



Northern Michigan University

College of

Health Sciences and Professional Studies

School of Clinical Sciences

**SURGICAL TECHNOLOGY
PROGRAM**

Policy Manual

2023-2024 Edition



Northern Michigan University
School of Clinical Sciences
ORGANIZATIONAL CHART

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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

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.

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
 - SAT information is available at: 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

Address: 2201 C.B. Hedgcock

Phone: 906-227-1221

Fax: 906-227-1331

Email: ssc@nmu.edu

Manager of Student/Financial Services:

Pamela A. Johnson

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

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)

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

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

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.

| CORE PERFORMANCE | STANDARD | EXAMPLES OF NECESSARY ACTIVITIES (not all inclusive) |
|-------------------------|---|--|
| 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 Office, 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 1st for admission to the January clinical practicum and April 1st 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.

| | |
|--|--------------|
| Total Credits Required for Degree | 120 |
| General Education | 30-40 |
| Required Courses in Major | 43-70 |
| Clinical Specialty Area | |
| 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 |
| Other Required Courses | 19 |
| 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 | |

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.

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.

Reviewed by Success Advisor (Sign and Date)

Reviewed by Faculty Mentor (Sign and Date)

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, 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.