no radiographic examinations to be performed, students are encouraged to stock supplies or practice positioning skills / equipment manipulation in exam rooms with the permission of the Clinical Instructor or immediate technologist in charge. Students are not to use their cell phones, read magazines/newspapers, or participate in any form of entertainment during slower work times. Any student found doing so will be given a verbal warning, and documentation of such will be placed in his/her file.

The clinical affiliates provide limited space for personal belongings of Tulsa Tech students and faculty. The affiliates are not responsible for the loss of, or any damage occurring to personal belongings. The affiliate may make emergency medical care available to faculty members and students who become ill or are injured while at their institution. The cost of such treatment will be paid by the student or faculty member receiving the care.

Students who for any reason do not complete the program's mandatory clinical training, including those who are unable to remain in an assigned clinical training site, will not be eligible for graduation or qualified to take the American Registry of Radiologic Technology (ARRT) national certification exam. Any student who has been terminated from a clinical setting by the clinical institution may be unable to complete the Radiologic Technology Program.

### Clinical Practice

Clinical assignments are scheduled to be as fair and impartial as possible, while providing each student with educationally valid experiences in a variety of diagnostic imaging areas. The one-to-one ratio of "technologist to student" is maintained at all clinical education settings to assure that each student will receive proper supervision and instruction.

Students are required to follow their clinical schedule and remain in their assigned area unless prior arrangements have been made with the Clinical Coordinator. Students are not permitted in restricted areas that are not open to the general public except for the performance of ordered radiographic exams. Students are only allowed in the imaging departments during their regularly scheduled clinical hours. Students are not allowed to "hang out" in the reception/office areas.

If a student suffers an injury/illness that temporarily restricts them from clinical practice, the student is required to present documentation from their physician confirming the restriction and noting the date that the restriction will be lifted. The student may not return to clinical practice until the restriction is lifted. The program does not allow students to do "light duty" during clinical practice.

Daytime weekday and weekend rotation hours are from 7:00 a.m. – 2:30 p.m. Evening clinical hours are 1:00 p.m. – 8:30 p.m. Ancillary site hours may vary (see clinical schedule). Clinical assignments will not exceed 10 hours per day.

During the second year of clinical practice, students may choose specialty areas for additional clinical rotations. It is the responsibility of the student to know the business hours and contact information for any of their assigned specialty rotations.

Prior to beginning clinical practice, all students are required to complete the MRI Screening Protocol Checklist to ensure that no contraindications exist which would put the student at risk while in or near the magnetic environment. The student must have documented approval by the MRI supervisor and the program Clinical Coordinator before he/she is allowed to enter the MRI zoned areas.

## Student Performance of Radiographic Procedures

All students will be involved with radiographic procedures under direct or indirect supervision as determined by their level of competence. The JRCERT defines direct and indirect student supervision as:

- Direct student supervision: A qualified radiographer reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is physically present during the conduct of the procedure, reviews and approves the procedure and/or image. Direct student supervision is required before exam competency has been documented. Students must also be directly supervised during surgical and mobile procedures regardless of the level of competency.
- Indirect student supervision: A qualified radiographer is immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use. Indirect student supervision is acceptable after exam competency has been documented. All student performed exams (whether they are initial attempts or repeated exams) must be checked by a staff technologist, instructor, or radiologist before a patient leaves the department, or before radiographs are turned in regardless of the area the student is in.

The JRCERT also states that students should be directly supervised by a qualified radiographer when repeating unsatisfactory images:

- The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. A qualified radiographer must be physically present during the conduct of a repeat image and must approve the student's procedure prior to re-exposure.

## Mammography Policy (Provided by the JRCERT)

This policy may be applied to any imaging procedure performed by professionals who are the opposite gender of the patient.

Under this policy, all students, male and female, will be offered the opportunity to participate in breast imaging clinical rotations. The program will make every effort to place a male student in a breast imaging clinical rotation if requested; however the program is not in a position to override clinical setting policies that restrict clinical experiences in breast imaging to female students. Male students are advised that placement in a breast imaging rotation is not guaranteed and subject to the availability of a clinical setting that allows males to participate in these imaging procedures. The program will not deny female students the opportunity to participate in breast imaging rotations even though clinical settings may not be available to provide the same opportunity to male students. Male students are advised that even if a clinical setting will allow them to rotate to the breast imaging department, there is no guarantee that a female patient will agree to permit a male student in the room during her exam. Students are advised that patients' preferences are always priority.

This program policy is based on the sound rationale presented in a position statement on student breast imaging clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting and updated at its October 2021 meeting. The JRCERT position is included below this program policy and is also available on the JRCERT website, www.jrcert.org, Programs Resources.

The Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Educational Program in Radiography are designed to promote academic excellence, patient safety, and quality healthcare. The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality and stimulates program improvement through program assessment.

Standard 4.4 of the JRCERT Standards requires a program to document that it "provides timely, equitable and educationally valid learning opportunities for all students."

The JRCERT does not provide legal advice to program officials. Nevertheless, the JRCERT has received numerous inquiries regarding the placement of students in mammography clinical rotations. The JRCERT understands that there have been significant concerns regarding the interpretation of the JRCERT Standards regarding equitable learning opportunities for all students. As a point of clarification, the JRCERT notes that equitable means dealing fairly with all concerned. It does not necessarily mean equal.

