

**Northern Michigan University**  
**College of**  
**Health Sciences and Professional Studies**

**School of Clinical Sciences**

**Policy Manual**

2023-2024 Edition

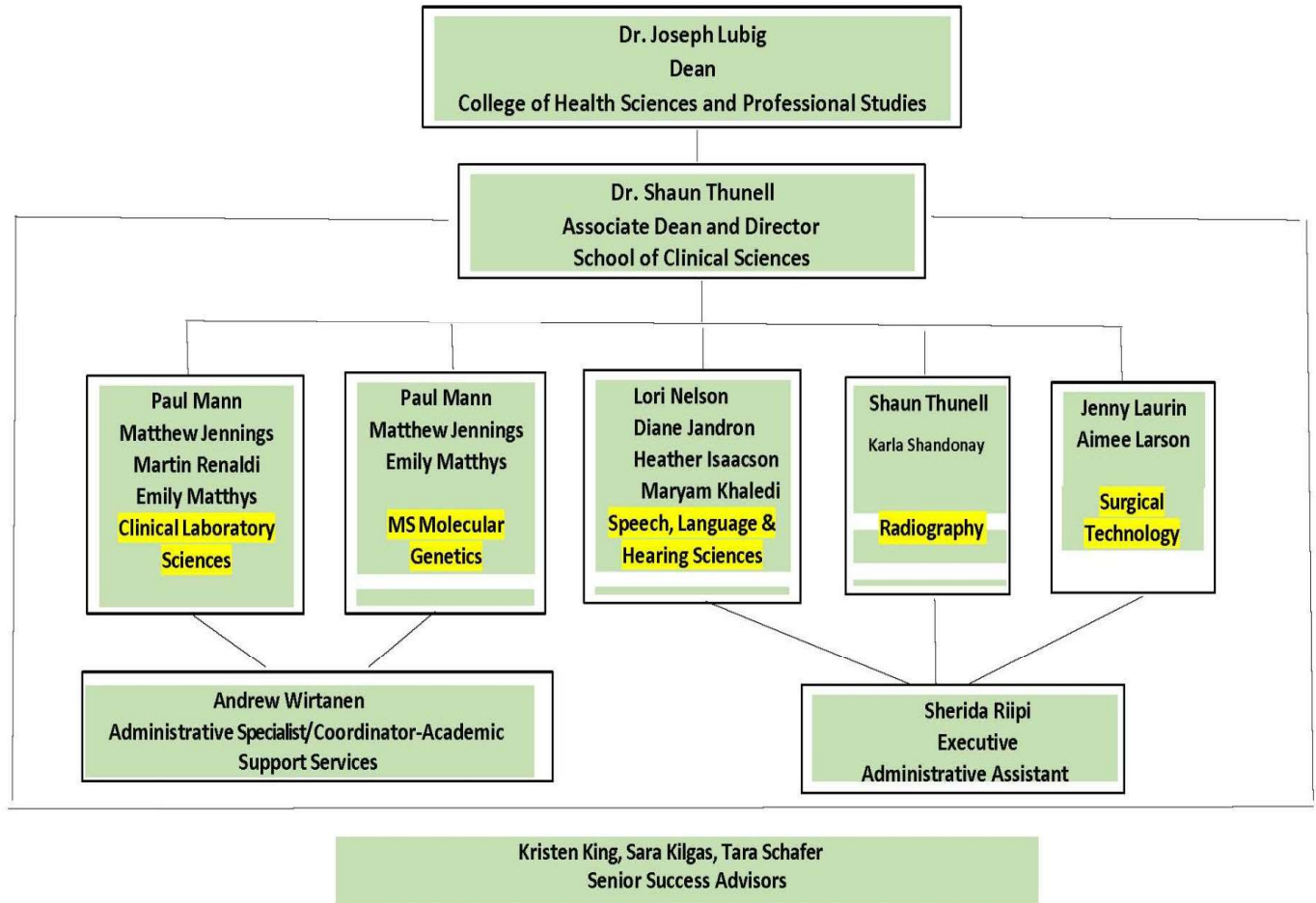
## Table of Contents

<b>A. School Profile</b>	
Organizational Chart	3
Mission and Philosophy	4
Accreditation	6
Expected Student Outcomes	7
NMU Admissions Policies	8
Tuition and Refund Policies	11
Faculty and Affiliations	14
Clinical Affiliation Information Grid	20
Non-Affiliated Policy	21
Professional Memberships	22
<b>B. Clinical Laboratory Sciences Programs</b>	
Mission and Essential Functions of Programs	23
Overall Program Admission Policies	27
Professional Appearance	29
Professional Behaviors	30
ASCLS Code of Ethics	31
Poor Performance Policies	33
<b>C. Clinical Laboratory Science Curriculum and Policies</b>	34
Clinical Assistant and Phlebotomist	34
Clinical Laboratory Technician	40
Science Technician	46
Clinical Laboratory Science BS Degree Programs	47
Clinical Laboratory Science Performance Criteria	53
Clinical Laboratory Science Practicum Placement Procedure	55
Clinical Laboratory Science: Concentration Laboratory Medicine	59
Clinical Laboratory Science: Concentration Microbiology	62
Clinical Laboratory Science: Concentration Diagnostic Genetics without CLT	64
Clinical Laboratory Science: Concentration Diagnostic Genetics with CLT	66
Clinical Laboratory Science: Concentration Clinical Systems Analyst	69
Clinical Laboratory Science: Concentration Anatomic Pathology	71
Clinical Laboratory Science: Concentration Science Technologist CLT Track	73
Clinical Laboratory Science: Concentration Science Technologist Forensics Track	75
Clinical Laboratory Science: Concentration Science Technologist Biotech. Track	77
Clinical Molecular Genetics: Track 1 Clinical Molecular Genetics	81
Clinical Molecular Genetics: Track 2 Clinical Molecular Laboratory Education	82
Minor Description	83
<b>D. Radiography Curriculum and Policies</b>	84
<b>E. Surgical Technology Curriculum and Policies</b>	95
<b>F. Clinical Health Science Curriculum</b>	103

<b>G. Speech, Language, and Hearing Sciences Curriculum and Policies</b>	106
<b>H. Additional Policies and Application Forms</b>	125
Registration and Liability	126
Health Risks and Insurance	127
Advanced Placement Policies	128
Student Appeals Process	130
School of Clinical Sciences Awards	131
<b>I. Applications for Clinical Placement</b>	133
Clinical Sciences and Surgical Technology	134
Radiography Program	141



Northern Michigan University  
School of Clinical Sciences  
ORGANIZATIONAL CHART



# THE SCHOOL OF CLINICAL SCIENCES

## Mission

The Mission of the School of Clinical Science is to educate Clinicians from all backgrounds. We seek to embrace all members of society as students in innovative, culturally sensitive and diverse problem-based learning programs. Our goal is to serve the regional and a global community with skills, respect and compassion. This school strives to provide excellent instruction such that graduates will be highly successful in attaining certification, employment, and professional development.

## Philosophy

The faculty of the School of Clinical Sciences believes they must provide high quality, effective, professionally and technically oriented educational programs as described by the various professional and certification agencies. The school recognizes the ever-changing role of the clinical practitioner and believes the curriculum must include features to foster adaptability in its graduates while maintaining a current relevant curriculum. The school embraces the concept of the career-ladder education approach in curriculum design and fosters innovative ways to present education.

The School recognizes the important balance between biology, chemistry and clinical courses in the preparation of a clinical professional and therefore adapts an interdisciplinary approach where applicable in curriculum design to provide the depth and breadth needed for a specialized knowledge base.

The faculty not only serves the student but the community and profession as a whole. Therefore, the faculty must serve as professional role models for students and provide leadership in cooperation with other organizations and agencies in promoting the profession and resolving professional issues.

The following goals are identified as necessary to fulfill the program's philosophy; the School must:

1. Provide sufficient clinical training in all areas of the profession to attain competency and proficiency as a technical support clinical professional. It is recognized that 'all' aspects of the profession may not be performed but that the student has gained competency in techniques representative of and applicable to most procedures and/or processes.
2. Provide appropriate levels of clinical training with extensive academic support.
3. Include clinical and simulated experiences and academic courses to promote adaptable multi-tasking skills among the graduates as they become exposed to varied technologies, responsibilities and future opportunities.
4. Continuously evaluate and implement (as appropriate) auto-tutorial instruction which may include computer-aided instruction and audio-visual programs.
5. Incorporate clinical experiences as appropriate throughout the curriculum in order to provide students with marketable skills during the process of their education.
6. Closely monitor the job market and appropriately counsel students based upon this information.

7. Periodically undergo program review to meet accreditation or approval standards as set forth by the appropriate accreditation agencies. The program evaluation process must be frequent and in full cooperation with its academic and clinical faculty, students and administrators.

If it is determined that a program is no longer viable a teach out plan will be established that assures all current students in the program have a reasonable opportunity to complete the program in the normal time frame. The plan will be established as part of the administrative process to suspend or close a program.

8. Produce graduates who successfully complete appropriate certification exams and are highly competitive in securing future employment or advance education as appropriate.
9. Provide continuing education activities for community and regional practicing professionals.
10. Hold membership and actively participate in the professional societies.
11. Provide mentorship to students in the academic and clinical settings.

## ACCREDITATION/APPROVAL AGENCIES

### **National Accrediting Agency for Clinical Laboratory Sciences**

5600 N. River Road, Suite 720

Rosemont, IL 60018-5119

Phone: 773-714-8880

The **Clinical Laboratory Technician, Clinical Laboratory Scientist, and Cytogenetics and Diagnostic Molecular Science** programs are accredited by the National Accrediting Agency for Clinical Sciences (NAACLS) with Northern Michigan University as the sponsoring agency.

The **Histotechnologist** program is accredited by NAACLS with the clinical affiliates as the sponsoring agencies.

### **Joint Review Committee on Education in Radiologic Technology**

20 Wacker Drive, Suite 2850

Chicago, IL 60606-2091

Phone: 312-704-5300

The **Radiography Program** is accredited by the Joint Review Committee on Education in Radiologic Technology with NMU as the sponsoring agency.

### **Commission on Accreditation of Allied Health Education Programs**

25400 US Highway N, Suite 158

Clearwater, FL 33763

Phone: 727-210-2350

### **Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)**

6 West Dry Creek Circle, Suite 110

Littleton, CO 80120-8031

The **Surgical Technology Program** is accredited by CAAHEP with NMU as the sponsoring agency.

## **EXPECTED STUDENT GRADUATE OUTCOMES**

1. Meet expected competencies of the individual fields of clinical science as dictated by certifying/professional agencies and expected industry standards.
2. Succeed in National Certification Exams such that the Program Pass rate meets or exceeds the national pass rate; that Program meets or exceeds the national means.
3. Compete effectively in the job market with an 80% or better placement rate and/or matriculate successfully into an advanced course of study.
4. Become professionally involved beyond the minimum day-to-day job requirements of career-entry practice as might be evidenced by; gaining promotions or attaining specialization, membership in associations, participating in committee work, conducting or participating in research, developing a project, making presentations, continuing one's education (CE or formal education), and professional work resulting in publications.



## NMU ADMISSIONS POLICIES

### **Non-Discrimination Policy**

Northern Michigan University does not unlawfully discriminate on the basis of ancestry, race, color, ethnicity, religion or creed, sex or gender, gender identity\*, gender expression, genetic information, national origin, immigration status (unless restricted by State or federal laws and regulations), age, height, weight, marital status, familial status, pregnancy, handicap/disability, sexual orientation, military or veteran status, or any other characteristic protected by federal or state law in employment or the provision of services. NMU provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities.

\*“Gender Identity” means an individual’s actual or perceived gender, which includes transgender and gender fluid, and also takes into account an individual’s self-image, appearance, expression, or behavior, whether or not that self-image, appearance, expression, or behavior is different from that traditionally associated with the individual’s sex assigned at birth.

This policy procedure is designed for most discrimination complaints other than sex discrimination/harassment. Please see the Sexual Misconduct Policy for complaints of sex discrimination/harassment. For more information on university policies, student rights and responsibilities, and the student code, see the NMU Student Handbook.

The [Dean of Students Office](#), 2001 Hedgcock, 227-1700, handles student discrimination/harassment complaints. Violations of the Student Code are handled through the [Dean of Students Office](#).

The [Equal Opportunity Office](#), 105 Cohodas, 227-2420, handles employee, applicant, and student employee discrimination/harassment complaints.

If you are uncertain which procedure applies to your complaint, please contact the Equal Opportunity Office at 227-2420 or e-mail [jakoski@nmu.edu](mailto:jakoski@nmu.edu).

### **Admission Requirements and Application Procedures**

Admission requirements differ depending on the status of the applicant (first-year student, transfer, etc.) and the level of academic program. The “apply by student type” pages describe the credentials considered, the admission requirements, and the application procedures for each applicant status and program level in more detail.

#### *Secondary School Preparation*

Michigan students should follow the Michigan Merit Curriculum, and all students are strongly encouraged to take core courses as recommended by the Presidents Council (State Universities of Michigan):

- Four years of English
- Four years of college preparatory mathematics
- Four years of social studies
- Four years of science
- Two years of world language

Beyond these core courses, students are encouraged to take courses or get experience in the arts and information technology.

### *Computation of High School Grade Point Averages*

NMU will use the overall cumulative GPA reported on the high school transcript. If a high school computes more than one GPA (e.g. weighted and unweighted), we will use the higher of the two. For applicants with a GED earned prior to January 2014, the “score average” is equated to a grade point equivalent for admission and scholarship purposes. GEDs earned after January 1, 2014, will be reviewed based on new guidelines and will not be equated to a GPA.

### *Computation of College Grade Point Averages*

In calculating the grade point average of transfer students, Admissions computes college-level courses only, using credits attempted and honor points earned.

### *Standardized Achievement Testing*

All applicants for baccalaureate programs (and some certificate and associate level programs) must take the ACT or SAT. **NMU accepts results of either test and considers them equally for admissions and scholarship consideration.** NMU will accept either the "old" SAT (2015 or earlier) or redesigned SAT (beginning in 2016). We will always consider the highest equivalent composite or total score of all provided. We consider each test administration separately (we do not "superscore"). We do not require the ACT writing test or SAT essay. ACT and SAT scores are considered official if provided on the official high school transcript or sent directly from the testing agency.

