SALT LAKE COMMUNITY COLLEGE

HEALTH INFORMATION TECHNOLOGY PROGRAM

STUDENT HANDBOOK
2016-2017

This Copy Belongs To: _____

(Last updated June, 2016)

Health Information Technology Program
SCHOOL OF HEALTH SCIENCES
DIVISION OF ALLIED HEALTH

Table of Contents

Introduction

THE HEALTH INFORMATION TECHNOLOGY PROGRAM

Welcome to the Health Information Technology (HIT) program at Salt Lake Community College. We are pleased that you have decided to share our love of the health information technology profession. Our goal is to offer you the technical education that will open doors for you to fill a vital role in service in your community.

This handbook, in conjunction with the college catalog, has been compiled to help you become familiar with both college and HIT program policies. The Student Handbook begins with important general information related to the program as well as information related to the larger network that governs the profession and program. Later in the Handbook are policies and procedures related to all areas of the curriculum and program.

Please read the information carefully. You will be asked to sign a form indicating you have read the Handbook and agree to abide by the policies and procedures outlined herein. Failure to adhere to the policies and procedures as outlined in this handbook may result in a student being placed on probationary status or dismissed from the program. **The college and program faculty reserve the right to add or change college and program policies during the school year.** The college and program faculty will make reasonable efforts to notify students of such changes at the time they become effective, or in advance, if circumstances permit. Students are encouraged to raise any questions or concerns about the contents of this Handbook, program requirements, or the college's expectations of students with the college Board of Trustees, Administration, Dean, Associate Dean, and faculty at any time.

Program Description

The HIT program at Salt Lake Community College is designed to give students the fundamental knowledge and skill needed to acquire entry-level position in the health information technology profession.

The program's focus is to train entry-level personnel in medical record management, health information security and protocols, and health data management, medical coding, including the new ICD 10 protocols and procedures that specialize in codifying patients' medical information for reimbursement purposes.

The program is designed to educate students in electronic medical records (EMRs), digital security and health information including medical history, symptoms, examination results, diagnostic tests, treatment methods, and all other healthcare provider services.

Students will be exposed to Meaningful Use criteria and data management arising from federal and state, such as the Health Information Technology for Economic and Clinical Health Act (HITECH) and Health Insurance Portability and Accountability Act (HIPAA). Students will be trained in the use of

computer software and analyzing electronic data to improve health care information, improve patient safety and health care quality, and data management on patient safety, patterns of disease, and disease treatment and outcomes.

Faculty/Administration & Full Time Faculty

DEPARTMENT FACULTY

Kristy Conlin, HIT Program Coordinator (801) 957-6403

There are currently several adjunct members in the program, each with specific program responsibilities.

EXTERNSHIP SUPERVISOR

While attending one of the affiliated clinical education centers, the on-site externship supervisor will be your immediate supervisor and liaison. This person will act as your resource person for that center. He or she is the mentor and liaison between the student in the externship site and the program. The external supervisor will work with you and your program coordinator to facilitate a learning environment at your externship site.

DIVISION OF ALLIED HEALTH/STAFF

Associate Dean: Cynthia R. Farley, MBA
Administrative Assistant: Dee Gipson
Division Number 801-957-6238

SCHOOL OF HEALTH SCIENCE

Dean: JoAnne Wright, PhD
Administrative Assistant: LuAnne Holt

Salt Lake Community College Vision, Mission, and Values Statements

VISION

Salt Lake Community College will be a model for inclusive and transformative education, strengthening the communities we serve through the success of our students.

MISSION

Salt Lake Community College is your community college. We engage and support students in educational pathways leading to successful transfer and meaningful employment.

VALUES

- **Collaboration** – We believe we're better when we work together.
- **Community** – We partner with our community in the transformative, public good of educating students.
- **Inclusivity** – We seek to cultivate an environment of respect and empathy, advanced by diverse cultures and perspectives.
- **Learning** – We learn as a college by building outstanding educational experiences for students and by supporting faculty and staff in their professional development.
- **Innovation** – We value fresh thinking and encourage the energy of new ideas and initiatives.

Salt Lake Community College Student Learning Outcomes

SLCC is committed to fostering and assessing the following student learning outcomes in its programs and courses by:

- Acquiring substantive knowledge
- Communicating effectively
- Developing quantitative literacies
- Thinking critically & creatively
- Becoming a community engaged learner
- Working in professional & constructive manner
- Developing computer & information literacy
- Developing lifelong wellness

Salt Lake Community College Equal Opportunity Affirmative Action

It is the policy of Salt Lake Community College not to discriminate and to provide equal employment opportunities to all qualified persons regardless of race, color, national origin, age, sex, religion, disability, or veteran status. This policy is applied to all employment actions including, but not limited to: recruitment, hiring, upgrading, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship.

Program Objectives

To educate students in the science of health information technology:

- Program will adhere to established program outcomes, encouraging students to excel in both their academic studies and the perfection of their competency skills.
- Program will adhere to essentials established by the AHIMA in cognitive knowledge, psychomotor skills, and affective behavior areas of study.
- Students will communicate effectively with patients, peers and others in the healthcare field.

- Students will effectively educate their patients about healthy lifestyles, management of their health disorders, and the importance of immunizations.
- Students will effectively communicate will patients of all genders, age, and diversity.
- Students will develop the math skills necessary to perform effectively in a physician's office.
- Students will develop the skills necessary to effectively solve problems in a externship setting in a timely fashion.
- Students will demonstrate personal growth and professional development through life-long learning.
- Students will demonstrate professional and ethical behavior.
- Students will be prepared to pass the Certified Coding Associate (CCA) exam within one year of completing the program.
- Students will demonstrate life-long learning activities by maintaining required CEU's for certification.

Program Philosophy/Mission Statement

Generalized training coupled with expectations identified in local industry are the basis for the competent entry-level Health Information Technician.

Faculty members believe learning should be an integrated connection between course design, outcomes, and teaching. Students can develop affectively (positive attitudes and motivation), behaviorally (competent performance), cognitively (intellectual connections through reflection), and socioculturally. Student networking with faculty and other professionals enhances professional conduct. Instruction and learning becomes interactive through observation, problem solving, reasoning, and collaboration.

The Salt Lake Community College HIT program's student learning outcomes utilize the college student learning outcomes as a basis for all learning. Each course syllabi within the HIT program outlines how the overall college student learning outcomes align with the specific learning outcomes needed for successful completion of the course.

The HIT program at Salt Lake Community College is committed to providing students with quality education and clinical expertise.

The program is designed to prepare students for:

- Entry level practice as a Health Information Technician
- National certification examinations
- Civic engagement
- Making contributions to local and national professional communities through membership and service learning assignments.

The HIT program at Salt Lake Community College will work to achieve its mission by:

- Engaging students in learning experiences to acquire, synthesize, integrate and assess intervention in areas of health and technology.
- Providing a firm base of generalized education encompassing an introduction to the many aspects of Health Information practice that can be applied to traditional and emerging areas of practice.
- Providing students with opportunities to utilize existing community resources and to develop professional contacts.
- Designing curriculum to enhance student acquisition of knowledge, skills and attitudes necessary for successful performance as health care practitioners in the community.