The JRCERT has analyzed statistical data that indicates current imaging practices in mammography have resulted in minimal employment opportunities for males. Certification demographic data indicates that less than 1% of the approximately 50,000 technologists registered in mammography by the American Registry of Radiologic Technologists (ARRT) are males. Overwhelmingly, clinical site policies prohibit male students from participation in mammography rotations. Such participation is limited due to liability concerns, as well as consideration for the interests of the patient. These policies are established not only for mammography exams, but also for other gender-specific examinations performed by professionals who are the opposite gender of the patient.

### Position Statement on Breast Imaging Clinical Rotations - Adopted by the JRCERT Board of Directors (October 2021)

With regard to mammography, the JRCERT has determined programs must make every effort to place students in a breast imaging clinical rotation/procedure if requested and available. However, programs will not be expected to attempt to supersede clinical site policies that restrict breast imaging rotations/procedures to students. Students should be advised that placement in a breast imaging rotation is not guaranteed.

The JRCERT reiterates that it is the responsibility of each clinical site to address any legal challenges related to a program's inability to place male students in a breast imaging rotation. All students should be informed and educated about the various employment opportunities and potential barriers that may affect their ability to work in a particular clinical staff position.

### MRI Safety Policy (Provided by JRCERT)

Magnetic Resonance Imaging (MRI) machines generate a very strong magnetic field within and surrounding the MR scanner. This magnetic field is always on and unsecured. Magnetically susceptible (ferromagnetic) materials even at a distance can become accelerated into the bore of the magnet with force sufficient to cause serious injury or damage to equipment, patient, and any personnel in its path. Therefore, great care is taken to prevent ferromagnetic objects from entering the MRI scanner room. It is the responsibility of the qualified MR department staff, especially the technologist, to control all access to the scanner room.

As a Radiologic Technology program student, you become part of the imaging team and are obligated to follow all MRI safety policies and procedures. You will review an MRI Safety Video prior to the start of your clinical training.

- It is vital that you remove metallic objects before entering the MRI static magnetic field, including watches, jewelry, and items of clothing that have metallic threads or fasteners.
- If you have a bullet, shrapnel, or similar metallic fragment in your body, there is a potential risk that it could change position, possibly causing injury.
- The magnetic field of the scanner can damage an external hearing aid or cause a heart pacemaker to malfunction.
- History of any surgical procedure that involves implanted electronic device(s), or any implant within/on your body you were not naturally born with will need to be reviewed prior to clinical training

MRI Safety Policies will be discussed with students in August each year. The MRI Screening Protocol form must be filled out and submitted prior to clinical training. Students are required to notify the Program Director or Clinical

Coordinator should their screening protocol status change. Each student's screening protocol form will be reviewed by the program clinical coordinator and the MRI supervisor at their clinical site. The student must be approved by the clinical coordinator and the MRI supervisor before he/she will be allowed to participate in clinical rotations to MRI.

## Program Policies and Procedures

### Declared Pregnancy

Special consideration must be given to a student who might be exposed to ionizing radiation during a pregnancy. Because of the increased radiation sensitivity of the developing fetus, the U. S. Nuclear Regulatory Commission and the National Council on Radiation Protection and Measurements recommends that during the entire gestation period, the equivalent dose limit to the fetus from occupational exposures of the expectant mother should not exceed 0.5 rem or 5 mSv. Per month the dose limit should not exceed 0.05 rem or 0.5 mSv.

Tulsa Tech and the clinical affiliates advise the highest level of caution possible and has developed the following policies:

- The student has the option of informing the Program Director or other program faculty of her pregnancy. This notification is voluntary. If the student chooses to notify the faculty of her pregnancy it must be in writing and indicate the expected date of delivery. A form letter is available for the student who wants to declare her pregnancy. By declaring her pregnancy, the occupationally exposed student takes advantage of the lower exposure limit and dose monitoring provisions of The Code of Federal Regulations 10 CFR Part 20, "Standards for Protection Against Radiation". The lower dose limit for the embryo/fetus will remain in effect until the woman voluntarily withdraws the declaration in writing or is no longer pregnant. In the absence of this voluntary written disclosure, a student cannot be considered pregnant.
- At any time after this voluntary written notification, the student may choose to submit a written withdrawal of declaration. Upon this submission, the student is no longer considered pregnant.
- Upon written declaration of pregnancy, the student will be asked to meet with the Program Director for counseling concerning radiation safety practices during pregnancy. The student will be given a copy of the U.S. Nuclear Regulatory Commission's publication Regulatory Guide 8.13 "Instruction Concerning Prenatal Radiation Exposure" and the CFR Part 20 "Dose Equivalent to an embryo/fetus". The student also will be issued a fetal radiation dosimeter to be worn near the abdomen during the time of the declared pregnancy.
- If the student chooses to disclose her pregnancy, she has the option of continuing in the Radiologic Technology Program without modification or interruption. Other options she may want to consider include a modification in clinical assignments, and/or leave of absence from the program based on the student's individual needs and preferences. Any modifications or special requests must be made in writing, and require signatures of the student, Program Director and Clinical Coordinator.
- It may be necessary to extend the program beyond the scheduled graduation date in order to complete program requirements. If a student chooses to temporarily withdraw, all efforts will be made to reinstate her at a later time.