**Exceptions** to the test policy are granted to those who: (1) will have earned 12 or more semester hours of college-level credit taken after high school graduation; (2) are international students other than Canadian; (3) are persons who have been out of high school for three years or more; and (4) are applicants to some associate, certificate, and certification programs.

Students intending to pursue an education program should provide their ACT/SAT scores even if exempt as noted above.

### *Transcripts*

Admission decisions are made on official documents. Applicants should request that official transcripts be sent directly to the NMU Admissions Office (1401 Presque Isle Ave., Marquette, MI 49855) from each high school and college/university/trade school attended. Students who have earned a GED must have an official score report sent to NMU from the testing center.

Electronic transcripts via Parchment/Docufide and escrip-safe and other secure transcript providers are considered official and may be submitted electronically directly to the NMU Admissions Office through those systems. Please check with your high school guidance office, or college records office, to determine if your school participates with any of these service providers.

If you have completed secondary or post-secondary academic work at a non-U.S., non-Canadian\* institution:

- ❑ Request official, original transcripts of ALL *secondary and post-secondary academic* work, which could include official certificates showing results of any standardized examinations taken in your home country ("O" levels, "A" levels, etc.), and submit directly to NMU Admissions.

- Submit all non-U.S., non-Canadian\* secondary and post-secondary academic records to an external agency for a credential evaluation. A "Course-by-Course" report --or equivalent--must be selected. NMU uses the information on the report to help determine admissibility and any transfer of credit. (NMU will notify you if a subject analysis report is needed to determine transfer credit.)
- Exceptions: If you have completed more than the equivalent of 12 U.S. college level semester credits after secondary school completion, you may submit *only* post-secondary transcripts to NMU and to the external credential evaluation agency.

If, at the time of application to NMU, you have course work in progress at a non-U.S./non-Canadian\* institution, you must also submit your additional documents for evaluation upon completion of your current study. There may be an additional fee to the agency for this. Upon receipt of the final report, NMU will review your admission status again to insure that you meet admissions requirements. \*An evaluation of credits may be requested for some Canadian institutions' documents. Evaluations may be waived for some international schools affiliated or aligned with U.S. institutions or IBO World Schools. NMU will notify applicants regarding any exceptions.

NMU accepts evaluations from these three agencies (and others may be considered if part of [NACES](#)):

1. [Education Credential Evaluators \(ECE\)](#) This service allows applicants to submit their official educational documents only once--to ECE. NMU would then receive the verified documents from ECE along with the credential evaluation.
2. [World Education Service \(WES\)](#) Students may elect to order the WES ICAP service. This service allows applicants to submit their official educational documents only once--to WES. NMU would then receive the verified documents from WES along with the credential evaluation.
3. [North American Educational Group \(NAEG\)](#)

### *Home School Policy*

Home schooled students must supply:

- A high school transcript. This transcript can be from a home school curriculum agency, or can be parent (or instructor) generated. If the transcript is parent or instructor generated, we ask that it contain a notarized signature of the person responsible for the official academic record so we can accept it as an official document. The transcript should list courses completed and grades earned. A student may apply while their final coursework is still in progress, but we must receive a "final" transcript indicating date of graduation prior to enrollment at Northern.
- An official ACT or SAT score report. Check with the ACT or SAT organizations for test dates and for information on how to have your scores sent to us.
  - ACT information is available at: [www.act.org/aap](http://www.act.org/aap)
  - SAT information is available at: [www.collegeboard.com](http://www.collegeboard.com)

The admission requirements are a 2.25 grade point average and a 19 ACT or 990 SAT. Keep in mind that while these are the general admissions requirements, certain departments require a specific college GPA before admission is granted into those academic programs.

## Tuition and Fees

Financial Services Office

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Address: 2201 C.B. Hedgcock

Phone: 906-227-1221

Fax: 906-227-1331

Email: [ssc@nmu.edu](mailto:ssc@nmu.edu)

Manager of Student/Financial Services:

Pamela A. Johnson

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Students are eligible for registration or for graduation after they have fulfilled all requirements, including the payment of all financial obligations to Northern Michigan University. Students who incur obligations while enrolled may have their enrollment terminated administratively and summarily for failure to pay that obligation.

Information regarding:

☐ *Undergraduate and Graduate Student Tuition and Fees* can be found at <https://www.nmu.edu/tuition>

☐ *Payment Plans* can be found at <https://www.nmu.edu/student-service-center/payment-plans>

### *Senior Citizen Scholarship*

Senior citizen applicants, aged 62 or older, are provided a full tuition scholarship by Northern Michigan University. The scholarship covers tuition only for on-campus classes; it does not provide for books, fees or tuition for off-campus or web-based classes. To be eligible for this program, the senior citizen should submit an application for admission (no application fee) to the Admissions Office. Students should then register for courses in the Student Service Center, where they will be asked to provide proof of age.

Based on receipt of the Senior Citizen Scholarship award from NMU, students will not be eligible to receive additional University funded scholarships and grants. This will include departmental scholarships, but does not include departmental prizes that are awarded on an annual basis.

## **TUITION AND FEES REFUNDS**

The university grants refunds for students who withdraw from the university or reduce their credit-hour load within specified time frames. The computed amount is credited to the student's account and all university obligations are deducted. The balance is returned (prorated) to applicable payment sources, with any refund due the student issued via university check.

### **Steps in the Refund Process**

1. Student withdraws or reduces credit hours.
2. Tuition refund credit is calculated and applied to student's account.
3. Room and board/apartment rent credit is calculated and applied to student's account.
4. Financial aid adjustments are calculated and applied to student's account.
5. Any other charges in student's account are deducted from credit.
6. Credit balance is allocated to applicable payment sources.
7. Refund is returned to the payment source(s); if a credit balance remains, the student is issued a refund. The amount of the tuition and fee refund credit depends upon the time of withdrawal, measured in calendar days. Refunds of Title IV funds are made in accordance with federal regulations.

### **Complete Withdrawal**

Complete withdrawal from the university must be initiated in the Dean of Students Office. Students who are not able to withdraw in person are required to call the Dean of Students Office at 906-227-1700. Withdrawal prior to the first official day of classes will result in a 100% refund credit.

### **Reduction in Credit Hours**

Reduction of credit hours may affect financial aid status. Students should contact the Student Service Center or the Financial Aid Office to determine the impact of a proposed change.

### **Complete Withdrawal Tuition Refund Schedules**

Once classes begin, tuition refunds are calculated for complete withdrawals as follows:

#### **Fall/Winter Semester Complete Withdrawal Tuition Refund Schedule**

(Time Period and Refund Credit %)

On or Before the First Day of Class: 100%

2nd Calendar Day - 11th Calendar Day: 90%

12th Calendar Day - 28th Calendar Day: 50%

29th Calendar Day - 56th Calendar Day: 25%

57th Calendar Day - End of the Semester: 0%

Note: The student discretionary activity fee and the student athletic event fee are non-refundable.

**Summer College Complete Withdrawal Tuition Refund Schedule:**

First Official Day of Classes through Day Three: 100%

Day Four through End of Course: 0%

**Reduction in Credit Hours Tuition Refund Schedules:**

Students who reduce their credit hours are granted a refund credit for tuition and fees as follows:

**Fall/Winter Reduction in Credit Hours Tuition Refund Schedule**

First day of classes through the 9th calendar day, all courses: 100%

After the 9th calendar day, all courses: 0%

Note: No refunds are given for reduced credit hours within the 12-16 credit hour flat rate tuition range.

**Summer Semester Reduction in Credit Hours Tuition Refund Schedule:**

Course Length:

12 weeks: First Friday of the class: 100% Refund

8 weeks: First Wednesday of the class: 100% Refund

6 weeks: First three days of the class: 100% Refund

Note: To receive a refund for classes that meet for less than six weeks, the student must withdraw by the last business day prior to the first day of classes.

## CLINICAL SCIENCES FACULTY AND AFFILIATIONS

### NORTHERN MICHIGAN UNIVERSITY

- Dr. Joseph Lubig, Dean, College of Health Sciences and Professional Studies
- Dr. Shaun Thunell, Associate Professor, Program Director and Associate Dean and Director, Radiography  
sthunell@nmu.edu
- Ms. Emily Matthys, Instructor, Clinical Sciences (pgenoves@nmu.edu)
- Ms. Heather Isaacson, Assistant Professor, Speech/Language/Hearing Sciences (hisaacso@nmu.edu)
- Ms. Diane Jandron, Speech Clinic Director, Speech/Language/Hearing Sciences (dsavolai@nmu.edu)
- Dr. Matthew Jennings, Assistant Professor, Clinical Sciences (majennin@nmu.edu)
- Dr. Maryam Kamal Khaledi, Assistant Professor, Speech/Language/Hearing Sciences (mkhaledi@nmu.edu)
- Ms. Karla Shandonay, Instructor and Clinical Coordinator, Radiography Program (kwerner@nmu.edu)
- Ms. Aimee Larson, Special Instructor, Surgical Technology (aquayle@nmu.edu)
- Ms. Jenny Laurin, Instructor and Program Director, Surgical Technology (jelaurin@nmu.edu)
- Dr. Lori Nelson, Associate Professor, Clinic Supervisor, Speech/Language/Hearing Sciences  
(lnelson@nmu.edu)
- Mr. Martin Renaldi, Instructor/Coordinator, Clinical Sciences (mrenaldi@nmu.edu)
- Ms. Jordyn Klumb, Special Instructor, Clinical Sciences (jklumb@nmu.edu)
- Dr. Paul Mann, Professor, Clinical Laboratory Sciences (sthunell@nmu.edu)

### **Surgical Technology**

UP Health System – Bell, Ishpeming, MI  
UP Health System – Marquette, Marquette, MI  
Craig Coccia, MD, Medical Advisor, ACAP

### **Radiography Program**

Advanced Center for Orthopedics  
Amy Steele R.T. (R), Clinical Instructor

Aspirus Iron River Hospital  
Don Dumke, R.T. (R) Clinical Instructor

Aspirus Ironwood Hospital  
Sarah DeHahn, R.T. (R), Clinical Instructor  
Samantha Schneller, R.T.(R), Clinical Instructor

Aspirus Keweenaw Hospital  
Benjamin Hainault, R.T. (R)(CT), Clinical Instructor  
Kim Pici, R.T. (R)(CT), Clinical Instructor

Aspirus Rhineland Hospital  
Richard Mai, R.T.(R)(CT) Departmental Supervisor  
Emily Rerry, R.T.(R) Clinical Instructors

Aspirus Wausau Hospital

Mason Heldt RT(R) Clinical Instructor  
Lisa Horacek RT(R) Clinical Instructor

Baraga County Memorial Hospital  
Dean Jackson, R.T. (R) (CT), Clinical Instructor

Bay Area Medical Center  
Robert Poetzl, R.T. (R), Clinical Instructor

Helen Newberry Joy Hospital  
Holly Mischel, R.T. (R) RM, Clinical Instructor

Marshfield Medical County Health System Dickinson  
Amy Ramme, R.T. (R), Clinical Instructor

McLaren Flint  
Jan Nowaczyk, R.T. (R)(ARRT), Clinical Instructor

McLaren Macomb  
Amy Elderson, R.T. (R), Clinical Instructor

McLaren Northern Michigan  
Joseph M. Fowler, R.T. (R) Clinical Instructor

Mercy Medical Center  
Meghan Woods, R.T. (R), Departmental  
Manager  
Jenny M. Bruins, R.T.(R) Clinical Instructor

MyMichigan Health Center Alpena  
Mark Wienczieski, R.T. (R), Clinical Instructor

MyMichigan - Sault Ste Marie, MI  
Nichole Sasso, Clinical Instructor

Munising Memorial Hospital  
Jessie Webster, R.T. (R) (M) RDMS, Clinical Instructor

Munson Healthcare-Charlevoix Hospital  
Eve Campbell, R.T. (R), Clinical Instructor  
Brittany McMurray, Clinical Instructor

OSF St. Francis Hospital  
Whitney Kerridge, R.T. (R)(M), Supervisor  
Whittney Salazar, R.T. (R), Clinical Instructor

Saint Joseph Mercy Health System  
Jill Farmer, R.T. (R), Clinical Instructor



Schoolcraft Memorial Hospital

James Pann, R.T. (R)(CT), Clinical Instructor

Christa Roemer, R.T. (R), Clinical Instructor

Spectrum Health Ludington Hospital

Jennifer Arnold, R.T. (R), Clinical Instructor

Trinity Health

Cynthia Milkey, BS, R.T. (R)(CV), Clinical Instructor

University of Michigan Health System

Amy Hoffman, , Clinical Instructor

Kelsey Haas, Clinical Instructor

UP Health System – Bell

Robert Forchini, RT (R)(CT), Supervisor

Traci Ann Hamel, R.T. (R)(M)(CT)(ARRT)

UP Health System – Marquette

Pam Engle, R.T. (R)(M), Department Manager

Rajani Hyslop, R.T. (R), Clinical Instructor

Brian Nancarrow, R.T. (R), Clinical Instructor

Danielle Ann Ardene Hartjes R.T. (R) Clinical  
Instructor

Megan Elizabeth Gustafson, R.T. (R)Clinical  
Instructor

UP Health System – Portage

Renee Heltunen, R.T. (R) (CT), Supervisor

## **NON-AFFILIATED CLINICAL SITES POLICY STATEMENT**

Sometimes students are interested in seeking training sites that are close to their home but are not established as an affiliate with Northern Michigan University. Students are asked not to make contact with non-affiliated hospitals/clinics in hopes of securing an internship position with another agency.

The School must adhere to the policies and principles of the accreditation agencies. In addition, the School has an obligation to honor its loyal and long-standing affiliations. Only when the number of eligible students exceeds current placement capacity does the School actively seek additional sites. In cases where the School seeks additional sites at greater distances from the campus, students must be exceptionally strong academically and/or strong in their laboratory skills. They must also possess strong affective characteristics. The School prefers students who will pose few, if any, problems because of the difficulty in tending to these problems from afar. Also, students are the university's ambassadors and making a first impression is important for all parties involved when establishing a new relationship with an agency. Student selection is obviously important.

Regarding international possibilities; this, too, must be considered carefully. Criteria for consideration include the following:

- ☐ The country being considered and the quality of clinical experiences in that country
- ☐ The training site capabilities
- ☐ Student selection: Such as GPA, international experience and other relevant factors (i.e.: minor in international studies, existing support group in the area, etc.)

The policy of the School of Clinical Sciences is to not establish additional affiliations unless it is in the best interests of the program and follows accreditation policies.

