



### **Clinical Hours:**

The student is responsible for completing 315 hours of clinical experience and/or clinical related assignments.

- 12 Hours granted for MS Sleep Society (8/25/2017)
- 12 Hours granted for Log Books
- 12 Hours granted for Clinical Competencies
- 12 Hours granted for Clinical Affiliate Orientation
- 24 Hours granted for attempting the CPSGT Exam
- 255 Hours worked during Clinical Rotation

### **Log Books**

Each student is required to complete two log entries per clinical day. These entries consist of patient information such as gender, medical history and physical, patient complaints, the type of test being administered, observations of the patient, etc. The entries must NOT contain personal identification of the patient (Ex: social security numbers, name, date of birth, etc). The clinical log entries must be a minimum of seven lines. The log books must also contain a personal entry of each Monday's class session. This information should include a summary of the class session and must be a minimum of five lines. The student is also allowed to give *professional* opinions pertaining to the class. Inappropriate statements of any kind will not be tolerated.

### **Punctuality and Attendance:**

Tardiness:

- A student is deemed to be tardy if the student is not present at the requested time for the particular clinical site. Three tardies = one absence.
  - 15 minutes or less late – documented as a tardy
  - 15 - 60 minutes late – documented as a tardy, and a letter of explanation is required to the Instructor of Clinical Education within a scheduled time frame.
  - More than 60 minutes late – documented as an absence, a letter of explanation required to the Instructor of Clinical Education within a scheduled time frame and the student is sent home. The missed clinical time must be rescheduled through the Instructor of Clinical Education and made up at the student's expense.

Absences: An absence is defined as missing more than 60 minutes of **any** given period scheduled shift. A student may receive up to three absences each semester.

- If the student exceeds three absences, the student will be dismissed from the particular course and unable to progress in the program.

### **Make-up Policy:**

All clinical hours missed **must** be made up on the student's own time, expense and at the discretion of the Instructor of Clinical Education and the clinical facilities. It is the student's responsibility to arrange make up time with the Clinical Instructor.

**ALL "NO CALLS, NO SHOWS" WILL NOT BE ALLOWED TO MAKE UP CLINICAL TIME AND WILL RESULT IN A GRADE OF "F" FOR THE CLINICAL ROTATION.**

### **Patient “No-Show” Policy**

A “no-show” is defined as an occurrence in which one or more patients fail to arrive at the polysomnography testing facility on the scheduled date and time. A patient termed as a no-show may result in a student being released from the facility on the night of occurrence. All students MUST have permission from his/her preceptor AND clinical instructor. In the event of a no-show, the student will receive partial credit (6 clinical hours) and must complete a written assignment at the instructor’s discretion. If a student is released more than twice due to a no-show, the student is required to repeat a clinical shift to compensate lost hours.

### **Clinical Dress Code:**

All students shall wear the designated uniform as stated below. All students reporting to clinical wearing anything other than the designated uniform shall be sent from the facility to change into appropriate attire. The time required to change into appropriate attire will be considered a tardy or an absence in the event for some reason the student fails to return to the assigned clinical site within the first hour of clinical. The time shall be made up by the student at the convenience of the facility.

Breaches in the dress code by the students must be reported to the Instructor of Clinical Education immediately. Failure of any student to adhere to these or any subsequently established or modified guidelines will result in appropriate disciplinary action, up to and including dismissal from the program.

The dress code for students are as follows:

- Gray scrub uniform
  - The scrub top must be tucked into the trousers unless the top is designed to be worn outside. Tops designed to be worn outside will have large pockets on the lateral sides of the lower portion. The scrub top must have a CCC patch sewed on the left shoulder.
  - The scrub uniform must be clean, well fitting, in good repair, and free of wrinkles.
  - Lab jacket must be short and white, clean, free of wrinkles, and have a CCC patch sewed on the left shoulder.
- All students wearing the v-neck scrub top, male and female, must wear a clean white t-shirt beneath the scrub top or at the discretion of the instructor. This t-shirt must be plain white and free of advertisement, signs, letters, and symbols of any sort.
- Coahoma Community College ID badges (if applicable, clinical site badge also) are to be worn on the upper left breast area or around the neck on a CCC lanyard during all times students are present on a clinical site’s campus.
- Earrings must not exceed one inch in diameter. No dangling, or flashy earrings will be allowed. Earrings must not contain writing of any sort, advertisement, signs and symbols. The only earrings permitted are standard hoop, or single gem stud (crystal, rhinestone, or pearl).
- Pendants and necklaces are discouraged, but if worn, must be worn beneath the t-shirt for they pose a safety risk.
- Visible body piercings and rings other than wedding bands are forbidden.
  - Wedding and/or engagement rings may, if worn, interfere with infection control. (i.e. removal of gloves or other PPE)
- All students can wear a digital watch or watch with a sweeping second hand. The watch band, whether leather, plastic, or metal must be clean of foreign debris.
- Artificial nails and dark fingernail polish is forbidden.
- Fingernails must not exceed 1/16 of an inch beyond the tips of the fingers and must be clean, both around the nails and beneath. No dark, neon, pearl, natural, or bright nail polish color.
- Cuts or abrasions on the skin must be kept covered with a suitable bandage.
- Tattoos MUST be kept covered at all times.
- White soft-soled shoes

