



SCHOOL OF KINESIOLOGY

INTRAOPERATIVE NEUROMONITORING PROGRAM

UNIVERSITY OF MICHIGAN

**IONM Program Handbook**

**And**

**Professional Conduct Policy**

**2024 - 2025**

Updated May 3, 2024

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# ***Clinical Placements***

## **Clinical Locations**

Clinical experiences for IONM students take place at hospitals both in and outside of Ann Arbor. Clinical placements may include Michigan Medicine Health System (MMHS) or other local, regional, or national hospitals and neuromonitoring agencies.

As a result of the various clinical course locations, IONM students may be required to travel in Ann Arbor and surrounding areas for clinical experiences. **Please note: Students are responsible for their own transportation to clinical sites.** Students also are required to provide their own automobile insurance. Although students will need to drive to clinical locations, they should be aware that parking in Ann Arbor and around the hospital is extremely limited. Many students have found success with the following possible strategies to meet transportation requirements for clinical rotations:

- Take available public transportation or UM busses when available
- Carpool with other students
- Share taxi expenses (same price as parking sometimes) with other students
- Rent cars and/or share the expense of renting a car with another student
- Borrow a car from a friend or family member

In some clinical placements, limited secured space may not be provided for outerwear, books, or other valuables. It is recommended that students leave personal belongings and valuables at home.

## **Onboarding**

Onboarding is composed of various institutional requirements. For a successful placement, students must complete all onboarding items by communicated deadlines. If onboarding items are not completed by the communicated deadlines, students will be removed from clinical placement for the term and have to wait until the subsequent year. **Student onboarding requirements must be valid during dates of clinical placement/term.**

Students may be required by a hospital or neuromonitoring agency to meet additional onboarding requirements. Some requirements may include but are not limited to:

- Fees – students responsible to pay
- 10 Panel Drug Test
- Criminal Background Check
- Immunizations

Institutional Mandatory education modules are part of the onboarding process. They are areas of information deemed vital to faculty, students, and other health center personnel who participate in providing direct patient care.

Mandatories may include, but are not limited to:

- Fire/Safety for Students
- Infection Control
- Patient Safety
- Clinical Placement Compliance
- HIPAA

All undergraduate IONM students must complete hospital-specific or neuromonitoring agency-specific mandatory training by communicated deadlines, which are often different than UMSK deadlines. ***IONM students are prohibited from providing patient care if mandatory internal Q/A training is not complete.***

# ***Clinical Grading***

The IONM student will be graded and evaluated by each of the preceptors each day he/she is in the OR, using the OR student evaluation survey (link found in Canvas). Ongoing evaluation reports will be available to the student. Evaluations will be completed based on the *general competencies* outlined in the course learning objectives each semester. These general competencies are listed in each clinical rotation syllabus.

The student's performance and progression will be discussed with the preceptors, and if necessary, specific areas of needed growth and improvement will be identified. These areas of improvement will be discussed with the student. Performance will be formally assessed mid-way through the semester as well as at the end and the student will be informed of his/her progress.

Further to this, the student's level of respect and professionalism will also be observed. Any issues encountered in this area will be addressed immediately. There will only be 2 warnings with regards to matters of respect and professionalism with the preceptors, other operating room staff/faculty, or patients throughout the student's time in clinical rotations (MVS 464, 466, and 467). Upon a third instance of unprofessional conduct, the student will receive an F for the current clinical rotation and will be dismissed from the IONM Program.

A portion of the student's grade each semester may be composed in part of additional assignments, including, but not limited to on-line quizzes, weekly reflections, case reviews, or journal article presentations that are pertinent to the clinical rotation. These assignments will be outlined in the clinical rotation semester.

The following is the grading scheme for all clinical rotation courses:

A:	93 – 100	A-:	90 – 92.49		
B+:	88 – 89	B:	84 – 87	B-:	80 – 83
C+:	78 – 79	C:	74 – 77	C-:	70 – 73
D+:	68 – 69	D:	64 – 67	D-:	60 – 63
F:	< 60				

A passing grade of a C- is required to enroll in each subsequent clinical rotation and continue in the IONM Program.

