**Clinical Sciences & Surgical Technology**

**Application Form Instructions**

Please complete the required forms and submit to the **Clinical Sciences Department Secretary, West Science Room 3515** 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 practicum.

2. Complete the immunization record. All immunization information must be supplied and the form signed by a physician, nurse practitioner, registered nurse, or other licensed health official. 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. Please update your immunization record when the TB test is done.

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.

3. Read and sign the Hepatitis B Policy page.

4. Read and sign the Verification of Policies page. Be certain to read the ‘Essential Functions’ in the Policy Manual.

5. Request a recommendation from an employer and a science instructor. These recommendations are confidential and should be sent directly to the Clinical Sciences Department.

 Contact any Clinical Science faculty if you have questions regarding the application process.

**Clinical Sciences**

**Application Form for Clinical Placements**

Date Received: (and/or reactivated) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Indicate Year** |  | **Indicate Year** |
| **Practicum Type** | Summer/Fall | Winter/Spring | Practicum Type | Summer/Fall | Winter/Spring |
| Phlebotomy |  |  | Cytogenetics |  |  |
| Clinical Assistant |  |  | Molecular Biology |  |  |
| CLT |  |  | Partial Practicum |  |  |
| CLS-Generalist |  |  | Surgical Technology\* |  |  |
| CLS-Microbiology |  |  |  |  |  |

**DEADLINE:**

December 10 and April 10

for Summer/Fall and Winter/Spring practicum respectively.

\*ST deadlines are May 10 and October 10 for August and January practicum respectively.

Campus Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 1. List the names of your references below. (Preferably a former employer and one college science instructor – other than CS faculty).

Name Phone Address/Department

a. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 2. Attach an up-to-date copy of a transcript from colleges attended. (Other than NMU)

 3. If you hold certification credentials in the health field, please indicate:

 Type and date of certification\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 4. Please describe any work experience that may relate to this career interest. (Give name of employer, job description, length of employment, reason for leaving. Use back of page or separate sheet).

 5. Why are you pursuing this career interest? (Use back of page or separate sheet).

**Northern Michigan University Clinical Sciences Department**

VERIFICATION OF IMMUNIZATION AND HEALTH STATUS FOR CLINICAL PLACEMENT

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Last) (First) (Middle Initial) (Date of Birth)

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPLICATION REQUIREMENTS:

1. Health Insurance:

 Company and policy number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. For the protection of patients, students, and employees, the Clinical Sciences Department requires that students document the following before their clinical experience:

- Tuberculin test in the past six months

- Varicella, rubella, and rubeola immunity

- Up-to-date diphtheria and tetanus shots

- Hepatitis B vaccination or signed declination

TUBERCULIN TEST Negative TB Test \_\_\_\_\_\_\_\_\_ Date (within 6 months prior to placement)

 OR Negative Chest X-Ray \_\_\_\_\_\_\_\_\_\_ Date

MEASLES Two immunizations after 12 months of age

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

 OR Documentation of disease by physician

 OR Titer results indicating immunity

 OR One immunization of MMR after 1989 \_\_\_\_\_\_\_\_\_\_\_ Date

RUBELLA Immunization after 12 months of age. \_\_\_\_\_\_\_\_\_\_\_ Date

 OR Documentation of disease by physician

 OR Titer results indicating immunity

HEPATITIS B Vaccine series completed \_\_\_\_\_\_\_\_\_\_\_\_\_ Date

 OR Signed declination

TETANUS/DIPHTHERIA Vaccination \_\_\_\_\_\_\_\_\_\_\_ Date

 Tetanus \_\_\_\_\_\_\_\_\_\_\_\_\_ Date (within 10 years?)

VARICELLA Have you had chicken pox? Yes No

 Titer results indicating immunity

 Evidence of two doses of Varivax

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature\* Date

\*This form must be signed by a physician, nurse practitioner, registered nurse, or other licensed health official.

3. Baseline Eye Exam (For Surgical Technology Students) – Submit a copy of exam results

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature by Optician/Optometrist Date  ADDITIONAL INFORMATION: (To Be Completed by Director, CS Department)

1. Professional/Student liability insurance coverage: Yes \_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

 If yes, company and policy number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. The student has been educated in universal precautions at the University regarding the appropriate handling of blood, tissue, and body fluids. However, it is expected that students will participate in the clinical agency’s orientation and safety program at the beginning of the practicum.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

NORTHERN MICHIGAN UNIVERSITY

College of Professional Studies

**Hepatitis B Policy**

**Hepatitis B Policy Rationale**

Health science students are at risk for contacting Hepatitis B because they are often exposed to blood and body fluids during their clinical practice. According to the Center for Disease Control (CDC), between 15% and 25% of health care workers will contact hepatitis B during their careers. Your individual risk is directly related to how often youre exposed to blood and other body fluids.