Shaun Thunell  
Associate Dean and Director  
School of Clinical Sciences

## Professional Memberships

Students are encouraged to join a professional society while pursuing their career goals. Why? Because the annual fees are very low and you get a journal that features the latest issues/topics in the profession! In addition, there sometimes are scholarships associated with the organization for student members. For these reasons, the School of Clinical Sciences encourages you to join and be a part of your profession even before you are out in practice! The Websites are below:

American Association of Blood Banks (AABB):	<a href="http://www.aabb.org">www.aabb.org</a>
American Association for Clinical Chemistry (AACC):	<a href="http://www.aacc.org">www.aacc.org</a>
American Society for Clinical Laboratory Science (ASCLS):	<a href="http://www.ascls.org">www.ascls.org</a>
American Society for Clinical Pathology (ASCP):	<a href="http://www.ascp.org/bor">www.ascp.org/bor</a>
American Society for Microbiology (ASM):	<a href="http://www.asm.org">www.asm.org</a>
American Society of Cytopathology (ASC):	<a href="http://www.cytopathology.org">www.cytopathology.org</a>
American Society of Hematology (ASH):	<a href="http://www.hematology.org">www.hematology.org</a>
Association for Molecular Pathology (AMP):	<a href="http://www.ampweb.org">www.ampweb.org</a>
Association of Genetic Technologists (AGT):	<a href="http://www.agt-info.org">www.agt-info.org</a>
National Society for Histotechnology (NSH):	<a href="http://www.nsh.org">www.nsh.org</a>
American Society of Radiologic Technologists (ASRT):	<a href="http://www.asrt.org">www.asrt.org</a>
American Association for Respiratory Care (AARC):	<a href="http://www.aarc.org">www.aarc.org</a>
American Society of Radiologic Technologists (ASRT):	<a href="http://www.asrt.org">www.asrt.org</a>
American Association for Respiratory Care (AARC):	<a href="http://www.aarc.org">www.aarc.org</a>
Association of Surgical Technologists (AST):	<a href="http://www.ast.org">www.ast.org</a>
Committee on Accreditation for Education Programs in Surgical Technology and Surgical Assisting:	<a href="http://www.arcstsa.org">http://www.arcstsa.org</a>
National Board Surgical Technology Surgical Assisting:	<a href="http://www.nbtsa.org">http://www.nbtsa.org</a>
Commission on Accreditation of Allied Health Programs:	<a href="http://www.caahep.org">http://www.caahep.org</a>

If you have any questions about the professions or journals, please see your advisor.

# Radiography Program

# **Radiography Program**

## **MISSION STATEMENT**

Northern Michigan University Radiography Program is dedicated to the education of entry-level radiographers. It is the intention of this program to promote radiographers that will function as proficient health care professionals possessing a constant concern for quality patient care, quality customer service and technical competency in a diverse healthcare population.

## **Our Philosophy:**

Our philosophy is to provide our students the highest quality of education with the most efficient use of our resources. The comprehensiveness of our academic offerings provides: opportunities for instruction to students from a broad range of ability levels and interests, placement of staff members and the radiography student in a one-on-one relationship of guidance and feedback during instruction, and adaptability to balance the evolution of diagnostic imaging in healthcare for personal and professional success.

## **Our Goals:**

Our goals are to develop students who will:

1. Administer effective communication skills.
2. Utilize critical thinking and problem solving skills in the performance of medical and imaging procedures.
3. Demonstrate competency in methods of patient care and radiographic imaging procedures.
4. Model professionalism and quality customer service.

## **Program Terminal Objectives:**

Upon completion the student will:

1. Practice oral, written, and electronic medical communication.
2. Demonstrate knowledge of human anatomy, physiology, and pathology.
3. Anticipate and provide patient care, safety, and comfort for a diverse population.
4. Apply the theories of Radiologic Sciences and Techniques.
5. Demonstrate the knowledge of medical ethics and legal issues.
6. Operate radiographic instrumentation and equipment.
7. Perform radiographic procedures modifying each to accommodate for patient diversity and/or situation.
8. Process and quality assess diagnostic images.
9. Practice radiation protection for the patient, self and others.
10. Exercise independent judgment and discretion in the technical performance of diagnostic imaging procedures.
11. Promote life-long learning to allow for adaptation to an ever-changing environment.

## **ACCREDITATION**

The Northern Michigan University Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

For accreditation information contact the J.R.C.E.R.T.:

Joint Review Committee on Education in Radiologic Technology  
20 N. Wacker Drive  
Suite 2850  
Chicago, Illinois 60606-2901  
(312) 704-5300

### *Standards for Accreditation:*

The Standards for an Accredited Educational Program in Radiologic Sciences adopted by the JRCERT is available for review by all students in the Radiography faculty offices. Accreditation Standards are discussed with all students at orientation.

## **ADMISSION**

### **POLICY:**

Northern Michigan University Radiography Program seeks to admit students who can provide evidence of potential to succeed in the healthcare profession of Radiologic Sciences. Applicants who meet all entrance criteria will be fully considered on an individual basis for admission.

The admission process is completed in **four** parts. An applicant must meet all application requirements/deadlines from Part I and Part II to participate in Part III. Admittance into the program is finalized by Part IV completion of proof of immunizations and a criminal background check.

Student selection is based upon a point system for the following application criteria:

1. Letter of Introduction/Intent
2. Community Service/Healthcare Experience
3. Supportive Course Cumulative GPA
4. Interview

The top twenty cumulative scores representative of a good academic standing, motivation, dedication, adaptability, good interpersonal skills, and a discernible interest in others will be accepted into the program. In the event there are two or more applicants with the same point total, the highest student overall GPA will be used to break the tie.

## **ADMISSION**

### **PROCESS:**

**January 1 – April 1**

#### **Part I**

#### **Prerequisite General Education Courses**

An applicant must:

- 1) Have the academic skills that will allow enrollment in college level general education courses such as College Composition and College Algebra. This may require testing through an Academic Skills Assessment Program (ASAP) administered by a college or university.
- 2) Complete all pre-requisite general educational courses with a cumulative GPA of 2.5 or above by May of the application year. A list of general education courses is located under Curriculum.
  - a. BI 207 Human Anatomy and Physiology 1
  - b. BI 208 Human Anatomy and Physiology 2
  - c. EN 211 English Composition II
  - d. MA 111 College Algebra for Calculus Preparation
  - e. CH 105 Chemical Principles or higher
  - f. HL 101 Medical Terminology or higher
- 3) Human Anatomy and Human Physiology must have been completed within a six-year period.

## **Part II**

### **Submission of application materials.**

An applicant must submit the following by **April 1**:

- 1) A completed official program application/attachments.
  - a. Letter of Introduction/Intent
    - i. Maximum 3 pages
      1. Short autobiography (life experiences, aspirations, etc.)
      2. Description of how you determine or evaluate your success
      3. Example of when you gave up your personal time for a community or organization as a volunteer
      4. Reasons for selecting Radiography as a future career
      5. Description of how you will benefit diagnostic imaging.
- 2) Official transcripts of all college/university courses must be on file with the NMU registrar. (An official transcript must have been mailed directly from the institution).
- 3) Documentation of community service/healthcare experience form.

### **Application Point Award Criteria**

All applicants will be evaluated equitably according to the following point-award system. The highest-ranking applicants will be invited to participate in a personal interview with the Admission Committee.

#### *Letter of Introduction/Intent*

Addressed topics	0-0.25 point
Demonstrated insight	0-0.25 point
Demonstration of personality	0-0.25 point
Grammar	0-0.25 point
Demonstration of interest in others	0-0.25 point
	1.25 points maximum



*Community Service/Healthcare Experience*

<p><b>Health Occupations (4 points)</b>  <i>Work experience with direct patient care &gt; 1000 hours of experience</i></p>	<p><b>Proof of Work Experience: (Note all information below must be included in the letter to receive points)</b>          Letter from current/former employee verifying employment. The letter must be on organizational letterhead with an original signature and must include applicant's name, start date and end date (if applicable), employee status (full-time/part-time), number of hours worked per week (or total hours from/to date), job title, and examples of duties including type of patient interaction. Experience must be within the last 7 years.</p>
<p><b>Previous Patient Care Experience (2 points)</b>  <i>CNA, CMA, PCT, PCA, EMT</i></p>	<p><b>Proof of patient care Experience: (Note all information below must be included in the letter to receive points)</b>          Requires certificate of completion indicating a formal training program and clinical experience but not necessarily a licensure or certification. (Ex. Certified Nurse Aide (CNA), Home Health Aide (HHA), Medical Assistant (CMA), Medication Aide, Patient Care Technician (PCT), or Patient Care Assistant (PCA), EMT or Paramedic, Phlebotomist, Psychiatric Technician, or Completion of at least 1 semester of a Vocational Nursing or Registered Nursing program with a grade of at least "C" in all courses. Must provide proof of certificate of completion. Experience must be within the last 7 years.</p>
<p><b>Work/Volunteer experience (1 point)</b>  <i>Credit for working while attending college (not health care related area)</i>  <i>Minimum – work 16 hrs/wk with 6 credit hours</i></p>	<p><b>(Note ALL information must be included in the letter to receive the points)</b>          If you have maintained employment or volunteered at least 16 hours per week while attending college taking at least 6 credit hours, you may be eligible to receive additional points on the application. The letter from current/former employee verifying employment or volunteerism must be on organizational letterhead with an original signature and must include applicant's name, start date and end date (if applicable), employee status (full-time/part-time), <b><u>number of hours worked per week (or total hours from/to date)</u></b>, job title, and examples of duties including type of patient interaction. If self-employed, a notarized letter will be accepted. Experience must be within the last 7 years.</p>
<p><b>Observation hours in Diagnostic Imaging (1-3 points)</b>          &gt;100 hours 3 points          81-99 hours 2.5 points          60-80 hours 2 points          41-59 hours 1.5 points          30-40 hours 1 point</p>	<p><b>Observation:</b> Must include a letter from the institution or school detailing the # of hours completed, supervisor signature, and one page summary of activities. Observation must be in a hospital Diagnostic Imaging Department for full credit. You must have a minimum of 30 hours for points. Experience must be within the last 7 years.</p>

<b>Observation hours in Health Care Facility Non-Diagnostic Imaging (1-2 points)</b> <i>Ex. HOSA or other school program</i> ≥ 40 Hours 2 points 20-39 Hours 1 point	<b>Observation:</b> Must include a letter from the institution detailing the # of hours completed, supervisor signature, and one page summary of activities. Observation must be in a Health Care facility for full credit. You must have a minimum of 20 hours for points. (Ex HOSA) Experience must be within the last 7 years.
<b>Volunteer in health care (1-2 points)</b> ≥ 40 Hours 2 points 20-39 Hours 1 point	<b>Volunteer:</b> Submit a letter on the institution or organization's letterhead verifying volunteer service. The letter must include original signature and applicant's name, start date and number of hours volunteered and examples of duties including type of patient interaction. Experience must be within the last 7 years.
<b>Community service or /Service Learning or Other volunteer activity (1 – 2 points)</b> ≥ 40 Hours 2 points 20-39 Hours 1 point	<b>Community Service:</b> Documentation (letter of certificate) of participation in a community service to benefit a health care related organization or other service learning/volunteer activity. (Ex. American Heart Association, Hospice, Health Fairs, nursing home, YMCA,UPAWS, church activities) Experience must be within the last 7 years.
<b>RT Program – Clinical Experience (1-3 points)</b> Minimum 200 documented hours RT Program – Courses Intro Courses or Program courses will be evaluated by the Program Director for additional points on application – must have completed at least 8 credit hours with a B or better.	<b>Previous Radiologic Technology Program Experience.</b> For applicants previously admitted in the NMU or other RT program, applicant must submit a self-evaluation letter describing reasons for leaving the program, and what steps have been taken to ensure success if applicant is admitted to the NMU RT program. The Program Director must verify the number of clinical hours completed by providing a letter documenting attendance in program, number of clinical hours completed, and reasons for leaving the program early. Only students in Good Standing will be given additional points. Per the ARRT Code of Ethics, students who have been dismissed from a program due to Ethics violations such as patient safety/radiation safety, many not be eligible to be admitted into another program. Background and/or ARRT clearance may be required. For Rad Tech Course evaluation, a copy of transcripts from the institution must be included with the application for credit.*Applicant still must complete 16 credit hours at NMU.

### Part III

#### *Supportive Course Cumulative GPA*

(College Composition II, Human Anatomy, Human Physiology, College Algebra)

3.8-4.0	7 points	3.0-3.19	3 points
3.6-3.79	6 points	2.8-2.99	2 points
3.4-3.59	5 points	2.7-2.79	1 point
3.2-3.39	4 points		

7 points maximum

## **Part IV**

### **Admission Committee Interview.**

Application interviews will be conducted mid- May.

An applicant will be evaluated on the following criteria in their interview.

Knowledge of Profession	0-1 point
Dedication	0-1 point
Managing Change	0-1 point
Accountability	0-1 point
Interpersonal Skills	0-1 point
 Total/3 interviewers	 15 points maximum

### **Program Acceptance:**

Applicants will receive notification of their acceptance into the program by formal letter no later than June 1. Information in regards to program entrance status is mailed to the last address provided. It is the applicant's responsibility to maintain current contact information. An applicant that cannot be reached will forfeit their position of acceptance.

Applicants, who are not selected in the initial round, are ranked highest to lowest according to their total award points and assigned alternate status. Alternates are offered enrollment in ranked order if a selected candidate declines admission or does not qualify based on health status or criminal background search. Alternate status terminates when the new school year begins in August. Those wishing to be considered for the following year must reapply. NMU Radiography Program does not maintain an applicant waiting list.

### **Health Status, Criminal Background Check, American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers (CPR and AED) Certification, Drug Screen and Fingerprinting.**

Only those applicants accepted into the program complete Part IV of the Admission Process. This includes: immunizations, a criminal background check, AHA BLS certification, drug screen, and completion of the required forms of documentation. Select clinical affiliates may require fingerprinting.

**Please be advised:** The cost of immunizations, criminal background check, AHA BLS certification and drug screen is the responsibility of the student. (Healthcare services may be available at your local health department or university health center). The party responsible for the cost of the fingerprinting is determined by the clinical affiliate.

Enrollment into and graduation from the Radiography Program is contingent upon an accepted candidate's demonstration of the requirements listed below.