## ***Evaluation Triggers***

Case evaluations are an integral component of your education and feedback process. At the beginning of the program you will receive two website links: One is a link to a brief form that you will fill out and submit following each case you do. This will send a trigger to the preceptor you worked with so they can complete an evaluation of your performance during that case. The other is a link specialized to you that will record all the evaluations completed by each preceptor you work with. The purpose of this is to give you up-to-date feedback on your performance as you progress throughout the term.

You have 12 hours after the completion of a case to submit an evaluation trigger. Each trigger you fail to submit by the 12 hour deadline will result in a reduction of 2% of your overall grade for the clinical rotation.

# ***Attendance, Scheduling, and Participation***

## **Participation**

All clinical rotations are mandatory. Prompt attendance is required. While the OR schedule can fluctuate, it is expected that the IONM student is dressed and ready to enter the OR one hour prior to the scheduled start time of the case unless otherwise specified. Tardiness will not be tolerated as it becomes a burden to those providing a service to our surgeons and furthermore, the patients. In the first occurrence of an unexcused tardy or absence, the IONM student will receive a full letter grade reduction. Two unexcused tardies or absences within one clinical rotation will result in failing the course. Further to this, attendance implies alertness. Sleeping in the OR is prohibited and unacceptable. If this happens, the student will be sent home with a full letter grade reduction. If this occurs again, the student will be dismissed from clinical rotations and will receive a failing grade for the course.

At the beginning of each term, the IONM student must provide the lead site clinical preceptor with a reliable means of communication by which the IONM student can be reached prior to and during the assigned clinical rotation time. During the assigned rotation time, **the IONM student is expected to reply to clinical preceptor communication within 10 minutes of being contacted**. Failure to do so may be considered an unexcused absence. It is the IONM student's responsibility to check Canvas for the clinical assignment the day before the rotation day. **Schedules will be posted no later than 8pm.**

In addition to assigned surgical procedures, your preceptor may assign you to additional learning activities within your scheduled time. These activities include but are not limited to: guest lectures, weekly medical conferences such as grand rounds, tumor board, refractory epilepsy conference, and record review.

An **unexcused** clinical absence is absence from the scheduled clinical activity without permission of the instructor. Examples of this include:

- Not communicating in advance
- Not showing up for clinical
- Taking personal vacations
- "Taking a day off" to study for an exam
- Missing clinical because compliance and/or mandatories are not completed
- Not responding to communication about case assignment and not reporting for clinical
- "Double-booking" oneself for an appointment of any kind due to a wrongful anticipation that a case will not add or start early.

One unexcused clinical absence will result in lowering the overall final grade of the course by one letter grade (10%), e.g., "B" becomes "C". Two unexcused clinical absences will result in failing the course and dismissal from the program.

## **Absences, Extended Illnesses and Course Credit**

It is the responsibility of the IONM student to promptly inform the lead clinical site preceptor in the event of an absence due to illness. Notice should be given as soon as possible, and preferably 12 hours prior to the

scheduled clinical time. It is the responsibility of the student to make a decision regarding their ability to report for clinical rotations in advance (12 hours). Waiting until the next morning puts other students at a disadvantage for being scheduled for cases. Rare instances of emergent situations when 12 hours advance notice is not possible will be considered on a case by case basis and will require appropriate documentation. Furthermore, students will be required to make up missed cases due to excused clinical absences through consultation with their lead clinical preceptor.

***All excused absences due to illness require appropriate documentation from the IONM student signed by a health provider verifying the illness and justification for missing a clinical rotation day.*** Medical documentation of illness must be submitted to the clinical coordinator or lead clinical site preceptor within 24 hours following the appointment.

