

GROSSMONT
COLLEGE



Orthopedic Technology Student Handbook



2018-2019

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ORTHOPEDIC TECHNOLOGY
GROSSMONT COLLEGE
STUDENT HANDBOOK

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**ORTHOPEDIC TECHNOLOGY PROGRAM
GROSSMONT COLLEGE**

STUDENT HANDBOOK

INTRODUCTION

Orthopedic Technology is a highly technical allied health profession which provides an excellent career with the opportunity to contribute to the care of patients with orthopedic disease. The Orthopedic Technology Program at Grossmont College began in 1981 and has graduated approximately 700 technologists who are employed in clinical facilities throughout the United States. The Program is designed to guide you in a sequential acquisition of knowledge and skills to ensure competency in the specialties of the field.

This *Orthopedic Technology Student Handbook* provides information relative to the structure of the Program, and the academic and professional policies of the Orthopedic Technology Department. The handbook will serve as a reference guide throughout your course of studies. Read it carefully and do not hesitate to ask questions of the faculty and/or Program Director.

Welcome to the Orthopedic Technology Program! Our goal is your success!

The OTC Faculty

Student Name: _____ Student I.D. Number: _____
(Please Print)

This is to certify that I have read the *Orthopedic Technology Student Handbook* and have had an opportunity to clarify my questions. I understand that the *OTC Student Handbook* will serve as a guide as I progress through the OTC Program. I also understand that the policy and procedures of the OTC Program can change due to unforeseen circumstances, and that this Handbook is a "living document" which may be subject to modifications in the best interest of the students and the Program. I agree to adhere to the policies contained herein as well as changes that may become necessary during my enrollment in the OTC Program.

Student Signature: _____

Date: _____

This copy should remain in the Handbook.

GROSSMONT
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PHOTOGRAPHY AND VIDEOGRAPHY RELEASE

I, _____, hereby consent and authorize Grossmont-Cuyamaca Community College District to use and reproduce my name, biographical information and photograph in all forms of media including publications, videography and advertising materials. I will make no claim of any kind. I understand I will not receive any compensation as a result of the use of my name, biographical information and photograph.

This consent and release may be revoked only in writing delivered to the Public Information Office of the Grossmont-Cuyamaca Community College District. Any such revocation will apply only to materials to be distributed in the future and not to any materials already printed or otherwise created at the time of revocation.

I hereby warrant that I am of legal age and have the right to contract in my own name.

Signature _____

Date _____

Print Name _____

Student ID# _____

Address _____

City, State, Zip _____

Phone _____

This copy should remain in the Handbook.

HEALTH PROFESSIONS COMPUTER LAB POLICY

1. Computer lab usage by students in the OTC Program consists of specific assignments by individual instructors, and open lab hours during which students may work on Computer Aided Instruction and/or general word processing. Hardware/software maintenance and legal/licensure issues necessitate the following guidelines.
2. Students are prohibited from:
 - a. Editing or copying any program, directory, or subdirectory.
 - b. Adding personal software to the computer systems.
 - c. Altering the hardware or software configuration of the computers in the lab.
3. Grossmont-Cuyamaca Community College District Computer System Security and Use Statement:

I understand that the Grossmont-Cuyamaca Community College District (GCCCCD) network represents an essential asset of the district and that misuse of networking resources may result in the loss of privileges. Users may be held accountable for their conduct under any applicable District/campus policy, procedures, or collective bargaining agreement. Under California state law anyone who maliciously accesses, alters, deletes, damages or destroys any computer system, network, computer program or data is guilty of a felony. Complaints alleging misuse of network resources will be directed to those responsible for taking appropriate disciplinary action.

I understand that the GCCCCD computing systems are provided for the use of Grossmont-Cuyamaca Community College District students, faculty, and staff, in support of the educational programs of the colleges, and are to be used for such related activities only. Commercial uses are specifically prohibited.

I agree to use the network in a legal and ethical manner which respects the rights, privacy, and needs of others, which honors copyright and license agreements, and which does not interfere with the operation, integrity, or security of the network. I understand that all communications are to reflect the mutual respect and civility expected in an academic community.

I understand that I am responsible for all activity under my user name, and understand that abuse of the network privilege will result in the immediate suspension of network access. I understand that I may not transfer or confer these privileges to another individual, unless I provide explicit written permission to another person access to my e-mail accounts. The authorized user is responsible for the proper use of the system, including any password protection.

I am aware that the network traffic may be subject to search under court order. System administrators may monitor network traffic or access user files as required to protect the integrity of the network. I am aware that all users have the right to be free from any conduct connected with the use of GCCCCD computing systems which discriminates against any person on the basis of race, color, national origin, sex, sexual orientation, or disability or creates a hostile educational environment.

Nothing in this statement supersedes the right of a network service provider to impose more restrictive terms.

I have read the above GCCCCD Computer System Security and Use Statement and agree to comply with all policies and procedures set forth by the Grossmont-Cuyamaca Community College District.

Print Name/Student ID#	Signature	Date
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For a complete statement clarifying District Computing operating guidelines and procedures, see District Operating Procedure IS8, *Computer Systems/User Rights and Responsibilities*. The Procedure is posted at all lab sites, the Learning Resource Centers and is available for Administrative Network users on the Public drive.

This copy should remain in the Handbook.

STANDARD PHYSICAL REQUIREMENTS FOR CLINICAL TRAINING

The following are the Standard Physical Requirements for working in the clinical environment as a student in the Orthopedic Technology Program at Grossmont College. These requirements were established as a result of a survey of clinical affiliates that provide training to our students, and should be used as a guide to you and your physician.

STANDARD PHYSICAL REQUIREMENTS

- A. Lift While Standing – Light to Moderate – Less than 50 pounds – **Frequent**
- B. Lift While Sitting – Light – Under 25 pounds – **Frequent**
- C. Lift with Assistance – Heavy – Over 50 pounds. (Patient Transfer, etc.) – **Occasionally/Frequently**
- D. Pushing – Heavy – Over 50 pounds – **Frequent**
- E. Pulling – Heavy – Over 50 pounds – **Frequent**
- F. Reaching (Full Extension – Elbow Flexion) At shoulder level – **Occasional/Frequent**
- G. Reaching (Full Extension – Elbow Flexion) Above shoulder level – **Occasional/Frequent**
- H. Standing for extended periods – **Frequent**
- I. Sitting for prolonged periods – **Frequent (>60 min.)**
- J. Walking (Moderate distances within clinical environment) – **Frequent**
- K. Carrying – Light to Moderate – Less than 50 pounds – **Occasional**
- L. Bending – **Occasional/Frequent**
- M. Stooping – **Occasional/Frequent**
- N. Kneeling – **Occasional**
- O. Turning – **Frequently**
- P. Hand Manipulation – (Hand controls, simple grasping, power grasping, fine manipulation) -**Frequent**
- Q. Foot Controls – **Occasional**
- R. Visual Requirements – Ability to observe alarms, indicators, measuring devices, patients and the public. Ability to recognize and respond to safety issues.
- S. Auditory Requirements – Ability to hear and understand orders from a physician or other health care professionals. Ability to hear safety alarms and responds appropriately.