### Related Work

Class and clinical schedules should take priority over employment schedules. Academic or clinical responsibilities within the radiologic technology program take precedence over work, and no special consideration will be given to students who work. The instructors do not recommend that students work 3rd (overnight) shift while in the program. Doing so can place patient safety at risk and can jeopardize the student's ability to maintain academic requirements.

Students who are employed in a medical setting may not wear any portion of the school or program's uniform that identifies Tulsa Tech or the Radiologic Technology Program while engaged in related work duties. This includes the Tulsa Tech ID badge and the radiation dosimeter issued by the program. The employing institution is responsible for issuing appropriate employee ID badges and a dosimeter to be worn while in their service.

When students are employed as radiographers, their work schedules and duties will be determined by the employer. During hours of employment, students are not the responsibility of the Tulsa Tech Radiography Program. Students who are performing radiographic duties as an employee may not complete Exam or Area Competencies while on duty.

## JRCERT Non-Compliant Complaint Policy/Grievance Procedures

It is essential that the program provide students, faculty, clinical staff, or institutional staff with an unbiased avenue to pursue complaints or grievances regarding allegations of non-compliance of JRCERT standards and the opportunity to be heard in a timely manner. The JRCERT standards are reviewed in the Introduction to Radiologic Science and Healthcare course, and are available for review in the "Radiologic Technology" course on Blackboard, or at www.jrcert.org. The following outlines the steps for formal resolution of a grievance or complaint regarding allegations of non-compliance of JRCERT standards:

1. Before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials by following the due process or grievance procedures provided by the program/institution. Each program/institution is required to publish its internal complaint procedure in an information document such as a catalog or student handbook.
2. If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT:

   Chief Executive Officer
   Joint Review Committee on Education in Radiologic Technology
   20 North Wacker Drive, Suite 2850
   Chicago, Illinois 60606-3182
   Phone: (312) 704-5300 Fax: (312) 704-5304
   E-mail: mail@jrcert.org

3. The Allegations Reporting Form must be completed and sent to the above address with required supporting materials, and is found on the website: www.jrcert.org under Accreditation Forms and Checklists.
4. Forms submitted without a signature or the required supporting material will not be considered.
5. If the complainant fails to submit appropriate materials as requested, the complaint will be closed. The Federal Higher Education Act of 1965, as amended, provides that a student, graduate, faculty or any other individual who believes he or she has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program. The JRCERT, recognized by the United States Department of Education for the accreditation of radiography, radiation therapy, magnetic resonance, and medical dosimetry educational programs investigates allegation(s) submitted, in writing, signed by any individual with reason to believe that an accredited program has acted contrary to the relevant accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

## School Closings

Students are restricted from attending clinical practice, even on a voluntary basis, when Tulsa Tech is closed.

## Vacations, School Breaks and Holidays

Vacations and holidays are determined by Tulsa Tech. There will be a break between 1st and 2nd year, and the return date will be announced to students prior to that break.

### Early Completion with Employment

Students who have completed all clinical requirements and demonstrated competency at each clinical level may be eligible for early employment in the spring term of the second year. Students must have employment in an approved diagnostic imaging department or clinic to be eligible. Specialty areas will be considered for early completion employment after Spring Break.

All competency paperwork must be finalized by Friday prior to the requested final test date.

Requirements for the opportunity of early employment in the radiography field are:

1. The student cannot be on clinical, academic, or disciplinary probation.
2. For early completion with employment, students must work as a student radiographer at an approved clinical site. Students must work the same number of hours (or more) that are scheduled for clinical each week. If the student works less than the scheduled clinical hours, he/she will be counted absent for the missed hours. It is mandatory that students clock in and out on timecards provided by the program to document all hours.
3. VA students will be counted absent if their hours are less than the scheduled clinical hours for the week and are required to make-up any missed hours.
4. The student must have completed all clinical requirements, including the final clinical test, at an acceptable level. All paperwork must be turned in by Friday the week before the requested final test date.
    a. For early completion in February, all 65 exams must be performed on actual patients.
    b. For early completion in March, 2 exams may be simulated.
5. For early completion before Spring Break, students must have a minimum 3.75 cumulative GPA in each year of the program. This grade average must be maintained or privileges may be revoked.
6. A minimum cumulative 3.5 GPA in each year of the program will be accepted for early completion after Spring Break.
7. Students must remain in compliance with all program and Tulsa Tech policies and satisfactory attendance must be maintained (90% or above).
8. Students must continue to attend all scheduled academic classes. Missed classwork is to be made up immediately.
9. Failure to maintain classroom attendance may result in revoking job privileges and student may be required to resume clinical rotations.
10. Students are allowed to change jobs one time during this period with prior instructor approval.

## Program Completion and Certification

### Completion Statement

To remain in the program, students must:

» Maintain a grade of B or better in all courses and maintain 90% attendance

To attend Work Based Learning (Clinicals), students must:

» Maintain a grade of "B" or better

» Pass a criminal background check

» Provide verification of immunizations through vaccination records

» Hold current American Heart Association CPR for Healthcare provider card

» Provide transportation to Work Based Learning sites

» Pass a drug screening

To receive a Certification of Completion from Tulsa Tech, students must:

» Maintain a grade of B or better in all courses

» Maintain 90% attendance or better throughout the school year

### Certification

Students who successfully complete the Radiologic Technology program are eligible to take the national certification exam offered by the American Registry of Radiologic Technologists (ARRT).