**After a student misses 2 clinical days within one semester for any reason, the Program Director will be notified by the lead clinical site preceptor.**

The student is responsible for informing the Program Directory regarding anticipated prolonged illnesses or situations resulting in an interruption of the program and/or involving convalescence at home. Anticipated absences of more than 2 days are reviewed by the Program Director to determine the student's ability to complete the course based on factors listed above. For extended absences, the Program Director should be consulted by the lead clinical site preceptor regarding the student's academic standing.

In the event of clinicals missed due to a documented extended illness, or multiple individual clinicals missed due to several separate health/medical issues throughout the semester, time and clinical cases missed will be reviewed and the number of credit hours earned for the semester will be reduced accordingly, OR an incomplete (I) grade will be issued until all clinical days are completed. It should be noted that full completion (3 credits) of each clinical experience is required for subsequent clinical rotation enrolment (for example, a student who completes 2 credits of MVS 466 is not eligible to enroll in MVS 467). The opportunity to complete the remaining credits of the clinical course (in this example, 1 credit of MVS 466) in a subsequent semester may be extended to the student at the discretion of the Program Director and lead site clinical preceptor. This decision will be made on a case-by-case basis considering factors such as the nature and centrality of the missed experiences, opportunity to make up the experience/time, current standing in the course, and projected length of time absent.

Occasionally, students will have special health concerns. Students are required to report any type of health problems that could affect their ability to safely care for patients or their own safety. Examples include, but are not limited to: Unstable diabetes, seizures, being immune compromised, contagious infections, clinical depression.

The ability of the student to have a safe experience is determined by the School of Kinesiology, their health care provider, and agency or institution requirements and policies.

## **Scheduling**

Your schedule is permanent and aside from the following modifications may not be changed:

### **Religious observations**

With proper notice (4 weeks in advance) you may request modifications to your schedule within reason for the observation of religious holidays, observances, and activities. You will be expected to make this time up; your clinical preceptor will work with you to arrange alternate dates for your cases.

### **MVS 464:**

*Students on 8-hour rotations (MWF) may be excused from 6 rotation days and those on 12-hour rotations (MW, WF, or TTh) from 4 rotation days during the Spring-Summer rotation (MVS 464) for vacation purposes. Written notice must be given to the lead clinical site preceptor 2 weeks in advance. Students on M-F schedules will work with their lead clinical site preceptor to determine appropriate breaks and days off based on case load.*

### **MVS 466:**

*There are no calendar modifications for MVS 466, fall clinical rotations. The only days you have off are breaks and holidays observed by the University. Students on M-F schedules will work with their lead clinical site preceptor to determine appropriate breaks and days off based on case load.*

### **MVS 467:**

*You may request one day off for the sake of employment-seeking opportunities. Your clinical preceptor or instructor may request documentation of this.*

### **MVS 464/466 (Accelerated Summer Rotation):**

*Due to the accelerated nature of this rotation, your time off will be limited and provided at the discretion of your lead clinical site preceptor. Any requested days off must be given in advance (2 weeks) to your lead preceptor. Additionally, modifications to this rule may be made at the discretion of your lead clinical site preceptor based on case volume and length.*

## **Repetition of a Clinical**

Clinical rotations are not repeatable for credit.

## **Clinical Uniforms and Dress Codes**

A clinical placement dress code has been established in recognition of the fact that the mode of dress does affect the establishment of a rapport and working relationship with patients, families, and other care providers. IONM students are expected to wear scrubs when monitoring, unless a different policy is specifically defined by the clinical unit. Casual attire may be worn during times when not on a case, e.g. coming in to take a quiz or for a meeting. A student must abide by any uniform or dress codes set by the hospital in which the student is completing a clinical experience.

### **School of Kinesiology IONM Clinical Uniforms and Dress Code**

#### *Acceptable Clothing*

- OR scrubs (matching tops or bottoms), properly fitted
- Religious, cultural or medical head coverings for men and women (e.g. yarmulke, hijab)

#### *Shoes*

- Soft-soled shoes with closed toe and closed low heel, without mesh, athletic shoes are acceptable. Socks or stockings are required.