### **Health Status:**

The following forms and supporting information are to be completed with authorized signatures and submitted to CastleBranch **no later than July 15**.

1. Immunizations. Please upload documentation of your immunization record by completion of the School of Clinical Sciences Verification of Immunization and Health Status Form.
  - a. Varicella, rubella, and rubeola immunity
2. Hepatitis B. Please upload a copy of your Hepatitis B vaccination series completion or declination.
3. A two-step TB skin test to be completed after admission to the Program. The tests need to be administered 7-14 days apart. Please upload a copy of your TB skin test results.
4. Tetanus within the last 10 years and upload documentation.
5. Influenza immunization – to be completed in season no later than November 1.

**All requirements are subject to change based on clinical affiliate requirements. Criminal Background Check:**

Students applying to the health professions programs must provide a valid social security number in order to complete the criminal background check required by clinical agencies and to take licensing/certification exams. Students demonstrating a positive background check will be denied admission to the health professions programs. Students demonstrating a positive background check while enrolled in health profession programs will be dismissed from the program. The criminal background check will be completed at cost to the student.

**Please be advised:** Conviction of a crime may affect a student's eligibility for licensure by the American Registry of Radiologic Technology (ARRT). Any student with a conviction record is advised to contact the American Registry of Radiologic Technologists at 615.687.0048 or at [www.arrt.org](http://www.arrt.org) in regards to their ability to complete the licensure registry examination upon completion of the program.

### **CPR/BLS Certification:**

For the protection of patients, employees, and students, it is the policy of NMU all students must successfully complete the American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers (CPR and AED) Program. The American Red Cross Certification is **not** acceptable. A copy of your certification card must be submitted to CastleBranch by July 15. Certification will be completed at cost to the student.

### **Drug Screen:**

For the protection of patients, employees, and students, it is the policy of NMU all students must complete a drug screen through Occupational Medicine Services in Marquette. The drug screen will be completed at cost to the student.

**Please be advised: Students demonstrating a positive drug test will be denied placement; however, they may have their application reconsidered for future admission to the Radiography Program at the Program Director's discretion if clinical placement is available.**

**Upon change in clinical placement, additional requirements may need to be completed.**

## **Admission to the Radiography Program**

Students must complete a four part application process for acceptance into the Radiography Program. The deadline for application submission is April 1. Students will be notified of their acceptance no later than June 1.

### **Admission Criteria:**

1. Overall GPA of 2.5 minimum
2. No less than a grade of "C" in the following prerequisite courses:
  - a. BI 207 Human Anatomy and Physiology 1
  - b. BI 208 Human Anatomy and Physiology 2
  - c. EN 211 English Composition II
  - d. MA 111 College Algebra for Calculus Preparation
  - e. CH 105 Chemical Principles or higher
  - f. HL 101 Medical Terminology or higher
3. If the Human Anatomy and Human Physiology courses are more than 6 years old they must be re-taken.

### **Information:**

Acceptance is competitive in 2<sup>nd</sup> year

Student capacity is 20/year for years 2 & 3

2<sup>nd</sup> and 3<sup>rd</sup> years include Summer clinical experiences

Entry into the 2<sup>nd</sup> year begins only in Fall

Website for additional information: [www.nmu.edu/clinicalsciences](http://www.nmu.edu/clinicalsciences)

### **Program Director Information:**

Shaun Thunell, D.C., M.Ed., R.T.(R)(ARRT)

227-2868

Office: NMU The Science Building

3513

Email: [sthunell@nmu.edu](mailto:sthunell@nmu.edu)



## RADIOGRAPHY

SEMESTER 1 (Fall).....	16
EN 111 College Composition I (F,W,S) .....	4
BI 207 Human Anatomy & Physiology 1 (F,W).....	4
MA 111 College Algebra (or above) (F,W,S: C- or higher in MA 100).....	4
CH 105 or 109 Chemical Principles or Intro Organic & Biochemistry (F,W)	4
SEMESTER 2 (Winter).....	12
EN 211 College Composition II (F,W,S: EN 111).....	4
BI 208 Human Anatomy & Physiology 2 (F,W: BI 207).....	4
RAD 109 Introduction to Radiography (W).....	2
HL 101 Medical Terminology (F,W).....	1
<b>All required courses listed above must be completed prior to admission into program</b>	
SEMESTER 3 (Fall).....	13
RAD 261 Radiation Prot. and Bio.....	2
RAD 262 Methods of Patient Care.....	3
RAD 263 Radiography Clin. Exp. I.....	2
RAD 264 Radiographic Procedures I.....	5
CLS 100 Obtaining a Blood Specimen (F,W).....	1
SEMESTER 4 (Winter) .....	14
RAD 265 Principles of Rad. Prod. and Equipment.....	3
RAD 266 Radiography Clin. Exp. II.....	6
RAD 267 Radiographic Procedures II.....	5
SUMMER SESSION.....	4
RAD 363 Clinical Exp. III.....	4
SEMESTER 5 (Fall).....	14
RAD 361 Diagnostic Image Prod.....	3
RAD 366 Radiography Clin. Exp. IV.....	8
RAD 364 Image Proc. & Quality Mgmt.....	3
SEMESTER 6 (Winter).....	13
RAD 362 Sect. Imaging and Anat.....	2
RAD 365 Radiographic Pathology.....	2
RAD 367 Issues in Radiography.....	1
RAD 368 Radiography Clin. Exp. V.....	8
TOTAL CREDITS REQUIRED FOR DEGREE.....	86

# Surgical Technology Program

# **Surgical Technology Program**

## **Mission Statement and Goals:**

The mission of the Northern Michigan University Surgical Technology Program is to prepare its graduates as entry-level surgical technologists that are knowledgeable, skilled, and have developed the essential behaviors of the profession. This preparation will occur in the cognitive, psychomotor, and affective learning domains.

To accomplish this mission, the graduate of the NMU Surgical Technology Program will realize the following goals:

- Maintain a “surgical conscience” and accountability for personal actions (affective)
- Apply knowledge of the biologic sciences, pharmacology and biomedical technology to their role in the operating room (cognitive)
- Demonstrate and value the learning and skills that are required for safe practice in the operating room (psychomotor)
- Communicate effectively with team members, patients, and families (psychomotor)
- Assume responsibility as a member of the profession of surgical technology through maintenance of established standards of practice, professional ethics, and ongoing self-evaluation (affective)

## **Employment:**

Students carrying a full-time course load should be employed no more than 10 to 15 hours per week. Employment in excess of 15 hours per week should be accompanied by corresponding reduction of course load.

## **The Surgical Technology Student**

As members of the University, the faculty assumes responsibility for admission and assistance of students who have potential for success. The faculty are committed to the development of a learning environment which will promote the personal, intellectual, social and career development of underrepresented ethnic students and enhance the sensitivity and knowledge of the majority populations of the special needs and concerns of these individuals. The faculty believe that learning is the process of integrating skills, attitudes, values, beliefs and insights into self within an atmosphere of academic inquiry. It is further believed that teaching is a process of assessing the needs and potential of students in an environment where the teacher serves as a facilitator of learning and critical thinking. The faculty support the right of the student to challenge and debate beliefs within the context of academic freedom.



**Upon graduation the surgical technologist will be able to demonstrate the following entry level competencies:**

### **Member of the Healthcare Team**

1. Describes the role of the Surgical Technologist
2. Identifies the types of healthcare facilities and members who work as a team within them.
3. Describes the members of the surgical team and their roles.
4. Identifies the personnel and their roles within the surgical department.
5. Demonstrates effective communication within the role and the responsibilities of the surgical technologist.
6. Define and interpret ethical, moral and legal responsibilities.
7. Trace the historical development of surgery and the personnel working within the profession.
8. Use the correct medical language to describe the situations and activities associated with the patient who has surgery.
9. Describe the professional organizations related to the education and certification of the surgical technologist.
10. Describe responsibilities related to becoming and continuing with certification as a Surgical Technologist.
11. Demonstrate the steps necessary to obtain employment as a Surgical Technologist.
12. Discuss professionalism as it relates to surgical technology.

### **Science of the Human Body**

1. Name the body planes, structure, regions, organization and closed cavities of the body.
2. Describe the cellular, tissue and organ function and structure of the human body.
3. Describe the structure and characteristics of microorganisms.
4. Discuss the factors that allow pathogens to invade a host and cause disease.
5. Describe the individual human mechanisms/responses and the health care workers methods to control and/or prevent invasion of pathogens and development of infection.
6. Describe how tissues react to wounds, stages of healing, types of healing, classification of surgical wounds and complications in wound healing.

## Management of the Patient in Surgery

1. Demonstrate math for drug calculations, identify medications and anesthesia agents used in care of the surgical patient.
2. Demonstrate procedures for the care and handling of drugs.
3. Explain the types of anesthesia and related interaction of drugs given to patients.
4. Describe the stages of anesthesia and patient reactions, monitoring of patient and complications of anesthesia.
5. Describe the legal rights of the patient undergoing surgery.
6. Describe the responsibilities of each member of the surgical team to protect the legal/ethical rights of the patient.
7. Describes the steps done by members of the health care team in preparing the patient for surgery.
8. Demonstrate the handling and labeling of specimens obtained during surgery.
9. Describe the steps required in monitoring the patient's temperature, blood volume, fluid and electrolyte balance and vital signs during surgery.
10. Identify signs of a medical emergency and describe the steps and procedures required to manage it.
11. Demonstrate methods and types of documentation and record keeping used in surgery.
12. Identify the principles and methods of sterilization and environmental disinfection.
13. Describe all instruments, their use in procedures and requirements for sterilization.
14. Identify the various sutures, needles, catheters, drains, dressings, etc. used during surgery.
15. Demonstrate the use, care, handling and cleaning of the varied equipment use to carry out surgical procedures.
16. Demonstrate the principles of draping the wound and maintaining a sterile field.
17. Demonstrate the sterile hand scrub, gowning/gloving of self and others, handling of instruments during preparation for onset of surgery.
18. Demonstrate the intraoperative techniques necessary in carrying out the surgical procedure.

## Clinical Case Requirement for Program Completion

**Student's Total Case Requirement:** 120 cases (80 in First Scrub (FS) Role & 40 in Second Scrub (SS) Role).

**General Surgery Case Requirements:** 30 total General cases with 20 being in First Scrub Role and 10 in the Second Scrub Role.

**Specialty Surgery Case Requirements:** 90 total Specialty cases with 60 being in the First Scrub Role and 30 in the Second Scrub Role (OBGYN, ENT, GU, Ortho, Ophthalmic, Oral/Maxillofacial, Plastics, Cardio-Thoracic, Peripheral Vascular, Neuro & Pediatrics are considered Specialty Cases).

**Observation (OV) Role:** Cases observed must be documented but do not count towards 120 case requirements.

**Diagnostic Endoscopy Cases:** Second Scrub Role in up to 10 cases (Cystoscopy, Ureteroscopy, Bronchoscopy, EGD, ERCP, Colonoscopy, Esophagoscopy, Laryngoscopy, Sinuscopy, Panendoscopy) can be used to achieve the 40 SS cases and the 120 total cases.

**Labor & Delivery Cases:** Second Scrub Roles in up to 5 vaginal Births may be counted in order to achieve the 40 SS cases and the 120 total cases.

### Surgical Technology Program Description

This program encompasses 4 consecutive semesters and summers. The last semester provides

ample clinical experiences through a Practicum in a U.P. hospital. Transportation to these facilities is the students responsibility. Surgical Technology courses which include theory lectures are held on campus. Graduates of the program are prepared to work in hospitals and ambulatory surgical facilities.

The program is approved by the Michigan State Department of Vocational Education.

The program is accredited by the Commission on Accreditation of Allied Health Education Programs. This national accreditation allows graduates of the program to sit for the National Certification Exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). This certification is recognized nationwide.

### **Surgical Technology Essential Functions**

Surgical Technology is an occupation which involves daily contact with individuals and requires ability to perform a wide variety of activities. Some individuals might not be suited to perform the activities of a surgical technologist. Many hospitals require physical examination, laboratory testing and x-rays prior to hiring an individual to rule out pre-existing conditions which could cause problems in performing the expected duties. If you have any condition which might impair your ability to perform the activities required of a surgical technologist, you might wish to reconsider applying for admission to the Surgical Technology major. Indicated below are core performance standards for admission and progression in the Surgical Technology Program.

<b>CORE PERFORMANCE</b>	<b>STANDARD</b>	<b>EXAMPLES OF NECESSARY ACTIVITIES (not all inclusive)</b>
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	Anticipate and communicate the needs of the surgeon while working in a sterile environment.
Mobility	Capability to stand in one place for long periods of time.	Participating in lengthy and often physically demanding surgical procedures.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective technical skills.	Assemble multi-pieced instruments correctly and efficiently for use in the sterile field.
Hearing	Auditory ability to hear in the surgical environment where masks are worn and many noise distractions may be present.	Able to hear physicians requests and commands under intense circumstances.
Visual	Visual ability sufficient for performing technical tasks in a variety of light intensities.	Work under very intense lights and also in semi-darkness and also with almost invisible suture material.
Tactile	Tactile ability for working with very delicate equipment.	Ability to load very fine needles and handle very delicate instruments.

Adapted from MAIN Dimensions

## **Clinical Sciences & Surgical Technology Application Form Instructions**

Please complete the required forms and submit to the **School of Clinical Sciences Secretary, The Science Building 1513** and she will initial and date.

1. Complete the information requested on the cover page of the application. Identify the semester and year that you will complete the specified practicum.
2. Read and sign the Hepatitis B Policy page.
3. Read and sign the Verification of Policies page. Be certain to read the 'Essential Functions' in the Policy Manual.

### **Upon Admission to the Program**

The immunization record (both pages) must be completed and the form signed by a physician, nurse practitioner, registered nurse, or other licensed health official. This document will require submission with CastleBranch, which you will receive instructions for upon admission.

### **You DO NOT need to supply the tuberculin test information at the time of application.**

The TB test must be given within 6 months of the beginning of your practicum. If you are required to complete a two-step TB test, the tests need to be administered 7-14 days apart with one injection in each arm. Please update your immunization record when the TB test(s) is/are done.

Health insurance policy number must be included on the immunization record.

NOTE: Surgical Technology students must have a baseline eye exam. A signature is required and a copy of the eye exam results must be included with the application.