Program Code of Ethics

Please refer to the American Health Information Management Association (AHIMA) Code of Ethics at the following link:
http://library.ahima.org/xpedio/groups/public/documents/ahima/bok1_024277.hcsp?dDocName=bok 1_024277

Student Services

The Jordan High Technology Center (HTC) and the Student Pavilion on the Jordan Campus offer a variety of services including college cashier, health center, bookstore, copy center, and food service. Student Services on the Jordan Campus is located at HTC, room 101, 801-957-2685. The Lifetime Activities Center on the Redwood Campus is the primary recreational facility for SLCC. The SLCC General Catalog describes these student services in detail (http://www.slcc.edu/catalog/).

Library

The main library is located on the Redwood Campus. A Health Sciences library is located on Jordan Campus in the Health Sciences building on the second floor. A SLCC ID card (One Card) is required to check out materials. In the Library, there are computers for word processing and Internet research, individual study/media carrels and coin-operated copy machines. Most health related books are found in the 610-612 non-fiction area.

The library system has print books and periodical subscription, access to electronic databases and reference titles (which include full text articles and indexing/abstracting services), e-books, e-journals, online video resources, popular movies, telecourse videos, and more.

Library staff provides assistance with: e-Portfolio, research, and reference questions; inter-library and inter-campus loans; and training to assist in using the library's resources and accessing the Internet.

Patrons may access the library's online catalog and full text database services through any computer on campus or off-campus via the Internet.

LIBRARY LOCATIONS AND HOURS

The SLCC library system currently has four physical branch locations. For further information, such as hours, locations, and how to contact each branch, see the links below:

- Jordan Campus
- Miller Campus
- South City Campus
- Taylorsville Redwood Campus

LIBRARY CARD

Your library card is your SLCC OneCard. OneCard ID Centers are located at the Information Desk in the Student Center at Redwood, and in room W175 at South City. Call (801) 957-4022 for more information. Your library ID is your Student "S" number.

Community User Cards for non-SLCC personnel are available at Library Circulation desks for $20.00 per year. Community borrower cards DO NOT allow home access to databases.

Faculty and students who attend one of the other UALC colleges or Universities in the state may present student IDs from their school to check out materials. Library staff will give them a card to use when checking out material here. Check the UALC website to see if your school is part of the consortium.

LIBRARY STAFF

Need assistance? Please contact our library staff. They are happy to assist you in any way that they can! They are located in the Jordan Health Sciences (JHS) building, room 235; 801-957-6202.

BLOG

Interested in library news and tutorials? Check out the college blog: http://saltlakecommunitycollege.blogspot.com/

Student Advising Policy

ACADEMIC STUDENT ADVISING

HIT faculty is involved in student advising and may act as advisors for students in the HIT program. An Academic Advisor for the Salt Lake Community College Jordan Campus Allied Health programs is also available.

Specific difficulty with course content is to be addressed to the faculty providing the instruction. However, the student's Advisor may be consulted by the student and/or other faculty to discuss and offer assistance with study habits, tutoring, study materials, etc.

Prior to graduation, students will meet with the program coordinator to assess academic readiness, skill competency and confirm a criminal background check and drug screen have been completed in preparation of graduation.

Learning Support & Tutoring Services

Salt Lake Community College provides a number of free tutoring resources to assist you in meeting your learning goals. These resources include tutoring and workshops, and are located at all major campuses or centers, including online. The following link will help direct you to the resources that you need: http://www.slcc.edu/tutoring/index.aspx

Student Records

A cumulative record is kept on each student in the program. This record contains admission application, personal references, immunization record, and other pertinent information such as grades, performance evaluations, tests, etc., and is open to the student for personal review. Any other release of these records is determined by the provisions of the Government Record Access and Management Act of Utah. This file is kept in the program coordinator's files for one year and then archived.

Financial Aid

We're here to help you obtain financial aid to accomplish your goals and fulfill your dreams. If you qualify, a variety of grants and loans are available. The process is not difficult but requires you to apply for aid, and respond to our information requests, in a timely manner.

You can access information about your aid application and financial awards by logging in to:
- MyPage
- Student tab
- Financial Aid

We also advise that you regularly check your BruinMail email.

Center for Health and Counseling

Salt Lake Community College has a staff of health educators, social workers, massage therapists, and medical providers who can offer educational experiences, training, support, and care to keep students well and to help students overcome illnesses should they become sick. Some services are free to students. Contact Center for Health and Counseling for more information about specific services or visit www.slcc.edu/chc.

Disability Resource Center

Students with medical, psychological, learning or other disabilities desiring accommodations or services under Section 504 of the Rehabilitation Act or the ADA should contact the Disability Resource Center (DRC). The DRC determines eligibility for and authorizes the provision of these accommodations and services for the college.   Please contact the DRC at the Student Center, Suite 244, Redwood Campus, 4600 So. Redwood Rd, 84123. Phone: (801) 957-4659, TTY: 957-4646, Fax: 957- 4947 or by drc@slcc.edu.

Security Parking (Student & Faculty Safety)

Security services are provided by SLCC for the safety and welfare of students, employees, and visitors. Security Guards assist Campus Police in protecting college and personal property, traffic control, parking enforcement, and making arrests. Salt Lake Community College has an extensive plan for dealing with emergencies and natural catastrophes. This plan is posted on every level in all buildings. Parking permits are required by all individuals wishing to park on a SLCC campus. A complete set of parking regulations may be obtained at the Public Safety Office, Student Center Cashier, or one of the Student Information Desks. It is the responsibility of each person parking on campus to become familiar with these regulations.

Campus Police and Emergency Numbers:
- Emergencies: 911
- Jordan Campus:
  Police   801-957-3800 (Non-emergency)
  Animal Control   801-840-4000

Title IX

WHAT DOES TITLE IX MEAN FOR YOU?

It means that you are protected against sex discrimination in your education, programs and activities here at Salt Lake Community College. The college is committed to maintaining a campus community where every individual may work and study free from abuse, intimidation and harassment. Creating an environment free from discrimination and sexual misconduct is the responsibility of all members of the college community.

TITLE IX VIOLATIONS INCLUDE (BUT ARE NOT LIMITED TO):

- Sexual Advances, requests for sexual favors and sexually motivated physical conduct
- Overt or subtle pressure for sexual activity
- Sexually offensive verbalization including remarks, "teasing," slurs, and innuendo
- Repeated inappropriate jokes or comments about sex or gender specific traits
- Conduct that is demeaning or derisive and occurs substantially because of one's gender.

- Sexual assault/sexual violence/rape
- Dating assault/dating violence/domestic violence
- Gender based disparate treatment
- Stalking

VIOLATIONS CAN OCCUR IN ANY COLLEGE ENVIRONMENT, SUCH AS (BUT NOT LIMITED TO):

- Field Trips
- Classrooms
- Student Clubs
- Athletics Transportation

PROHIBITION AGAINST RETALIATION

Salt Lake Community College has a strong prohibition against retaliation. The college does not tolerate acts of retaliation against anyone for engaging in filing a complaint or participating in an investigation.

CONTACTS

Kenneth Stonebrook
Title IX & Discrimination Manager
Taylorsville Redwood Campus -
AAB 211G
801-957-5027
ken.stonebrook@slcc.edu

FOR STUDENTS

Marlin Clark
Dean of Students
Taylorsville Redwood Campus - STC 276 A
801-957-4004
marlin.clark@slcc.edu
Kevin Miller

Director for Student Conduct and Support Services
South City Campus -
SCM 2-068A
801-957-3133
kevin.miller@slcc.edu

Student Rights and Responsibilities

Students accept both the rights and obligations of citizenship. They retain and enjoy all rights secured by the Constitution and local, state, or national laws.