#### *Hair*

- Hair must be up off the collar and pulled up and back, so as not to fall onto the patient, or clean/sterile fields when bending over to provide care. Beards and mustaches must be neatly trimmed. At the discretion of course instructors, hospital employees, or neuromonitoring agency employees, students with facial hair may be asked to wear a beard/mustache cover and comply with hospital or neuromonitoring agency policies. Hair accessories cannot be used if long enough to touch the patient or if they could potentially harbor bacteria.

#### *Appearance*

- Visible tattoos cannot include offensive content or should be covered, and piercings must comply with health requirements. Nail polish, if used, should be well maintained (e.g., little to no chips) to limit places where bacteria can collect. Nails are to be clean and of a length that could not scratch a patient during care. No excessive jewelry around necks, wrists or hands, which could harbor bacteria or pose a safety hazard to the student or patients, may be worn.

#### *Identification*

- Students must wear University of Michigan identification at all times and any name pin or other identification given by the hospital or neuromonitoring agency.

### **Inappropriate Attire**

Inappropriate attire, including t-shirts, tank tops, denim, shorts, skirts more than 2" above the knee, tight fitting or suggestive clothing, flip flops, sneakers, sandals, athletic wear including hoodies, leggings, bare

midriffs or low-cut garments (low-cut necklines or low-rise pants), should not be worn to any clinical placement. With clinical uniforms, professional, or casual business attire, make-up should be moderate and fragrance should be minimal. All clothing should be clean and in good repair. Students must follow the dress code of the hospital or neuromonitoring agency when they have more restrictions. Students will be asked to leave the clinical site if faculty, hospital personnel, or neuromonitoring agency personnel have determined the attire is not appropriate.

# ***Injuries and Insurance Coverage***

## **Accidents During Clinical Experiences**

When an IONM student is injured (including a needle stick) during a clinical experience, she/he must immediately contact the clinical instructor and/or the circulator in the OR. The clinical preceptor and the student should together fill out and submit an injury report.

The student may be sent to Student Health Services or Employee Health Services; or, if the injury is serious, the student may be sent to an Emergency Room. The student may also be asked to fill out paperwork specific to the hospital or neuromonitoring agency at which the injury occurred. Additionally the instructor should provide a copy of all paperwork to the School of Kinesiology. The copy will be placed in the student's file.

## **Malpractice Insurance**

The University provides all students enrolled in the University of Michigan School of Kinesiology with malpractice insurance. The University of Michigan is self-insured. Blanket coverage is in effect for enrolled students in academic activities. If students have questions about the University's insurance program, they may contact:

### **U-M Risk Management Office**

Phone: 734-764-2200

Fax: (734) 763-2043 Email: RiskMgmt.General@umich.edu

## **Pregnancy**

A student who is pregnant may continue in clinical practice as long as her health status is satisfactory and she is able to complete her clinical assignment. A note from her health care provider indicating safety of participation in clinical activities may be required. For the safety of the student who is pregnant, she must not enter where radioisotopes or x-ray therapy is being administered without proper lead garment. Students who are pregnant should consult with their faculty member well in advance of their clinical assignment. Hospitals or neuromonitoring agencies may have policies that determine the placement of students during pregnancy; assignments will be made accordingly.

# ***Confidentiality***

## ***Confidentiality and Use of Medical Records***

The Health Insurance Portability and Accountability Act (HIPAA) govern the use and release of a patient's personal health information (PHI) also known as "protected health information". It is imperative that all students and faculty with any access to a clinical setting comply with HIPAA rules and regulations. This includes understanding HIPAA and training in HIPAA that meets the clinical agency's requirements. Students also must follow agencies policies regarding use of and access to electronic medical records.

## ***Use of Technology and Social Media***

Any technology, tool, or on-line space in clinical agencies cannot be used for personal business. This applies to social media platforms. Students must follow hospital policies regarding use of technology or social media. At times, a clinical setting may allow use of technology or on-line space or use of social media for work purposes. They are only to be used as they relate directly to patient care or specified hospital or neuromonitoring agency activities.