I have read and understand these requirements, and I am physically capable of fulfilling them in the clinical setting.

Student's Name:

Print Student Name: _____

(Signature) _____ **Date:** _____

This form to remain in Handbook

<http://www.grossmont.edu/academics/programs-departments/otc/physical-requirements.aspx>

ORTHOPEDIC TECHNOLOGY

STUDENT HANDBOOK

SECTION I - EDUCATIONAL PHILOSOPHY OF GROSSMONT COLLEGE

Grossmont College Vision Statement

Grossmont College - Changing lives through education.

Grossmont College Mission Statement

Grossmont College is committed to providing an exceptional learning environment that enables diverse individuals to pursue their hopes, dreams, and full potential, and to developing enlightened leaders and thoughtful citizens for local and global communities.

Our mission is fulfilled by providing the people of East San Diego County with:

- Transfer degrees and certificates programs
- Career technical education and workforce development
- Basic skills
- Student support services that promote student access and achievement
- Community education

The founders of the Grossmont-Cuyamaca Community College District believed that a community college should provide experiences which will greatly broaden the students' educational opportunities and strengthen the society's democratic institutions. The representatives of the community directed the college to provide an education through which students may create rewarding lives, productive for themselves and for society, based on an understanding of the relationship between the past and the challenge of the present and the future.

As part of its mission, Grossmont College pursues these values:

Learning and Student Success

We dedicate our resources and ourselves in support of our students and their pursuits to achieve their academic, professional, and personal goals.

Creativity and Innovation

We value the capacity for ingenuity and originality on our campus and within our community.

Pursuit of Excellence and Continuous Improvement

We strive for excellence in our programs and services. We believe in the capacity for continuous improvement in the pursuit of excellence. We accept the challenges of being accountable for our efforts.

Integrity

We commit to acting and speaking truthfully and responsibly and hold ourselves and other accountable to this standard.

Power of Diversity and Inclusion

We are committed to a climate for learning that considers diverse perspectives to be a powerful component in the education of every individual, valuing and accommodating both differences and commonalities.

Civility

We value fair, respectful, thoughtful interactions, based on a positive approach, that promote reflection, foster deeper understanding of phenomena, and permit achievement of common goals.

Balance

We value a nurturing and positive approach in all we do, embracing laughter and enthusiasm, as we nurture the development of the whole individual, including the intellectual, spiritual, emotional, and physical well-being of each individual.

SECTION II - DESCRIPTION OF THE ORTHOPEDIC TECHNOLOGY PROFESSION

An Orthopedic Technologist is a health care professional who, is trained to apply plaster and synthetic cast, to fit and adjust various braces, prosthetics, crutches and walking aids. The OT is also trained to support orthopedic surgeons in all aspects of the surgeons care of patients including assisting during surgery. At completion of the OT program, the students sit for the National Board of Certification for Orthopedic Technologists.

SECTION III - PHILOSOPHY OF THE ORTHOPEDIC TECHNOLOGY PROGRAM

Orthopedic Technology Vision Statement

Academic excellence through student-centered learning in a creative, supportive environment.

Orthopedic Technology Mission Statement

The Orthopedic Technology Department will provide competency-based education which links theoretical, professional, and ethical concepts to clinical practice in order to prepare graduates for the world of work and life-long learning.

The OTC faculty is committed to the philosophy of Grossmont College with special emphasis on student-centered learning, and to the premise that Orthopedic Technology is a “profession” and those who enter clinical practice are accountable for their actions and continued professional growth. Teaching strategies are designed to promote critical thinking, an attitude of inquiry, personal responsibility, a commitment to keep pace with the evolution of the scope of practice, and sharing professional knowledge.

A multimedia approach to education is utilized when possible in order to accommodate variations in learning styles, and to provide an environment which stimulates, supports, and challenges the student. Emphasis is placed on self-assessment, evaluation, and motivation throughout the student's progress through the program. It is expected that students assume responsibility for their learning and contact the appropriate faculty if academic difficulty occurs. The specific needs of individual students are of concern to the faculty, and a wide range of resources designed to promote student success are listed in Section VI of this handbook.

SECTION IV - DESCRIPTION OF THE ORTHOPEDIC TECHNOLOGY PROGRAM

General Information

The Orthopedic Technology Program at Grossmont College leads to an Associate in Science Degree and prepares graduates to enter the allied health field as Orthopedic Technologists. Students are educated in the theoretical and clinical concepts of a wide variety of diagnostic techniques used in modern medicine.

The program concentrates on Orthopedic anatomy, physiology and the application of all orthopedic cast, splints, and braces break into their own curriculum pathway. Classes include a rigorous program of on-campus and hospital-based learning activities within the field of Orthopedics.

Students accepted to the Orthopedic Technology Program at Grossmont College **are required to undergo a background check and a drug screening test before assignment to a clinical site.** The student is responsible for paying the fee for these services. It should be noted that failure to pass either of these tests will prevent acceptance of the student into their selected program specialty, thereby terminating participation in the OTC Program.

Please Note: Any felony conviction will prevent you from being placed in clinical rotation, and therefore, make you ineligible for entry to the OTC Program. Misdemeanor convictions may have similar consequences. If you have defaulted on a healthcare education loan, you cannot be placed in clinical rotation. If you think that you may be in one of these situations, please contact the Dean in charge of Allied Health and Nursing.

Prerequisites

Biology 144 - Anatomy, 4 Units (or equivalent)

OR

Biology 140 – Anatomy, 5 Units (or equivalent)

Orthopedic Technology Major Courses

See college catalog for course descriptions.

First Year – Fall Semester – 9 units

OT 110 –Orthopedic Anatomy and Physiology, 5 units

OT 111 –Orthopedic Techniques I, 4 units

First Year – Spring Semester – 11 units

OT 210 – Diagnosis & Treatment of Orthopedic Disorders, 5 units

OT 211 –Orthopedic Techniques II, 4 units

OT 212 –Supervised Hospital Clinical Practicum I, 2units

Summer Session – 4 units

OT 214 –Supervised Hospital Clinical Practicum II, 4units

Second Year – Optional Fall Semester – 1-3 units

OT 299 – Supervised Hospital Work Experience (Externship), 1-3 units

SECTION V - ACADEMIC AND PROFESSIONAL POLICIES OF GROSSMONT COLLEGE AND THE ORTHOPEDIC TECHNOLOGY PROGRAM

GRADING CRITERIA

Didactic (Classroom) Coursework

A = 90 - 100%
B = 80 - 89%
C = 75 - 79%
F = Less than 75%

Laboratory Coursework

A = 90 - 100%
B = 80 - 89%
C = 75 – 79%
F = Less than 75%

To assure competence in both cognitive and psychomotor components of Lecture-Lab courses, students are required to achieve passing grades in **both** the lecture and laboratory sections. In other words, a passing grade in the lecture portion of the course will not compensate for a failing grade in lab, or vice versa.