Rights and freedoms are best preserved in a community whose members are mutually tolerant of the exercise of rights and freedoms and whose members are free from physical violence, force, abuse and threat. Toward that end, SLCC has adopted certain personal and organizational standards, policies and procedures that govern the responsibilities and behavior of its members. Violations are grounds for judicial action and possible disciplinary sanctions. Any students, who assist, encourage or incite others to violate SLCC policies are similarly subject to such action.

Student Dress Code

POLICY

 All students in the HIT program will reflect a modest and professional appearance of the health care worker during academic preparation and externship.

BACKGROUND INFORMATION

Choice in dress and appearance is based on cultural beliefs, personal identity, and, often, comfort. Habitual practices may take time to modify. Cost may be a factor in changing wardrobes and establishing a professional presence.

Professional behaviors will be emphasized to enhance the students' judgment and employability throughout the program. Students may be asked to wear professional dress codes when completing externship, for guest speakers, job fairs, presentations outside of class, and other special occasions.

Externship experiences may require a prescribed dress code. In those instances, the student will adhere to the facility's policy on uniforms/dress. Student should confirm appropriate dress code during initial contact with field work site so dress is appropriate from the first day.

PROFESSIONAL DRESS CODE INCLUDES:

- Clean clothing, in good repair must always be worn.
- No clothing that reveals bare midriff, shoulders or backside, revealing see-through clothing; tight fitted clothing- this includes leggings, jeggings and slim fitted pants may be worn.
- Cleanliness and good hygiene practices (fresh breath and non-scented deodorant) must be maintained.

PROCEDURE FOR NON-COMPLIANCE TO DRESS CODE:

- Students will receive verbal communication that dress code is not being met.
- Students who have received a verbal warning and have not corrected the dress code will receive a written warning.
- Students in violation of written violation will receive a probationary letter.

Grading Scale and Completion Policy

POLICY

Students selected for the Full-Track Certificate Health Information Technology program must meet the following criteria in order to maintain placement in the program. This includes the following:

- Commitment during the program.
- Jobs and individual, personal schedules will not take priority over class times.
- Attendance and punctuality are required in all assignments.
- Faculty members of the HIT program will not approve an appeal to withdraw from a course if a student is not successfully passing the course, or if the student is on probationary status at the time of the request.
- Students are required to enroll in courses within the HIT program, following the program sequence, including any prerequisite, concurrent class, and externships as designated by the program coordinator.
- Achievement of a grade of "C" or better in all HIT curriculum courses, and a "C" or better for prerequisite or co-requisite courses. Failure to meet these criteria will result in the inability to continue into the next semester of the program. Grades of C- or below (75%) will require retake of the course or courses within one academic year.
- Students who drop or withdraw from the HIT program will be required to reapply, through the standard application process, to continue in the HIT program.
- Students who have an involuntary drop due to non-attendance of coursework in one or more courses during a semester will be dismissed from the HIT program and must reapply if they wish to resume the program.
- Students failing more than one professional course or one course failed twice will be dismissed from the HIT program and must reapply.
- Students receiving two letters of probation during the program will be dismissed from the HIT program. Probationary status is further explained in the student Code of Conduct.

Grading scale standard for all HIT coursework is as follows:

95-100%=A	75-77%=C
90-94% = A-	71-74% =C- (Course retake required for C- and below)
87-89% =B+	67-70% =D+
83-86% =B	64-66% =D
80-82%=B-	60-63% =D-
78-79% =C+	0-59% =E

- Students must achieve minimum competency of skills in **all** courses and **all** assignments as outlined in each course syllabi and assignment. The final grade for the course is determined on the total number of points achieved by the student.

Attendance and Tardiness Policies

POLICY

Students will demonstrate professional behaviors, the HIT Code of Ethics and will be in attendance and on time for all classes (including online courses)/lab sections, and externships. Students will be responsible for their own behavior and for implementation of feedback given by faculty or externship educators.

PROCEDURE

Each course within the HIT program will have an allotment of participation points. To secure these points, professional participation is required of each student. Professional behavior is outlined in the Student Code of Conduct. If a student does not actively participate, the student will lose participation points. Students also must complete assignments on time, according to their instructor's syllabus. If the student does not complete assignments on time, the student may lose partial or full assignment points.

ABSENCES

- Absences for hybrid or lecture courses must be reported and excused by faculty.
- Students who have **two unexcused absences** within a course will be placed on probation. An unexcused absence is counted for each day missed in the externship. Students who have too many circumstances/absences may need to withdraw from the program and re-enter when there can be a greater commitment to the educational process.
- Absences for tests must be reported to faculty.

EXCUSED ABSENCES

The following are considered excused absences. In the instance of one of these excused absences, the documentation required is outlined below. All documentation must be presented to the faculty member.
- Death in immediate family requires the bulletin from the service and indication of family relatedness.
- Sudden severe personal/family illness requires an email or note from a treating physician.
- Catastrophic accident requires an agency (police, fire, etc.) report with identifying information highlighted.

- College related-activity requires prior permission granted by the program coordinator. Prior permission is defined as at least twenty-four hours before the college related-activity is to take place.
- Severe snow days verified by SLCC weather info (801-957-4636). If the college is open and classes are running, students are expected to be in class. In the case of students traveling from a distance—severe snow days required verification by media and highway reports. If clearing is mid-day, students are expected to attend classes scheduled after the storm is over. Student must provide faculty method to obtain information of closed roads, etc.
- Students may have a **maximum of 3 excused absences** per semester. The 4th excused absence will result in a Letter of Concern.

UNEXCUSED ABSENCES

- Any other absences not clarified above are considered unexcused. Notification to instructor is still required; however, simply because the instructor is notified, does not constitute an excused absence.
- **Lateness to externship and leaving early** is considered an unexcused absence. Being late/leaving early is defined as any time after the indicated internship start time or before is scheduled to end (including break times). If circumstances are unavoidable and a student will be **late or leave early**, the student is expected to contact the course instructor by phone or e-mail **prior** to the start of class—30 minutes prior to externship is expected. (This still may be considered an unexcused absence).

EXTERNSHIP ABSENCES

Absences from externship responsibilities should not occur, except under the most "severe" circumstances. A student must report an absence from externship to **both** the program coordinator **and** the externship supervisor. **The program coordinator and the externship supervisor will collectively determine whether the student's absence is excused or unexcused.** Absences not reported by the student to both the program coordinator and the externship supervisor will automatically be considered "unexcused." Absences can be reported by the student to the program coordinator by either phone message or e-mail. Text notification is not allowed. Student must follow facility instructions on how to report an absence to their externship supervisor.

Exam/Testing Policy

Students will have a midterm and a final exam or final project. Exams are NOT open book or open note, unless specified by instructor. Exams are given by professors in a classroom or by SLCC Student Testing Center. Students may NOT take exams in any other location, unless authorized by the Student Testing Center **and** the instructor.

Excused absences for exams will be rescheduled with instructor. The maximum score for an unexcused absence for an exam will be 75%.

INFORMATION REGARDING SLCC TESTING CENTERS

The instructor will provide times when and where midterm and final exams are available. Refer to: http://www.slcc.edu/testing/ for the Student Testing Center's policies and procedures.

Assignment Policy

POLICY

Students are expected to demonstrate professional behavior by turning in assignments on the due date outlined in the course syllabus or as instructed by the instructor of the course in order to receive full credit.

Assignments are given from books and extra reading material/video material presented throughout the HIT courses. Assignments are graded by relevance, validity and correctness, completeness, and readability and/or grammar.

