



## **COURSE SYLLABUS**

### **HIT 206—Health Information Technology Practicum I**

**COURSE LENGTH AND CREDIT:** 120 clock hours, 4 credit hours

**PREREQUISITE:** *The student must be in good standing with the college and must have successfully completed* HIT 201, 202, & 203 with averages in each class of “C” or better.

**PHILOSOPHY AND BENEFITS:** The work-based program at Heart of Georgia Technical College was designed based on the philosophy that collaborative efforts between the school and local area business and industry afford invaluable benefits to the student, the employer, the school, and the community. For the students, the work-based course is a learning experience for polishing untried skills and provides the opportunity to develop a better understanding of their chosen career field in successfully adapting to the world of work. Employers are allowed a partnership in the training of prospective employees and a chance to impact the direction of vocational education; school personnel gain insight that allows them to continue to make school programs responsive to the needs of local business and industry; and the community, as a result, gains highly trained individuals who contribute to the local economy and society as a whole.

**COURSE DESCRIPTION:** This is a supervised internship in an acute care setting. This course will prepare the student to perform the basic functions and tasks of a health information department. Activities will include application of health information management procedures learned in the classroom and lab. The HIT program director and the health care facility staff will guide the student in accomplishing the objectives set forth in the Professional Practice Experience Handbook. This course is designed to help the student gain entry-level competencies as set forth by the American Health Information Management Association (AHIMA).

Students will apply the knowledge and skills they have learned; identify their strengths and weaknesses, develop a better understanding of their chosen career field, receive guidance in the transition from school to work for job adjustment and success, gain work experience before graduating and seeking permanent employment, and work cooperatively with co-workers and management.

**COURSE OBJECTIVES:** Upon completion of this course, student will:

- Perform abstracting on records for department indices/databases/registries.
- Perform Release of Medical Information.
- File/Retrieve Records.
- Perform Admission/Discharge Verification.
- Perform Incomplete Record Tracking.
- Collect and report data on incomplete records and timeliness of record completion.
- Maintain filing and retrieval systems for paper-based patient records.
- Maintain integrity of master patient/client index.
- Maintain integrity of patient numbering and filing systems.
- Maintain and enforce patient health record confidentiality requirements.
- Release patient-specific data to authorized users.
- Abstract records for department indices/databases/registries.

**STUDENT REQUIREMENTS:** The student must complete 120 hours of practicum time of health information technology training by the end of the 9<sup>th</sup> academic week of the quarter. Failure to complete practicum hours by the end of the 9<sup>th</sup> week will result in a grade of “F” for the practicum class.

Students must maintain a professional appearance, including following practicum site dress code policy and procedure.

The student will sign a confidentiality notice before the practicum is started. Signatures will state that the student has read and agrees to these policies. The forms will be kept in each student’s advisement record. Copies of the signed policies will be given to the employing facility.

Revised Summer 2008

***\*\*Students who falsify any records pertaining to the work-based experience will receive a grade of “F” for the course and a grade of “O” for work ethics\*\****

**WORK SITE APPROVAL:** Work sites from the student's field of study will be assigned by the practicum advisor. Work-based sites must receive approval from the department chairperson. The work-based position must be directly related to the student's course of study so that appropriate training can be received. Site approval depends to a large extent on the employer's willingness to provide feedback on student performance and progress throughout the work-based quarter.

**STUDENT EVALUATION:** Students will complete weekly reports, and employers will be asked to answer several questions about the students' attendance, pace of work, accuracy of work etc. Throughout the quarter, students will be evaluated on work habits, attitude, dress, and demonstration of skills. The student will complete a self-evaluation twice during the quarter, and the employer will complete evaluations twice during the quarter. **The employer must mail the evaluations.** The student's advisor will assign the final grade based on his/her observations and/or the employer's evaluation.

For each assignment (weekly report or self-evaluation) that the student submits late, the student's final grade will be dropped one letter grade.

**FINAL CLASS AVERAGE**

A Outstanding  
B Above Average  
C Average  
D Below Average  
F Poor

**HGTC GRADING SCALE**

A (90-100)  
B (80-89)  
C (70-79)  
D (60-69)  
F (0-59)

**TCSG GUARANTEE/WARRANTY STATEMENT:**

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

**Weekly reports must be submitted to the Health Information Technology advisor on Monday of each week or postmarked by the previous Saturday. The students may also fax materials to the advisor (275-6642). If the student is unable to submit the report by Monday of each week, he/she MUST contact the advisor at 274-7854 indicating the reason in order to avoid a grade penalty.**

Students are evaluated on their personal traits and abilities, as well as their job skills.