Grossmont-Cuyamaca Community College District Student Discipline Procedures

The primary purpose of this policy is to provide information to all students in the Grossmont-Cuyamaca Community College District about the type of conduct that is expected of each student and to set forth procedures that are fair and timely, both to the student and to the District. The California Education Code requires every community college governing board to adopt specific rules governing student behavior along with applicable penalties for violation of these rules and regulations. The complete Student Code of Conduct is available in the office of Student Affairs 619-644-7600 as well as their webpage <http://www.grossmont.edu/campus-life/student-affairs/default.aspx>. The Code of Conduct is also printed in the Grossmont College Catalog. All students are responsible for all content of the College Catalog.

Methods for Addressing Concerns/Issues (GRIEVANCE POLICY):

The first step to resolving an issue should begin with the instructor of the course. Should the issue not be resolved then the student may make an appointment with the Program Director to discuss the concern. If the issue is not solved at this level the student may file an appeal within the department.

APPEALS PROCEDURE

A student may request initiation of the appeal process for an unresolved problem involving a departmental rule. A departmental rule is defined as one made by the entire (Program) faculty, which affects more than one individual (program) course, e.g. clinical attendance or readmission policy. Theory and clinical grades are determined by the instructor of the course may not be appealed as per the education code section 76224.

INITIATION OF AN APPEALS HEARING

1. The student should first meet with the instructor involved and attempt to resolve the problem at that level.
2. If the issue is not resolved, the student meets with the OT Program Director within 5 (five) working days of the situation.
3. If the issue is not resolved, the student initiates the appeal process by submitting a letter (see following form letter) to the OT Program Director who will contact the Appeals Committee Chair. The intent to appeal, the nature of the problem and the requested outcome should be clearly stated in the letter.
4. The letter must be received within 5 (five) working days of the situation.
5. The student will be allowed to continue attending lecture/clinical/lab/seminar until the Appeals Committee meets and formulates a decision concerning the appeal.
1. For issues such as drugs, alcohol, potential criminal conviction, unsafe clinical practice or other behavioral issues, a student may not be allowed to remain in the classroom, lab or clinical. Attendance to class, lab or clinical will be

up to the recommendation of the faculty member involved with the issue.

2. The Chair of the Appeals Committee will call a meeting to formally review the appeal within 5 (five) working days of the appeal request made by the student.
3. The Chair of the Appeals Committee will notify the student by phone and email as to the date and time of the appeals hearing.
4. The student may bring a support person to the hearing. The advocate may not participate in the hearing but serves simply as support for the student.
5. The student may call witnesses to the Appeal Hearing. The student must notify the OT Program Director in writing with the names of the witnesses prior to the scheduled hearing.
6. The student will have no more than 30 minutes to present to the Appeals Committee which includes witness statements.
7. Grievances filed with the Appeals Committee during winter and summer session will be postponed until faculty return to campus during fall and spring semesters.

MEMBERSHIP OF APPEALS COMMITTEE

1. The chair of the Appeals Committee will be selected from a member of the full time Allied Health and Nursing faculty as needed when the Appeals process has been initiated by a student.
2. Each time the Appeals Committee convenes, the Chair will appoint two faculty members and one coordinator from the Allied Health and Nursing programs.
3. Neither the chair nor any faculty member serving on the Appeals committee will have been directly involved with the issue being appealed.

PROCEDURES FOR THE COMMITTEE

1. Chair duties:
 - a. Appoint a recorder
 - b. Convene the meeting 30-40 minutes prior to the hearing to review the policy in question and any documents submitted by the student filing the appeal.
 - c. Introduce committee members
 - d. Have all committee members sign a confidentiality statement
 - e. State purpose of meeting and student's request
 - f. Facilitate the appeal hearing
 - g. Call for a vote based on student's request
 - h. The Chair renders the decision of the Appeals Committee to the OT Program Director. The OT Program Director communicates the outcome of the hearing to the student by phone and in writing within 2 business days.
 - i. Maintain minutes of the appeal in a secure file in the OT Department
 - j. Provide a summary of the meeting to include: a list of those on the committee; results of the vote; list of evidence presented by both parties; names of any witnesses that participate in the hearing.
2. The student should be prepared to discuss the issue and defend his/her position within the 30 minute time limit.
3. The instructor/s directly involved should be prepared to present data related to his/her position concerning the situation under appeal within the 30 minute time limit.
4. At the conclusion of the presentation of evidence by both parties, and any closing statements, the Chair will dismiss all participants from the hearing, except for the hearing panel, to begin confidential deliberation on the appeal.
5. The Appeals Committee decision will be made by secret ballot. A majority vote will be required in order to make an exception to departmental policy. If a tie, the Chair will cast the deciding vote.
6. The Chair will inform the OT Program Director and the faculty member in writing of the committee's decision.

ADDITIONAL RECOMMENDATIONS

1. The Appeals Committee meeting takes priority over any other meeting.
2. Unresolved issues or any appeals of the hearing panel's decision at the departmental level may be taken to the Dean of the division with oversight for the program. The student has five (5) working days to make a written request to have the matter referred to the Division Dean.
3. The Division Dean will review and make recommendations for the unresolved issue within ten (10) working

