Medical Technologies
(MLT, MA, HIT, Phlebotomy)

STUDENT POLICY HANDBOOK

November 2013
The policies and procedures contained in the Medical Technologies Student Handbook have been approved by the following officials of Panola College:

Jo Ellen Russell
Director, Medical Technologies

Dr. Barbara Cordell
Dean of Nursing and Health Science

Dr. Joe Shannon
Vice President of Instruction

Dr. Gregory Powell
President

Date 11/25/13

Date 11-25-13

Date 11/25/13

Date 11-25-13

Panola Medical Technologies Department hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of this Student Handbook at any time and in any manner deemed to be in the best interest of Panola College. Currently enrolled students will be notified of any changes.
Table of Contents

MISSION STATEMENT ........................................................................................................... 4
AFFILIATIONS ....................................................................................................................... 4
STATEMENT OF NON-DISCRIMINATION: ........................................................................... 5
STATEMENT ON DISABILITIES: ......................................................................................... 5
ABILITIES AND SKILLS NECESSARY FOR THE MEDICAL TECHNOLOGIES PROGRAM: ........................................................................................................... 5
RISKS FOR HEALTH CARE PROVIDERS: ........................................................................... 6
MEDICAL TECHNOLOGY HANDBOOK: ................................................................................ 6
MEDICAL TECHNOLOGY PROGRAM POLICIES .................................................................. 6
I. ADMISSION CRITERIA: .................................................................................................... 6
II. PROFESSIONALISM: ....................................................................................................... 8
III. PROGRESS AND EVALUATION ................................................................................... 9
IV. ACCIDENTS/ INJURY: ................................................................................................... 10
V. CLASSROOM: .................................................................................................................. 10
VI. TOBACCO: .................................................................................................................... 10
VIII. UNIFORM / DRESS CODE: ........................................................................................ 10
IX: GRIEVANCES: ................................................................................................................ 11

Attachment A: ACKNOWLEDGEMENT OF RECEIPT OF MEDICAL TECHNOLOGIES
STUDENT HANDBOOK ........................................................................................................ 12
Attachment B: LIMITATIONS AND LIABILITY RELEASE FORM .................................... 13
Attachment C: IMMUNIZATIONS .......................................................................................... 14
Attachment D: CONFIDENTIALITY STATEMENT ............................................................... 15
Attachment E: COUNSELING FORM .................................................................................. 16
MISSION STATEMENT

The Medical Technologies Program, like Panola College, shapes its mission around the needs of the people of the service area. Currently our community calls for more medical personnel, particularly in the laboratory field and this program seeks to fulfill that need. This program serves the needs of our students by providing flexibility in online lectures and Saturday labs, allowing students to work and/or tend to their family commitments.

These programs offer information and skills necessary for medical technology professionals to provide activities in a compassionate and competent manner.

The focus of the Panola College Medical Technologies Program is preparing competent novice technicians such as Medical Assistants, Medical Laboratory Technicians, and Health Information Technology Specialists.

AFFILIATIONS

CONTROLLING AGENCY:

The controlling agency is Panola College, Carthage, Texas.

ADMINISTRATION AND FACULTY:

PANOLA COLLEGE:

President
Dr. Gregory Powell

Vice President of Instruction
Dr. Joe Shannon

Dean of Nursing & Health Sciences
Dr. Barbara Cordell

Director, Medical Technologies
Ms. Jo Ellen Russell

Accreditation:

HIT is accredited through:
Commission on Accreditation for Health Information and Information Management Education (CAHIIM)
233 N. Michigan Ave., 21st Floor
Chicago, IL 60601

MLT has applied for Accreditation through the:
National Accrediting Agency for Clinical Laboratory Science (NAACLS)
5600 N. River Rd., Ste 720
Rosemont, IL 60018
AFFILIATING CLINICAL AGENCIES:

A number of facilities are used for clinical assignments in the Medical Technology Programs. Clinical Affiliation Agreements are signed for each facility used. Students are guests in the facilities and should follow the policies of the facilities as well as the policies outlined in this handbook.

STATEMENT OF NON-DISCRIMINATION:

It is the policy of Panola College not to discriminate on the basis of age, race, color, religion, sex, national or ethnic origin in admissions, educational programs, activities, scholarship and loan programs, athletic or other college administered programs, or in its employment policies. Panola College is committed to equal opportunities for physically or mentally handicapped in compliance with federal regulations, Sec. 504, Rehabilitation Act of 1973.