- Must be clean, in good repair, and polished
- Open toe or heels are prohibited
- Walking style shoes are preferred.
- Tennis or athletic shoes are permitted so long as they are white
- Perfumes and colognes to include but not limited to scented deodorants, powders, and aftershaves are prohibited.
- Good body hygiene is mandatory
  - Students with offensive body and/or oral odors may be asked to take corrective actions. If the ability to take immediate corrective action is not permissible, the student shall be sent home for corrective actions
- Any make-up worn must be minimal and natural hues. Only nude or flesh tone lip colors are permitted.
- Hair must be kept above the collar and/or tied back away from the student's face. No unnatural hair color, cuts, or styles, etc. (such as purple or Mohawks).
- Sunglasses inside the clinical site hamper interpersonal communication with patients and visitors and are not allowed unless a documented medical exception is obtained.
- Hats, caps, or any head garments that are not required for specific job duties should not be worn inside patient care areas. Exceptions can be made for a recognized religious head covering, unless it presents a safety or infection-control issue.

### **Clinical Performance and Professional Behavior:**

Students are expected to conduct themselves in a **professional** manner, be polite, respectful, and friendly at all times as a representative of the polysomnography technology profession. Surly and defensive attitudes are not permitted. Students are forbidden to make political, religious, or inflammatory statements of any kind. Statements, comments or criticisms regarding hospital policy, procedure, or personnel are to be discussed in confidence with the Instructor of Clinical Education or Program Director only. Students are prohibited from taking any clinical assignment or reviewing a chart involving a family member or an associate. As soon as any such knowledge is attained of a student's assignment involving the said group(s), the clinical instructor must be notified and a change in clinical assignment must be made.

Any behavior that is harmful to patients in any form is forbidden. In the event that a student's behavior results in mental and/or physical harm to a patient, the student will be dismissed immediately.

### **Academic Dishonesty:**

Cheating and plagiarism (the representation of someone else's work as your own, usually by directly copying or paraphrasing without a reference to the original source) will not be tolerated. The penalty will be receiving a (0) for that assignment, without any possibility of make-up work or alternative assignments. Additionally, according to the Student Handbook, *such acts will be considered a severe infraction and carry a possible sanction of suspension in semester (s) length or expulsion.* For a more in-depth explanation of academic dishonesty, see the Student Handbook.

### **Electronic Devices in Class and Clinical Sites:**

The use of cellular phones, pagers, CD players, radios, tablets, iPad, mp3 players, laptops and similar devices is **prohibited** in the classroom and laboratory facilities.

**Non-Discrimination/Disability Policy:**

Coahoma Community College is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors prohibited by law in any of its educational programs, activities and employment opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Houston, Director of Human Resources/Coordinator for 504/ADA, Title IX Compliance Officer, Office #A100, Vivian M. Presley Administration Building, 3240 Friars Point Road, Clarksdale, Mississippi 38614, Phone: (662)621-4853, Email: [mhouston@coahomacc.edu](mailto:mhouston@coahomacc.edu).

**Instructional Techniques:**

Various clinical sites which include night and/or day schedules, sleep technologists/preceptors, physicians, and patients, as well as a variety of diagnostic testing and technology systems.

**Method(s) of Evaluation:**

The student will be evaluated with a variety of techniques; Clinical Instructor Evaluations, Preceptor Evaluations, Patient Tracking Log, and Critical Thinking Quizzes. The final average will be assigned a letter grade according to the grading scale listed below:

*(Method(s) of evaluation must measure the student learning outcomes listed above.)*

**Grade Scale:**

<i>Clinical Performance</i>	60%
• <i>(Preceptor Evaluations=30%)</i>	
• <i>(Clinical Instructor Evaluations=30%)</i>	
<i>Assignments/Tests</i>	20%
<i>Final Exam</i>	20%

In order to meet the minimum requirements for this course, the student must:

1. Successfully complete the required Patient Tracking Log and additional clinical assignments.
2. Earn a level of *Satisfactory* in each competency by the end of each clinical rotation from the Preceptor Evaluation on the PSG Student.
3. Have an acceptable clinical attendance record and complete any required make-ups by the end of the clinical course in the event of absences. If there are tardies and absences, there will be additional assignments to be completed which are listed above.
4. Successfully complete critical thinking tests given by the Instructor of Clinical Education.

*The institution and the instructor reserve the right to make modification to the grading scale and requirements as necessary to enhance each student’s educational experience and student learning outcomes.*

**The Polysomnography grading scale is as follows:**

College students' progress in the Polysomnography Program is evaluated according to the following grading system. All students must maintain a minimum of a "C" GPA to remain in good standing in the Polysomnography Program.

<b>GRADE</b>	<b>SCALE</b>	<b>QUALITY POINTS</b>
A – Excellent	94-100	4.0
B – Good	87-93	3.0
C – Average	80-86	2.0
F – Failure	79 and below	0.0

**COURSE OUTLINE**

<b>WEEK</b>	<b>ASSIGNMENTS/TESTS</b>	<b>DATE DUE</b>
<b>1</b>	<b>Patient Tracking Log Book</b>	<b>Each Week</b>
<b>2</b>	<b>Definitions Tests</b>	<b>Each Month</b>
<b>4</b>	<b>Critical Thinking Assignments</b>	<b>Each Month</b>
<b>5</b>	<b>FINAL EXAM</b>	<b>TBA</b>

*This outline is intended as a guideline for the course. The institution and the instructor reserve the right to make modifications in content, schedule, and requirements as necessary to enhance each student's educational experience and student learning outcomes.*