**WITHDRAWING FROM PRACTICUM:** Students needing to withdraw from the practicum should contact their instructor or program advisor.

**WORK ETHICS:** Students are expected to follow work ethics traits discussed in on campus classes. Included are behaviors such as arriving for work experience on time; completing work satisfactorily and on time; responding positively to supervision; following directions correctly; adhering to policies/regulations of HGTC and employing facility; using tools and resources properly; observing safety provisions; and working effectively as part of a team. A student is given a work ethics grade during practicum in addition to the academic grade for a course.

**PROGRAM DIRECTOR:** Mrs. Tammy Bayto, Office 121B, 478-274-7854 (direct phone line), 478-274-2284 (voice mail), 478-275-6589 (HGTC main number), or [tbayto@heartofgatech.edu](mailto:tbayto@heartofgatech.edu) .

**INTERNET USAGE:** No student should be using the Internet during designated practicum time for personal use.

**REMUNERATION:** Because of the implications of student/trainee status, the employers are not obligated to pay the students during the practicum experience. Employers are not obligated to hire the student after the training experience has ended. Employers retain the right to sever this relationship at any time.

**INSURANCE:** Insurance coverage may be required by employers for students participating in a work-based course. Students must adhere to the employers' guidelines. During the work-based period, the participant is a student at Heart of Georgia Technical College. HGTC students are covered with **limited** accident insurance. The student is responsible for payment of any expenses incurred beyond the limits of the accident policy provided to HGTC students by the school. Neither HGTC nor the work-based employer are responsible for providing payment for injuries to students which occur during assignments. If the student is asked to perform a task that he/she feels is unsafe, then the student is responsible for discussing the task with the supervisor **prior** to beginning the task.

**\*\*Students who falsify any records pertaining to the work-based experience will receive a grade of "F" for the course and a grade of "O" for work ethics\*\***

**WORK SCHEDULE & ATTENDANCE:** Students taking the practicum are required to work a **minimum** of 120 hours in order to fulfill the class requirement. Only hours actually worked (not paid holidays, breaks, lunch etc.) may be counted toward the total.

While completing practicum courses, hours worked may extend beyond the normal school day. Students are required to work the schedules set by their employers. The scheduled work dates and holidays will not necessarily match the HGTC calendar.

Attendance and punctuality are of the highest priority at this time. Students **must** be on time to work every day and absent only in cases of emergencies or illnesses requiring medical attention. If a student must be absent or tardy, the student must notify the employer prior to the time that he/she is scheduled to be a work. Do not plan to take vacation during the work-based courses unless you have prior approval from your employer. Recurring tardiness and/or absenteeism can only reflect badly on the student's dependability, and may result in the student receiving a poor grade. A strong attendance record will go a long way in securing excellent references for future employment.

**PROFESSIONAL CONDUCT AND APPEARANCE:** While participating in work-based courses, the student is expected to conduct himself/herself in the same manner required of a regular, permanent employee at the job site. Students will be expected to dress according to the standards at the job sites, to practice good grooming, and to display professionalism and integrity at all times. These and other aspects of the student's conduct and personal traits will be evaluated by the employer. Anything less than the highest moral standards and professional conduct may damage your reputation, as well as that of your employer and the school you are representing.

**TELEPHONE CALLS:** Students are employed to work! Do not use the employer's telephone for personal calls. Do not use personal cell phones during work hours. Students should tell their friends, family members, etc. not to call them at work unless it is an emergency situation.

**FINANCIAL AID:** If you are a student funded by financial aid, you should check with the appropriate funding agency to see if participating in a work-based course will affect your funding.

**JOB SITE VISITATION:** To insure that program competencies are being met, the department chairperson and/or program advisor should be allowed to visit the practicum site during the quarter. Employers will be asked to provide feedback on student performance and progress during these visits, and students will have the opportunity to discuss their training experiences and any problems or questions they might have.

**DISMISSAL:** Any student who is dismissed from a practicum site for poor job performance will receive a failing grade. The only exceptions to this policy would be if a student was employed in a paying position and was laid off due to economic factors or if a student was laid off because of lack of work. The student is **not** to resign from a work-based position without notifying the Health Information Technology advisor first.