### **FACULTY RIGHTS**

**The student is continuously reviewed for placement. If at any time the faculty feel it is inadvisable to place the student due to conduct, behavior, academic standing, failure to meet some of the technical standards or anything which would seriously question whether the student would be able to succeed in a practicum, the student will be withheld from placement. The student may also be removed from the practicum for any of the above reasons at any time.**

**If practicum requirement deadlines are not met, your admission to the program may be rescinded.** Contact any School of Clinical Science faculty if you have questions regarding the application process.

## **Admission to the Surgical Technology Program**

Upon completion of the ST 101 and 2 additional ST courses, students will complete the application found in the Clinical Sciences Policy Manual. The deadline for submission is October 1<sup>st</sup> for admission to the January clinical practicum and April 1<sup>st</sup> for the August clinical practicum.

### Admission Criteria:

1. Overall GPA of 2.0 minimum and 2.0 in the major.
2. No less than a grade of “C” in the following prerequisite courses:
  - a. Any ST course
  - b. BI 207 Human Anatomy and Physiology 1
  - c. BI 208 Human Anatomy and Physiology 2
  - d. CLS 171 Medical Terminology
  - e. CLS 204 Clinical Microbiology
  - f. CLS 109 Intro to Diagnostic Science
3. If the Human Anatomy and Human Physiology courses are more than 10 years old they must be retaken.
4. Must pass a comprehensive entrance exam with minimum score of 70%.
5. Must successfully pass a 22-step test out prior to clinical placement.
6. Comprehensive ST 250 exit exam with minimum passing score of 80%.

### **PLACEMENT CRITERIA:**

#### **Criminal Background Checks:**

Students applying to the health professions programs must provide a valid social security number in order to complete the criminal background check required by clinical agencies and to take licensing/certification exams. Students demonstrating a positive background check will be denied admission to the health professions programs. Students demonstrating a positive background check while enrolled in health profession programs will be dismissed from the program. The criminal background check will be completed at cost to the student within 30 days of clinical placement.

#### **CPR/BLS Certification:**

For the protection of patients, employees, and students, it is the policy of NMU all students must successfully complete the American Heart Association Basic Life Support (BLS) for **Healthcare Providers** (CPR and AED) Program. The American Red Cross Certification is **not** acceptable. A copy of your certification card must be provided. The certification will be completed at cost to the student.

#### **Fingerprinting:**

Select clinical affiliates may require fingerprinting. The party responsible for the cost of the fingerprinting is determined by the clinical affiliate.

#### **Drug Screen:**

For the protection of patients, employees, and students, it is the policy of NMU all students must complete a drug screen through Occupational Medicine Services in Marquette. The drug screen will be completed at cost to the student within 30 days of clinical placement.

**Please be advised:** Students demonstrating a positive drug test will be denied placement; however, they may have their application reconsidered for future admission to the Surgical Technology Program at the Program Director’s discretion if clinical placement is available.



## SURGICAL TECHNOLOGY (Associate Degree)

If starting in Fall			If Starting in Winter		
<u>Fall Semester</u>			<u>Winter Semester</u>		
ST 101	Clinical Assisting	1	ST 101	Clinical Assisting	1
ST 111	Basic Surg. Conc. & Tech.	3	ST 111	Basic Surg. Conc. & Tech.	3
BI 207	Human Anatomy & Phys 1	4	CLS 109	Intro. To Diag. Sci.	1
EN 111	English Composition I	4	BI 207	Human Anatomy & Phys 1	4
CH 105, 109 or 111 Elective		4-5	CLS 171	Medical Terminology	4
*MATH (see below)			CH 105, 109 or 111 Elective		4-5
Total		16	*MATH (see below)		
			Total		17
<u>Winter Semester</u>			<u>Summer Session</u>		
ST 211	General Surg. Proc.	4	ST 220	Issues and Seminar for ST	2
CLS 109	Intro. To Diag. Sci.	1			
CLS 171	Medical Terminology	4	<u>Fall Semester</u>		
BI 208	Human Anat & Phys 2	4	BI 208	Human Anat & Phys 2	4
HL 125	Emer. Care for Health Prof	3	ST 212	Spec. Surg. Proc./Pharm.	4
Total		16	CLS 204	Clinical Microbiology	2
			EN 111	English Composition I	4
<u>Summer Session</u>			Total		15
ST 220	Issues and Seminar for ST	2			
<u>Fall Semester</u>			<u>Winter Semester</u>		
ST 212	Spec. Surg. Proc./Pharm.	4	ST 211	General Surg. Proc.	4
CLS 204	Clinical Microbiology	2	EN 211	English Composition II	4
EN 211	English Composition II	4	HL 125	Emer. Care for Health Prof	3
SOCR	Social Responsibility in a Diverse World	4	SOCR	Social Responsibility in a Diverse World	4
Total		14	Total		15
<u>Winter Semester</u>			<u>Summer Session</u>		
ST 260	Surg. Tech. Practicum	14	ST 250	Clinical Practice	2
<u>Summer Session</u>			<u>Fall Semester</u>		
ST 250	Clinical Practice	2	ST 260	Surg. Tech. Practicum	14

Total Credits for Degree: 64 credits

\*Students who take the math placement test and score into MA 111 or higher are exempt from Math - otherwise MA 100 is required.

# Clinical Health Science Program

## Clinical Health Science: BS Degree Program

The Clinical Health Science degree is designed for certified clinical professionals with a minimum of an associate's degree or equivalent, providing them with the desired baccalaureate degree needed for professional advancement. Radiography (RAD) and Surgical Technology (ST) are all currently at the associate's degree level. This degree completes the general education requirements in any baccalaureate degree and complements this with clinically relevant professional courses. A Bachelor of Science degree is preferred for positions such as supervisor or program director or to compete effectively in medical supply companies and equipment vendors. Many students and professionals in these fields seek a BS degree to aid in their transition to management or education positions within their fields. The Clinical Health Science degree meets this need. There is a shortage of personnel in these health professions and it is likely that many potential BS degree candidates are already working in the field. Therefore this degree is designed to accommodate students who may be off-campus, practicing at a clinical site.

<b>Total Credits Required for Degree</b>	<b>120</b>
<b>General Education</b>	<b>30-40</b>
<b>Required Courses in Major</b>	<b>43-70</b>
<b>Clinical Specialty Area</b>	
RAD, RSP, ST courses in Associate Degree	32-59
CLS 313 Introduction to Clinical Research	1
CLS 410 Introduction to Clinical Management	1
CLS 420 Clinical Educational Practices	1
MA 109 Introduction to Probability and Statistics (QUAR)	4
MGT 240 Organizational Behavior and Management	4
<b>Other Required Courses</b>	<b>19</b>
BI 207 Human Anatomy and Physiology 1	4
BI 208 Human Anatomy and Physiology 2	4
HL 101 Medical Terminology for Health Educators <i>or</i>	
CLS 171 Medical Terminology	1-4
MA 113 Finite Mathematics (QUAR) <i>or</i>	
MA 111 College Algebra for Calculus Preparation (QUAR)	4
CIS <i>or</i> CS <i>or</i> IS electives	2-4
Chemistry elective 105 or higher (CH 105, 109 or 111 SCII)	4
General Electives if required	



## **Online or Distance Options for Courses**

If students are NMU graduates from RAD, RSP, or Surg Tech, then (depending on the major) they will likely have the following courses to complete, which can all be completed without being on campus (with the exception of the HP activity course):

**\*Social Responsibility in a Diverse World (SOCR) 4 credits**

**Online options include:** EN 311Z, GC 300, HS 254, LDR 300, NAS 204 and SO 322.

**\*Integrative Thinking (INTT) 4 credits**

**Online options include:** AH 102, GC 101, LDR 400, and SP 110,

**Human Expression (HUME) 4 credits**

**Online options include:** EN 110, EN 112, and TH 130

**\*Perspectives on Society (PERS) 8 credits**

**Online options include:** CJ 110, EC 101, LDR 200, NAS 330, and SO 113

**\*Scientific Inquiry 8 credits**

**Online options include:** GC 210 and LDR 220

### **Other Online Required Courses:**

MA 111 College Algebra

CIS 110 Intro to Computers

MGT 240 Intro to Management

CLS 420 Clinical Educ. Practices

CLS 410 Clinical Management

CLS 313 Intro to Research

### **\*Applied Workplace Leadership Minor Courses**

LDR 100 Effective Communication in the Workplace (4)

\*LDR 200 Ethical Leadership in the Workplace (4) – PERS

\*LDR 220 Assessment in the Workplace (4) – SCII

\*LDR 300 Leadership in Diverse Workplaces (4) – SOCR

\*LDR 400 Systems Thinking in Workplace Leadership (4) – INTT

# Speech, Language and Hearing Program

# Speech, Language, and Hearing Sciences

**Mission Statement:** The Speech, Language, and Hearing Sciences Program offers an undergraduate curriculum that emphasizes human communication processes and the disorders that may impact these processes. The program prepares students for graduate study or employment opportunities in Speech-Language Pathology, Audiology, or related fields.

**Goals:** Mission goals are accomplished through:

1. The provision of academic training that will lead to the admission process for a graduate degree in speech-language pathology or audiology or employment in related chosen fields.
2. The provision of academic service learning opportunities that will broaden community interaction in the undergraduate academic experience.

Program Knowledge Outcomes:

1. Students enrolled in the SLHS major will demonstrate knowledge of the biological sciences, physical sciences, mathematics, and the social/behavioral sciences (ASHA Certification Standard IV-A).
2. The student enrolled in the SLHS major will demonstrate knowledge of basic human communication and swallowing processes, including their biological, neurological, acoustic, physiological, developmental, and linguistic and cultural bases (ASHA Certification Standard IV-B).
3. The student must have demonstrated knowledge of communication and swallowing disorders and differences (ASHA Certification Standard IV-C).
4. Students in this program acquire 25 hours of observation experience and begin to acquire clinical clock hours. This targets Certification Standard V-A which states the following: The applicant for certification in speech-language pathology must complete a minimum of 400 clock hours of supervised clinical experience in the practice of speech-language pathology. Twenty-five hours must be spent in the clinical observation (**completed in the SLHS major at NMU**), and 375 hours must be spent in direct client/patient contact. (ASHA Certification Standard V-A).

## **Essential Functions for Speech-Language Pathologists and Audiologists**

Listed below are the essential abilities that someone who enters the professions of speech-language pathology and audiology must possess and therefore are required of undergraduate students majoring in Speech, Language and Hearing Sciences.

### **Physical Abilities**

- Participate in classroom or clinical activities for 2-4 hour blocks of time with one or two breaks.
- Move independently to, from and within academic/clinical facilities.
- Provide for or direct one's own personal hygiene.
- Manipulate screening/diagnostic/therapeutic/educational materials.
- Respond to emergency situations including fire, choking and in the application of universal precautions.
- Visually monitor client responses and use of materials.
- Aurally monitor and orally model correct speech and language production.

### **Interpersonal Abilities**

- Work effectively with people.
- Make appropriate decisions, including the ability to evaluate and generalize appropriately without immediate supervision.
- Understand and respect authority.
- Maintain appropriate workplace behavior, including punctuality and regular attendance.
- Maintain composure in demanding situations.
- Complete responsibilities promptly and according to instructions.
- Maintain appropriate relationships with clients, students, instructors/supervisors, and colleagues.
- Communicate effectively with people in person, by telephone, and in written form by considering the communication needs and cultural values of the listener.

### **Speech/Language and Cognitive Abilities**

- Comprehend and read professional literature/reports.
- Write university level papers and clinical/educational reports in Standard American English.
- Speak Standard American English intelligibly, including the ability to model English phonemes, grammatical features, or other aspects of speech and language.
- Independently analyze, synthesize, and interpret ideas and concepts in academic and clinical settings.
- Maintain attention and concentration for sufficient time to complete academic/clinical activities: typically 2-4 hours with 1-2 breaks.
- Schedule and prioritize activities, and provide documentation in a timely manner.
- Comply with administrative, legal and regulatory policies as well as rules and instructions of faculty/staff within the Speech, language and Hearing Sciences program and in off-campus practicum and externship sites at the graduate level.

## Speech Language and Hearing Sciences Overview:

Before concentrating on the specialized study of speech and hearing disorders, an undergraduate is expected to complete courses in the general education program. This program is based on the principle that well-educated persons need to know more than can be learned from their areas of concentration. Courses are typically completed by the end of the third semester of enrollment. Major professional training courses in speech pathology and audiology and minor area professional emphasis courses are typically completed during the junior and senior years. Additional elective courses in the area of learning disabilities, sociology, psychology, writing and public speaking are selected under the direction of the academic advisor. These additional elective courses lend themselves to a comprehensive professional training experience.

The General Education Program is designed to complement a student's academic major by promoting the integration of knowledge derived from multiple perspectives and stresses the development of problem-solving skills and intellectual creativity through the exploration of a broad range of disciplines and fields.

Each student is required to complete a minimum of 30-40 credit hours taken from general education courses or from program courses especially designated or approved to fulfill the general education requirements. Students must complete ten (10) courses from the components listed below. Students must achieve a grade point average of "C" (2.0) or better across all ten courses to count toward the General Education Program requirements. The credits are granted upon achievement of (a) passing grades in designated or approved courses or (b) passing scores on designated or approved proficiency examinations. **Note: A grade of B or better in EN 111 and EN 211 writing courses is required for the Speech, Language and Hearing Sciences major.**

Students are advised that it will be necessary to earn a Graduate Degree (Master's Degree or Doctoral Degree) in order to achieve certification by the American-Speech-Language-Hearing Association. The American-Speech-Language-Hearing Association is the professional, scientific, and credentialing association for audiologists, speech-language pathologists and speech, language, and hearing Scientists. Students interested in pursuing a career in audiology are advised that a doctoral degree is necessary in order to achieve certification by the American-Speech-Language-Hearing Association. Entrance into Graduate Schools in the area of Speech Language and Hearing Sciences typically requires the applicant to demonstrate overall grade point average (GPA) at or above 3.5. Additional requirements include three letters of recommendation describing the student's character, clinical achievement, critical reading and writing skills, and completion of the graduate record examination (GRE).