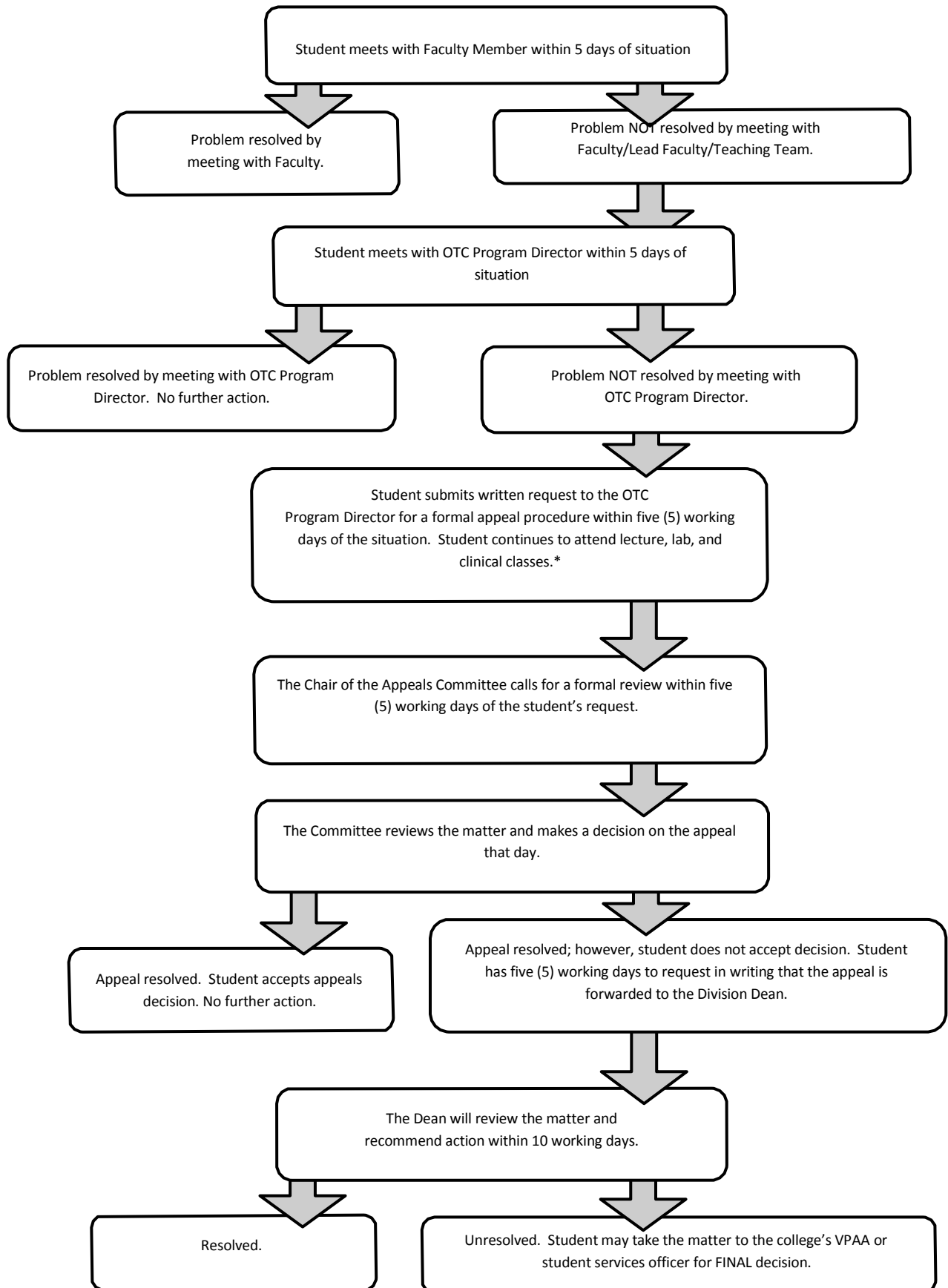
days. Any situation remaining unresolved at this point may be taken to the Associate Dean of Student Affairs as appropriate. **Decision made by the chief academic/student services officer is FINAL.**

4. Refer to Program Appeal Procedure Flowchart (see following page)

***For issues such as drugs, alcohol, unsafe clinical practice, or other behavioral issues student may not be allowed to remain in the classroom, lab or in clinical.**

PLEASE NOTE:

- Theory and clinical grades are the sole discretion of the instructor and are regulated by the Education Code and are not subject to grievance.
- No participant in the Appeals Committee or a support person selected by the student may be a licensed attorney or trained as an attorney.
- No attorney may be in attendance during the meeting with the Appeals Committee



Appeal Process Form

Please Note: The student must complete this form in its entirety and submit it to the OT Department within 5 working days of the situation.

1. Describe with specific examples exactly what the issue is. Please provide specific examples that support the issue you are appealing.

2. Please state your desired outcome:

Print Name: _____

Date: _____

Sexual Harassment

Definition: Sexual harassment is defined in GCCCD Policy 3430 as the following:

Unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

- Submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
- Submission to or rejection of the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or education environment; or
- Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual.

Process: Complaints must be filed within 180 days of the date of the alleged unlawful discrimination occurred, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days (California Code Regulations, Title 5 Section 59328e). If the alleged harasser is a student, initial action on the complaint shall be the joint responsibility of the Associate Dean, Student Affairs and the Director of Employee and Labor Relations.

Substance Abuse - Drugs and Alcoholic Beverages

The policies related to drug or alcohol abuse are defined by the Grossmont College Board of Trustees as follows:

- The Board recognizes that drug and alcohol abuse is an occupational hazard of medicine. It therefore recommends that students be apprised, at an early point in their instruction, that abuse of drugs, alcoholic beverages or other chemicals, can prevent them from continuing in the program and lead to criminal and civil censure. Students who exhibit this behavior will be referred to appropriate support services and may be dismissed from the Program.
- Any student who uses, sells, or distributes alcoholic beverages, narcotics, or hallucinogenic drugs or substances on any site of the Grossmont Community College District, or any affiliated clinical site, will be suspended immediately by the appropriate President for up to five days. In addition, action for dismissal from the college may be recommended to the Governing Board.
- It is the policy of the Board to prohibit the possession or drinking of alcoholic or malt beverages at college functions on campus, at college-sponsored events or official functions of college organizations in accordance with the California Administrative Code, Section 24.

Academic Integrity

The Orthopedic Profession demands the highest moral and ethical standards. All students are expected to comply with the institution's high standards of academic integrity and avoid instances of dishonesty at all times. Academic fraud is a serious violation of the Student Code of Conduct, as published in the Grossmont College Catalog (<http://www.grossmont.edu/academics/schedulecatalog/default.aspx>). **Academic fraud** includes, but is not limited to the following situations:

Plagiarism is using someone else's ideas or work without proper or complete acknowledgement. Plagiarism encompasses many things and is by far the most common manifestation of Academic fraud. For example, copying a passage straight from a book into a paper without quoting or explicitly citing the source is plagiarism. In addition, completely rewording someone else's work or ideas and using it as one's own is also plagiarism. It is very important that students properly acknowledge all ideas, work, and even distinctive wording that are not their own. Students unsure of how or when to properly acknowledge sources are encouraged to consult their instructor.

Plagiarism on the Internet: Purchasing research papers on the internet and submitting them as your own constitutes a gross case of plagiarism. Cutting and pasting from a website without putting the text being used in quotation marks and/or without properly citing the sources also constitutes plagiarism.

Cheating is copying of any test or quiz question or problem, or work done in a class that is not the student's own work. It also includes giving or receiving unauthorized assistance during an examination whether it was intentional

or not. Obtaining or distributing unauthorized information about an exam before it is given is also cheating, as is using inappropriate or unallowable sources of information during an exam.

False Data is a fabrication or alternation of data to deliberately mislead. Examples include but are not limited to: falsifying vital signs, altering the medical record, falsifying data on the clinical log sheet.

Intentional Deception is the submission of false documentation (absence excuse, proof of attendance, etc.) or falsifying any official college record. A student who misrepresents facts in order to obtain exemptions from course requirements has committed an act of intentional deception and may be subject to disciplinary action.