**CORRESPONDENCE:** Around midterm the advisor will notify students with remaining requirements. Please be sure to contact the advisor if you have questions when you receive the memorandum.

*Prior to the end of the quarter, students are required to type letters to the employers thanking them for allowing the students to complete their work-based course. Typed letters and envelopes must be submitted to the Health Information Technology advisor. The advisor is responsible for reviewing the letters and notifying students if changes need to be made. The advisor is responsible for mailing the letters to the employers.*

**FOLLOW-UP:** Once students think they are complete with their work-based course, they should contact the advisor to request for hours to be verified and ask for remaining requirements **BEFORE** leaving the job site.

**EQUAL OPPORTUNITY INSTITUTION:** As set forth in its student catalog, Heart of Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, **political affiliation or belief**, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Please contact Cecile Miller, Director of Career Services, 560 Pinehill Road, Dublin, GA 31021, 478-274-7643 or Francine Shuman at [fshuman@tcsg.edu](mailto:fshuman@tcsg.edu) for clarification.

**\*\*Students who falsify any records pertaining to the work-based experience will receive a grade of "F" for the course and a grade of "O" for work ethics\*\***

Checklist of Requirements

- HIT 206
- HIT 207
- HIT 208

- \_\_\_\_\_ On-campus prerequisite course work satisfactorily completed with grade of C or better
- \_\_\_\_\_ Orientation to practicum session attended
- \_\_\_\_\_ Conference with HIT advisor
  - \_\_\_\_\_ Work-based site secured and approved (application and training plan)
  - \_\_\_\_\_ Resume submitted
  - \_\_\_\_\_ Practicum agreement signed by student
  - \_\_\_\_\_ Practicum agreement signed by employer
  - \_\_\_\_\_ Confidentiality policy signed by student
  - \_\_\_\_\_ Critical incident policy signed
- \_\_\_\_\_ Registration completed
- \_\_\_\_\_ Weekly reports received
- \_\_\_\_\_ Student's midterm and final evaluations received (2)
- \_\_\_\_\_ Employer's midterm and final evaluations received (2)
- \_\_\_\_\_ Student's thank you letter addressed to the employer  
(Give program chair the original, a copy, and an addressed envelope)
- \_\_\_\_\_ Hours total at least 120

**It is the responsibility of the student to maintain contact with the HIT advisor and to complete all requirements outlined the HIT 206 syllabus.**

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## STUDENT WORK-BASED AGREEMENT

The 120 work-based practicum is a curriculum requirement in the Health Information Technology program in the Business Technology Department. I have made arrangements to serve the hours needed for my practicum and to demonstrate the knowledge and skills I have learned in the classroom at:

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Name of business/industry/organization

1. I agree to apply the knowledge and skills I acquired in on-campus classroom/lab settings in a practical, real-life environment, and will integrate prior and present learning with on-the-job experience.
2. I will practice desirable work habits (i.e., confidentiality, punctuality, responsibility, safety, etc.) and human relations skills with co-workers, supervisors, customers, clients, etc.
3. I will complete and return all weekly reports to the HIT advisor by Monday of each week.
4. I agree to provide the school with information related to equipment used, policies and practices followed in business or industry, etc., in order for school personnel to improve program content and make them responsive to the needs of business and industry.
5. I agree to notify the Health Information Technology advisor of any deviation from this agreement, unsafe working conditions, or any other conditions that exist where the student is not being properly utilized. I understand that HGTC students are covered with limited accident insurance. The student is responsible for payment of any expenses incurred beyond the limits of the accident policy provided to HGTC students by the school. Neither HGTC nor the work-based employer will be responsible for providing payment for injuries to students that occur during work-based assignments.
6. I agree to maintain contact with my program advisor and/or department chairperson to notify him/her if any problem occurs during the work-based course. I will report to campus if required to.
7. I understand that employers are not required to pay work-based students nor hire students once the work-based experience ends.
8. I understand that I will be evaluated on my job performance based on the above rules and that unsatisfactory performance will result in a failing grade.