### Advising Tracks in the SLHS major.

Effective September 1, 2011, students enrolled in the Speech, Language, and Hearing Sciences major will be carefully monitored by their assigned academic advisors. Based on overall GPA, SLHS students will be assigned to either the Graduate School Track or the Bachelor's Career Track. Students with an overall GPA, in any given semester, of 3.0 or above will be assigned to the Graduate School Track. Students with an overall GPA of 2.9 or below, in any given semester, will be assigned to the Bachelor's Career Track. This is a policy for advising within

the School of Clinical Sciences for SLHS majors and does not appear on a student's transcript. Students will be assigned to Advising Tracks based on GPA in order to work with students on their best options after graduation from Northern Michigan University with the SLHS major. The courses for the two tracks are the same. No other courses are required specific to a student's GPA level placing them in one or the other advising tracks. The decision for advising tracks was based upon 6 years of data from students in this program who have applied to graduate schools. This data revealed that students with less than a 3.0 GPA (overall) were not admitted to any graduate speech-language and hearing science programs regardless of how many graduate programs they made application. If a student has an overall GPA of less than 3.0 at the beginning of the first semester of their senior year (this is when SLHS students are typically preparing their graduate program applications), it is the School's Policy that the faculty will not write letters of recommendation for Speech-Language Pathology graduate program applications for these students. Students with an overall GPA of 2.9 or below who are placed in the Bachelor's Career Track during the first semester of their senior year should continue to work with their academic advisor on career options in which they can be successful with a bachelor's degree in speech, language, and hearing sciences. Please refer to the following website for more information.

### **The Speech, Language and Hearing Sciences Major:**

This program provides the necessary coursework to apply to a graduate program accredited by the Council for Academic Accreditation of the American Speech-Language-and-Hearing Association.

**Total Credits Required for Degree**

**120 credit hours**

**General Education**

**30-40 credit hours**

**Required Courses in Major**

**58 credit hours**

SL 150	Introduction to Speech, Language and Hearing	SL 356	Language Disorders
SL 160	Anatomy of the Speech and Hearing Mechanism	SL 370	Observation
SL 200	Phonetics	SL 400	Phonological Disorders
SL 257	Fluency Disorders	SL 451	Aural Rehabilitation
SL 320	Speech and Voice Science	SL 459	Cognitive Neuroscience
SL 351	Introduction to Audiology	SL 460	Cognition and Aging
SL 355	Language Development	SL 464	Methods of Diagnosis
		SL 465	Intro to Practicum

**Other Required Courses**

**15 credit hours**

This program requires a major/minor in Speech, Language and Hearing Sciences with the following courses added to the curriculum instead of a traditional minor:

PSY 100 Introduction to Psychology

PSY 201 Psychological Research 1: Statistical Applications **OR**

DATA 109 Introduction to Probability and Statistics

PH **OR** CH Physical Sciences Elective

BI Elective in Human or Animal Sciences (BI 104, BI 111, BI 203, BI 207, BI 208, BI 221, **OR** BI 312)

## **Suggested Elective Courses**

SL 495 Special Topics in SLHS as available

\*\*\*\*SL 470 Professional Issues in Speech-Language Pathology

\*\*\*\*SL 475 Clinical Practicum in Speech, Language, Hearing

(\*\*\*\*Students interested in pursuing Speech-Language Pathology Assistant certification should take SL 475 and SL 470)

American Sign Language Courses: DFST 101, DFST 102, DFST 201, DFST 202

\* World Cultures (1 course can double with SOCR, INTT, HUME, & PERS)

\*\*Laboratory Science (1 course of 3 credits or more)

\*\*\*Take this course Fall or Winter

## **Practical Experience in Speech, Language, and Hearing:**

The clinical program in Speech, Language, and Hearing at Northern Michigan University has been established to allow students the opportunity to begin to fulfill requirements for practical experience at the academic level set forth by ASHA. Students must attain a total of 400 clock hours of supervised practicum by the end of their graduate training, of which 375 must be in direct client/patient contact and 25 in clinical observations. Speech-language pathology clock hours consist of observation and practice in prevention, assessment and intervention of the following types of disorders: articulation, fluency, voice and resonance, receptive and expressive language, hearing, swallowing, cognitive and social aspects of communication, and communication modalities (ex. augmentative communication systems).

### **Northern Michigan University Speech, Language and Hearing Clinic:**

The NMU Speech, Language and Hearing Clinic is housed within the School of Clinical Sciences in the Luther S. West Science Building. Children and adults receive speech, language, and hearing services provided by our undergraduate student clinicians under the supervision of a certified speech-language pathologist or audiologist. Normal hours of operation are 1:00 to 6:00 p.m., Mondays and Wednesdays, during the fall and winter semesters and at specified times during May-August. The Clinic is closed during holidays, vacations, and during such times as the University is officially closed due to inclement weather. The Clinical Coordinator will announce specific schedules at the beginning of each semester. Additional opportunities will be announced to students during the school year.

### **Policy on Student Clinical Practice:**

Faculty of the Speech, Language, and Hearing Sciences program have a legal and professional responsibility to assure the public, other students, the University, and the profession of speech-language pathology that students can practice safely, appropriately, and professionally in their various clinical practice settings commensurate with their educational experiences. Speech, Language, and Hearing students provide clinical services within the boundaries of the American Speech-Language Hearing Association statement on Scope of Practice and the Code of Ethics, current professional standards of practice, School, University, policies, procedures, and protocols. While it is expected that clinical education is a process and that each clinical student will progress throughout his or her clinical education, this policy is written to protect the clients that our students diagnose and treat and to assure quality of care.

### **Speech, Language, and Hearing Screenings:**

It is of the utmost importance that clinical students in Speech, Language, and Hearing be able to provide appropriate modeling for clients with their articulation, voice, fluency, language comprehension and expression, and pragmatic abilities, and that they hear adequately in order to judge client speech and language behavior and communication. Speech, language, and hearing screenings are performed per School policy on all students who have declared Speech, Language, and Hearing as their major. A student, who does not meet School criteria for any area of communication during these screenings, will be advised of the findings, offered full evaluation, and be appropriately advised and counseled by the faculty supervisor responsible for the screening. It is expected that students will follow up on any recommendation pertaining to communication that is made by the supervisor.



### **Policy on Unsafe, Unprofessional, or Weak Clinical Practice:**

Students who exhibit behavior that has been judged to be unsafe, unprofessional, or weak with potential to be unsafe or unprofessional, may be removed from the clinical experience. Descriptions of these types of behavior are described below.

Unsafe practice is defined as behavior that causes harm or that has the potential to cause harm to a client or other person. Examples of unsafe practice include but are not limited to the following:

1. Practicing in a clinical experience under the influence of drugs and/or alcohol.
2. Acts of omission or commission likely to cause harm to clients, including, but not limited to, physical abuse, placing clients in hazardous positions or circumstances, mental, sexual, or emotional abuse, or the inability to provide appropriate treatment.
3. Failure to provide accurate, inclusive, written and verbal communication, or falsely documenting a clinical record, written assignment, or log.

### **Unprofessional Practice:**

Unprofessional practice is defined as behavior that fails to follow ASHA's Code of Ethics in matters pertaining to professionalism. Examples include, but are not limited to, the following:

1. Failure to notify the supervisor of absence or lateness.
2. Practicing in a clinical experience under the influence of drugs and/or alcohol.
3. Violating client privacy rights through breach of confidentiality or interactions or records or failure to protect the privacy in personal care.
4. Engaging in behavior that is disrespectful of a client's social or economic status, personal attributes, or health or communicative problems.
5. Engaging in behavior that is disrespectful or uncooperative with the supervisor and/or experience site.

### **Weak Clinical Practice with Potential for Unsafe and/or Unprofessional Practice:**

Weak clinical practice is defined as behavior that demonstrates difficulties in the areas of learning and applying academic information, communication, or interacting with others.

Examples include, but are not limited to, the following:

1. Difficulty or inability to apply theoretical knowledge to specific clinical situations or to demonstrate critical thinking skills.
2. Inability to successfully document clinical interactions.
3. Inability to interpret client responses and communicative behavior.
4. Difficulty in determining priorities in completing clinical assignments.
5. Difficulty in communicating or interacting with clients, families, peers, or health care or educational personnel, or the clinical supervisor.
6. Difficulty in carrying out or interpreting suggestions from the clinical supervisor.

**Procedure:**

When unsafe, unprofessional, or weak clinical practice is noted in a clinical student's behavior, the following steps will be accomplished:

1. The students' supervisor will notify the Associate Dean and Director in writing with a copy to the student. The documentation will include details of the behavior, a description of specific actions to be taken to improve the clinical practice, any support provided by faculty to promote improvement, the time period during which the specific improvement actions must be completed, and any other recommendations. Recommendations may include, but are not limited to, the following examples:
  - a. Review of academic course material
  - b. Independent research
  - c. Observation of clinical interactions
  - d. Improvement of behavior that reflects attitude
  - e. Removal of the student from the clinical experience until some appropriate goal has been reached.

Recommendations also must include how the student is to demonstrate that the actions specified have been completed satisfactorily.

2. The student will modify the specified behavior and provide any documentation required.
3. The supervisor and Associate Dean and Director will review the documentation, determine the student's status with regard to clinical education, and notify the student in writing in a timely manner.
4. If the student does not complete the recommendation in the specified period of time or to an adequate degree, the student fails the course and will not be considered for further clinical assignment.
5. The student may make appeals to the Associate Dean and Director and the Clinical Coordinator.

### **SL 370 and SL 465 Course Requirements:**

1. Completion of application form which includes:
  - a. Application form
  - b. Hepatitis B vaccine statement
  - c. Verification of Policies page attesting to the ability to meet the essential functions of the program
2. If accepted for a clinical placement, students will be required to upload their immunizations and health insurance information as well as complete a criminal background check through CastleBranch prior to clinical training. Students will also be required to complete 10-Panel Drug Testing prior to clinical training. Students demonstrating a positive background check may be denied admission to the health professions program. Students demonstrating a positive drug test will be denied placement; however, they may have their application reconsidered for future admission to the health professions program if clinical placement opportunities are available. Students demonstrating a positive background check or drug test while enrolled in health profession programs will be dismissed from the program.

### **SL 370: Observation:**

The Observation requirement is traditionally the beginning of clinical experience for students in our program. It is designed to give students in our curriculum basic skills necessary for knowledgeable observation of speech, language, and hearing diagnostic and treatment procedures, and appropriate clinical interactions. The student is required to complete 25 clock hours of supervised observation. ASHA-certified individuals must provide supervision. This course should be completed the semester immediately prior to your enrollment in SL 465 Methods of Treatment, i.e., if you are planning to complete SL 465 during the fall semester of your final year in the SLHS program then SL 370 should be completed the winter semester of the prior academic year. If you are planning to complete SL 465 during the winter semester of your final year in the SLHS program then SL 370 should be completed during the fall semester of that academic year.

SL 370 students will maintain a log of observations and obtain the signature of the clinician at the end of each observed session. Instructions for keeping the log are provided in the initial class meeting of SL 370 for the semester. All individuals observing the clinic will maintain a quiet, clean, dark environment in the observation rooms and will ensure that parents, family members, and faculty are able to observe comfortably and are treated with the utmost courtesy and respect. Food is not allowed in the observation room; beverages are allowed, however, containers must leave the room at the end of the session. Observation logs will be kept in a confidential manner. According to rules concerning standards of confidentiality (HIPAA), observers will refrain from commenting about clients, clinicians, family members, or supervisors while in the observation room. Any discussion of session specifics will be held in a confidential place. As a reminder, the

rest rooms, hallways, and departmental offices are not appropriate places for clinical discussions.

In the event of a cancellation, the clinician is to post a notice on the office portion of the Clinic Reception Area, room 1504. In the event that Northern Michigan University is closed for breaks, holidays, or inclement weather, the Speech and Hearing Clinic is also closed and all client sessions are canceled.

All supervisors reserve the right to ask observers to vacate the observation rooms; this may become necessary because of the noise level, to make room for family members, or for an exceptional need for family counseling while in the observation room.

The SL 370 instructor will advise students of the availability of opportunities for viewing videotaped sessions. In addition, students are reminded that they may take advantage of opportunities to observe sessions outside of the Clinic under the supervision of ASHA-certified professionals. A list of local observation opportunities will be provided to students in SL 370.

#### **SL 465: Methods of Treatment:**

Qualified students in the Speech, Language, and Hearing curriculum are able to gain some initial clinical experience. Criteria for acceptance into undergraduate practicum include all of the following:

1. Senior standing
2. Instructor permission

Students will apply to the Clinical Coordinator for permission to enroll. Placement will be in the NMU Speech and Hearing Clinic on a space-available basis.

#### **Dress and Personal Appearance:**

Students are expected to dress in a manner fitting their status as professionals providing services to the public. Although a student's physical appearance may have no relationship to the quality of treatment they provide, it is likely to influence a patient's perception of quality and professionalism. We should always convey the finest possible impressions to our clients and parents/caregivers. While individual preferences are recognized, a clinic that deals with the public requires a conservative approach to grooming, hair, jewelry, fragrances, and dress. All students are required to wear a nametag during clinic practicum at the NMU Speech, Language and Hearing Clinic. The Clinical Coordinator will furnish details on ordering and purchasing the nametags.

### Professional Dress Requirements:

- Clothing must be loose fitting, clean, neat, and in good condition.
- Clothing must be no shorter than knee length.
- Shirts must cover the abdomen and back at all times.
- Pierced body jewelry of any kind may only be worn in the ears.
- Tattoos must be covered with appropriate clothing. Visible tattoos which cannot be covered must be tasteful and discreet.
- Hair, including facial hair, must be neatly trimmed and clean, and must not interfere with the performance of your duties.
- Make-up must be tasteful and discreet.
- Footwear must be professional. Open-toed shoes are allowed only for summer clinic.
- Males should wear dress, collared or polo styled shirts that are tucked in. Turtleneck, v-neck or crewneck sweaters may also be worn.

### The Following Are Not Allowed:

- Low rise pants
- Visible and/or distracting undergarments
- Shorts
- Sweatshirts, blue jean pants, sweat suits, or sportswear
- Flip flop sandals
- Leggings
- Sports insignia, logos, or slogans
- Tank tops and spaghetti straps
- Visible cleavage (front or back)

The test for clothing must include being able to sit cross-legged on the floor with no skin showing from the back of your waistband to the bottom of your shirt. Female clinicians must be able to bend over in front of the therapy room mirror without revealing cleavage.

If your supervisor determines that your attire is unacceptable, you will be asked to change. If there is not time for you to change, you will be given something to wear. Unprofessional appearance in the clinic will be reflected in your clinic grade with a second violation.

It is important that students in our clinic be aware of their dress even when they are not involved in clinic. Our clinic is a public place of business and students should dress accordingly.