STATEMENT ON DISABILITIES:

Academic students with disabilities, including learning disabilities, who wish to request academic adjustments in the Medical Technologies Program, should notify the Disability Services office early in the semester so that the appropriate accommodations may be made. In accordance with federal law, a student requesting academic adjustments must provide documentation of his / her disability to the Disability Services counselor. At the beginning of the class, the student must inform the instructor so that arrangements can be made to accommodate those needs.

Students with disabilities must meet program objectives without major or unreasonable accommodation to the school or clinical setting. An applicant would be considered ineligible when his / her physical, emotional and / or intellectual disability:

1. Prohibits the student from achieving the knowledge and / or manipulative skills required of the Medical Technologies Programs.

2. Creates a potential hazard to the student and / or recipient of health care services, faculty or other student.

ABILITIES AND SKILLS NECESSARY FOR THE MEDICAL TECHNOLOGIES PROGRAM:

As a Medical Technology student and a beginning health care provider, it is necessary for the student to possess certain physical and mental abilities and related skills including but not limited to:

1. Physical proficiency and dexterity to perform the tasks related to the duties of the profession.
2. Mental / Emotional stability to demonstrate appropriate behavior at all times.
3. Energy to fulfill responsibilities required of the profession.
4. Adequate visual acuity (with corrective devices as needed).
5. Adequate auditory acuity (with corrective devices as needed).
6. Speech which is understood by all persons across the life span.
7. Adequate tactile ability.
9. Strength to push, pull, and lift in accordance with assignments.
10. Strength / ability to carry, stoop, squat and bend in accordance with assignments.
11. Ability to:
   a. Reach above shoulder area.
   b. Stand / walk for long periods of time
   c. Organize and effectively manage time to meet deadlines.
   d. Perform neat and accurate work.
   e. Respond to increasing pressure, emergencies and workloads.
f. Set priorities.
g. Communicate effectively with the health care team and client, both verbally and non-verbally.

RISKS FOR HEALTH CARE PROVIDERS:

There are potential risks during clinicals at the various facilities which may include, but are not limited to the following: Communicable and infectious diseases, cuts, punctures, slippery floors, electrical and chemical hazards, assault and battery.

MEDICAL TECHNOLOGY HANDBOOK:

All Medical Technology students at Panola College are required to abide by the guidelines and policies set forth in this student handbook. Students in the Medical Technology Programs (MLT, MA, HIT) are also required to abide by the guidelines and policies in the Panola College Catalog and the on-line student handbook, The Pathfinder.

The Handbook for the Medical Technologies Program will be reviewed with the student after acceptance into their respective program. All students must be aware of and abide by the policies contained therein.

Students will sign a statement on or before the first day of class to verify they have received and read the handbook and agree to abide by the guidelines set forth. Attachment A.

Panola College Medical Technologies Program hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions for the Medical Technologies Student Handbook at any time and in any manner deemed to be in the best interest of Panola College. Currently enrolled students will be issued a written copy of any changes.

PANOLA COLLEGE
MEDICAL TECHNOLOGY PROGRAM POLICIES

I. ADMISSION CRITERIA:

1. Age
   Student must be at least seventeen (17) years old.

2. Health
   Student must be physically and mentally capable of performing the necessary tasks and skills required of the profession. Please speak to the instructor IMMEDIATELY if you have any functional limitations and complete the Limitations and Liability Release Form – Attachment B.

3. Late Admissions
   Under NO circumstances shall a student be permitted to enroll after actual instruction begins.

4. Pregnancy:
   In order to enter or remain in a Medical Technology Program, a pregnant student MUST submit the following:
   (a.) A statement from her physician as to any limitations while in or continuing in the program. This must be provided before going to lab or clinical. A “limitations and liability” witnessed document – Attachment B- from the
student to the effect that neither the school nor the clinical facility will be held responsible for any unforeseen consequence, completed prior to clinical.

(c) A pregnant student who does not have a current negative tuberculosis (TB) skin test must present a document from her doctor stating she is free from tuberculosis, prior to clinical.

(d) If student is unable to provide required documentation prior to clinical the student will receive a grade of "F" or "No Credit" for the course and will not be allowed to complete / start clinical.

5. Immunizations:

Source of immunization requirements: Title 25 Health Services, §§97.61-97.72 of the Texas Administrative Code.