Hepatitis B is a serious disease. Although 80% of those who contact acute hepatitis B do recover completely, about 1% of those who contact acute hepatitis B do recover completely, about 1% of people who contact hepatitis B die of a fulminant infection. The remaining people who do not recover become careers. About 25% of carriers go on toe develop chronic active hepatitis that may progress to permanent liver damage. Carriers can transmit the virus to their babies in utero, and carriers run a high risk of developing primary liver cancer.

In view of the hazards associated with Hepatitis B, as cited by the Center for Disease Control (CDC), the College of Professional Studies at Northern Michigan University recommends that every student in its programs shoudl consult with his or her 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 Heptavax B and the genetically engineered Recombivax HB are considered safe and effective by CDC. We are informed that 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. (January, 1992)

I acknowledge that I have read the Colleges rationale regarding Hepatitis B and Hepatitis B vaccines. My questions regarding this disease and the vaccines available have ben 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 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 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 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 liabilityresulting 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Department of Clinical Sciences**

**VERIFICATION OF POLICIES**

I have read the **Student Policy Manual**, have taken at least one CLS or ST course (as appropriate) or equivalent 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 through the use of typical corrective devices (see surgical technology section for essential functions for that program). If I require reasonable accommodations I have contacted the ADA Office. Essential Functions:

* Possess sufficient vision to easily read charts, graphs, instrument panels, printouts, small graduated scales, etc.
* Be able to discriminate colors in order to identify reagents, select proper tube types, distinguish physical properties of various body fluids and prepare and identify cells and tissues.
* Be able to read, write and communicate in the English language to facilitate effective communication with patients, physicians, and all other members of the health care team.
* Possess sufficient hearing ability with or without auditory aides to understand the normal speaking voice and discern audible instrument alert signals and timing devices.
* Demonstrate sufficient manual dexterity to safely and accurately perform required tasks such as: phlebotomy, operating delicate instruments, manipulating tools, handling small containers of potentially bio-hazardous specimens (one by one-half inch), and utilizing sample measuring devices.
* Be sufficiently mobile to traverse about the laboratory, hospital corridors, patient rooms, offices and patient examining rooms, (minimum width approximately three feet).
* Possess the emotional health and psychological stability required to fully utilize their intellectual abilities under stressful conditions thus allowing them to be able to recognize emergency situations, take appropriate action, and be an effective problem solver.
* Be able to sit for extended periods of time at computer stations, read information from a monitor, and use the keyboard.

2. The safety precautions;

3. That I am **required** to have health insurance coverage;

4. That I am **required** to obtain HBV vaccination;

5. The criteria for clinical site placement and application procedures;

6. That I must submit to a Criminal Background Check; if accepted for placement, see the Department

 Head for instructions;

7. 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 Clinical Sciences Department of records, information and evaluation materials pertaining to continuing in the Clinical Sciences Department at Northern Michigan University. In addition, I understand that I am responsible for notifying the director of the Clinical Sciences Department of any convictions between now and the completion of my CLS program.

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

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Attach any documentation pertaining to the above requirements. This form must be submitted with clinical placement application.

 **CONFIDENTIAL RECOMMENDATION CONCERNING**

Clinical Sciences Department

College of Professional Studies Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Northern Michigan University

West Science 3513

Marquette, MI 49855

(RETURN TO THE ABOVE ADDRESS) Major\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Graduation Date\_\_\_\_\_\_\_\_\_\_\_\_

Basis for Rating Candidate

\_\_\_\_\_ Employer \_\_\_\_\_ Know candidate well

\_\_\_\_\_ Professor \_\_\_\_\_ Limited knowledge of candidate

\_\_\_\_\_ Do not remember candidate

The traits listed below are of importance to employers in selecting college graduates. Please rate this individual with respect to other students of comparable age and experience by PLACING A CIRCLE AROUND the number following each characteristic. Leave blank those characteristics which you have no basis for rating.

OUTSTANDING AVERAGE BELOW AVERAGE

1. PERSONALITY 1 2 3 4 5 6 7

2. ATTITUDE 1 2 3 4 5 6 7

3. MATURITY 1 2 3 4 5 6 7

4. ORIGINALITY AND INITIATIVE 1 2 3 4 5 6 7

5. MASTERY OF SUBJECT MATTER 1 2 3 4 5 6 7

6. DEPENDABILITY 1 2 3 4 5 6 7

7. WRITTEN EXPRESSION 1 2 3 4 5 6 7

8. ORAL EXPRESSION 1 2 3 4 5 6 7

GENERAL COMMENTS: (Please discuss any outstanding qualities, possible weaknesses or overall impression)

Rater’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rater’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **CONFIDENTIAL RECOMMENDATION CONCERNING**

Clinical Sciences Department

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Northern Michigan University

West Science 3513

Marquette, MI 49855

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7. WRITTEN EXPRESSION 1 2 3 4 5 6 7

8. ORAL EXPRESSION 1 2 3 4 5 6 7

GENERAL COMMENTS: (Please discuss any outstanding qualities, possible weaknesses or overall impression)

Rater’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rater’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_