Candidates for certification must answer three ethics-related questions on their application form:

» Have you ever been charged with or convicted of a misdemeanor or felony? (This includes court convictions and military courts-martial)

» Has a regulatory authority or certification board (other than ARRT) ever done one or more of the following?

- Denied, revoked, or suspended your professional license, permit, registration, or certification?
- Placed you on probation (excluding ARRT Continuing Education probation), under consent agreement, or under consent order?
- Allowed voluntary surrender of your professional license, permit, registration, or certification?
- Subjected you to any conditions or disciplinary actions?

» Have you ever voluntarily withdrawn - or been suspended, dismissed or expelled - from an educational program that you attended in order to meet ARRT certification and registration requirements?

These questions can be found on the ARRT web site at:
https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-questions

The ARRT investigates all potential violations in order to determine eligibility and will evaluate each candidate on an individual basis. Call the ARRT with any questions about eligibility. Phone (651) 687-0048.

The fee for the ARRT examination is currently $225.00 but is subject to change. The ARRT examination is given at area testing centers. Students will receive information regarding scheduling procedures from the ARRT after their application has been processed.

## Memorandum of Agreement

I have read the Health Sciences Center Adult Programs Handbook and the Radiologic Technology Program portion in its entirety, and I am familiar with its content. I expect any violation to result in appropriate action.

I understand that it is my responsibility to review the appropriate sections of the handbook when confronted with a specific problem or concern, and then to contact the Program Director or Clinical Coordinator if I need clarification.

I understand that I will be a guest in the clinical education settings and will conduct myself accordingly. All known rules and regulations will be followed.

I understand that the clinical settings may vary in location and that all students are expected to meet the same requirements; therefore, distance and weather do not change the program schedule unless classes are cancelled.

I understand that I may not function independently as a registered technologist. The Clinical Coordinator and/or Clinical Preceptor will determine the appropriate level of supervision needed throughout my clinical education. I will request the presence of a registered technologist when I repeat radiographs.

I understand that I will receive specific information for each course in the curriculum and will abide by those requirements for each course as appropriate.

I understand as a student in the Radiologic Technology Program, I represent not only Tulsa Tech, but the clinical education settings, in my contact with patients, visitors, and members of the community. The impression I leave with each person is very important to the affiliate sites and all the people involved in the healthcare team, as well as to me and fellow students.

I understand that the clinical affiliates reserve the right to refuse admission to any Radiologic Technology student who is involved in any activity not considered professional or appropriate to proper patient care.

I have read the requirements of the Radiologic Technology Program as defined in the HSC Adult Program Handbook. I agree with the requirements and understand that failure to abide by the policies will be grounds for disciplinary action and possible dismissal from the program.

TAB

# Surgical Technology

## Instructors and Contact Information

### Program Coordinator:

**Laci Elsheimer, CST, LPN, MEd.**
(918) 828-1218
laci.felty@tulsatech.edu

### Instructors

**Sarah Ackart, CST**
(918) 828-1242
sarah.ackart@tulsatech.edu

**Richard Hadley, AA, CST**
(918) 828-1240
richard.hadley@tulsatech.edu

**Rebecca Painter, AS, CST/CSFA**
918) 828-1151
rebecca.painter@tulsatech.edu

**Lisa Villanueva, AAS, CST**
(918) 828-1222
lisa.villanueva@tulsatech.edu

### Instructor's Office Hours:

7:30 am – 4:00 pm, Monday – Friday
11:30 am – 10:00 pm, Monday – Thursday

## Instructional Philosophy

- The faculty believes that every individual is unique, and it is our privilege and responsibility to help in the realization and fulfillment of everyone's accountability to self and mankind.
- We wish the adult student to attain the fullest growth and development as a person, and as a contributing, self-directing, responsible member of the health profession.
- The teaching-learning process requires the active involvement of both the teacher and the learner. In this process, the teacher serves as the facilitator of learning and the learner accepts responsibility for individual educational outcomes.
- The individual is responsible for personal well-being and must make clear choices that affect one's health status. As a social being, the individual is constantly interacting with and adapting to the environment.
- This career program assists the student in acquiring the knowledge, skills and attitudes necessary to function as a member of the surgical team.

## Program Information

- The expectation of this program is to prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession. It is the intention of the faculty to graduate knowledgeable, ethical professionals who will become contributing members of the health care team. This will be accomplished by meeting or exceeding the criteria set forth in the current CAAHEP (Commission on Accreditation of Allied Health Education Programs) Standards and Guidelines for the Accreditation of Educational Programs in Surgical Technology.
- The Surgical Technology career program is designed to prepare post-secondary students for entry-level employment as Surgical Technologists. After completing the course of study, the graduate Surgical Technologist will be able to function as a member of the surgical team delivering direct patient care before, during, and after surgical intervention.
- The instructional curriculum content, which is 1200 hours of classroom and clinical instruction, is based on an occupational analysis of the surgical technology field and is adjusted to reflect local employment and needs as determined by the instructors, administrators, and advisory committee.