All required immunizations must be kept current. Students must upload proof of required immunizations to Immunization Tracker prior to participating in clinical experiences. In addition students must meet the college immunization requirements as well as any individual facility requirements when attending clinicals. This section applies to all students enrolled in health-related courses, which will involve direct patient contact. Students may be enrolled while obtaining the required vaccines and acceptable evidence of vaccination but cannot be in direct patient contact until vaccination status is current.

Required Vaccinations for Students Enrolled in Health-related Courses in Institutions of Higher Education:

1. Serologic confirmations of immunity (titer) for measles, mumps, rubella, hepatitis B, and varicella illnesses are acceptable if they consist of a laboratory report that indicates either confirmation of immunity or infection.

2. Polio vaccine is not required but students are encouraged to ascertain that they are immune to poliomyelitis.

3. One dose of tetanus/diphtheria/acellular Pertussis (TDAP) is required within the last 10 years.

4. Students who were born on or after January 1, 1957 and do not present with a positive MMR titer must show acceptable evidence of vaccination of two doses of measles, mumps, and rubella (MMR) vaccine administered since January 1, 1968 and a positive rubella titer.

5. Students shall receive a complete series of hepatitis B vaccine (3) AND show serologic confirmation of immunity (titer) to hepatitis B virus. If, after six (6) doses of vaccine, the student produces a negative titer then the student shall be deemed a non-responder and is considered to have met the criteria. Declination must follow Department of State Health Services Policy Title 25 Part 1 Chapter 97 Subchapter B Rule 97.65. Students may also be required to complete a declination as required by the clinical facility.

6. Students shall show documentation of a positive varicella titer. Students showing a negative titer shall receive the varicella vaccination and titer a second time.

7. An annual TB test (negative ppd) must be verified. If positive, a negative chest exam must be verified by primary provider.

Acceptable Evidence of Vaccinations:

a) Vaccines administered after September 1, 1991, shall include the month, day and year each vaccine was administered.

b) Documentation of vaccines administered that include the signature or stamp of the physician or his/her designee, or public health personnel is acceptable.

c) An official immunization record generated from a state or local health authority, such as a registry, is acceptable.
d) A record received from school officials including a record from another state is acceptable

e) Physical Exam form

6. Criminal Background Check
The purpose of a certified background check and drug screen policy is to:
1. Promote and protect patient/client safety.
2. Comply with clinical affiliates that require a student background check and drug screening as a condition of their contract.
3. Provide early identification of students who may have difficulty meeting licensing/certifying/registry agencies’ eligibility for licensure/certification/registration requirements.

The background company will be chosen by Panola College. Instructions will be given to students for obtaining the background check.

In addition to the Texas Health and Safety Code Chapter 250.006, Panola College reserves the right to refuse admission to any applicant to the Medical Technologies Programs that have arrests of DWI, POSC, assault, theft, burglary, robbery, deadly conduct, or felony regardless of the date of offense.

II. PROFESSIONALISM:
Success in one’s career is almost as dependent on professional behavior as on one’s academic knowledge and abilities. Students are expected to exhibit professional behavior in the classroom and in all activities associated with this course. Professional behavior includes:

Attending Class and Clinical and Being On Time - The student attends every class period, arrives on time for class activities and informs the instructor in a timely manner of unavoidable situations that cause the student to be late or miss class. If the class is online, attendance is considered as online participation in all activities and discussions.
- Regular and punctual attendance is required. The instructor will take roll at each class meeting, and students are required to sign an attendance sign in sheet daily.
- Attendance at all "clinical assignments" is mandatory.
- If you miss class, please talk to a fellow class member to find out what you missed.
- THERE ARE NO MAKE-UP EXAMS - Except in extreme cases of sickness (contagion or hospitalization, etc.) or death of an immediate family member (father, mother, sibling, spouse, or child) with documentation

Dependability - The student meets assignment deadlines and follows through to completion of responsibilities.
- You are responsible for what goes on in class EVEN if you are not here. Check your calendar and be prepared when you return to class.
- Papers are due at the beginning of class on the day they are assigned. NO LATE PAPERS WILL BE ACCEPTED! Technical difficulties (printer didn’t work, ran out of ink, couldn’t open file, etc.) are not valid excuses. Neither is forgetting your paper or forgetting to print it. Do not come to class late because you were printing your paper, and do not ask to leave early to print it.
- Paper copies are to be turned in at beginning of class ONLY. Assume that emailing assignments is not allowed.