Students who engage in academic fraud will be subject to authorized penalties at the discretion of the instructor of record in the class. Such penalties may range from an adjusted or failing (zero) grade on the particular exam, paper, project, or assignment, (which may lead to a failing grade in the course). The student may be placed on probation for the duration of their enrollment in the program; a second occurrence leading to program dismissal. The instructor may also summarily suspend the student from the class meeting when the infraction occurred, as well as the following class meeting. In addition, academic fraud can result in a suspension or expulsion from the Program, as stipulated by the District's Student Disciplinary Procedures administered by the Vice President of Student Services and Assistant Dean of Student Affairs.

The Orthopedic Technology Profession demands the highest moral and ethical standards. Cheating will not be tolerated in the Program, just as it will not be tolerated in clinical practice. The official Grossmont College policy on cheating is detailed in the Student Code of Conduct which is available in the office of the Assistant Dean of Student Services. Refer to the Student Code of Conduct for additional information on this policy.

Notification of Academic Jeopardy

Initiation of the remediation plan process occurs when the faculty feels that academic failure is likely unless corrective measures are developed. The process includes preparation of a Student Performance Assessment/Behavioral Contract form which details the areas of concern, the recommended course of action, and the timeline for meeting appropriate standards. The form is signed by the student. The student will be provided a copy of the assessment form and a copy will be placed in the student's file. If a student receives a failing grade (less than 75%) on an exam, quiz or skills demonstration, the student must meet with the instructor to discuss a recommended course of action.

Tutoring

The student is responsible for identifying specific areas of educational need and contacting the instructor for assistance. The student and the appropriate faculty will define specific learning objectives and develop a plan within a specified time frame to meet the stated objectives of the course. In addition, there will be both professional expert (graduate) and student tutors in the Scan Lab during open Scan lab hours.

Clinical Incident Policy - Unsafe Clinical Practice

Professional attitude is absolutely essential at all times in the clinical setting. A clinical incident is defined as a situation in which a student places a patient in actual or potential danger, is unprepared to participate in clinical activities, or demonstrates unprofessional conduct. The student may be subject to program dismissal or a Student Performance Assessment may be prepared with any occurrence as noted above in order to:

- Identify those students who need assistance in performing the OTC Competencies for any given semester.
- Identify specific problems of unprofessional behavior.
- Determine remedial measures that will assist the student in successfully completing the program. Clinical Incident Reports are retained in the student's record.
- If the OTC Faculty determines that the incident is of such an unsafe or unprofessional nature, an Exit Interview will be conducted. **This will make the student ineligible for re-entry to the Program.**

Exit Interview Policy

If for any reason, it becomes necessary for a student to leave the Program prior to completion, it is the student's responsibility to schedule an exit interview with the program Director. At this time an Exit Interview Form will be completed. This form will become part of the student's record.

Readmission

Students who leave the Program in good academic and clinical standing may be readmitted **one time**, upon recommendation of the OTC Faculty. Students who leave the Program due to academic failure will not be eligible for readmission. Special consideration may be given in extraordinary circumstances and at the discretion of the OTC Faculty and Program Director.

Re-entry Procedure for Students

- Submit a "Program Re-entry Request" to the OTC Office by December 1st for re-entry to the Fall Semester, and by June 1st for re-entry to the Spring Semester. If the student has chosen a track, they **must** re-enter that track. Application must be made so that there is no more than a one-year absence.
- The student may be requested to meet with the OTC faculty, and/or submit a detailed email, to present strategies developed and implemented to enhance chances for success.
- If the application is approved, the applicant will re-enter at a Faculty determined point in the Program.
- **The OTC Program is an integrated curriculum in which the content of each course interacts with and depends upon the content of the other courses.** Therefore, if the student is allowed to re-enter the Program, the Faculty will decide which course(s) is/are appropriate for the student to repeat so the student has the greatest chance at successful completion. A petition process through Admissions and Records is required to repeat courses previously completed with a satisfactory grade.

Dismissal

***Students dismissed for Unprofessional Conduct or Unsafe Clinical Practice are not eligible for re-admission.**

1. A student may be subject to dismissal from the Orthopedic Technology Program based on, but not limited to, the following:
 - a. Unsafe clinical practice:
Examples of unsafe practice may include (but are limited to) the following:
 - 1) Failure to display stable mental, physical or emotional behavior(s) which may affect the well-being of others.
 - 2) Failure to follow through on a mandatory remediation plan.
 - 3) Acts of omission/commission in the care of patients, such as (but are not limited to): physical, mental or emotional harm; jeopardizing patient safety.
 - 4) Lack of verbal and/or psychomotor skills necessary for carrying out safe clinical practice.
 - 5) Attempting activities without adequate orientation or theoretical preparation or appropriate supervision/assistance.
 - 6) Behavior that endangers a patient's, staff-member's, peer's or instructor's safety. Note: this does not have to be a pattern of behavior and the student can be subject to dismissal for a single occurrence.
 - b. Violations of professional, legal, or ethical conduct:
Examples of violations may include (but are not limited to) the following:
 - 1) Dishonesty
 - 2) Falsification of patient records, clinical reports and/or student clinical logs.
 - 3) Unprofessional behaviors with agency staff, co-workers, peers, or faculty which result in miscommunications or disruption of patient care and/or unit functioning.
 - 4) Failure to maintain patient confidentiality according to HIPAA regulations.
 - 5) Academic Fraud.
 - 6) Any violation of the "Student Code of Conduct" as outlined in the College Catalog.
 - c. Academic failure
2. The proctor/instructor will communicate the problem area(s) to the Director of OTC Program. Documentation will include a description of the behavior and the status of the patient, if appropriate. The student also may provide written input for review.
3. If the student is dismissed, the student will have an opportunity to meet with the OTC Program Director and the faculty member involved to share his/her perception of the problem.
4. The lead instructor and/or the teaching team and the OTC Program Director will then confer and will present recommendations to the student both verbally and in writing.

5. Should a student display unsafe clinical practice or have a violation of professional, legal, or ethical conduct they will be ineligible for reentry into the Grossmont College Orthopedic Technology Program
6. All students dismissed from the program will be encouraged to schedule an exit interview with the OTC Program Director to discuss options.
7. Following the exit interview, the student will receive a written copy of the exit interview.

Dress Code: Clinical and On-Campus

All Grossmont College OTC students are required to adhere to the following dress code. It is the student's responsibility to present a professional image so as to reflect well on themselves, the clinical site and the OTC Program. All clothing must be clean, neat, and odor-free. Students not adhering to the guidelines will be counseled using the Student Performance Assessment/Behavioral Contract form.