LATE WORK POLICY

All assignments are subject to the HIT program's late work policy.   Late work is subject to a 10% **daily** reduction in assignment grade. If the assignment was misunderstood, instructors may request that the student redo the assignment and resubmit on a due date specified by the instructor. Redo assignments not turned in on time will receive 0 points.

Academic Honesty Policy

Honesty is an expectation at SLCC. This means that each member of the College community will adhere to principles and rules of the College and pursue academic work in a straightforward and truthful manner, free from deception or fraud. Any attempt to deviate from these principles is academic dishonesty and will be dealt with according to rules of due process as outlined in the Student Code of Conduct.

SALT LAKE COMMUNITY COLLEGE
HEALTH INFORMATION TECHNOLOGY PROGRAM

CERTIFICATE OF COMPLETION	ASSOCIATE OF APPLIED SCIENCE
Courses: Credit Hours	**Courses: Credit Hours**
Prerequisites:*	**First Semester**
MATH 0990 Elem. Algebra 3	CSIS 2010 Buss. Computer proficiency 3
ENG 1010 Intro to Writing 3	HIT 1100 Medical Terminology 3
Total 6	ENGL 1010 Intro to Writing 3
First Semester	BIOL 1610/15 Biology I/ Lab
HIT 1010 Intro to Computers for HIT 1	COMM 1010 Elem Effec. Comm.
HIT 1020 Basic Diagnosis Coding 3	
HIT 1030 Basic Procedure Coding 3	**Total 16**
HIT 1040 Pathophysiology for HIT 3	**Second Semester**
HIT 1100 Medical Terminology 3	HIT 1050 Medical Buss Practice 3
Total 13	BIOL 2320/25 Human Anatomy/lab 4
Second Semester	CSIS 2050 Adv. Database application 3
HIT 2110 Health Informatics 3	MATH 1010 Intermediate Algebra 4
HIT 2120 Pharmacology 2	HS 2050 Cultural, Legal & Ethical issues 3
HIT 2220 Intermediate Diagnosis and Procedure Coding 3	**Total 17**
HIT 2230 ICD-10 and Root Analysis 3	**Third Semester**
CM Communication 3	HIT 1040 Pathophysiology for HIT 3
Total 14	HIT 1120 Healthcare Quality Improv. 2
Third Semester	CSIS 2060 Decision support systems 3
HIT 2240 Health Data Content and Structure 3	HIT 1080 Clinical Class. Systems 2
HIT 2250 Healthcare Delivery Systems 3	Any PS course
HIT 2260 Healthcare Reimbursement 3	HIT 2110/5 Health Informatics/Lab 3
HIT 2270 Professional Practice Experience Capstone/Externship 1	**Total 16-17**
HR Human Relation 2-3	**Fourth Semester**
Total 12-13	HIT 2240 Health Data Content and Structure 3
	HIT 2260 Healthcare Reimbursement 3
	HIT 2120 Pharmacotherapy 3
	BIOL 2420/5 Human Physiology/Lab 4
	HIT 2280 Adv Clinical Class. Systems 2
	HIT 2270 Professional Practice Exp. 1
	Total 16

    Total 39 Semester Credit Hours   **Total 65 Semester Credit Hours**

Social Media Policy/Technology in The Classroom Policy

The advent of technology use in the classroom as an instructional tool has caused both opportunities and distractions. HIT students are to be engaged during class time, free from technological distractions. Research has shown that these distractions may cause individual inattentiveness and can make it difficult for others to stay focused on the immediate discussions.

POLICY

- Any technology device (excluding ADA authorized devices) that may distract from the class should be silenced before entering the classroom and may not be on the desk during class or exams. Individual instructors may have policies regarding the use of technology in the classroom.
- Students are expected to engage in discussion for the class. Computer use is accepted to access your textbook, take notes, and research the discussion topic.
- Students may not record or publish information from the class without written authorized use from the instructor. If used without authorization you have violated INTELLECTUAL PROPERTY RIGHTS. Students who record and/or publish anything related to the course or program will be in violation of the HIT Code of Ethics and may be placed on probation or dismissed from the program, depending on the severity of the violation.

At no time shall confidential or personal information about the classmates, faculty, or information of a private nature discussed in class be posted on social media. Any student violating this policy will be placed on immediate probation and/or dismissed from the program. Confidential or personal information shall include but is not limited to:

- Personal information (including academic information), derogatory comments, pictures, videos of classmates, faculty, and externship supervisor.
- Information from the clinical site, patient information and any other information that may be obtained through the student externship.

Canvas is the only program that is a part of classes. Postings on Canvas should be considered as relative to the class and if it concerns patient information or confidential information, it should not be shared on other media sources.

Student organizations should work with student life to set up social media pages and or groups that have the SLCC name or branding as a part of it. At a minimum, the student organization advisor should have administrative rights to the page, but others may request it. No graduated student should have administrative rights to the site.

Any other social media pages should not be set up as official SLCC sites if they have not been set up using college protocols, this includes using the name SLCC or Salt Lake Community College or any logos.

PROFESSIONAL CONDUCT

Professional conduct and behavior for HIT student includes actions, attitudes, and practices consistent with established medical and business practices.

UNPROFESSIONAL CONDUCT

- Failing to safeguard the patient's dignity, right to privacy, and/or health records during an externship.
- Failure to comply with any regulatory laws or policies, as determined by the externship site.
- Leaving an assignment without properly notifying appropriate personnel in externship.
- Any violation of the SLCC Student Code of Conduct.

Students may be dismissed from the HIT program for unprofessional conduct, including violation of the SLCC Student Code of Conduct.

STUDENT CODE OF CONDUCT

The Student Code of Conduct governs the behavior of our student body and is for student use. The purpose of a published Code of Conduct is to state the specific authority and responsibility of the college in maintaining social discipline, outline the process for a legitimate grievance, and establish the proper procedures to be followed to ensure "due process," which protects accused students from unfair imposition of penalties and sanctions. The code outlines the specific rights which students are guaranteed and the responsibilities students have as a community member. It also specifically outlines the procedures for hearing cases of student misconduct, grievances, and academic dishonesty issues.

CODE AVAILABILITY

Students may obtain a complimentary printed copy of the Student Code of Conduct from the Office of Student Services (HTC 160), Jordan Campus. Students also may request printed copies from Student Services offices at all other SLCC locations. The Student Code is also available online in My Page under the Student tab or http://www.slcc.edu/policies/docs/Student_Code_of_Conduct.pdf

Grievance Procedure

Students are encouraged to pursue educational studies and other College sponsored activities that will promote growth and personal development. In pursuing these ends, the student should be free from unfair and improper action by any member of the College community.

A student should attempt resolution with those involved with the problem. If no resolution is found:

- Students with a grievance against another student shall present the grievance to the Dean of Students.
- Students with a grievance against a faculty member must present a written grievance to the Department Coordinator or Associate Dean, within five days of the occurrence.
- If a resolution is not met, a written grievance must be submitted within five days to the Dean of the Health Sciences.
- Students with a grievance against a student, faculty member, or staff member based on disability related issues must present the grievance to the ADA coordinator.
- Students then follow the procedures outlined in the Student Code of Conduct, page 23.

Should a problem arise with another individual while the student is attending their externship, the student is encouraged to discuss the issue directly with the involved individual with the goal of seeking a workable solution, unless the problem involves an alleged violation of Title IX. If the problem is Title IX related, the student should contact the Title IX Coordinator or Dean or Students. If the problem is unresolved, it should be brought to the attention of the externship supervisor. In the event of an unsatisfactory response, the student should consult the program coordinator. Concerns regarding HIT faculty should be directed to the Allied Health Division chair.