I have read and understand the above:

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Student's signature

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Date

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## EMPLOYER AGREEMENT

Name of Business: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Date work-based course begins: \_\_\_\_\_ Date work-based course ends: \_\_\_\_\_

1. The employer will provide on-the-job training relative to tasks performed and general office duties for the student's program of study.
2. The employer will provide an on-site representative who will guide and oversee the student's learning experience and who will participate in the student's written evaluations.
3. The employer understands that the work-based participant is still enrolled as a student at HGTC and is enrolled in a learning experience for polishing untried skills. The student may not have had previous work experience in field.
4. The student and the employer will complete and return all weekly reports to the HIT advisor by Monday of each week. The employer will verify that the student has worked the hours stated and provide comments regarding the student's attendance, quality of work, dress, etc.
5. The employer will complete and submit to the HIT advisor two formal evaluations evaluating the student's personal traits and abilities, as well as the job skills.
6. If improvement is needed by the student, the employer will counsel the student and give the student an opportunity to correct the deficiency. The employer will also consult with the Health Information Technology advisor at HGTC as needed to discuss the student's work performance, attendance problems, work ethics problems, skill problems, etc.
7. The employer will not require a student to perform unsafe tasks. The employer understands that HGTC students are covered with limited accident insurance. The student is responsible for payment of any expenses incurred beyond the limits of the accident policy provided to HGTC students by the school. Neither HGTC nor the work-based employer will be responsible for providing payment for injuries to students which occur during work-based assignments.
8. The employer is not required to pay work-based students nor hire students once the work-based experience ends. Compensation is a voluntary action of the employer. The employer or the student retains the right to sever this relationship at any time.

I have read and understand the above and agree to follow the required procedures and provide the required documentation for the work-based student.

\_\_\_\_\_  
Employer's signature

\_\_\_\_\_  
Date

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**HEART OF GEORGIA TECHNICAL COLLEGE  
PRACTICUM APPLICATION FORM**

**To be completed by the student and employer**

Student's Name \_\_\_\_\_ Program Health Information Technology

Place of Employment \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Supervisor/Employer \_\_\_\_\_ Position \_\_\_\_\_  
(Responsible for guiding and overseeing the student's learning experiences and completing the student's written evaluations.)

Description of Duties:

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Days of week and hours student will work \_\_\_\_\_

Average Working Hours per Week \_\_\_\_\_

Date work-based experience will begin: \_\_\_\_\_

Date work-based experience will end: \_\_\_\_\_

I realize that I will not be eligible for practicum credit until I furnish the school with an evaluation from my employer certifying successful work experience for the period required.

\_\_\_\_\_ Date \_\_\_\_\_ Student's signature

I agree to complete an employer evaluation form for this employee at the end of the specified training period.

\_\_\_\_\_ Date \_\_\_\_\_ Supervisor's signature

**TO BE COMPLETED BY THE PROGRAM ADVISOR AND DEPT. CHAIRPERSON**

Is the student eligible for practicum course? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is this site in field? \_\_\_\_\_ Yes \_\_\_\_\_ No

I recommend \_\_\_\_\_ do not recommend \_\_\_\_\_ this student for work-based courses.

\_\_\_\_\_ Date \_\_\_\_\_ Advisor's Signature

\_\_\_\_\_ Approved \_\_\_\_\_ Not approved

\_\_\_\_\_ Date \_\_\_\_\_ Dept. Chairperson's Signature

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## INDIVIDUAL TRAINING PLAN

Student _____	Work-based credit hours <u>12</u>
Program <u>Health Information Technology</u>	Work-based contact hours <u>120</u>
Quarter _____	

While completing work-based requirements, the student will demonstrate the following general abilities:

1. follow instructions and keep information confidential
2. get along well with co-workers
3. dress neatly and appropriately for work
4. display loyalty to the company
5. display enthusiasm toward work
6. be dependable and honest
7. be punctual and ready to work at assigned times
8. display neatness of work area
9. produce neat, accurate, acceptable, and quality work
10. obtain necessary materials before starting a task
11. maintain an up-to-date calendar
12. meet work deadlines
13. greet customers/clients in a friendly manner
14. accept constructive criticism
15. demonstrate skills learned in the training program for the student's particular diploma.
16. submit required materials to HIT advisor
17. willingly and enthusiastically work with employer and work-based coordinator to improve on-the-job performance

The employer will:

1. provide on-the-job training relative to tasks performed and general office duties.
2. provide a contact person in the firm's employ who will be in charge of the work-based course for evaluation.
3. complete the employer's midterm and final evaluations and mail them to the HIT advisor at HGTC.
4. Consult with the HIT advisor as needed to discuss the student's work performance, attendance problems, work ethics problems, skill problems, etc.