## Courses and Hours:

» Surgical Technology Orientation (HLTH-0034) 15 hours

» Anatomy (OCAS-5333) 120 hours

» Core Medical Terminology (HLTH-0003) 45 hours

» Core Employability Skills (HLTH-0047) 30 hours

» Introduction to Surgical Technology (HLTH-0112) 30 hours

» Surgical Patient Care/Theory (HLTH-0053) 30 hours

» Surgical Patient Care/Skills (HLTH-0054) 15 hours

» Essentials of Surgical Asepsis/Theory (HLTH-0055) 18 hours

» Essentials of Surgical Asepsis/Skills (HLTH-0056) 42 hours

» Surgical Tech Practicum I (HLTH-0057) 30 hours

» Microbiology & Wound Healing (HLTH-0058) 30 hours

» Surgical Case Management/Theory (HLTH-0059) 30 hours

» Surgical Case Management/Skills (HLTH-0060) 90 hours

» Surgical Pharmacology (HLTH-0061) 30 hours

» Disaster and Emergency Preparedness (HLTH-0062) 15 hours

» Surgical Procedures I (HLTH-0063) 90 hours

» Surgical Procedures II (HLTH-0064) 90 hours

» Surgical Tech Practicum II (HLTH-0065) 210 hours

» Surgical Tech Practicum III (HLTH-0066) 210 hours

» CST Exam Review (HLTH-0067) 30 hours

## Supplies Needed:

» Booklist will be provided during Program Orientation

» Blackboard e-Education Platform

» Surgical Technologist Certifying Exam Study Guide. AST (2nd Ed.)
*- Part of AST membership Gold Bundle*

» Pencils, pens, 2-3 notebooks depending on how you prefer to divide course information, 1-2 binders (3-ring) about ½-1inch. Suggested, but not required are headphones with 3.5mm headphone jack, index cards, highlighters, small scissors, paper clips. This will depend on your study styles which may change.

## Certifications: Certified Surgical Technologist

To be eligible to take the national surgical technology certification examination offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA), a candidate must have graduated from a Surgical Technology program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), which accredits programs upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). Those who pass the certification exam may use the credential Certified Surgical Technologist (CST™). The fee associated with the certification exam is included in tuition/fees/books section.

## Program Accreditation

Tulsa Tech's Surgical Technology program received its accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in 1981 and has maintained that accreditation to date. The program is also approved by the Oklahoma Department of Career Tech and Education (ODCTE).

### Career and/or College Opportunity:

» Hospital and Surgery Center Operating Rooms and Central Sterile Areas.

» Tulsa Tech builds partnerships with business and industry in the Tulsa area to find opportunities for work-based experiences and student placement.

## Classroom/Lab Schedule

» Day Class Times: 7:45 am - 10:45 am; 11:30 am - 2:30 pm, Monday - Friday

» Evening Class Times: 3:30 pm – 6:30 pm; 7:00 pm – 10:00 pm, Monday - Thursday (January through July, then the evening classes switch to daytime hours. More information is provided during program orientation)

## Additional Grading Procedures & Expectations

### Skill Tests Grading Information

All Skill Tests have an allotted time frame for completion.

If the student makes below a grade of 90%, the instructor will conference with the student and create a remediation plan for the student. The student will have the opportunity to remediate two times with the instructor, then repeat the Skill Test once to demonstrate mastery of the skill. No new grades are given for additional skills tests.

If the student does not master the skill within a reasonable amount of time as determined by the instructor, they will be considered as making unsatisfactory academic progress, and may be removed from the program.

If a student is absent on a day in which a skill test is scheduled, the student must take the test when the student returns to class

### Makeup Work:

Students are expected to make up the work missed while they are absent. It is the responsibility of the student to contact the instructor to make arrangements to complete the work missed. No penalty will be assessed if the work is made up within two days for each day missed. Make-up work shall be meaningful and relevant to the course missed. Some situations may require more time due to the nature of the program. In these cases, the instructor will set the completion date for the make-up work.

If a student is absent on a day in which a skill test is scheduled, the student must take the test when the student returns to class.

## Teaching Methods

Lecture, PPT, videos, worksheets, handouts, Blackboard discussion board, student presentations, reviews (PPT, games, discussion), hands on activities, lab/skill practice and tests, self-evaluation, Blackboard assignments and tests, journals, scenario simulations.

## Professionalism

» Dark grey scrubs, solid leather or vinyl rubber soled shoes, protective eyewear.

» No long-sleeved shirts under scrub top.

» A hospital scrub jacket should be worn to conceal visible tattoos.

» Natural hair color only. (NO pink, blue, green, purple, etc.)

» Tulsa Tech cannot guarantee a latex-free environment, including in its classrooms, laboratories, and/or during clinical rotations.

### Completion Statement

To remain in the program, students must:

» Maintain a grade of B or better in all courses and maintain 90% attendance

To attend Work Based Learning (Clinicals), students must:

» Maintain a grade of "B" or better
» Pass a criminal background check
» Provide verification of immunizations through vaccination records
» Hold current American Heart Association CPR for Healthcare provider card
» Provide transportation to Work Based Learning sites
» Pass a drug screening

To receive a Certification of Completion from Tulsa Tech, students must:

» Maintain a grade of B or better in all courses
» Maintain 90% attendance or better throughout the school year.
» Students must sit for the CST Certification exam and during clinical rotations achieve a minimum of 120 cases in the first and second scrub role

### Clinical Information

» Clinical Curriculum consists of supervised clinical experience provided in Tulsa area hospitals.
» The structure of the curriculum is based on 1200 hours of full-time study. The maximum number of hours of academic and clinical assignment will not exceed 40 hours per week. The clinical portion of the curriculum is competency based with clearly written objectives for the student to follow. The instructors post clinical rotation schedules.
» Level II & III Clinical Practicum are designed to allow for student participation in the clinical area, four days per week, 6:30 a.m. until 2:30 p.m. depending on clinical site for July and October. Beginning January 2024, clinical time will be 6:30a.m. until 3:00 p.m.
» Level I Clinical Practicum isare designed to allow students to observe in the clinical setting area. Day and evening cohorts will observe in the clinical setting during daytime hours only. Observation days are scheduled in advance and are from 7:00 a.m. until 1:30 p.m.
» The instructor reserves the right to change clinical times in order to meet objectives.
» Students will complete Clinical Practicums with a minimum of 120 surgical cases in the first and second scrub role.