- Hospital or neuromonitoring agency computers cannot be used for personal business such as checking e-mail or Facebook.
- Any personal communication such as cell phone use or texting must be done outside hospital or neuromonitoring agency clinical areas on the student's personal time.
- Posting or discussing any information about faculty, staff, other students or external clients (i.e. patients and families) on social media or on-line space is not permitted. Non-compliance with policies regarding the use of technology and social media may affect course grades and result in the violation of the student Code of Professional Conduct, up to and including disenrollment from the School of Kinesiology IONM Program.

# **Appendix A**

## **Clinical Rotation Calendar 2024 - 2025**

### *Spring/Summer 2024*

Tuesday, May 7 – Friday, August 23

\*No clinical rotations on:

Monday, May 27<sup>th</sup> (Memorial Day)

Thursday, July 4<sup>th</sup> (Independence Day)

### *Summer 2024*

TBD between lead clinical site preceptor and student

Mid/late-June – mid/late August

\*No clinical rotations on:

Thursday, July 4<sup>th</sup> (Independence Day)

### *Fall 2024*

Tuesday, September 3<sup>rd</sup> – Monday, December 9<sup>th</sup>

\*No clinical rotations on:

Monday – Tuesday, October 14<sup>th</sup> – 15<sup>th</sup>

Wednesday – Friday, November 27<sup>th</sup> – 29<sup>th</sup>

### *Winter 2025*

Wednesday, January 8<sup>th</sup> – Tuesday, April 22<sup>nd</sup>

\*No clinical rotations on:

Thursday – Friday, January 16<sup>th</sup> – 17<sup>th</sup> (IONM Career Fair)

Monday, January 20<sup>th</sup> (Martin Luther King, Jr. Day)

Saturday, March 1<sup>st</sup> – Sunday, March 9<sup>th</sup>

## **Appendix B**

### **Intraoperative Neuromonitoring Student Code of Professional Conduct**

#### **I. Introduction**

The education of students in the Intraoperative Neuromonitoring (IONM) Program at the University of Michigan School of Kinesiology (UMSK) is based on the concept that integrity, resilience, responsibility, and self-discipline are inherent to the profession of IONM. Mutual respect and trustworthiness between the student and preceptors, faculty, peers, and other medical personnel promotes an optimal learning and patient care environment. IONM students must assume personal responsibility for being in physical and mental condition to provide safe care and for the knowledge and skills necessary to give this care.

#### **II. Applicability**

The Student Code of Professional Conduct (“Professional Conduct Policy”) applies to all students enrolled in the IONM Program and includes events and activities affiliated with, sponsored by or sanctioned by the UMSK IONM Program. In addition, the Professional Conduct Policy covers all student nonacademic and extracurricular activities regardless of whether the activity takes place on or off campus that have an adverse impact on the university, the School of Kinesiology, faculty, staff, students, patients, clinical staff, or impacts fitness for the profession and eligibility for certification. IONM students are also required to comply with the School of Kinesiology Student Integrity and Academic Conduct Policies.

IONM students are also required to comply with the Statement of Student Rights and Responsibilities which can be found at the Office of Student Conflict Resolution.

Any questions regarding the Professional Conduct Policy should be addressed immediately to the Program Director, who will interface with the Associate Dean for Undergraduate Studies. Any questions regarding the meaning of any provision of this Professional Conduct Policy will be decided by the Dean of the School of Kinesiology. The Dean’s decision as to any questions of interpretation is final.

##### ***A. Definitions of Unacceptable Behavior***

The following behaviors are examples of violations of the Professional Conduct Policy. This list is not intended to be all-inclusive of behaviors that violate basic ethical or professional standards expected of IONM students. In addition, attempts at misconduct as well as completed acts are violations of the Professional Conduct Policy.

**1. Violating computer, technology or social media use policies**

Violating the University's Responsible Use of Information Resources Policy (Standard Practice Guide, 601.07) that define proper and ethical use of computers at the University of Michigan.

**2. Misuse of technology**

Misuse of technology including cell phones, iPads, laptops, etc. for cheating.