Please place a checkmark by the skills the student will perform while completing work-based course requirements.

- \_\_\_\_\_ Type/data entry
- \_\_\_\_\_ Perform abstracting on records
- \_\_\_\_\_ Perform release of medical information
- \_\_\_\_\_ File/retrieve records
- \_\_\_\_\_ Perform admission/discharge verification
- \_\_\_\_\_ Perform incomplete record tracking
- \_\_\_\_\_ Collect and report data on incomplete records
- \_\_\_\_\_ Maintain filing and retrieval systems for paper-based patient records
- \_\_\_\_\_ Performing receptionist's duties
- \_\_\_\_\_ Apply telephone etiquette
- \_\_\_\_\_ Operate a microcomputer

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**Please list additional skills the student will perform on the job.**

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**Competencies:**

**Application of Classroom Knowledge and Skills**

**Work Environment Functions**

**Listening/Following Directions**

**To complete the work-based course requirements, the student must:**

- a. complete on-campus course work satisfactorily**
- b. attend a practicum orientation session**
- c. schedule a conference with the HIT advisor and submit the following items:**
  - 1. Work-based application and training plan**
  - 2. Work-based agreements (student and employer)**
  - 3. HGTC receipt for insurance fees**
- d. pay work-based registration fees**
- e. complete and submit all weekly reports accurately by Monday of each week**
- f. complete and submit two self-appraisals**
- g. have employer complete and mail two appraisals**
- h. type and submit thank-you letter addressed to employer**
- I. successfully work the required number of hours**
- j. attend all required seminars and report to campus if required to do so.**

**I have read the practicum syllabus and contract. I agree and will abide by it and carry out my responsibilities as outlined in the plan.**

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**Student's signature**

**Employer's signature**

***Equal Opportunity Institution***

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## PRACTICUM WEEKLY REPORT

Student: \_\_\_\_\_ For week ending \_\_\_\_\_

1. What were your main responsibilities or duties on the job this week? (Indicate approximate time spent on the task.)

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2. What new knowledge or skill did you learn on the job, or what did you discover about yourself as a working person this week? Describe briefly.

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3. What had you learned in the classroom, either from study or classroom discussion, that applied on the job this week? Explain.

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4. Did you have any difficulties this week? What were you able to do to correct it?

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5. In what skill or technique would you like to have more expertise/training?

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6. What interesting relationship (positive or negative) did you have this week with a fellow worker, a customer or client, or your job sponsor? Describe briefly.

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7. On the scale below, circle to rate your work-based experience so far based on the reception of the office staff, orientation to work site, variety of jobs performed, and your experience gained.

\_\_\_\_\_

Poor 0    1    2    3    4    5    6    7    8    9    10  
Excellent

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**WEEKLY REPORT FOR \_\_\_\_\_**

	Date	Check-in Time	Check-out Time	Minus* (lunch/dinner/breaks)	Net Hours
Sun.	_____	_____	_____	_____	_____
Mon.	_____	_____	_____	_____	_____
Tues.	_____	_____	_____	_____	_____
Wed.	_____	_____	_____	_____	_____
Thurs.	_____	_____	_____	_____	_____
Fri.	_____	_____	_____	_____	_____
Sat.	_____	_____	_____	_____	_____
				Total hours	_____

\_\_\_\_\_  
Supervisor's Signature \_\_\_\_\_ Date

Comments from Supervisor:

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

**WEEKLY PROGRESS CHECK (to be completed by employer and discussed with student)**

\*\*\*Was the student's pace of work appropriate for a beginner in this field?

- Rate is satisfactory.  
 Rate is unsatisfactory.  
 Rate is well above average.

\*\*\*Did the student practice acceptable standards of attendance this week?

- Attendance is acceptable.  
 Attendance needs improvement. (Please describe.)

\_\_\_\_\_

\*\*\*Does the student dress appropriate to your work environment?

- Dress is appropriate.  
 Dress is not appropriate. (Please explain)

\_\_\_\_\_

\*\*\*Was the student's quality of work acceptable this week?

- Yes  
 No (Please explain.)

\_\_\_\_\_

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PRACTICUM STUDENT MIDTERM PROGRESS REPORT—EMPLOYER’S COPY

To the supervisor: This report is provided to give the Health Information Technology (HIT) advisor feedback regarding the job performance of \_\_\_\_\_ . It is designed to be completed and returned to the HIT advisor upon the student’s completion of half of the required hours. Any additional comments you may wish to make are encouraged.