### Surg Tech Practicum I Course Description:

This course is an introduction to principles of surgical conscience in preparation for patient care. This course provides observational and practical experiences in the laboratory setting and/or clinical environment. 30 Hours

### Surg Tech Practicum II Course Description:

This course provides clinical experience in the surgical environment. The student assumes responsibility as the first scrub role, handling instruments and supplies and equipment necessary for the surgical procedure. Emphasis is placed on core surgical procedures. 210 Hours

### Surg Tech Practicum III Course Description

This course provides advanced clinical experience in the surgical environment with minimal assistance. Emphasis is on specialty surgical procedures. 210 Hours

## Clinical Documentation

Surgical Case Logs (SCL) enables the student to keep an accurate record of the surgical procedures on which they participated, and to determine the role performed in each case to be counted:  1st Scrub, 2nd Scrub, observation. The SCL will be completed daily.

General Surgery, Diagnostics, L&D Reports enable the student to keep an accurate record of the surgical procedures in those areas. The report will differentiate between procedures that show the student participated in the role of 1st scrub or 2nd scrub.

Surgical Specialties Summary Report is helpful in assessing numbers of cases in each specialty other than the specialty of General Surgeries. The report will differentiate between procedures that show the student participated in the role of 1st or 2nd scrub.

Observation Role Documentation shows the student participated in a procedure but did not participate in the role of 1st or 2nd scrub. These observations do NOT count towards total case numbers for Surgical Specialties or General Surgeries, Diagnostics, or L&D.

Clinical Summary Totals is helpful in assessing numbers of cases in each specialty and how many 1st and 2nd scrubs had in each specialty.

### Clinical Documentation Examples:

**Clinical Summary Totals**

Student Name:_____

| | GEN - FS | GEN - SS | CARDIOTHORACIC - FS | CARDIOTHORACIC - SS | ENT - FS | ENT - SS | GU - FS | GU - SS | GYN/OB - FS | GYN/OB - SS | NEURO - FS | NEURO - SS | OPHTHALMOLOGY - FS | OPHTHALMOLOGY - SS | ORAL/MAX - FS | ORAL/MAX - SS | ORTHO - FS | ORTHO - SS | PLASTIC - FS | PLASTIC - SS | PV - FS | PV - SS | TRANSPLANTS - FS | TRANSPLANTS - SS | ENDO - SS | VAG DEL - SS | WEEK TOTAL FS | WEEK TOTAL SS | RUNNING TOTAL ALL FS + SS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| LII/WK 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LII/WK 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LII/WK 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LII/WK 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LII/WK 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LII/WK 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LEVEL II TOTAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LIII/WK 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LIII/WK 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LIII/WK 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LIII/WK 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LIII/WK 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LIII/WK 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LEVEL III TOTAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GRAND TOTAL L2 + L3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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**SURGICAL TECHNOLOGY PROGRAM**
**WEEKLY CLINICAL CASE LOG**

Name: _____ Facility: _____ Level: _____ Week: _____

| FIRST SCRUB (FS) | SECOND SCRUB (SS) | *If the case can't be counted as a FS/SS |
|---|---|---|
| Must perform all 5 to be FS | Less than 5 from FS &/or the following | write it as Observation (Obs) |
| 1. Verify supplies & equipment prior to surgery | 1. Sponging &/or passes sponges | *Need 90 cases total spread among all Surgical |
| 2. Set up sterile field | 2. Suctioning | Specialties (not counting General) with at |
| 3. Perform at least 2 counts (beginning/closing) | 3. Cutting suture | least 60 being First Scrubs |
| 4. Pass instruments & supplies to sterile team | 4. Holding retractors &/or camera | |
| 5. Maintain sterile technique | | |

| | Date | Specialty | Procedure | FS | SS | Obs | Preceptor Signature | Instructor Signature |
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**SURGICAL TECHNOLOGY PROGRAM**
**DAILY CLINICAL COMPETENCY EVALUATION**

Name: _____ Level_____ Week: _____ Facility: _____

**DAILY POSSIBLE GRADE POINTS:**
**Aseptic Technique – 200 points/ applies principles of aseptic technique, corrects breaks**
**Competency – 200 points/day – must be present in clinical – see box below for criteria**