For more information about the student grievance procedure, consult the following link of the Student Code of Conduct (page 30): http://www.slcc.edu/policies/docs/Student_Code_of_Conduct.pdf

Probation/Deferment/Dismissal Policy

POLICY

Students will follow guidelines and understand their rights and responsibilities regarding grades and professional/ethical behaviors. Failure to follow guidelines could result in probation and/or dismissal.

PROBATION

Probation will supersede direct dismissal from the HIT program unless indicated in other policies. Probationary status can be the result of any one or more of the following reasons as noted below. Although every effort is made to outline specific instances, not every instance can be addressed in the handbook and will be dealt with on an individual basis.

Probation will result from:

- Two unexcused absences during the externship.
- Receiving two "C-"grade (74%) below in any HIT curriculum course.
- Non-compliance with any policy listed in this handbook.

- Immunization or re-certification of externship requirements allowed to lapse or falsified while in a clinical setting.
- One violation of the HIT program Code of Ethics Policy. The standard of ethics and conduct for the student is dictated by those moral and personal qualities inherent in the professional role, i.e., honesty, responsibility, dependability, accountability, and concern for others.
  A violation may be verified as:
    1. Being problematic to self/others.
    2. Observable and/or documented behavior that is irresponsible or destructive.
    3. Behaviors that directly reflect on the program or profession in a negative manner.

Note: Students will be able to track their grades via Canvas. If marginal academic or professional performance is in question at midterm, students should discuss performance with their professor in order to help the student become successful in the course. Students are ultimately responsible for their own academic and/or professional performance and should be expected to self-monitor.

PROCEDURE FOR PLACING A STUDENT ON PROBATION

- A verbal warning or email from an instructor or program coordinator **may** precede a formal letter of probation depending on the circumstances and/or severity of the situation.
- The student will be notified (via email or verbally) to meet with the program coordinator and instructor (as appropriate) and will be verbally informed of probation status.
- Once discussed in person, a hard copy letter will be provided along with an e-mail to notify the student of probationary status from the program. This will identify the terms of probation.
- Students may also elect to meet with the program coordinator to develop a behavioral contract**.** A contractual agreement demonstrates the student's initiative to desire to remain in the program and graduate and identifies areas of needed improvement and the student's willingness to make a positive change.
- Contact with the program coordinator must be made within **five** academic days from when the Letter of Probation was provided. Direct contact is preferred but e-mail contact will suffice. If the student does not initiate contact, a contract may be developed by the program coordinator in collaboration with the instructor in which the probation took place. The student, program coordinator, and any involved faculty will sign the contract.
- A second probation will result in dismissal from the program.
- A meeting to discuss a contract must be scheduled and attended within **ten** academic days of contact.
- Students who choose to withdraw from the HIT program will meet in person or have phone/email contact with the program coordinator to determine if/how program may be continued.
- Probationary status will remain in effect throughout the program unless terms of a contract are met.

DISMISSAL POLICY

Dismissal from the HIT program will result from:

- **Two** letters of probation during the program.
- Not registering for and/or being accepted to "re-take" an HIT course in which student has received a "C-"or lower within one year.
- A positive drug test. See Drug and Alcohol Policy.

DEFERMENT POLICY

- Students will formally notify the program coordinator in writing they wish to defer continuing in the program.
- Students who have tested positive for drugs may not re-enter the HIT program.

Appeals Policy and Procedure

POLICY

HIT students can appeal decisions or perceived violations of their rights within the HIT program.

PROCEDURE

- Students who believe that their rights have been violated or that have a disagreement with an HIT program decision, should approach the individual/individuals involved within **FIVE** academic calendar days following the incident. If the situation is not resolved, the student may then enter the appeals process.
- An appointment must be made with the HIT program coordinator within **FIVE** academic calendar days following the incident. A written account of the incident will **greatly** assist the student organizing their thoughts and opinions and assist the program coordinator in understanding the incident.
- The HIT program coordinator will review the appeal and issue a written decision. The decision will be made available to the student within **FIVE** academic calendar days following the decision.
- If the student is dissatisfied with the decision of the program coordinator, they may appeal through the Allied Health Division assistant dean to follow the Grievance Procedures and Due Process as outlined by the Salt Lake Community College Student Code of Conduct located at: http://vvww.slcc.edu/policies/docs/Studentcodeofconduct2011sept.pdf

Withdrawal/Incomplete Procedures

WITHDRAWALS

Students may withdraw from classes until the ninth week of a semester. Withdrawal from class after the third week of the semester or 20% of the term will be shown as a 'W' on the transcript and will not be calculated in the grade point average. No tuition refund/adjustment will be made for withdrawals. Exceptions to the withdraw policy may be made under extenuating circumstances. Please see *Appeals* for more information.

ADMINISTRATIVE DROPS FOR NON-ATTENDANCE

Students are required to log into online classes within the first five days of the term. Class accessibility begins on the first day of each term. Students are expected to access online classes the first day. Students must log into online classes within the first five days of the term or may be dropped to make space for other students.

Students who receive an Administrative Drop for Nonattendance will receive full credit for tuition paid. Dropping and reinstatement are at the instructor's discretion during the first 20% of the term. (See Academic Calendar for specific calendar dates.) Students are NOT automatically dropped for non-attendance.

FAILURE TO DROP/WITHDRAW

Students should not assume classes are automatically dropped for non-attendance or nonpayment. Students are responsible for dropping or withdrawing from classes they are not attending, or do not intend to complete during the current semester. Students who stop attending a course without completing the formal drop or withdrawal procedures by the published deadlines will be responsible for all tuition and fees associated with the course, and will receive a failing grade 'E' for the course with the last date of attendance. Students should drop/withdraw as early in the semester as possible. Tuition will be charged for classes not dropped by the end of the third week or 20% of the semester.

INCOMPLETE

Incomplete grades will be given only in extenuating circumstances, beyond the student's control, and with appropriate documentation. Students who have an incomplete in a course will not be allowed to continue in the program until the course is completed successfully because the coursework is sequential. If the student receives an unsatisfactory grade in any course the student must reapply for the program the next year.   Incomplete grades are only given in the following circumstances:

- Emergency circumstances as identified by program coordinator
- 75% of course must be completed with a current passing grade.
- Student must meet with program coordinator and submit Incomplete form including a plan for completion of course(s) within one (1) year.

Readmission Policy

Students may reapply to the program after a three semester absence. Student will need to meet all requirements and/or any changes/prerequisites to the program before they are admitted as a new student to the program.

PROCEDURE FOR READMISSION INTO THE HIT PROGRAM AFTER DISMISSAL

- If the student is dismissed due to grade issues, students will have an opportunity to retake the first course they receive a "C-" or lower grade. If a did not pass in two or more courses, they will only be allowed to retake one course per semester. If the student fails (C- or lower) the retake course, the student will be dismissed from the program. Readmission to the re-take course must be following year or within one year of initial probation.
- Each student must initiate and meet with the Health Sciences Academic Advisor to review coursework and program requirements. Students will be required to meet current requirements prior to re-admittance.
- Students dismissed for unsafe practices, including failure to abide by the SLCC Student Honor Code or failure to respect the worth and dignity of clients, peers, healthcare team and faculty, will not be allowed to reapply to the HIT program again.