Instructions: Please place a check mark by the phrase you feel is most descriptive of the work-based student under your supervision.

1. Consider the practicum student’s DEPENDABILITY/RELIABILITY:
  - 1 \_\_\_ Requires constant supervision and direction; unreliable
  - 2 \_\_\_ Requires close supervision
  - 3 \_\_\_ Requires normal/average supervision
  - 4 \_\_\_ Dependable worker; requires little supervision
  - 5 \_\_\_ Completely reliable; requires no supervision
  
2. Consider the practicum student’s ATTITUDE and INITIATIVE:
  - 1 \_\_\_ Indifferent, disinterested; no desire to learn
  - 2 \_\_\_ Occasionally indifferent; little enthusiasm for the job
  - 3 \_\_\_ Generally enthusiastic about the job; generally cooperative
  - 4 \_\_\_ Shows definite interest in work and a desire to learn
  - 5 \_\_\_ Keen interest in work; enthusiastic and cooperative
  
3. Consider the QUALITY OF WORK produced by the practicum student:
  - 1 \_\_\_ Consistently below job requirements
  - 2 \_\_\_ Somewhat less than that set for job
  - 3 \_\_\_ Adequate; generally meets job requirements
  - 4 \_\_\_ Above average
  - 5 \_\_\_ Consistently exceeds job requirements; neat and accurate
  
4. Consider the practicum student’s JOB SKILLS:
  - 1 \_\_\_ Noticeable and definite lack of skills and knowledge
  - 2 \_\_\_ Limited knowledge; below average skills
  - 3 \_\_\_ Acceptable level of knowledge and skills
  - 4 \_\_\_ Better than average knowledge and skills
  - 5 \_\_\_ Exceptional knowledge and skills
  
5. Consider the practicum student’s PERSONAL CHARACTERISTICS:
  - 1 \_\_\_ Often inconsiderate of others; unconcerned
  - 2 \_\_\_ Sometimes indifferent or difficult to get along with
  - 3 \_\_\_ Generally polite and friendly
  - 4 \_\_\_ Courteous and helpful; gets along well with others
  - 5 \_\_\_ Very easy to get along with; always cheerful and courteous

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6. Consider the practicum student's PERSONAL APPEARANCE:
- 1\_\_\_\_ Appears slovenly and unkempt
  - 2\_\_\_\_ Often neglects certain aspects of personal appearance
  - 3\_\_\_\_ Appearance acceptable for job site
  - 4\_\_\_\_ Usually very careful of appearance
  - 5\_\_\_\_ Always presents an appropriate, well-groomed appearance

General Comments:

Strengths/strong points:

Areas where improvement is needed or weaknesses exist:  
What can the program advisor do to be of assistance to you or the student at this point?

Supervisor's Signature: \_\_\_\_\_

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

Please **mail** this form to:

Tammy Bayto  
Business Technology Department  
Heart of Georgia Technical College  
560 Pinehill Road  
Dublin, GA 31021

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## PRACTICUM STUDENT MIDTERM PROGRESS REPORT—STUDENT’S COPY

To the student: This report is provided to give the HIT advisor your feedback regarding how you view your job performance at your work-based site. It is designed to be completed and returned to the HIT advisor upon the student’s completion of half of the required hours. Any additional comments you may wish to make are encouraged.

Instructions: Please place a check mark by the phrase you feel is most descriptive of yourself.

1. Consider your **DEPENDABILITY/RELIABILITY**:
  - 1  Requires constant supervision and direction; unreliable
  - 2  Requires close supervision
  - 3  Requires normal/average supervision
  - 4  Dependable worker; requires little supervision
  - 5  Completely reliable; requires no supervision
  
2. Consider your **ATTITUDE** and **INITIATIVE**:
  - 1  Indifferent, disinterested; no desire to learn
  - 2  Occasionally indifferent; little enthusiasm for the job
  - 3  Generally enthusiastic about the job; generally cooperative
  - 4  Shows definite interest in work and a desire to learn
  - 5  Keen interest in work; enthusiastic and cooperative
  
3. Consider the **QUALITY OF WORK** you produce:
  - 1  Consistently below job requirements
  - 2  Somewhat less than that set for job
  - 3  Adequate; generally meets job requirements
  - 4  Above average
  - 5  Consistently exceeds job requirements; neat and accurate
  
