

NORTHWOOD TECHNICAL COLLEGE
HEALTH INFORMATION TECHNOLOGY
STUDENT POLICIES

PROFESSIONAL PRACTICE EXPERIENCE (PPE) EXPECTATIONS

Student PPE site placements will be arranged with student preferences in mind. It should be noted, however, that PPE site requests are not guaranteed. The HIT instructors will try to place students close to home, but this isn't always possible. Students may have to travel a distance to and from their PPE sites.

PPE site mentors are generally flexible with students when it comes to scheduling PPE hours. That said, it is ultimately up to the PPE site mentor to determine and approve those scheduled hours. It is expected that students arrange their schedules to accommodate for the scheduling needs of the PPE site.

Students should assume the same responsibility for behavior and actions as regular staff members. A successful PPE is based on positive and appropriate behaviors and relationships, and to this end, is critical for a successful learning experience.

Students must:

- Show respect for all patients, staff, site mentors, and Northwood Tech peers at all times.
- Report to the PPE site mentor each day, at the time designated by the site mentor.
- Be directly responsible to the PPE site mentor, while on site.
- Abide by all PPE site departmental and facility policies and regulations, which govern employees (i.e., dress code).
- Report any problems/concerns about the PPE to the site mentor.
- Abide by the Code of Ethics at all times during the PPE.
- Maintain professional behavior while at their PPE site.
- Complete activities and projects as assigned.
- Ask for additional tasks if assigned projects/tasks are completed early.
- Understand that there may be times when PPE staff are unavailable to work with them, and during those times, use initiative to interview other staff, maintain log of PPE activity, review PPE site policy manuals, etc.
- Refrain from using their cell phones/mobile devices during PPE hours (including texting). Personal calls and text messages should only be made during break and lunch times.
- Refrain from “surfing the web” during PPE hours (this includes checking email and logging into social networking sites).
- Refrain from voicing negative or critical comments about the facility, health information department, or staff.
- Uphold behavior that would leave a good impression of Northwood Tech and the HIT program.
- Formally thank their PPE sites (site mentors) for their time and support during the PPE.

Expectations Compliance

Failure by a student to comply with this Policy will result in appropriate consequences (such as an Improvement Plan), up to and including program dismissal. Dismissal from a PPE site results in program dismissal.