READMISSION AFTER DEFERRMENT

- Students dismissed from the HIT program may be readmitted; however, readmission is not guaranteed. Readmission is based on program coordinator's approval. It is recommended that no more than twelve (12) months will have elapsed between the successful completion of the last HIT course and the readmission to the program. Placement in the program will be made according to the current program objectives and requirements.
- The student who wishes to apply for readmission must notify the program coordinator in writing and submit a new application for the current year to the admission's office. In order to assure preparedness for HIT certifications, any student readmitted to the program may be required to repeat one or more HIT courses that were previously completed successfully. This determination will be based on the following: Student's prior academic performance in the program, including overall GPA, length of time elapsed between readmission and last HIT course successfully completed; and competency testing, as needed to assess the student's current level, knowledge, and skills.
- Students who were dismissed or permitted to voluntarily withdraw from the program related to reasons of unprofessional conduct may not be eligible for readmission consideration. The readmission process may not be used to seek reconsideration on an appeal of the underlying dismissal, and the program is bound by the decision the administration issued in the appeal process.
- Should personal illness, family circumstances, or work obligation require withdrawal from the program, readmission to the program is required.

Background Checks & Drug Screen Policy & Requirements

BACKGROUND INFORMATION

Students with a history of misdemeanor(s) or felony(ies) involving moral turpitude may not be eligible to participate in service learning, externship, state licensure, or national certification. Inability to participate in service learning opportunities embedded in the coursework may affect grades and may cause course failure. For purposes of this handbook, a criminal background check with arrests and/or convictions—including guilty pleas, no-contest pleas, and pleas in abeyance—is defined as a "positive" criminal background check.

PROCEDURE

- All students are required to obtain a criminal background check from the SLCC Allied Health Division required testing source regardless if another criminal background document is provided. This is at the cost to the student as stated in the SLCC catalog. Results are automatically sent to the Allied Health Division.
- Students who do not disclose all states of residence in the last ten years will not be able to complete extern experiences and service learning assignments.
- The HIT program may not be able to place any student with a positive criminal background/history for extern or service learning at community facilities without that facility's approval. Placement at a facility for a student with a positive criminal history cannot be guaranteed. Course grades will be affected if a student is unable to participate in externships. Students cannot progress in the HIT program and cannot graduate without completion of all courses, including clinical placement.
- All students with a positive criminal background and history who wish to participate in externship and service learning must sign a waiver of acknowledgement that the criminal background check will be released to sites. This will allow faculty to attempt to place student at sites that will take a student with a positive criminal background/history. **One attempt** will be made to place the student at an externship site.
- The student is responsible for contacting any licensing agency for a review of their criminal background to determine eligibility for certification and licensure.
- Delay in following these procedures could result in extra expense and time participating in the academic program without the ability to graduate and be gainfully employed after graduation.
- Expungement of criminal records may be necessary to successfully complete the HIT program.

Student Health and Immunization

STUDENT HEALTH RELATED POLICIES

POLICY

All HIT students will maintain satisfactory physical and emotional health as required for college admissions and externship.

PROCEDURE

- Students will turn in required documentation of immunizations upon entering the HIT program to the program coordinator. These include:
    1. TDap
    2. MMR
    3. Negative TB skin test or a negative chest x-ray with positive TB skin test
    4. Hepta-vax (Hepatitis B)
    5. Chicken Pox—vaccine or titer
    6. Annual flu shot
- **Students have the responsibility to update** any needed immunizations or titers prior to placement on externship.
- If student chooses to waive required immunizations and tests, placement in externship sites may be limited. Students if accepted to sites, they may be requested to wear a mask at all times.
- Falsification or omission of information required on the student's health record is grounds for dismissal of a student from the program.
- Random drug testing will be completed in the first year of the HIT program and may be repeated at any time during the program if needed.
- Students with positive drug testing will **NOT** be placed on externship for that semester and will result in **automatic immediate dismissal** from the program.

Due to contracts and regulation with some of our clinical partners, there may be additional tests or screens that you will be required to complete in a timely manner in order to be placed at that facility per our contract agreement with the particular facility. You will be notified of these as a part of the placement process. If you choose not to complete these additional tests, you will be placed at another facility, if one is available.

Substance Abuse Policy and Procedure

ALCOHOL AND DRUG POLICY

POLICY

All HIT students should maintain healthy lifestyle practices. As health care practitioners, the HIT program strongly believes in representing the highest degree of healthy practices to the clients and community that is served. Salt Lake Community College emails its Alcohol and Drug Campus Policy annually to all students, staff, and faculty. This policy describes applicable alcohol and drug laws and their penalties; alcohol health risks; and locations students may go for help.

ILLEGAL DRUGS

SLCC code prohibits possession, consumption or distribution of hallucinogenic, narcotic or other illegal drugs. The code also prohibits possession, consumption or distribution of alcoholic beverages on any property owned or leased by the college and at any college activity. Campus members may be subject to prosecution by civil authorities for violation of state and federal laws. Violation of the alcohol, tobacco and other drug policies will be handled through the Dean of Students. The sanctions taken may include, but are not limited to: referral for assessment by the Center for Health and Counseling, appearance before the Student Standards Committee, probation or expulsion.

WHERE TO GO FOR HELP OR A FREE ALCOHOL USE ASSESSMENT (BASICS) OR HELP WITH SUBSTANCE ABUSE PROBLEMS

Center for Health and Counseling

- Taylorsville Redwood, STC 035, 801-957-4268
- South City, W175, 801-957-3323
- Jordan, JHS 011, 801-957-6211

For more information on the health effects of alcohol, tobacco and other drugs, please visit the Center for Health and Counseling website at http://www.slcc.edu/hchc

ALCOHOL AND DRUG TESTING POLICY

The Salt Lake Community College HIT program conforms to the common health profession requirement for drug testing. Both initial enrollment in the program and subsequent placement at externship sites is contingent upon presentation of a negative drug test. **SLCC will not accept a previous employment drug test**.

POLICY

All students enrolling in the program, in addition to other established entry criteria, must agree to present documentation of a current drug test. The drug test must be paid for at the student's expense (initially collected at Student Orientation) and will be done at random on a date announced by program faculty. **The HIT program supports and enforces a zero (0) tolerance alcohol and drug policy.**

Future drug testing will require the student to pay and take the test within a twelve-hour time frame as established by the program. Suspicion based alcohol or drug testing will be performed if student exhibits **performance problems** or **displayed behavior** in the program which may reasonably be substance abuse related.

PROCEDURE

- If the student gets a positive drug screening, they will be counseled by the medical review officer at the testing facility who will then consult with the Associate Dean to determine acceptability of the positive drug screen.
- If the student gets a **diluted** (called specific gravity) drug screen result, they must have another drug screen test at their expense. If the student gets two diluted drug screen test results, they will be dismissed from the program. **Specific gravity** may occur intentionally by the donor adding something to the urine or by drinking large amounts of liquid to flush the system. It may also occur unintentionally when the donor drinks a lot of fluids prior to the drug test in an effort to produce a specimen. Although the program does random drug and alcohol testing, students can avoid a specific gravity test by eating a good meal 2 to 4 hours before taking a follow-up drug test and limiting your intake of fluid.
- **Refusal to Participate.** Students refusing to participate in the drug testing program will not be allowed to continue in the HIT program.

SLCC determines the authorized lab providers for drug testing.

Bloodborne Pathogens/Transmittal Disease Policy & Informed Consent

BLOODBORNE PATHOGENS POLICY

HIT students are unlikely to come into direct patient contact. Because students may complete an externship at a facility where bloodborne pathogens may be present, we require that you complete necessary vaccinations, including, but not limited to, Hepatitis B vaccine series.