• Effective interpersonal and team skills - The student relates well to people, shows respect for others, deals tactfully and effectively with others, influences as opposed to directs, provides constructive criticism without alienating others, negotiates or mediates when appropriate, exhibits openness to new ideas, and demonstrates a positive attitude.
- **Effective communication skills** - The student listens, speaks using correct grammar and without excess fillers, (e.g. *um, you know, like*) or inappropriate language. Cursing, profanity, sexual remarks, or any related gestures will not be tolerated.
- **Ethical conduct** - The student maintains honesty, integrity, and confidentiality of patient, provider, fellow student and college information. **Respect should be shown to instructors, patients, other students, and staff at facilities as well as the general public.** Cheating and plagiarism will not be tolerated. Students caught cheating or plagiarizing on assignments will receive an immediate “F” in the class and will not be allowed to continue in the program.
- **Electronic Devices** – Electronic devices such as cell phones, tablets and laptops will be allowed in the classroom and clinical at the instructor’s discretion. Failure to follow the instructor’s directions will result in one warning and then an “F” in the class.

### III. PROGRESS AND EVALUATION

1. **Classroom / Exams:**
   Medial Assisting students must maintain a 70% overall. A student who fails to maintain a **70% grade average** will receive an “F”

   MLT, HIT and MA students must receive a grade of “C” or better in all HITT, MLAB, PLAB and HPRS courses. Students will be allowed a maximum of two course repeats, the third time a student receives a grade of a “D” or “F” in a program course – the student will be permanently released from the program.
   - Cheating, plagiarism, or falsifying records will result in immediate a grade of “F” for the course.
   - Disruptive behavior of any kind during classroom / skills lab setting or on Panola College property will not be tolerated and can cause an immediate “F” in the course.
   - Disruptive behavior can include but not limited to: Cursing/profanity, screaming/yelling, throwing/shoving/or turning over equipment /objects in classroom, obscene / sexual gestures and or remarks, fighting / kicking, threatening students / instructors, damaging or attempting to damage college /public/private property.
   - Any student receiving an “F” due to disruptive behavior will not be allowed to progress in the program.

2. **Clinical:**
   Disruptive /disrespectful behavior of any kind whether witnessed by the instructor /classmates /clinical staff / residents during clinical at a facility inside or outside of the facility may result in a warning, or, if serious enough, an “F” for the class. Disruptive or disrespectful behavior may include failing to provide appropriate care to patients as instructed, putting patients’ safety at risk, poor infection control practices, using profanity, disregard to patients’ belongings or the nursing facilities’ equipment.

   In the event a student should receive a grade of “F” in the clinical then the student is subject to being removed the program.

   **The students class average has no bearing on clinical performance.**

   Students will be required to sign a Confidentiality Form stating they understand HIPPA and will abide by the guidelines. See Attachment D.
3. Conferences:
Individual conferences with students will be held whenever the Instructor or the student finds it necessary. Confidential discussions will take place, and the conference will be documented. A counseling form will be used and will be kept in the students file and a copy given to the student (See Attachment E). This form will be used as documentation of counseling, warnings, and reasons for “F” in a course.

IV. ACCIDENTS/ INJURY:
It is the responsibility of the student to notify the instructor IMMEDIATELY if they are involved in a patient care incident. Appropriate action, as dictated by nursing home policy, will be taken.
If any class room injuries occur to student- call 911, if appropriate, and notify Human Resources and the Vice President of Instruction.
If an injury occurs to a student at the clinical site that warrants an emergency response call 911. If injury is not an emergency, the student must follow up with their medical doctor (at their own expense).
An incident report must be completed, a copy kept in students file, and Human Resources notified.
The student must obtain a medical release from their medical doctor and present it to the instructor before they can return to clinical rotation.

V. CLASSROOM:
The classroom is to be used for scheduled classes. The classroom IS NOT to be used for socializing or any inappropriate behavior. Food and chewing gum is not permitted during classroom.

VI. TOBACCO:
Tobacco use IS NOT ALLOWED ON CAMPUS OR IN UNIFORM. Do not leave cigarette butts on the ground. Do not smell of smoke when you arrive at clinical.

VIII. UNIFORM / DRESS CODE:
The uniform dress code has been formulated on the principles of medical asepsis, safety, and professional pride and ethics.