- Scrubs are to be worn on campus for lecture and lab sections. Long-sleeved, short-sleeved, or sleeveless T-shirts may be worn under the scrub top, depending on weather, student preference, etc. In no case, shall graphics show within the "V" of the scrub top. A specific dye-lot uniform (Ciel Blue) embroidered with "Orthopedic Technology" a patch, shall be ordered from "the book store". Any matching scrub set is allowed. There are numerous styles and price points from which to choose. Three or four sets are suggested. More information will be provided by the OTC Office staff.
- Off-campus, all students will be neat and professional in appearance. Check with your Clinical Coordinator on whether you are allowed to wear your OTC scrubs to the clinical site. Students may be asked to change into hospital scrubs, but the student is required to arrive on site dressed appropriately.
- Hair will be neat and out of the way. Longer hair must be fastened behind for reasons of cleanliness. Hair must not come in contact with the front of the uniform, patients, or sterile fields.
- Clean, low-top shoes must be closed toe, and soft-soled. Dress shoes are appropriate with anything but scrub sets. If wearing scrubs, inconspicuous clean walking shoes are acceptable. Sandals are never allowed. Socks are required footwear.
- Jewelry and makeup must be limited and understated. One set of simple, inconspicuous stud or post earrings are acceptable. No dangling earrings or hoops. No ornate rings, multiple chain necklaces or bracelets. Piercings of any other visible body part except ears are not acceptable and must be removed for clinical experience. Perfume or cologne must be understated, if worn at all. Some sites do not allow perfume or cologne.
- Artificial nails are not allowed in patient care areas. To comply with the policies of our clinical sites, artificial nails are not allowed while in the OTC Program.
- The formality of dress will vary at different clinical sites. The student is responsible for knowing and conforming to the expected dress code at all times. Regardless of the accepted practice at the clinical site, students are never to wear Levi's, blue jeans, T-shirts, boots, skirts or dresses shorter than knee length or other attire which exposes the midriff. Students are not to wear scrub attire unless specifically instructed to do so by the instructor or clinical supervisor.
- Dress codes specific to the individual clinical sites must be adhered to as well. Your clinical supervisor will provide guidance.

Dress Code for the Classroom Lab

All Grossmont College OTC students are required to adhere to the following dress code when assigned to a Lab. It is the student's responsibility to dress appropriately for the lab sections of the OTC Program. Your OTC Ciel Blue scrubs must be worn while on campus.

This will consist of clean, appropriately sized T-shirt, tank top, or sports bra top. Shorts, similar to those used in an exercise science activity class, must be clean and available for lab scan classes. Mid-drift shirts, bikini tops or bottoms, "Speedo" bottoms or any similar clothing items, including short pants, are not appropriate attire for **any** class activity. It will get cold in some of the labs and classrooms. Socks, closed toed shoes, jackets and sweaters should be available and are advised clothing options in the lab classrooms to assist with access for lab activities.

Failure to meet the requirements of this dress code will result in the student being sent home and recorded as absent. Refer to the Attendance Policy for ramifications of this type of policy violation.

ATTENDANCE POLICY

Classroom Attendance/Tardy Policy

The OTC Department adheres to the Grossmont College policy on attendance which states that the number of absences per semester cannot exceed the number of times a given class meets per week. Students exceeding the maximum permissible absences in a particular course may not receive credit **and may be dropped via the excessive absence process, without a re-entry option.**

If you do not attend a class, you will be considered absent. The Instructor-of record will make the final decision as to whether a student will be dropped from the course, and ultimately, the OTC Program due to excessive absences. Additionally, tardiness is not acceptable. Excessive tardiness will be addressed with the Student Performance Assessment/Behavioral Contract form and could lead to course failure.

Clinical Attendance Policy

The Orthopedic Technology Program requires a major commitment of time and energy. Due to the variety of experiences and scheduling required, it is virtually impossible to be enrolled in the Program without reliable transportation. If it is necessary for the student to work while enrolled in the Program, it is expected that arrangements be made to insure no interference with assigned clinical time.

Students in the OTC Program have specific activities for which they must assume responsibility and maintain a certain degree of flexibility. If case-loads are particularly light, the clinical schedule may be altered. Advance notice of changes in scheduling will be made in the timeliest fashion possible.

Attendance requirements at clinical experience classes follow the same policy as for classroom work. (i.e., a student must not miss more clinical time in one semester than is assigned for one week.) Make-up time in clinical laboratories **MAY OR MAY NOT** be available, in which case the student's grade will be affected. Students must complete their assigned clinical hours. The student is responsible for notifying the clinical site and the Track Specialty instructor if an absence is required at a clinical assignment.

GRADES AND RECORDS

Grades

Grades will be assigned and processed in accordance with current College policy. All courses in the major and prerequisites must be completed with a grade of "C" or better. Grades and supporting documents required by the College are filed in the Admissions and Records Office at the end of the semester. As per California Education Code, Section 76224(a) "when grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final". The Grossmont College Catalog states: "In the absence of mistake, fraud, incompetency or bad faith, the determination of the student's grades by the instructor shall be final once they have been filed. Questions regarding final grades should be brought to the attention of the Program Director and Director of Admissions and Records during the semester immediately following."

In order to assure competence in both the cognitive and psychomotor components of lecture/lab courses, students are required to achieve passing grades in both the lecture and laboratory sections in all courses (minimum of 75%). In other words, a passing grade in the lecture portion of the course may not be used to compensate for a failing grade in lab and vice versa.

Incomplete Grades

An Incomplete ("I") grade may be awarded at the discretion of the instructor when all of the following conditions exist:

- The student has contacted the course instructor and both have agreed to the provisions established in the Incomplete Grade Contract.
- The student has had an unforeseen emergency that prevents him/her from completing the remaining coursework. Evidence to verify the emergency will be required.

- The student has completed a minimum of 50% of the required coursework, as specified in the course syllabus, with regular attendance, and there is still the possibility of earning a passing grade.

The student is responsible for acknowledging the following:

- The student is responsible for completing the coursework as outlined in the Incomplete Grade Contract; upon satisfactory completion, the instructor will replace the “I” with a grade.
- The “I” is not used in calculating GPA or units.
- The “I” cannot be cleared by re-enrolling in the course.
- The grade earned on the portion of work completed for the course (as specified in the course syllabus) must be used to calculate the final grade for the course.
- A signed Incomplete Grade Contract, in which the student agrees to complete remaining coursework, must be filed by the instructor. In the case of an extreme emergency where the student is unable to meet with the instructor, the instructor may initiate and file the Incomplete Grade Contract, sending a copy to the student for signature. The contract is invalid without both instructor and student signatures. Without the student’s signature, the “I” will revert to the default grade at the end of the following semester.
- Class time and/or assignments outlined in the Incomplete Grade Contract must be completed by the end of the 16-week semester following the date on the contract. If not, the “I” will revert to the default grade assigned on the Incomplete Grade Contract.
- An extension of time for removal of the “I” must be petitioned by the student. The petition must include evidence of approval from the instructor.