PROCEDURE FOR DEALING WITH POSSIBLE EXPOSURE

Please keep the following procedures handy and follow them immediately if you feel you have been exposed to a bloodborne pathogen.

NOTICE: Before performing tasks that may expose you to bloodborne pathogens, SLCC requires that you be trained in using the proper supplies and procedures to prevent exposure. If you have not had this training, do not perform such tasks.

While unlikely, it is possible that you may have an accidental exposure to a bloodborne pathogen. The procedures outlined below should be followed immediately if you feel that you have been exposed. It is crucial that you do not wait to report the incident or to seek medical evaluation! Any significant exposure should start treatment within 1-2 hours of the exposure.

- **Identify the source of exposure.** Identify who or what caused the exposure. If it was an object, carefully place it in a bag. If it was a person, get the person's name and contact information.
- **Contact your Supervisor immediately.** Tell your externship supervisor that you have had a bloodborne pathogen exposure immediately.

- **Follow the protocol at the facility where you were injured; if the facility does not have a protocol go to:**

University Hospital
Infectious Diseases, Clinic 1A
50 North Medical Drive
Salt Lake City, UT 84132
801-585-2031
M-F 8 AM – 5 PM, Call for an appointment.

OSHA/HIPPA Regulations/Patient Confidentiality/Student Insurance

OSHA & HIPPA REGULATIONS

Hospitals and other health care facilities are required to follow the Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act regulations. These were established to protect the patients' and employees' safety and privacy.

OSHA involves requiring healthcare providers to wear personal protective equipment (PPE) when handling contaminated items. This is why students will be expected to wear appropriate PPE when in the clinical facilities.

HIPPA is designed to establish new patient rights and privacy controls through the use of a common set of standards and requirements about how to use and protect health information. This means the student will be expected to protect patient's privacy. Students may be required to attend additional training at the clinical facilities.

PATIENT CONFIDENTIALITY POLICY

HIT students will ensure confidentiality of all persons associated with the HIT Program including other students, externship clients, faculty and clients from the OTA/PTA clinic in accordance with the Code of Ethics and Salt Lake Community College.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Personally identifiable information or records relating to a student will not be released to any individual, agency, or organization without the written consent of the student as described in FERPA regulations, except "Directory Information," which may be released upon request unless the student specifically withholds permission to do so (directory information restriction*). SLCC, however, does not release students' address or telephone numbers for personal or commercial use.

Information that CAN be released about a SLCC student includes:

- Student Name
- Birth date
- Enrollment status
- Dates of attendance
- Degrees awarded
- Date of graduation
- Honors
- Major Field of student
- Most recent previous school attended
- Participation in activities/sports

*No information may be released on a student with a "directory information restriction."

OTHER PROGRAM POLICIES

- Students who wish to release personal information regarding the need for special accommodations or disability to an externship educator/site must sign a written release.
- Criminal background checks may be released to service learning and extern placements which require it but only through procedures outlined by the Allied Health Division office.
- Transcripts requests or grades must be referred to the Registrar (801-957-4298).
- Requests for copies of externship evaluations must be made from the facility with which each student was assigned. After grades are posted, copies of externship evaluations will not be provided to a student.
- Students may not provide personal information (phone numbers, addresses, email addresses, etc.) regarding fellow students to any source other than HIT program faculty and fellow HIT students. Classmate information cannot be shared with externship sites, externship supervisors, job recruiters, etc.

STUDENT INSURANCE

With the Affordable Healthcare Act, SLCC no longer offers Student Accident Insurance. Students are responsible for their own medical insurance coverage. Information about available plans can be found at https://www.healthcare.gov. NAHGA Claim Services will continue to process any student accident insurance claims that are still open as well as any new claims that occur up to the deadline. The following are answers to common questions about student health insurance.

SLCC - Workers' Compensation for Health Sciences Students

Question. When are students covered?
Answer. Students are covered when involved in a externship. A externship is a required period of supervised practice done off campus. A lab is a required part of class supervised on campus.

Question. What is covered?
Answer. Medical expenses

Reporting an Injury

Question. How soon does an injury need to be reported?
Answer. Report immediately to the externship supervisor; also report to Risk Management by the next business day.

Question. Who do I report an injury to?
Answer. Report to Risk Management:

Mikel Birch
(801) 957-4041
mikel.birch@slcc.edu

Question. Where do I go for medical attention if injured during a externship?
Answer. Go to Intermountain Healthcare **WorkMed**

    1091 W. So. Jordan Parkway, Suite 500
    South Jordan, UT 84095
    385-887-7200
    M-F 8 AM – 5 PM

    201 East 5900 South #100
    Murray, UT 84107
    801-288-4900
    M-F 8 AM – 5 PM

    1685 W. 2200 S.
    SLC, UT 84119
    801-972-8850
    M-F 7:30 AM – 5:30 PM

During evening/night/weekend hours, wait until Intermountain WorkMed is open if possible; otherwise, go to a listed Workers' Compensation Preferred Provider (wcfgroup.com). Go to the Emergency Room only for threat of life or limb.

Unsafe Practices

The safety of the student, other students, instructors, and clinical staff is paramount. Unsafe behavior is defined as: a potential life-threatening incident, an incident contributing to the injury or death of another, or any unsafe practice identified at any time during the length of HIT program. Unsafe

behavior also includes failure to abide by the Policies and Procedures of Salt Lake Community College, the Student Code of Conduct, the HIT program as stated in this handbook, and the externship site.

Dismissal for unsafe practices is outlined in this handbook (See Probation/Deferment/Dismissal Policy).

Practicum/Clinical Requirements

EXTERNSHIP PHILOSOPHY AND GENERAL OVERVIEW

In order to be prepared for real world experience and eventual employment, students may complete externship placements in accordance with the curriculum design. The placements are assigned by the program coordinator who works in conjunction with the externship sites and with the college to ensure that policies and procedures are met.

The externship provides the student with an opportunity for developing skills such as observation, data gathering, analysis, and information reporting. Students should be expected to expand their professional behaviors and values. Hands-on experience may or may not be available dependent on licensure, certification, and liability requirements at each site.

This experience is designed to allow the students to practice and refine the skills they have learned in the program. The externship placement gives the student the hands-on experience needed to become a specialist. A site visit will take place to local area sites by the program coordinator. The site visit includes time with the externship supervisor and student to discuss progress and areas of concern. Students will also have the ability to share their experiences with their classmates and instructor via an asynchronous chat in Canvas.

HOW EXTERNSHIP SITES ARE CHOSEN

- The site must be committed to the education of Health Information Technicians.
- The site must have qualified personnel who can serve as externship supervisors. Externship supervisor must have at least one year of experience for the externship course.
- The site must be able to provide the student a well-rounded education with a variety of HIT service needs.
- A current mutual agreement/contract must be signed by the externship site, its agents, and Salt Lake Community College.
- Externship sites are visited, reviewed, and approved by HIT program faculty.

HOW EXTERNSHIP PLACEMENTS ARE MADE

- Assignments are made by the program coordinator in conjunction with recommendations made by other faculty.

- The determination will be based on the availability of the externship site, the requirements of the externship site, and the students' needs. The program coordinator will try to accommodate each student's requests however the student will need to be flexible.
- If a student has special requests for placement, the request must be made in writing and discussed with the program coordinator at least one year prior to placement.