All students participating in clinical activities are expected to dress and act in an appropriately “professional” manner. This includes a neat and clean appearance and appropriate verbal language. Eating and/or drinking of beverages within the clinical areas during a therapy session are not acceptable, unless it has immediate relevance to the activity being conducted. If there are any questions regarding what is appropriate, students should check with the clinical supervisor.

## Confidentiality and Ethical Responsibilities:

Confidentiality of client information is of the utmost importance and must be maintained. To help ensure confidentiality, the client's master file may not be removed from the clinic. Photocopying of information in the file is not allowed. Documents containing identifying personal client information, such as rough drafts, should be shredded once no longer needed.

In the course of observing and offering clinical services, it is important to remain non-judgmental, to maintain confidentiality, and to show respect for clients and their families. A few specific behaviors to keep in mind:

1. Make no judgmental comments about clients and their families. Our task is to find and enhance our clients' and families resources, not to criticize their efforts, beliefs, or lifestyle. They are doing what they do because they believe that it is helpful and useful. They are doing their best.
2. Do not discuss any client in the hallways of the Clinic. Our space is small and clients and families as well as other clinicians who are uninvolved with your particular clients abound. Step into the supervisor's office or into a therapy room and close the door (and shut off the sound system) to talk. Make neither positive nor negative remarks in the hallways. **Student clinicians will not talk about information in the halls, observation rooms, waiting room, bathroom, etc., to assure that conversations are not overheard.** In a like manner, written or typed documentation must be monitored so that it is not left unattended or open to public viewing or listening.
3. Keep private notes, completed test forms, lesson plans, videotapes of sessions, audiotapes, language transcripts, case history intakes, assignment sheets, etc. in your hanging file in the Audiology office. These must not be left in observation rooms, the lounge, the reception office, or anywhere else. They **cannot** be taken home. To do so constitutes a breach of client confidentiality.
4. Audiotapes and videotapes of client sessions must be turned in to the supervisor at the end of the semester. They should by no means leave the clinic.
5. Leave all individual identifying information off private notes if you need to work on them at home. This includes address, phone number, name, date of birth and any other information that could identify your client. Refer to the client as client or client 12, etc.
6. Do not include any individual identifying information pertaining to your clients in either e-mail or e-mail attachments to our faculty supervisor.
7. Do not write last names of clients on posted lists. This, too, is a breach of confidentiality.
8. You may discuss issues related to specific cases with faculty, provided you do not reveal any identifying information about a client. Do not hold these discussions in the hallways of the clinic or department. The purpose of these discussions should be to expand your knowledge base and better serve your clients.
9. Do not share information about clients with anyone, including other professionals, (e.g., to name a referral or to convey information to someone who also sees the client) without expressed written permission from the client, parent, or legal guardian.
10. Client reports are to be submitted to the supervisor's mailbox in the Speech-Language and Hearing clinic office. Revised copies will be submitted to the student's mailbox or to the student directly.

Case file (formal and informal reports, audiotapes, videotapes, pictures, test forms, etc.) information is made available to student clinicians in order to support assessment and treatment. These files are stored in the Clinic Reception Area, room 1504. Students may sign out files on the clipboard above the file cabinets. The sign-out sheet must include the student's name, client's name, and the date the file was checked out. Under no circumstances may a case file or portions of a formal case file be taken out of the clinic. Students may read case files within the Audiology office. They may not be transported out of the Clinic in any other manner. Students must treat files in a confidential manner; they must be checked back into the file drawer during the same business day in which they were checked out. The student will then sign off that the file was returned.

Some faculty members will require lesson plans for each session. If a faculty member requires that lesson plans be present in the observation window of your therapy room, it is the student's responsibility to see that the plan is removed immediately after the session, since it contains information of a confidential nature.

All students are expected to perform according to the standards, practices and guidelines established by ASHA as described in the Code of Ethics.

#### **Infection Control Procedures:**

In addition to disinfecting the environment at the end of the session, student clinicians are expected to thoroughly wash their hands before and after each session. Disposable gloves, as well as individually-wrapped tongue depressors, are available in the Materials Room for oral procedures. Non-sterile, bulk-packaged tongue depressors are to be used only for craft projects. Gloves and tongue depressors are to be disposed of immediately after the session.

In the event that the student clinician contracts a communicable illness, he or she must inform the supervisor as soon as possible to make alternate arrangements for scheduled appointments. If the student clinician observes signs of communicable illness in his or her client or if such illness is reported to the clinician, this must be reported to the supervisor at once. The supervisor will advise the student/family of subsequent steps to be taken.

#### **Student Files:**

Each student majoring in Speech, Language, and Hearing has a two-part, permanent record file that is maintained within the SLHS office. The first part contains academic (application, enrollment, grade, etc.) information. The second part contains all of the student's supervisor-signed and Clinic Recorded clock hour forms. The Clinical Coordinator will record the hours for compilation by the Clinic's computer program, and the original clock hour forms and the most recent computer-generated summary is filed in the second portion of the student's permanent record. A copy of the summary is provided to the student as it is updated.

Students may review their *clock hour* files by obtaining authorization from the Clinical Coordinator. No file will be released without this authorization. Each student is strongly urged to retain photocopies of the supervisor-signed clock hour forms in his or her own files. Students should notify the Clinical Coordinator at once of any perceived discrepancies between their records and the official record.

## **Requirements for the Certificate of Clinical Competence (C.C.C.):**

For further details on any of the certification requirements, please see the documents at the bottom of the following web page ([www.asha.org/about/membership-certification/handbooks/kasa-tips.htm](http://www.asha.org/about/membership-certification/handbooks/kasa-tips.htm)) or Google *KASA requirements by ASHA*.

### **I. COURSEWORK: 75 semester credit hours (including at least 36 at the graduate level)**

Coursework must include transcript credit for each of the following areas: biological sciences, physical sciences, social/behavioral sciences and mathematics.

### **II. CLINICAL OBSERVATION/PRACTICUM REQUIREMENTS:**

- A. Observation: 25 hours of supervised observation required.
- B. Practicum: 375 clock hours of supervised clinical practicum (at least 325 of these hours must be completed at the graduate level)

\*Supervision must be provided by individuals who hold the Certificate of Clinical Competence in the appropriate area of practice.

### **III. CLINICAL FELLOWSHIP YEAR: (CFY)**

After completion of the academic coursework and clinical practicum, the applicant must successfully complete a Clinical Fellowship. The Fellowship consists of at least 36 weeks of full-time professional experience or its part-time equivalent. The Fellowship must be completed under the supervision of an individual who holds the CCCs in the area for which certification is sought.

### **IV. NATIONAL EXAMINATION IN SPEECH PATHOLOGY AND AUDIOLOGY:**

- A. After completion of the Master's Degree, the applicant must pass a national examination adopted by ASHA for purposes of certification in speech-language pathology and/or audiology. The Praxis Examinations in Speech-Language Pathology and Audiology are a requirement for ASHA certification and for most state licensing processes.

For further information refer to [www.asha.org/students/praxis](http://www.asha.org/students/praxis)





## SPEECH, LANGUAGE & HEARING SCIENCES

### Baccalaureate of Science

SEMESTER 1 (Fall).....	12
SL 150    Introduction to Speech, Language and Hearing.....	4
SL 160    Anatomy of the Speech and Hearing Mechanism .....	4
EN 111    College Composition I.....	4
SEMESTER 2 (Winter).....	16
EN 211    College Composition II (EN 111) .....	4
PSY 100    Introduction to Psychological Science.....	4
*SOCR      Social Responsibility in a Diverse World (world culture?).....	4
General Elective .....	4
SEMESTER 3 (Fall).....	15-17
SL 200    Phonetics (SL 150, SL 160, or IP) .....	4
BI*       Biology Course in Human or Animal Science.....	3-5
*INTT     Integrative Thinking (world culture?) .....	4
*PERS     Perspectives on Society .....	4
SEMESTER 4 (Winter).....	16
SL 320    Speech and Voice Science (SL 150, SL 160, SL 200).....	4
SL 257    Fluency Disorders (SL 150 or IP).....	4
**       Physics or Chemistry Course (Lab?) .....	4
General Elective .....	4
SEMESTER 5 (Fall).....	14
SL 351    Intro to Audiology (SL 150, SL 160, or IP) .....	4
SL 355    Language Development (SL 150, SL 200, or IP).....	4
***SL 370  Observation (SL 150, SL 160, SL 200, SL 355, Jr. standing or IP) ..	2
PSY 201    Psychological Research: Statistical Applications	4
SEMESTER 6 (Winter).....	15
SL 356    Language Disorders (SL 355 or IP).....	4
SL 451    Aural Rehabilitation (SL 351 or IP).....	4
SL 400    Speech Sound Disorders (SL 160, 200, 220, Jr. standing or IP) ..	4
General Elective .....	3

SEMESTER 7 (Fall).....	16
SL 459    Cognitive Neuroscience (includes lab) (SL 150, SL 160, Sr. standing, BI elective or PY 204 for Neuroscience majors)...	4
SL 464    Methods of Diagnosis (SL 200, SL 355, SL 356, Jr. standing or IP)	4
***SL 465  Methods of Treatment (Sr. standing in SLHS major) .....	4
General Elective .....	4
SEMESTER 8 (Winter).....	16
SL 460    Cognition, Communication, and Aging (PSY 100, Sr. standing or IP) .....	4
*HUME    Human Expression (world culture?).....	4
PERS      Perspectives on Society .....	4
General Elective .....	4
<b>TOTAL CREDITS REQUIRED FOR GRADUATION.....</b>	<b>120</b>

**General Education Requirements Per Component:**

Effective Communication (EFFC)	2 courses
Quantitative Reasoning & Analysis (QUAR)	1 course
*Social Responsibility in a Diverse World (SOCR)	1 course
*Integrative Thinking (INTT)	1 course
*Human Expression (HUME)	1 course
*Perspectives on Society (PERS)	2 courses
Scientific Inquiry (SCII)	2 courses

**Other Required Courses** (visit <https://www.asha.org/certification/course-content-areas-for-slp-standards/>):

PSY 100 (4 credits) [SCII]

PSY 201 (QUAR) or DATA 109 (4 credits) [QUAR]

\*\*Physics (PH) or Chemistry (CH) Elective (3-4 credits) LAB course options: PH 102, PH 201 [SCII],

PH 202 [SCII], PH 220 [SCII], PH 221 [SCII], CH 105 [SCII], CH 109 [SCII], or CH 111 [SCII]

**BI course options:**

BI 104 (4 credits)

BI 111 (4 credits) [SCII]

BI 203 (3-5 credits)

BI 207 (4 credits)

BI 208 (4 credits)

BI 221 (4 credits)

BI 312 (4 credits)

### **Suggested Elective Courses**

SL 495 Special Topics in SLHS as available

\*\*\*\*SL 470 Professional Issues in Speech-Language Pathology

\*\*\*\*SL 475 Clinical Practicum in Speech, Language, Hearing

(\*\*\*\*Students interested in pursuing Speech-Language Pathology Assistant certification should take SL 475 and SL 470)

American Sign Language Courses: DFST 101, DFST 102, DFST 201, DFST 202

\* World Cultures (1 course can double with SOCR, INTT, HUME, & PERS)

\*\*Laboratory Science (1 course of 3 credits or more)

\*\*\*Take this course Fall or Winter

IP = Instructor Permission



**SPEECH, LANGUAGE & HEARING SCIENCES  
MINOR**

SL 150	Introduction to Speech, Language, and Hearing (F,W).....	4
SL 200	Phonetics (F: SL 150, SL 160, or IP) .....	4
SL 351	Intro to Audiology (F: SL 150, SL 160, or IP).....	4
SL 355	Language Development (F: SL 150, SL 200, or IP) .....	4
SL 356 <b>OR</b> SL 460	Language Disorders (W: SL 355 or IP) <b>OR</b> Cognition, Communication and Aging (W: PSY 100, Sr. standing or IP)	4
<b>TOTAL CREDITS REQUIRED .....</b>		<b>20</b>

# Additional Policies

1. Student Status

Students registered in a practicum are considered full time resident students. Students need not have their I.D.'s validated unless they want to use NMU facilities (library, etc.). All students are eligible for student health services.

2. Liability Insurance

All students have liability insurance coverage (NMU) while training in external agencies for various practicums. However, students are not covered with insurance if and while they are working for the clinical site for pay.

## SCHOOL OF CLINICAL SCIENCES

### Health Risks/Health Insurance

The two most important health hazards of which you need to be aware are AIDS and Hepatitis B. Observing lab safety precautions appropriate for these two risks will generally eliminate any other potential health risks.

#### **AIDS:**

The AIDS virus (HIV) is not easily transmitted. Generally you need direct contact with contaminated material and a break in your skin. If you test positive for the antibody to HIV and develop AIDS the situation may eventually be fatal.

However, due to the precautionary measures observed by health care workers, health professionals actually have a much lower incidence of AIDS than the general public does!

#### **Hepatitis B:**

This virus is much more stable or "hardy" outside of the body than the AIDS-causing virus. Consequently, it is easier to contract this virus "second hand" so to speak. Counters, test tubes, etc. that were soiled with contaminated fluids can carry the hepatitis virus for long period of time (6 months) at room temperature. Therefore, it is very important that these surfaces be decontaminated with appropriate cleaning agents frequently. If you develop Hepatitis B, the disease is usually not fatal.

#### **Hepatitis B Vaccine:**

If anyone wishes to purchase a Hepatitis B vaccine, this is available at the NMU Health Center. The Recombivax HB Hepatitis B requires three (3) separate inoculations vaccine, the Heplisav two (2) separate inoculations vaccine, or laboratory confirmation of immunity are required for all health professionals.

#### **Health Insurance:**

Health insurance is a necessity. As a student, you should make sure that you are covered under a health insurance policy -- either your parent's, spouse's, place of employment, or your own. If you do not have a health insurance policy - BUY ONE. The University offers a policy to students at reasonable rates. Budget health insurance into your education plans, just as you do tuition.

## **STUDENT APPEALS PROCESS**

Please review this section of the University Bulletin at <http://www.nmu.edu/records/> for information on advising, counseling, disability support services, health center, transportation, child care, JOBSearch, policies, complaints and appeals.

Students who have complaints concerning grades or other matters should follow the appeals procedure outlines in the NMU Student Handbook at: <http://webb.nmu.edu/dso/SiteSections/OurServices/Handbook.shtml>. Student complaints concerning grades is found in 1.2.1. Complaints other than grades is in 1.2.2.