In the event that the original instructor of record on the Incomplete Grade Contract is unavailable, the student must see the appropriate department chair or dean for alternate arrangements. **Due to the OTC Program course sequence being offered only once per year, it may be impossible for a student in the Program to make up an incomplete grade. An Incomplete should be considered a last result, and the instructor and student should pursue other options first.**

Programmable Calculators/Cellular Phones

The Orthopedic Technology Program does not allow the use of programmable electronic calculators in the program and the instructors will specify acceptable types of calculators for use during exams. **Text messaging is never allowed during class or exams, nor will a cell phone/smart phone substitute for a calculator.** The use of cellular phones is disruptive to class, so phones must be turned off or silenced when brought into the classroom. Basic function calculators are available for loan during exams. It is up to the individual instructors to determine if cell phones are or are not allowed in class.

Audio Recording in the Classroom

Consent of the instructor is necessary for audio recording in the classroom. (Accommodations will be made for students who have been determined eligible by ARC, formerly DSPS). Due to some instructors not allowing cell phones in the classroom, an audio recorder is recommended. The student will agree that they will not copy or release any recording or transcription of what they have recorded. The student must be present in class and personally record the material. The student will use the audio recording solely for their educational needs. The student will agree to destroy all recordings at the end of the semester. Students who do not comply with these stipulations may lose the right to audio record and/or face disciplinary action which may include dismissal from the OT program.

Examination Makeup, Testing Situations and Absences

All quizzes and exams, including performance exams and finals, must be taken on the day the student is scheduled to take the test. For quizzes and exams in Lab Sections, including performance evaluations, students must take the test in the lab section in which they are officially enrolled.

If a student knows that they are going to miss an exam, quiz or performance evaluation, they **must** contact the instructor as soon as possible prior to the start of the test. The instructor will be responsible for deciding **if** a make-up test can be arranged. Instructors are **not required** to provide make-up tests, or to provide instructional materials from missed classes.

Advanced Placement

Due to didactic and clinical rotation requirements, and to adhere to accreditation guidelines, the OTC Program cannot accommodate advanced placement, nor will challenging or “testing-out” of courses be permitted.

HEALTH AND SAFETY

Your Student Records

During your matriculation through the OTC Program, you will be asked to complete and submit a myriad of paperwork. This will help prepare you for what will be required of you during your career. Before you submit ANY paperwork to the OTC Department, it is highly recommended you make a copy for yourself.

This information may be requested at any time during your clinical rotation, and if not readily available, you may be denied clinical privileges by the clinical site. In addition, some of this documentation may be requested by your future employer. The OTC Program will **NOT** copy your student file paperwork and fax that information to anyone, including to you.

Physical - All students are required to have a physical prior to entry into the program and/or annually. Participation in some components of the program requires physical exercise such as lifting when assisting patients from beds to wheelchairs or gurneys, gurneys to beds, and in some cases, pushing heavy equipment from one location to another. Persons prone to disorders such as tendonitis, carpal tunnel syndrome, or chronic neck/back pain which may impede performance of clinical tasks should obtain advice from their physician prior to entering the field. (See Standard Physical Requirements for Clinical Training – page 6 in this handbook).

Immunizations - A major component of the OTC curriculum involves clinical experience in local hospitals and clinics. In order to protect both students and patients, documentation of specified immunizations or seropositivity must be provided upon application to the program and remain current throughout the course of study.

Basic Life Support for Healthcare Provider (BLS-HCP) - All students are required to obtain and maintain a current **BLS-HCP** card before enrolling in the OTC program. The course must be approved by the American Heart Association. A copy of the card must be submitted to the OTC department Health Professions Specialist by the date specified before the beginning of the first semester of the program. No student will be allowed to attend clinical rotations without having a current, valid **BLS-HCP** card on file. Failure to keep your BLS card current will result in removal from your clinical assignment until the card is renewed.

Medical Malpractice Insurance - Medical Malpractice Insurance is **required** prior to beginning clinical training and must be maintained throughout the OTC Program. Insurance forms are supplied by the Program in early May. The cost is approximately \$25.00 per year and is paid by the student.

Background Check & Drug Screen – All students accepted to the OTC Program at Grossmont College are required to undergo a background check and a urine drug screening test before beginning the program. The cost of these procedures averages \$65 - \$100, but could be higher, dependent on various factors. The student will be responsible for paying these fees. **Failure to pass either of these procedures will prevent clinical placement and will terminate your continuation in the OTC Program.**

Please Note: Any felony conviction will prevent you from being placed in clinical rotation, and therefore, make you ineligible for entry to the OTC Program. Misdemeanor convictions may have similar consequences. If you have defaulted on a healthcare education loan, you cannot be placed in clinical rotation. If you think that you may be in one of these situations, please contact the Dean in charge of Health Professions.

Student Injury

The following procedures must be followed should injury occur while on campus or in approved clinical sites as part of the instructional program.

On Campus: When a Health Professions student is injured on-campus in a non-clinical work experience related accident or illness, that student would seek treatment and services as any other student. The campus Health Services Office will provide treatment, insurance services and make an accident report. Contact the OTC Program as soon as is reasonable: 619-644-7303.

Clinical Rotation: Any blood borne pathogen exposure incident is serious and needs an **immediate response and medical evaluation**. If you are injured at a clinical site while doing your clinical experience, you are covered for Workers Compensation by Grossmont-Cuyamaca Community College District and eligible for subsequent treatment at a Sharp Occupational Health Services facility after the emergency.

1. Notify your clinical site supervisor (the person you report to at the clinical site or who immediately supervises you.)
2. As soon as possible, **but within 24 hours**, notify your Program Track Instructor or the OT Office: 619-644-7448), or College Health Professions Office: 619-644-7149. Download the Workers Compensation forms from the OT website **at your clinical location**, complete and fax paperwork to the O Office: 619-644-7961.
3. If convenient, do this before going for medical treatment. If it is medically urgent to seek medical evaluation and treatment first, you can receive a referral by phone after you decide which facility you will go to and complete steps 1 and 2 above. Forms at: <http://www.grossmont.edu/academics/programs-departments/otct/student-forms.aspx>
4. Proceed to one of the Occupational Health Services clinics. Locations are available from the OTC website or from Risk Management.
5. The Occupational Health clinic will begin medical treatment. If you had a blood borne pathogen exposure incident, you will be given counseling and a schedule for appropriate testing, treatment and follow up. Return visits may be necessary. It is important to follow through on the recommended course of action.
6. Within 24 hours, pick up from the Health Professions office the forms and instructions you will need. Return the forms along with copies of any forms received from Sharp to the Health Professions office.

Extended Sick Leave or Pregnancy Leave

Background:

A student who is pregnant may remain active in the CVT Program as long as she is able to meet the weekly laboratory objectives and her attendance record remains satisfactory. A pregnant student is expected to meet the same objectives as all other students in both theory and clinical.