4. Consider your **JOB SKILLS**:
  - 1  Noticeable and definite lack of skills and knowledge
  - 2  Limited knowledge; below average skills
  - 3  Acceptable level of knowledge and skills
  - 4  Better than average knowledge and skills
  - 5  Exceptional knowledge and skills
  
5. Consider your **PERSONAL CHARACTERISTICS**:
  - 1  Often inconsiderate of others; unconcerned
  - 2  Sometimes indifferent or difficult to get along with
  - 3  Generally polite and friendly
  - 4  Courteous and helpful; gets along well with others
  - 5  Very easy to get along with; always cheerful and courteous

**\*\*Students who falsify any records pertaining to the work-based experience will receive a grade of “F” for the course and a grade of “o” for work ethics\*\***

6. Consider your PERSONAL APPEARANCE:

- 1\_\_\_\_ Appears slovenly and unkempt
- 2\_\_\_\_ Often neglects certain aspects of personal appearance
- 3\_\_\_\_ Appearance acceptable for job site
- 4\_\_\_\_ Usually very careful of appearance
- 5\_\_\_\_ Always presents an appropriate, well-groomed appearance

General Comments:

Strengths/strong points:

Areas where improvement is needed or weaknesses exist:

What can the program advisor do to be of assistance to you at this point?

Student's Signature: \_\_\_\_\_

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

Please mail this form to:

Mrs. Tammy Bayto  
Business Technology Department  
Heart of Georgia Technical College  
560 Pinehill Road  
Dublin, GA 31021

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PRACTICUM STUDENT FINAL EVALUATION FORM—EMPLOYER’S COPY

Heart of Georgia Technical College

Student: \_\_\_\_\_ Employer: \_\_\_\_\_

Employment date: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Please rate the work-based student based on the statement, using the scale below:

5--Always                      3--Sometimes                      1--Never  
4--Usually                      2--Seldom                      NA--Not applicable

RE: PERSONAL TRAITS

Accepts responsibility	5	4	3	2	1	NA
Practices good grooming	5	4	3	2	1	NA
Dresses appropriately	5	4	3	2	1	NA
Acts professionally	5	4	3	2	1	NA
Speaks clearly	5	4	3	2	1	NA
Shows interest in work	5	4	3	2	1	NA
Cooperates/pitches in	5	4	3	2	1	NA
Shows initiative	5	4	3	2	1	NA
Willing to adapt/be flexible	5	4	3	2	1	NA
Tactful/courteous	5	4	3	2	1	NA
Seems willing/eager to learn	5	4	3	2	1	NA
Uses time wisely	5	4	3	2	1	NA
Is punctual/dependable	5	4	3	2	1	NA
Interacts well with co-workers	5	4	3	2	1	NA
Exhibits honesty and integrity	5	4	3	2	1	NA
Is a good representative of our company	5	4	3	2	1	NA

RE: ABILITIES

Listens attentively	5	4	3	2	1	NA
Accepts constructive criticism	5	4	3	2	1	NA
Follows instructions	5	4	3	2	1	NA
Attends to details	5	4	3	2	1	NA
Solves problems acceptably	5	4	3	2	1	NA
Produces quality work	5	4	3	2	1	NA
Produces good volume of work	5	4	3	2	1	NA
Makes intelligent decisions	5	4	3	2	1	NA
Prioritizes tasks correctly	5	4	3	2	1	NA
Retains composure under pressure	5	4	3	2	1	NA
Meets work deadlines	5	4	3	2	1	NA
Can be counted on to complete assigned tasks	5	4	3	2	1	NA

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RE: SKILLS

Performs the following in an accurate/correct manner:

Typing	5	4	3	2	1	NA
Perform abstracting	5	4	3	2	1	NA
Filing/retrieving records	5	4	3	2	1	NA
Confidentiality	5	4	3	2	1	NA
Release of medical information	5	4	3	2	1	NA
Admission/discharge verification	5	4	3	2	1	NA
Proofreading	5	4	3	2	1	NA
Word Processing	5	4	3	2	1	NA
Incomplete record tracking	5	4	3	2	1	NA

Exhibits good knowledge or understanding of the following concepts:

Chosen career field	5	4	3	2	1	NA
Correct grammar	5	4	3	2	1	NA
Punctuation	5	4	3	2	1	NA
Computerized equipment	5	4	3	2	1	NA
Spelling	5	4	3	2	1	NA
Mathematics	5	4	3	2	1	NA
Telephone etiquette	5	4	3	2	1	NA
Receptionist's duties	5	4	3	2	1	NA
Wise use of supplies	5	4	3	2	1	NA
Work area housekeeping	5	4	3	2	1	NA
Confidentiality	5	4	3	2	1	NA
Company policies	5	4	3	2	1	NA
Using sources of information	5	4	3	2	1	NA

OVERALL RATING OF STUDENT:

\_\_\_\_\_ Outstanding (A)                      \_\_\_\_\_ Below average (D)  
\_\_\_\_\_ Above average (B)                    \_\_\_\_\_ Poor (F)  
\_\_\_\_\_ Average (C)

WORK ETHICS

\_\_\_\_\_ Exceeds Expectations (3)  
\_\_\_\_\_ Meets Expectations (2)  
\_\_\_\_\_ Needs Improvement (1)  
\_\_\_\_\_ Unacceptable (0)

COMMENTS:

Please mail this form to Tammy Bayto  
Business Technology Department  
Heart of Georgia Technical College  
560 Pinehill Road  
Dublin, GA 31021

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Date

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**PRACTICUM STUDENT FINAL EVALUATION FORM—STUDENT'S COPY**

Heart of Georgia Technical College

Student: \_\_\_\_\_ Employer: \_\_\_\_\_

Employment date: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Please rate the work-based student based on the statement, using the scale below:

5--Always      3--Sometimes      1--Never  
4--Usually      2--Seldom      NA--Not applicable

**RE: PERSONAL TRAITS**

Accepts responsibility	5	4	3	2	1	NA
Practices good grooming	5	4	3	2	1	NA
Dresses appropriately	5	4	3	2	1	NA
Acts professionally	5	4	3	2	1	NA
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**RE: SKILLS**

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Proofreading	5	4	3	2	1	NA
Word Processing	5	4	3	2	1	NA
Incomplete record tracking	5	4	3	2	1	NA



**CONFIDENTIALITY POLICY**  
**HIT 206/207/208**

The primary purpose of the medical record is to document the course of a patient's illness and treatment during all periods of the patient's care. The medical record is extremely important as a permanent account of the patient care provided. It serves as a means of communication between physicians and other health care professionals in planning and evaluating patient care.

Patients have the right to expect their medical records to be treated as confidential, and the employing facility has an obligation to safeguard patients' medical records against unauthorized disclosure.

As a practicum participant of \_\_\_\_\_, you have a responsibility to ensure that each patient's right to privacy is safeguarded. You will have direct access to information contained in medical records. Information learned during the course of your practicum work must be held in strictest confidence. Violations of this policy may result in disciplinary action and even dismissal from the facility.

I, \_\_\_\_\_, as a practicum participant have read and reviewed the Confidentiality Policy with my practicum advisor. I understand the importance of each employee complying with this policy. I further understand that if I intentionally violate this policy by any unauthorized release of a patient's medical information, this violation could constitute grounds for my immediate dismissal.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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## **HIT 206/207/208**

### **Critical Incident Policy**

A critical incident is anything that occurs through neglect, carelessness, slander, omission, etc. on the part of the student. A critical incident has the potential for being life threatening and does pose a serious danger or threat to the patient and/or the Heart of Georgia Technical College (HGTC) programs as a whole.

Examples are as follows **but not limited to**:

1. Violation of (HIPPA) Health Insurance Portability and Accountability Act.
2. Insubordination in class, lab or clinic.
3. Reporting to class or practicum under the influence of prescription narcotics, illegal drugs, alcohol or mind and mood altering substances that may affect the student's performance of duties.
4. Use of unprofessional, abusive or disruptive behavior including verbal or physical towards members of the practicum site, HGTC faculty, patient or other.
5. Making negative or slanderous comments about HGTC employees or any affiliated practicum facility or personnel.
6. Contact with practicum site personnel after being removed from that site, unless in a patient or care-giver capacity.
7. Participating in any act of commission, omission or neglect of duties that may place the student, staff or others in danger.
8. Discussing any part or portion of confidential client information whether in class, lab or clinic.
9. Participating in academic or practicum dishonesty.

A critical incident will result in removal of the student from the practicum area. The student has the right to appeal. However, during the appeal process the student will not be allowed in practicum facility.

I have received a copy of the Critical Incident Policy and I fully understand the implications and explanation of the agreement.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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