**3. Providing patient care in an unsafe or harmful manner**

This includes carrying out a procedure without competence or without the guidance of a qualified person; willfully or intentionally doing physical and/or mental harm to a patient; exhibiting careless or negligent behavior in connection with the care of a patient; refusing to assume the assigned and necessary care of a patient and failing to inform preceptor with immediacy so that an alternative measure for that care can be found.

**4. Disrespecting the privacy of a patient**

This includes using sufficient information about a patient (e.g. full name, last name, or position) in written assignments and/or patient data of any sort (e.g. computer-generated forms that will be removed from the clinical area) such that the patient could be identified; discussing confidential information in inappropriate areas, such as elevators; discussing confidential information about a patient with third parties who do not have a clear and legitimate need to know; violation of the Health Insurance Portability and Accountability Act of 1996 (HIPAA); and referencing patients on social networking sites and devices.

**5. Falsifying patient records or fabricating patient experiences**

This includes fabrication in written materials and verbal reports for the clinical area as well as written material and verbal reports for the IONM Program.

**6. Failing to report omission of or error in application of IONM.**

Failure to report the omission or error to the appropriate people, including clinical preceptors and School of Kinesiology faculty.

**7. Using drugs and alcohol**

Using, possessing, selling or distributing illicit drugs (including prescription drugs) or alcohol; illegally using, selling, possessing, or distributing illicit drugs or alcohol; or using prescribed, over the counter, or illicit substances in such a manner as to impair one's judgment or performance as an IONM student, including being in a class or clinical setting under the influence of alcohol, illegal drugs, or prescribed drugs inconsistent with the prescribed use.

**8. Commission of a crime**

Engaging in illegal or criminal activity that would impact the student's ability to obtain or maintain certification or employment in the field of IONM. The results of criminal

proceedings will not be determinative of proceedings under this Professional Conduct Policy.

#### **9. Disrespectful verbal and written communication**

Students are expected to be respectful and considerate in verbal and written communication with faculty, staff, clinical staff, patients, and other students.

#### **10. Disruptive behavior**

Obstructing or disrupting classes, team projects, talks or other presentations, or other activities or programs of the school or other parts of the University and obstructing access to school community assets or to similar resources in other parts of the University. Excluded is any behavior protected by the University's policy on "Freedom of Speech and Artistic Expression" (Standard Practice Guide, 601.01).

#### **11. Sexual and other unlawful harassment**

This includes not only sexual harassment, but also hazing, stalking, repeatedly sending emails, making phone calls or transmitting documents that are uninvited and unwanted, making threats, and any other wrongful conduct that seriously interferes with the work or study of any member of the school community, guest or any person with whom the offender is interacting in connection with any school program or activity. The University's definition of sexual harassment can be found in the University of Michigan Policy and Procedures on Student Sexual and Gender-Based Misconduct and Other Forms of Interpersonal Violence.

#### **12. Obstructing the investigation of a possible violation of this code**

Including making dishonest or misleading statements, either orally or in written form, including e-mails; other falsification of information; altering, destroying, or deleting relevant documents, files or e-mails; and any other act that hinders an investigation.

### **Definitions of Professionalism and Safety**

#### *Professionalism*

Professionalism consists of behaviors, practices, and communication styles that demonstrate core values of neuromonitorists working to improve surgical outcomes. This includes conduct that applies the principles of excellence, ethics, respect, communication, resilience, and accountability. Students learn these principles through self-assessment, self-reflection, responsible learning, accountability, effective communication and continuous professional engagement.

#### *Safety*

Safety is inherent in professionalism. The term patient safety means "the prevention of harm to patients." It includes human factors, teamwork, communication, and clinical performance.

### **Expected Student Behaviors**

#### *Communication*

This refers to the exchange of ideas, thoughts or feelings by verbal and non-verbal actions. Verbal and written communication includes clear, coherent, timely, honest, concise, and patient-centered communication. Students are encouraged to develop pronunciation, pitch and intonation appropriate for the environment, specifically in the operative room setting. Non-verbal skills include gestures that are appropriate and employ the skill of listening to assimilate information. Cultural awareness builds upon identifying issues to alleviate communication obstacles resulting from authority gradients and language barriers.