**Points are given for each of the following: (Examples are given, but are not all-inclusive)**
**1. Professional Accountability (50 pts.) – is punctual, reliable, team effectiveness, legal & ethical responsibility. Must show responsibility by calling if absent or tardy.**
**2. Safety Accountability (50 pts.) – Utilizes PPE, body mechanics, proper handling & disposal of sharps, patient safety needs.**
**3. Case Management Accountability (100 pts.) – prepares & set-up cases, run cases, anticipate, performs counts, turnover.**

| | | |
|---|---|---|
| Date_____<br>Comments: | Preceptor Initials_____<br>Additional Comments on back: _____ | **Monday:**<br>**Asep Tech**_____<br>**Competency** _____<br>1_____ 3_____<br>2_____ |
| Date_____<br>Comments: | Preceptor Initials_____<br>Additional Comments on back: _____ | **Tuesday:**<br>**Asep Tech** _____<br>**Competency** _____<br>1_____ 3_____<br>2 |
| Date_____ | Preceptor Initials_____ | **Wednesday:** |

*This data is a mandatory requirement of our accrediting agency CAAHEP. The Surgical Case Log Sheets and Clinical Summary Totals Sheet are part of your permanent file.*

Incomplete, inaccurate, intentional falsification of records or failure to turn in forms will be grounds for dismissal from the program!

The distribution of the 120 procedures is as follows:

### General Surgery cases (minimum of 30 cases)

» Students must complete a minimum on 30 cases in General Surgery, 20 which must be performed in the First Scrub Role. The remaining 10 cases may be performed in either First or Second Scrub Role.

### Specialty Cases (minimum of 90 cases)

» Students must complete a minimum of 90 cases in various surgical specialties excluding General Surgery; 60 which must be performed in the First Scrub Role. The additional 30 cases may be performed in either the First or Second Scrub Role.

» A minimum of 60 surgical specialty cases must be performed in the First Scrub Role and distributed amongst a minimum of four surgical specialties.

» A minimum of 10 cases in the First Scrub Role must be completed in each of the required minimum of four surgical specialties (40 cases total required).

» The additional 20 cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties.

» The remaining 30 surgical specialty case may be performed in surgical specialty either in the First or Second Role.

### Optional Surgical Specialties

» Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. However, up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted toward the maximum number of Second Scrub Role cases.

» Diagnostic Endoscopy cases must be documented in the category of "Diagnostic Endoscopy", rather than by specialty.

» Vaginal delivery cases must be documented in the category of: "Labor & Delivery" rather than in the OB/GYN specialty.

Case Experience in the Second Scrub Role is not mandatory.

Observation cases must be documented, but do not count towards the 120 required cases.

Cases will be counted and documented according to surgical specialty (exception being diagnostic endoscopic cases.

## Clinical Schedule

Clinical hours for July and October Day Cohorts: 6:30 am – 2:30 pm (varies by 15 minutes per clinical site) Monday through Thursday; at school on Friday 7:45 am – 10:45 am; 11:30 - 1:30 pm

Clinical hours for January Evening Cohort: 6:30 am – 3:00 pm (varies by 15 minutes per clinical site) Monday through Thursday; at school on Friday 7:45 am – 10:45 am; 11:30 - 2:30 pm

## Clinical Grading Procedures & Expectations

### Surg Tech Practicum II & III Grading Criteria

» Weekly Aseptic Technique Grades – 200 pts per day

» Weekly Competency Evaluations – 200 pts per day

» AST Tests (Clinical III) – 525 pts per test

» Lange Q&A Tests (Clinical II) – 500 pts per test

» Clinical II and/or Clinical III Final Exam – Varies per course

### Aseptic Technique - 200 Points Per Day

Student must apply principles of aseptic technique and correct any breaks. Students must inform instructor. Student must be present in clinical to earn points.

### Competency - (Examples Are Given, But Are Not All-Inclusive)

Professional Accountability (50 pts.) – must be present, punctual, reliable, team effectiveness, legal & ethical responsibility

Safety Accountability (50 pts.) – Utilizes PPE, body mechanics, proper handling & disposal of sharps, patient safety

Case Management Accountability (100 pts.) – prepares & set-up cases, run cases, anticipate, performs counts, turnover

## Clinical Attendance

Surg Tech students are required to call their clinical instructor AND HSC faculty prior to 6:30 am.

Clinical No Call No Show (NCNS) – Students are expected to call BEFORE the start of the day if they are not able to be at their clinical site or make it on time.

If a student will be more than 30 minutes late for clinical, they will be sent home and receive zero points for their daily grade and counted absent.

*Two Clinical NCNS occurrences will result in immediate attendance appeal. There is no makeup time for missed clinical experience.*

### Legal/Ethical Considerations

» Students are NEVER to be in the clinical area in the role of a student surgical technologist without an instructor on duty.

» In the event a student is employed by a hospital, student may not count any surgical cases towards clinical case requirements while not participating in the student role.

» Students must follow rules and regulations of the clinical affiliate.

» The instructor must know the location of students at all times.

» NEVER leave a surgical case without permission.

» Surgery schedules are not to be taken out of the surgical area under any circumstance.

» Students are expected to communicate effectively and positively in the clinical area. It is necessary to report errors, omissions, or commission to appropriate persons. Never ignore the situation- guidance and support is available. This is the part of the development of a Surgical Conscience.

### Occupational Risks

Individuals who work in health care settings should ALWAYS direct their actions so that patient safety and personal safety will be maintained, thus avoiding danger and risk of injury. The following list is developed to alert the student to potential safety hazards which could present problems to patients and workers in health care settings.