1. Uniform: (students expense — from college store) (MLT / Red – MA & HIT / Navy Blue)
Scrubs uniform of program choice. Uniform must be clean, free from wrinkles, and in good repair. A matching scrub jacket may be worn for warmth but sweaters, hoodies, or other jackets are not permitted during clinical. If a dress is utilized, length of dress must be at or below the student’s knee.

2. Shoes (students expense — available at college store, but can be purchased from any store)
Closed toe and heel, standard white duty shoes, or neutral colored closed toes and heel tennis shoes. Must be clean and in good repair. No high heels, clogs, sandals, etc. Soles must have good non-slip soles.

3. Good grooming includes daily bath with the use of an antiperspirant or deodorant. (Perspiration and odor increase with physical activity, nervousness, and excitement). Good oral hygiene should be maintained. A report from patients, family, staff, or clinical instructor regarding body odors of any nature will result in counseling.

4. Hair (men and women) must be kept clean, neat, and off the collar and professional in appearance. Long hair must be kept up and off the shoulders. No un-natural hair coloring will be allowed, (bright pink, red, purple, green, etc.) Male students: Facial hair will be shaved clean daily. Beards and moustaches are allowed if kept neatly trimmed.

5. Any visible tattoos must be covered during clinical. If student is unwilling to cover any tattoos that the instructor deems inappropriate for clinical, the student will not be allowed to proceed in the clinical, and will result in receiving a grade of “F”
6. Earrings / Jewelry / Body Piercing:
   Only small stud earrings will be allowed in the ears, and limited to one in each ear during clinical setting.
   **No facial / tongue rings / nose rings / brow rings, etc. will be allowed in the CLINICAL setting.**

7. Name Tags:
   Name tags will be provided by Panola College. Name tag must be worn at all times during the clinical setting. Name tag must be worn on the left upper shoulder. If patches are used, they must be affixed to the right front shoulder.

8. Fingernails:
   Fingernails must be kept short, clean, without polish for the clinical setting.
   **No artificial fingernails will be worn during clinical setting.**

IX: GRIEVANCES:
Student grievances that cannot be resolved by the instructor must follow the grievance procedure as outlined in the Student Policy Handbook *The Pathfinder*
Attachment A: ACKNOWLEDGEMENT OF RECEIPT OF MEDICAL TECHNOLOGIES STUDENT HANDBOOK

I HAVE READ AND UNDERSTOOD THE HANDBOOK AND ALL ATTACHMENTS. I AGREE TO ABIDE BY ALL POLICIES AS STATED IN THIS HANDBOOK.

I KNOW THAT IF I DO NOT MEET THE GRADE REQUIREMENTS IN THIS HANDBOOK AND MAINTAIN A 70% IN MA, 2 OR LESS REPEATS IN HIT OR MLT.

I UNDERSTAND THAT INAPPROPRIATE BEHAVIOR IN THE CLASSROOM AND/OR THE CLINICAL SETTING WILL CAUSE ME TO BE DISMISSED FROM THIS PROGRAM AND RECEIVE AN "F" OR NO CREDIT IN THIS CLASS.

I UNDERSTAND THAT MY CLASSROOM GRADE HAS NO BEARING ON MY CLINICAL GRADE, BUT MY CLINICAL PERFORMANCE/BEHAVIOR CAN INFLUENCE MY OVERALL CLASS GRADE.

I UNDERSTAND THAT THERE IS NO MAKE-UP TIME OR MAKE-UP TESTING.

________________________________________________________________________  __________________________________________________________________________
Student Name Printed                                           Date

________________________________________________________________________  __________________________________________________________________________
Student Signature                                               Date

________________________________________________________________________  __________________________________________________________________________
Instructor                                                      Date
Attachment B: LIMITATIONS AND LIABILITY RELEASE FORM
Panola College: Medical Technologies

I, ________________________________, age ______________, am a student in the Panola College __________________________ Program. I am currently under the care of ____________________________________________________________________________
(Name & credentials)
for the following condition /injury: ____________________________________________________________________________.

My primary provider recommends the following limitations:
________________________________________________________________________
________________________________________________________________________

Primary Provider Signature: ____________________________________________________________________________
Primary Provider Name Printed: ____________________________________________________________________________
Office Stamp: ____________________________________________________________________________

I am requesting to be allowed to continue in the __________________________ Class with modifications as outlined by my instructor and participate in activities as able.