To appeal an academic suspension or dismissal from Northern Michigan University, you must complete and mail or fax the appropriate form and any necessary attachments, to the Academic & Career Advisement Center (ACAC). Form can be found at:

<http://www.nmu.edu/acac/forms>

This form may be submitted at any time, but the form, and any necessary attachments, must be received in the ACAC at least five working days prior to the first day of classes of the semester in which you would like to return. Appeals will be heard by the Admissions and Academic Policies Committee (AAPC) of the Academic Senate. If you need assistance or more information contact the ACAC at (906) 227-2971.

To appeal a grade an appeal form must be completed:

<http://www.nmu.edu/acac/academic-suspensiondismissal-appeal-form>

This form is to be used in accordance with the procedures for submitting a formal written appeal for adjudication through the grade appeals system as outlined in the Northern Michigan University Student Handbook, under Part I: Student Rights and Responsibilities, Section 1.2.1 Student Complaints Concerning Grades. This form is to be completed in full by the complainant, in typewritten form, and submitted in triplicate to the chairperson of the appeals committee of the department which offers the course in which the alleged grading inequity occurred.

For appeals other than grades, the student may make appeals to the Program Director and/or Associate Dean. Appeals must be written and should explain extenuating circumstances or mitigating factors. The Program Director and/or Associate Dean in consultation with the CLT/CLS Admissions Committee will consider all appeals and render a decision prior to the next available application date.



## **SCHOOL OF CLINICAL SCIENCES AWARDS**

### **Outstanding Graduating Senior Award (awarded every Spring)**

- Purpose:** To honor the senior student with the highest GPA and with the greatest accomplishments or professional growth.
- Eligibility:**
- Graduating senior, immediate past December/August or current May and graduation with a B.S. degree.
  - Graduate with a 3.0 GPA or higher.
  - Received positive evaluations in the practicum (where applicable) or laboratory experience if a practicum is not required.
- Process:** This award is based primarily on GPA with other factors considered when more than one candidate has a similar GPA. A meeting of the department faculty will determine the final choice. There is only one selection/year.
- Presentation:** Presented at the Spring Honors Banquet and in May of each academic year. The student will have their name inscribed on a departmental plaque. The student will receive an individual certificate of plaque.

### **Outstanding Student Practitioner Award (awarded each semester)**

- Purpose:** To recognize the student who has excelled in the clinical training component of the curriculum, placing particular emphasis on volunteerism and professionalism.
- Eligibility:** Must be enrolled in a practicum, which is part of a university-based curriculum.
- Process:** Nominations are accepted from the appropriate clinical agencies. The nominations speak to the following traits: ambassadorship, service, initiative, team leader, disposition, and ability to accept criticism/direction. The final selection will be made by the School of Clinical Sciences. One selection from each level practicum may be made each semester.
- Presentation:** The student's name will be inscribed on a School plaque. The student will receive an individual certificate-plaque.

### **Outstanding Associates Degree Graduate in Clinical Lab Sciences (awarded every December)**

- Purpose:** To recognize the most outstanding graduate of the Associates degree program based on GPA and with the greatest accomplishments or professional growth.
- Eligibility:**
- A graduating Associates degree student for the calendar year.
  - Graduate with a 2.75 GPA or higher.
  - Received positive evaluations in the practicum.
- Process:** This award is based primarily on GPA with other factors considered when more than one

candidate has a similar GPA. A meeting of the department faculty will determine the final choice. There is only 1 selection/year.

**Presentation:** Presented in December of each calendar year. The student will have their name inscribed on a School plaque. The student will receive an individual certificate-plaque.

### **Outstanding Associates Degree Graduate in Radiography (awarded every May)**

**Purpose:** To recognize the most outstanding graduate of the Radiography Program Associates Degree program based on GPA and the greatest accomplishments in professional growth.

**Eligibility:**

- A graduating Associates degree student for the academic year.
- Graduate with a 3.0 GPA or higher.
- Received positive evaluations in the radiography practicum.

**Process:** This award is based primarily on GPA with other factors considered when more than one candidate has a similar GPA. A meeting of the program faculty will determine the final choice. There is only 1 selection/year.

**Presentation:** This award will be presented at the Radiography Program Reception in May of each calendar year. The student will have their name inscribed on a Program plaque. The student will receive an individual certificate-plaque.

### **Outstanding Associates Degree Graduate in Surgical Technology (awarded every April)**

**Purpose:** To recognize the most outstanding graduate of the Surgical Technology Associates Degree program based on GPA and the greatest accomplishments in professional growth.

**Eligibility:**

- A graduating Associates degree student for the calendar year.
- Graduate with a 2.75 GPA or higher.
- Received positive evaluations in the surgical technology practicum.

**Process:** This award is based primarily on GPA with other factors considered when more than one candidate has a similar GPA. A meeting of the program faculty will determine the final choice. There is only 1 selection/year.

**Presentation:** Presented at the Advisory Committee Board Meeting in April each year. The student will have their name inscribed on a Program plaque. The student will receive an individual certificate-plaque.

# Applications for Clinical Placements

# **Application for Surgical Technology**

**School of Clinical Sciences**  
**Application Form for Clinical Placements**

Date Received: (and/or reactivated)

\_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Indicate Start Date (August or January)		
Practicum Type	Summer/Fall	Winter/Spring
Surgical Technology		

**Deadlines for Surgical Technology Applications:**

**April 1** (for August start date)

**October 1** (for January start date)

**Submission Instructions:**

- 1) Make an appointment with your Student Success Specialist to review and sign the bottom of this page.
- 2) Make an appointment with your Faculty Mentor to review and sign the bottom of this page.
- 3) Prior to the deadline listed above, hand in the application to Sherida Riipi, 1513 The Science Building or email to [sriipi@nmu.edu](mailto:sriipi@nmu.edu).

\_\_\_\_\_  
Reviewed by Success Advisor (Sign and Date)

\_\_\_\_\_  
Reviewed by Faculty Mentor (Sign and Date)

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Advisor Notes:

Math Requirement: \_\_\_\_\_

General Education - 15 credits

NORTHERN MICHIGAN UNIVERSITY

College of health Sciences and Professional Studies

**Hepatitis B Policy**

Hepatitis B Policy Rationale

According to the Centers for Disease Control (CDC) [www.cdc.gov](http://www.cdc.gov), health care personnel are among the high-risk groups for Hepatitis B infection. Health science students are at risk for infection caused by the Hepatitis B virus because they are often exposed to blood and body fluids during their clinical practice. Your individual risk is directly related to how often you are exposed to blood and other body fluids.

Hepatitis B is primarily a blood-borne pathogen with lower concentrations of virus found in semen, vaginal fluid, and saliva. Between 5% and 70% of Hepatitis B infections are asymptomatic, 20%-30% of those infected exhibit clinical jaundice followed by a benign resolution of the infection. Approximately 10% of infected individuals become chronic carriers of the virus for more than 6 months and have a higher risk of liver disease, including liver failure, liver cancer or cirrhosis.

In view of the hazards associated with Hepatitis B, as cited by the Centers for Disease Control, the College of Health Sciences and Professional Studies at Northern Michigan University recommends that every student in its programs consult with their personal physician or health care provider and seriously consider vaccination with the Recombivax HB vaccine prior to admission to his or her major. The CDC recommends vaccination for anyone frequently exposed to blood and other body fluids in the workplace. Serum derived from the genetically engineered Recombivax HB is considered safe and effective by CDC. Between 90% and 96% of those who receive the full course of therapy (through injections) acquire immunity, which seems to be long term. As in the case with many infectious diseases and the use of vaccinations there is an element of risk and no assurance of full protection. You should inform yourself thoroughly and consult with your personal physician or health care provider.

I acknowledge that I have read the College's rationale regarding Hepatitis B and Hepatitis B vaccines. My questions regarding this disease and the vaccines available have been satisfactorily answered. I shall assume full responsibility for consulting with a physician or health care provider on this matter.

I understand that receiving the vaccine is strongly recommended but is entirely voluntary and is not a condition for being a student in the College of Health Sciences and Professional Studies. I also understand that, should I accept the vaccine, it is my responsibility to complete the series of three injections as recommended. The second injection in the series will be given one month after the first injection, and the final injection will be given six months from the first.

\_\_\_\_\_ I have already received a Hepatitis B vaccine and I will supply verification of this.

\_\_\_\_\_ I hereby request that I be given Recombivax HB or Heplisav vaccine. I understand that I must make arrangements for this at the NMU Health Center or other health care provider and that it is at my expense.

\_\_\_\_\_ I hereby decline the vaccine, and release the College of Health Sciences and Professional Studies, all employees and Board members of the University of liability in the event that I become infected with the Hepatitis B virus.

I fully recognize the hazards in health care professions and hereby hold Northern Michigan University harmless from any liability resulting from its action in providing me with the information set forth in the Hepatitis B policy on this form and further hold the University harmless from any liability from my voluntary decision to be vaccinated or to decline to be vaccinated.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

**School of Clinical Sciences  
VERIFICATION OF POLICIES**

I have read the **Student Policy Manual**, and **fully understand**:

1. The function/job description/duties of my clinical profession. I can meet these standards based on my existing skills and abilities or using typical corrective devices (See essential functions each program in the Student Policy Manual). If I require reasonable accommodations, I have contacted the ADA Office.
2. The safety precautions.
3. That I am **required** to have health insurance coverage
4. That I am **required** to obtain all vaccinations including:

**TB Screening**

- A baseline TB screening, **using two-step**, process OR QuantiFERON-Gold blood test to test for infection with M. tuberculosis.
- Anyone with a baseline positive or newly positive test result for M. tuberculosis infection (i.e., TST or BAMT) or documentation of treatment for Latent TB Infection (LTBI) or TB disease should receive one chest radiograph result to exclude TB disease (or an interpretable copy within a reasonable time frame, such as 6 months). Repeat radiographs are not needed unless symptoms or signs of TB disease develop or unless recommended by a clinician.

**Immunizations** - Immunization status will be verified for the following diseases as determined by the most current recommendations from the CDC: Rubeola, Mumps, Rubella, Diphtheria, and Varicella. Immunity status may be determined by following acceptable methods established by the CDC.

Acceptable methods for determining immunity are:

- Rubeola (Measles): Two doses of a measles containing vaccine such as a MMR vaccine OR laboratory confirmation of disease.
- Mumps: Two doses of a mumps containing vaccination such as a MMR vaccine OR laboratory confirmation of disease.
- Rubella: One dose of a rubella containing vaccinations such as a MMR vaccine OR laboratory confirmation of disease.
- Pertussis: A single adult dose of a Tdap vaccine. Td vaccination does not fulfill their requirement.
- Varicella: Two doses of the Varicella vaccine OR laboratory confirmation of disease OR diagnosis of history of Varicella or Herpes zoster by a healthcare provider.
- Hepatitis B: Recombivax HB Hepatitis B three-dose series vaccine, Heplisav two-dose series vaccine, laboratory confirmation of immunity, OR a signed declination. \*
- Influenza - Proof of vaccination for the current year by October 31 or first day of flu season.
- Covid-19 - Proof of vaccination or declination if required by facility.

5. The criteria for clinical site placement and application procedures.
6. That I must submit a Drug Screening.
7. That I must submit to a Criminal Background Check.
8. That I am **required** to authorize release of all records and information pertaining to any convictions for criminal and other offenses/violations.

I hereby authorize the release of all records and information pertaining to any and all convictions for criminal offenses, ordinance violations or penalties for violation of University Regulations on file in the Dean of Students office of the University, at the Michigan State Police Central Records Division, the Public Safety Department of the University, or any other criminal justice agency concerning myself, and I hereby consent to the use of communication among the faculty and administration of the School of Clinical Sciences of records, information and evaluation materials pertaining to continuing in the School of Clinical Sciences at Northern Michigan University. In addition, I understand that I am responsible for notifying the director of the School of Clinical Sciences of any convictions between now and the completion of my program.

Any questions that I may have had about the above Standards and policies have been answered by program faculty to my satisfaction.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness Name \_\_\_\_\_

Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

Upload any documentation pertaining to the above requirements to your CastleBranch account. This form must be submitted with clinical placement application.

\*If declination waiver is submitted without signed medical reasoning, your placement may be rescinded by the affiliate.



# **Application for Radiography Program**



**Community Service / Health Care Experience**

List all community service or health care experience beginning with most recent. Be specific in number of contacts, hours per contact, and years of service or experience provided when applicable.

Date	Organization/Contact Person	Time	Telephone

**Performance Standards**

	Yes	No
I have reviewed a copy of the Radiography Program's Performance Standards and Work Capacity and believe I have the abilities to perform these standards satisfactorily.		

**Criminal History**

In accordance with Michigan State Law for positions that regularly provide direct services to patients, the NMU Radiography Program reserves the right to deny admission to anyone who has been convicted of a crime (misdemeanor or felony) or is pending a criminal charge (excluding minor traffic violations.) It is also understood that conviction of a felony may be grounds for denial of eligibility to complete the ARRT licensure examination.

	Yes	No
I understand that a Criminal Background check will be completed if I am accepted.		
I have contacted the ARRT for pre-application review according to Ethical Standards?		

I hereby:

1. Certify that all information provided for the purpose of application is true and correct to the best of my knowledge. I understand that if I knowingly provide false or misleading statements during the application process, I may prevent my acceptance or be cause for my dismissal from the Radiography Program.
2. Authorize the Radiography Program's Admission Committee the right to view my application for the purpose of determining my qualifications for acceptance.
3. Authorize the Northern Michigan University Radiography Program to investigate my past records and to ascertain any and all information, which may concern my record and character; and release my present and past employers, references, and all persons whomsoever from any damages because of furnishing said information.

If I agree to accept my appointment into the NMU Radiography Program I will abide by all Program policies and regulations.

Signature \_\_\_\_\_ Date \_\_\_\_\_

The NMU Radiography Program is committed to equal opportunities for all applicants. Our policy is to select student radiographers on the basis of individual merit and ability without discrimination of race, age, color, religion, sex, national origin, disability, veteran's status, height, weight, marital status, sexual orientation, or gender identity; thus all matters pertaining to the recruitment and education of our students will be free of discriminatory practices.

Northern Michigan University, School of Clinical Sciences, Radiography Program, 1401 Presque Isle Ave, Marquette, Michigan, 49855  
(906) 227-2868 or (906) 227-2845.