POLICIES RELATED TO ALL EXTERNSHIP PLACEMENTS

- Students will be placed at an externship site by the program coordinator after student provides up-to-date verification of immunizations, drug screening, and criminal background check clearance* are received. ***Students with positive Criminal Background check may not be able to participate in an externship rotation. See Criminal Background Policies and Procedures.**
- Trading of externship assignments between students is not acceptable.
- Students **WILL NOT** be allowed an externship assignment at a facility in which they have worked, volunteer or spent a significant amount of time.
- Students **WILL NOT** be allowed an externship assignment at a facility in which they are receiving a stipend, have interviewed or discussed with personnel future employment.
- Students will not be placed in a site where they have had a personal experience with that facility such as treatment for themselves or a family member or completed another externship experience.
- Students will not arrange their own externship site. Students may provide the name and contact information of sites in which they have interest to the program coordinator.
- Externship sites may require travel. This will be at the student's expense. Students unable to travel must discuss their special needs with the program coordinator.
- Out of area externship opportunities can be requested by students. Students will be asked to work with faculty to find suitable sites so that a contract can be obtained prior to placement. One-year advance notice is recommended.

*Criminal Background Check is complete (with the agent identified by the Salt Lake Community College) and verified as providing a receipt from the Allied Health Division of SLCC. AFWC does not have access to the CBC and does not receive a copy. Even though a CBC is done through the college, individual externship sites may also complete their own CBC and may be at the student's expense.

STUDENT EXTERNSHIP POLICIES

Students will be placed for an externship according to the program requirements.

PROCEDURE

Externship placement

- Students will provide their contact information when requested. Students will update the coordinator, if contact information changes.

- Students will be given information in writing by the coordinator regarding their externship placement two-three weeks prior at to the start of externship (unless there is undue hardship).
- Students will call/email or send a letter the center to confirm the placement for their externship experience, dates, times, dress code, etc. within 48 hours of notification from coordinator.
- Students will keep original documents of immunization records. The coordinator will maintain one copy of each for the HIT program files. Students are to make copies from their originals and not request a copy from the HIT program files.

Externship procedure

- Students will fulfill all duties and assignments made by the externship supervisor and program coordinator within the assigned date and time limit specified. Exemptions may be made in exceptional circumstances. The student will report these exemptions with supervisor and coordinator.
- Students should present their assignments on time so each student can see the result of their service.
- Student absences are not allowed from externship. Absences from externship responsibilities should not occur except under the most "severe" circumstances. The student cannot advance in the program if externship is not completed in accordance with the curriculum design.
- Students can request a copy of their externship evaluation from the facility. The HIT program will not automatically provide externship evaluation copies for the student.
- Students with a disability or requiring special accommodations or in order to complete the externship must sign a release authorizing faculty to discuss need for special accommodations with the externship site and/or externship supervisor. The need for special accommodations or the identification of a disability cannot be used if not disclosed by the student prior to externship placement.

EXTERNSHIP WITHDRAWAL POLICY

- A student who chooses to withdraw from the externship will be placed on probation within the HIT program. Failure to complete the externship will result in class dismissal, and as a consequence no degree will be awarded.
- Rescheduling of an externship experience must be coordinated through the program coordinator. Students who voluntarily cancel or attempt to reschedule the externship experience without working with the program coordinator will be placed on probation. The program coordinator will reschedule an externship placement for a student only once.

EXTERNSHIP DISMISSAL POLICY

- Externship sites have the authority to dismiss a student from the externship experience. Students who are dismissed will receive a failing grade and will receive a letter of probation. The coordinator will arrange for the student to be placed at another site if time permits and sites are available. If the student is on probationary status, the student will be dismissed.

EXTERNSHIP VIOLATIONS AND/OR PROBLEMATIC SITUATIONS POLICY

- Any violations of professional ethics during the externship period or any behavior which reflects negatively upon the student, facility, or college are not tolerated and will result in immediate notification being issued to the HIT program. The college will take appropriate action.
- Violations or problematic situations may result in additional time and expense to the student and delay or failure of externship. It may also result in automatic dismissal from the externship site and automatic dismissal from the HIT program.
- If a student finds it impossible to complete the externship for any reason, the student must immediately notify the program coordinator in writing.

EXTERNSHIP PROCEDURE FOR DIFFICULTIES OR PROBLEMS

- If problems arise during the externship experience, the student should first approach the externship supervisor to discuss issues/situation and hopefully arrive at a mutually agreeable action and/or solution.
- If the difficulties persist, the supervisor and/or student should notify the HIT program coordinator at Salt Lake Community College. Appropriate methods to alleviate or resolve the situation will be investigated by the program coordinator.

PROCEDURE FOR THE FINAL EVALUATION

- Upon completion of the externship experience, the externship supervisor fills out the "Externship Performance Evaluation for Health Information Technology Students" and schedules a final conference with the student.

PROFESSIONAL CERTIFICATION-PROFESSIONAL ORGANIZATIONS

Once a student has graduated from the Salt Lake Community College's HIT program, he/she may be eligible to sit for the Commission on Certification for Health Informatics and Information Management (CCHIIM) certification exams. Information about the exams and certifications/ recertification can be found at http://www.ahima.org/certification.

Forms

HIT forms are available in the following locations:

Forms for externship evaluations: available to students through canvas externship course.

SALT LAKE COMMUNITY COLLEGE
Health Information Technology Program
PROGRAM AND HANDBOOK AGREEMENT FORM

Please initial each item and sign at the bottom of the page indicating your agreement with the following policies and statements. Please return to the program coordinator by _____.

_____ I have received, read, and reviewed the Health Information Technology Program Handbook 2015-2016 and Student Code of Conduct. I have clarified any questions or concerns with the HIT program coordinator regarding this information.

_____ **Transmitted Diseases Release:** I, the undersigned, fully understand for the prevention of HIV, HBV and other bloodborne disease transmission from patients to health care students and faculty I must adhere to safe practices. I understand that it is my responsibility to adhere to policy for my personal protection and that of others. I furthermore, agree to report any incident which relates to my immediate supervisor and college officials.

_____ I, the undersigned, agree to disclose any limitation, medical or other condition that may affect the safety of clients or fellow classmates to the HIT program and HIT program coordinator. I also agree to disclose any physical, cognitive, or psychological limitations that may impair judgment or require accommodations in the academic classroom or on externship sites of which I need special consideration prior to placement or test taking. Without disclosure, I will not receive accommodations through the Disability Resource Center.

_____ I, the undersigned, will endeavor to follow the HIT Code of Ethics and HIT program Code of Ethics policies for the HIT program. I agree to conduct myself in a way that protects the safety of all patients. I will practice considerate and respectful non-verbal and verbal communication during all classroom and Lab activities. I will promptly report any malfunctioning equipment to staff as soon as the unit is noticed to be causing problems.

_____ **Statement of Responsibility and Confidentiality:** The undersigned hereby acknowledge his/her responsibility under Federal applicable law and the Agreement to keep confidential any information of the Facility. The undersigned agrees, under penalty of law, not to reveal to any person or persons except authorized staff and associated personnel any specific information regarding any patient, and further agrees not to reveal to any third party any confidential information of the facility.

_____ I agree to notify Salt Lake Community College of my whereabouts for a minimum of one year after graduation from the HIT program. I will provide to the program any change of address I may have on a timely basis. I will complete and submit one graduation survey has requested by the program coordinator.

I **agree to adhere to the requirements as indicated by my signature in the appropriate space below.**

_____   _____
Print Name   S#

_____   _____
Student Signature   Date