I HEREBY FREELY, KNOWINGLY, AND VOLUNTARILY ELECT TO PARTICIPATE IN ASPECTS OF THE MLT, HIT or MA PROGRAM, AS I AM ABLE. I HEREBY AGREE TO RELEASE, INDEMNIFY AND HOLD HARMLESS PANOLA COLLEGE MEDICAL TECHNOLOGIES PROGRAMS, ITS FACULTY, STAFF, AGENTS, NURSING FACILITIES, TOUR FACILITIES, AND EMPLOYEES FROM ANY AND ALL LOSS, DAMAGE, CLAIM, OR LIABILITY ARISING FROM THE SAME, INCLUDING BUT NOT LIMITED TO PERSONAL INJURIES SUSTAINED BY ME OR INFLICTED UPON BY ANOTHER.

I PERSONALLY ASSUME ALL RISKS OF MY VOLUNTARY PARTICIPATION. __________ (initials).

I HAVE READ THIS IN ITS ENTIRETY AND I ACKNOWLEDGE IT IS LEGALLY BINDING.

Dated this __________ (day) __________ (month) __________ (year)

________________________________________________________________________
Student Signature

Witness:
Name: ____________________________________________________________________________
Attachment C: IMMUNIZATIONS

PANOLA COLLEGE MEDICAL TECHNOLOGIES

I understand that due to my potential occupational exposure to blood and potentially infectious materials, as well as other infectious diseases at the clinical site, I may be at risk of exposure.

(Initial)

I have been informed that I must obtain or provide proof of at least my first Hepatitis B Vaccine for the Medical Technologies Class prior to being admitted to the program.

I have been informed that I must provide proof of current immunizations, prior to going to clinical. If I am unable to take the TB skin test, I understand that I must provide proof from my primary physician that I do not have TB or communicable disease.

I understand that if I do not provide proof of all required immunizations prior to clinical, I will receive an “F” and / or “No Credit” for the class and will not be allowed to proceed or take the state exam.

I understand that it is my responsibility to obtain all required immunizations prior to clinical and that I cannot leave class or clinical to obtain these tests.

Print Name: _____________________________ Date: __________________

Signature: ______________________________

Instructor: _____________________________ Date: __________________
Attachment D: CONFIDENTIALITY STATEMENT

Panola College
Medical Technologies Programs

I ____________________________ have been informed of HIPAA and I understand that information concerning a patient’s condition may never be discussed either inside or outside the nursing homes, and/or tour facilities; the exception is information given to the instructor that is related to patient condition and my program skills and duties.

Furthermore, patient information may never be released to anyone without proper authorization from the appropriate facility administration.

I understand that information concerning nursing home/tour facility business and their employees is confidential as well and will not be discussed inside or outside the nursing home/tour facility.

I understand that I will be held accountable for the confidentiality of the information to which I will have access.

I further understand that release of confidential information about a patient, employee, or the nursing home/tour facility is not only a serious HIPAA violation, and a serious breach of ethics and confidentiality, but also may involve legal proceedings, loss of privileges, and I will receive an immediate grade of “F” in the Medical Technologies Classes I am currently enrolled in and will not be allowed to proceed in the program.

Print name: ____________________________ Date: ____________________________

Signature: ____________________________

Instructor: ____________________________ Date: ____________________________
Attachment E: COUNSELING FORM

PANOLA COLLEGE
MEDICAL TECHNOLOGIES

STUDENT: ____________________________  DATE: ______________

___ Dismissal  ___ Scholastic
___ Attendance   ___ Conduct
___ Verbal Notice   ___ Performance
___ Informational Entry
___ Withdrawal

REASON FOR COUNSELING

___ Absence
___ Unprofessional Behavior (profanity, disrespect, etc.)
___ Chronic tardiness
___ Dishonesty, cheating
___ Excess break/lunch time
___ Failing grades
___ General conduct / attitude
___ Failure to notify
___ Personal Hygiene
___ Leaving clinical site without permission
___ Insubordination
___ Quitting early
___ Defective work
___ Failure to follow directions
___ Tobacco use in prohibited areas
___ Inappropriate behavior in class/clinical setting.

Remarks:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

________________________________________________________________________

Student Signature ____________  Instructor Signature ____________

Date ____________  Date ____________