Healthcare workers and students training for health professions deal with equipment, solutions, gases, hazardous materials etc. which pose a threat to health when not used appropriately. In order to protect from potential hazards, all equipment, solutions, gases, etc. should be used according to manufacturer's instructions. Never attempt to deal with anything with which you are not familiar. Ask for instructions and demonstrations from the appropriate authority.

Patients may have active infection, or suffer from a condition which would be compromised by infection. It is imperative that all health workers perform their job duties to avoid infecting themselves or others. Blood Borne Pathogens are microorganisms that are present in human blood and cause disease. These pathogens include, but are not limited to, Hepatitis C Virus (HCV), Hepatitis B (HBV), and Human Immunodeficiency Virus (HIV).

In addition to blood, other materials are considered potentially infectious and must be handled with the same caution as blood and blood products. These materials are semen, vaginal secretions, cerebrospinal fluid, synovial fluid, peritoneal fluid, pleural fluid, pericardial fluid, amniotic fluid, saliva, body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

### Technical Standards

Every student in the Surgical Technologist program must possess the physical, mental, and emotional capabilities required to successfully complete the program and gain employment in the field.

These are the technical and health standards for the Surgical Technologist program. All ST students must be capable of meeting these standards.

The prospective surgical technologist student must:

#### Critical Thinking

» Possess critical thinking ability sufficient for clinical judgment.

» Possess short/long term memory sufficient to perform tasks including but not limited to mentally tracking surgical supplies and performing anticipation skills intraoperatively.

» Must be able to handle multiple priorities and multi-tasking, and differentiate the importance.

» Must be able to make quick decisions and practice with independent discretion.

» Must be able make decisions and calmly function under pressure.

» Manage stress appropriately (your own as well as the stressful situations you will encounter).

» Manage anger, fear/hostility (your own as well as the situations you will encounter).

» Work in close proximity to others and work effectively with others while still carrying out your independent duties.

» Must have ability to focus on tasks at hand in a distracting/busy environment.

» The ability to resolve conflicts appropriately and function effectively under stress.

### Health Standards

» General Activity – must be able to stand 6-8 hours; able to tolerate being in the same Operating Room (OR) without being able to move from a small designated area (sterile field or surgery site). For instance, someone with claustrophobia may find this job difficult.

» Must not have any lifting restrictions prescribed by physician or other healthcare provider.

» Must have the ability to lift or move weights of up to 50 pounds.

» Motion – up to a 1/3 of the time must be able to bend, squat, climb, reach, lift, carry, push, and pull.

» Precise motor function or fine manipulation using both hands a majority of the time.

» Need gross motor function of both feet.

» Weight lifted/Force Exerted 100 pounds plus. Items lifted or physically managed include multiple instrument set, various types of OR tables and attachments, many various other types of equipment required to perform a variety of surgeries, moving and positioning patients who are under anesthetic ("dead weight").

» Must have visual acuity sufficient to recognize and distinguish between different instruments and supplies needed for the job. Must be able to quickly and accurately distinguish different types of suture, needles, medications, instruments, etc. Must also be able to see precisely to assist surgeon.

» Hearing is very important in the OR; problems with hearing and/or use of hearing aids may make performing duties difficult.

» Auditory acuity must be sufficient to hear instructions and requests from instructors, preceptors and other healthcare providers in the clinical setting.

» The ability to speak, write and comprehend the English language proficiently.

» The ability to communicate in a professional manner and establish rapport with clients and colleagues.

» Must work under very bright lights. These lights do become hot causing increased warmth for the surgical staff. The lights could also cause migraine problems for those who are susceptible to migraines triggered by bright lights.

» Certain Medical conditions may preclude or effect employment in the surgical area: Heart conditions, Diabetes, Hypoglycemia, Seizures, etc. (Anything that could influence patient safety)

» Exposure to blood and other body fluids.

» Exposure to odors.

### Technical Standards

» Manipulate instruments, supplies, and equipment with speed, dexterity, and good hand-eye coordination.

» Ambulate/move around without assistive devices.

» Assist with and/or lift, move, position, and manipulate the patient who is unconscious with or without assistive devices.

### Communication Standards

» Communicate and understand fluent English both verbally and in writing.

» Communicate both verbally and non-verbally in an effective manner with staff, patients, and physicians, in order to explain procedures, give instructions, and obtain information.

### Interpersonal Standards

» Make appropriate judgment decisions.

» Demonstrate the use of positive coping skills under stress.

» Demonstrate calm and effective responses, especially in emergency situations.

» Exhibit positive interpersonal skills during patient, staff, and faculty interactions.

## Professional Organizations

Professional organizations perform a vital function in offering continuing education opportunities mandated by The National Board of Surgical Technology and Surgical Assisting (NBSTSA). They also provide a collective voice for our profession at the national, state and local levels. Students are required to participate in their professional organizations.

## Surgical Technologist Code of Ethics

» To maintain the highest standards of professional conduct and patient care.

» To hold in confidence, with respect to the patient's beliefs, all personal matters.

» To respect and protect the patient's legal and moral rights to quality patient care.

» To not knowingly cause injury or any injustice to those entrusted to our care.

» To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care.

» To always follow the principles of asepsis.

» To maintain a high degree of efficiency through continuing education.

» To maintain and practice surgical technology willingly, with authority.

» Adhere to this Code of Ethics at all times in relationship to all members of the healthcare team.

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MAKE YOUR OWN PATH

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