### *Self-awareness*

This refers to the ability to recognize and look at inner thoughts, feelings and beliefs. Emotional intelligence is the ability to recognize one's own and other people's emotions, to discriminate between different feelings, label them appropriately and then use emotional information to guide behavior. Through self-evaluation and validation of feedback students will reflect upon experiences summarizing accurately strengths and learning needs to build confidence with realistic perspectives about capabilities. Students are held accountable to defend their perspective, including unpopular or unsafe practices.

### *Self-Care*

This refers to promoting and maintaining personal well-being. Students enter the IONM program, taking full responsibility for their own physical and emotional health. This includes demonstrating sensory capabilities or appropriate compensation and the ability to perform the physical requirements of clinical practice. It is the student's responsibility to acquire adequate rest, nutrition and hydration, and manage personal stress.

### *Responsible Learning*

This refers to the demonstration of taking control and ownership for learning. This is displayed by being engaged in academic tasks, persistent in self learning, seeking feedback and notifying faculty or preceptors if not achieving course or program objectives. Efforts are made to learn from and improve upon areas of weakness identified by course and clinical evaluations.

### *Professional Image*

This refers to the appearance of an individual or profession outside the discipline. Students will uphold a positive professional image by portraying a confident yet humble demeanor and demonstrating a respect of others with behaviors that are focused on patient safety and learning. Students entering the program will be cordial to peers, upper and lower classmen, medical personnel, and representatives of the IONM industry. Further to this they will demonstrate flexibility, professional etiquette and civility. They will adhere to the Clinical Uniforms and Dress Code policy or clinical site's policies along with the Student Code Professional Conduct.

Students are accountable to explain and justify their intentions, actions and omissions. Students are guided in their development of professional behaviors yet, are responsible to demonstrate the

competencies listed above. Demonstrating professional behavior is required for passing in all course/clinical practice regardless of performance in other areas or grade in the course.

### *Students Traveling Abroad for Clinical Experience*

Students who engage in volunteering or service learning opportunities abroad, whether accompanied by UMSK faculty or not, are expected to follow the same codes of professionalism that apply in the U.S. In other countries, particularly those with lower resources, policies about the kinds of procedures that can be performed by students may be less clearly defined and/or uniformly regulated than they are in the U.S. Staff at these sites may not be familiar enough with the U.S. educational system to know the level of training volunteers bring, and may assign tasks that students would never be allowed to perform at home. This situation can put both patients' and students' health at risk and should be avoided at all costs; furthermore, the learning needs of students are always secondary to safety and the health care needs of the host community. Students who are found to have practiced outside the scope of their training while volunteering or interning abroad will be subject to the same disciplinary measures that apply to such violations at home. HIPAA Guidelines for Travelers Regardless of laws and practices at foreign sites, students who violate HIPAA while abroad will face the same consequences they would for a violation committed here at home. Students should be especially mindful of those consequences when writing about and posting images of their experiences on social media.

# Appendix C



## **SCHOOL OF KINESIOLOGY INTRAOPERATIVE NEUROMONITORING (IONM) PROGRAM HANDBOOK CERTIFICATION**

I understand that:

- The University of Michigan School of Kinesiology IONM Program Handbook is updated each academic year and that the final version will be available for me to review each May.
- I am responsible for reading the Handbook in its entirety each year that I am in the program.
- I am responsible for reviewing and understanding any changes made to the Handbook during the entire time that I am enrolled as a student in the School of Kinesiology IONM Program and that changes made to policies and procedures may impact me as a student.
- My signature below indicates that I have read and that I understand my responsibility to ensure that I stay current with the School of Kinesiology IONM Program academic policies and procedures in the handbook each academic year. My signature further indicates that I have read and agree to abide by the IONM Professional Conduct Policy.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

UM ID: \_\_\_\_\_