Ante Partum Recommendations:

- The student has the responsibility to notify the Program Director and/or specialty track instructor as soon as pregnancy is determined, along with any other restrictions from the physician as some clinical experiences may need to be modified for her safety.
- The student has the responsibility to notify both the CVT department and the specialty instructor if problems arise that could limit the student's ability to safely meet clinical objectives.
- If the student requests a leave of absence during the pregnancy, the student must schedule an exit interview with the CVT Program Director and request a formal leave of absence in writing.
- At the end of the leave of absence, the student can re-enter the CVT program.
- The student will be required to follow the re-entry process.

Postpartum

A physician's clearance to continue is required.

Extended Illness or Post-Operative

A physician's clearance is required and restrictions stipulated by the physician will be honored, provided progress in the program continues. The maximum absence policy of the College and CVT Program will apply unless judged inappropriate by faculty review, on a case-by-case basis. Students who are required to stop out of program due to extended illness will be counseled by their instructors and the Program Director about reentry.

Radiation Exposure

Orthopedic Technology students will adhere to hospital guidelines. Lead glasses aprons and thyroid covers will be available to all OTC students.

Health Professions Computer Lab Policy

Computer lab usage by students in the OTC Program consists of specific assignments by individual instructors, and open lab hours during which students may work on Computer Aided Instruction and/or general word processing. Hardware/software maintenance and legal/licensure issues necessitate the following guidelines:

- Students are prohibited from entering any directory or subdirectory.
- Students are prohibited from editing or copying any program, directory, or subdirectory.
- Students are prohibited from adding personal software to the computer systems.
- Students are prohibited from altering the hardware or software configuration of the computers in the lab.
- All students are required to review and sign the **Grossmont–Cuyamaca Community College District Computer Security and Use Statement** during the first week of the program. The form will be provided by the program.

Graduation Requirements <http://www.grossmont.edu/commencement/>

Associate in Science Degree (Awarded by the College)

Students pursuing the Associate in Science Degree should make an appointment with the Grossmont College Counseling Center to develop a program of studies as appropriate to reach your goal. This should be accomplished early in your program of studies to insure completion of required courses in general education sections. Students requesting a modification of major via courses taken at other colleges/universities must provide a completed request form and a course outline/description of the substituted course. It is the student's responsibility to assure all official transcripts have been received by the Admissions and Records department to assure that the Evaluations office can make a proper assessment for the Associate of Science Degree.

Certificate of Achievement (Awarded by the College)

Upon successful completion of the OT program, students are eligible to receive a Certificate of Achievement from Grossmont College. It is the responsibility of the student to apply for the certificate through the college. Information and deadlines can be found online at <https://www.grossmont.edu/student-services/graduation/forms-and-information.aspx>.

OT students must apply for graduation and for degrees/certificates. Deadline dates are posted on Student Services website (<http://www.grossmont.edu/student-services/graduation/default.aspx>). Generally for a June graduation the deadline falls in the preceding March.

Please Note: Make copies of your diploma when received. Because the College prints diplomas, the OT Program is incapable of recreating a diploma should you lose or destroy it.

SECTION VI - STUDENT SERVICES

Orthopedic Technology Office – 619-644-7448

The Orthopedic Technology Office and faculty offices are located in Building 34, Second Floor, North Wing. The OTC classrooms and laboratories are located in Building 34, First Floor, South Wing, Room 135 to reach faculty and staff members of the OT Program, please see the contact information below:

Liz Barrow, BA, RCIS, CEPS	Program Director	619-644-7895	liz.barrow@gcccd.edu
Amanda Robbins, BSN, RN, OTC	Program Coordinator	619-644-7795	amanda.robbins@gcccd.edu
Sarah Aldous	Health Professions Specialist	619-644-7448	sarah.aldous@gcccd.edu
Chris Rice, OTC	Lab Instructor		crisrice554@gmail.com
Erik Duke, OTC	Lecture Instructor		dukestr@cox.net
Mike McMillon, OTC	Lab/Lecture Teaching Assistant		mmcmillon@ucsd.edu

Orthopedic Technology Club

The Orthopedic Technology Club of Grossmont College is chartered by the ASGC and is organized to promote student interaction, enhance visibility of the Program and conduct fund-raising activities to promote the educational program. Each OTC class elects a slate of officers during the first semester of the program that will provide leadership and coordination of the club's activities.

Learning Resources Center – 619-644-7355

<http://www.grossmont.edu/student-services/library/default.aspx>

The Learning Resources Center (LRC) is the large building in the center of the campus located directly behind the administration complex. It is organized into the Library and the Tech Mall. The library is well supplied with a variety of reference books, periodicals and medical journals for student use and is continually updated

Tutoring Center – 619-644-7387

<http://www.grossmont.edu/student-services/tutoring/default.aspx>

The tutoring center is located in the Tech Mall. The center provides tutoring in designated subject areas. The Tutoring Center may or may not be funded due to the current fiscal situation in the State.

Accessibility Resource Center – A.R.C. (formerly DSP&S) – 619-644-7112

<http://www.grossmont.edu/student-services/offices-and-services/dsps/default.aspx>

The Disabled Students Services department provides services to students with various disabilities including learning disability, speech impairment, hearing or visual impaired and provides transportation for students with orthopedic problems. The Center provides diagnostic testing and specific tutoring for students with learning difficulties.

Health Services Office – 619-644-7192

<http://www.grossmont.edu/student-services/offices-and-services/health-services/default.aspx>

Health counseling, the interpretation of health problems, health guidance, and referral is available through the college Health & Safety Officer. Services including immunizations & TB testing, first aid, vision screening, hearing screening and optometry are available upon request. On-campus and school related activities insurance coverage for accidents is handled through this office. Coverage is at the Workers' Compensation rate.

Counseling Center – 619-644-7208

<http://www.grossmont.edu/student-services/offices-and-services/counseling/default.aspx>

The Counseling Center is available to assist students with academic planning, career exploration, crisis situations, personal adjustment, interpersonal relations, marriage and family concerns, divorce adjustment and stress reduction. Personal development classes for college credit focusing on careers and study skills are available.

The Counseling Center is staffed by educationally qualified, professional, licensed and credentialed counselors. Appointments may be made by calling the Center at 619-644-7208, Monday through Thursday, 8:00 AM - 7:30 PM, and Friday from 8:00 AM - 1:00 PM. All contacts are confidential.

Financial Aid – 619-644-7129

<http://www.grossmont.edu/student-services/offices-and-services/fa/default.aspx>

Students who need financial assistance to remain in school may apply for aid in the form of grants, scholarships, loans and the college work study program. Information and applications for financial aid may be obtained from the Financial Aid Office in Room 108. Students who are members of the Associated Students of Grossmont College (ASGC) are also eligible for short-term, interest-free book loans. Book loan applications are available in the Student Government Office.

Student Job Placement Center – 619-644-7611

<http://www.grossmont.edu/student-services/offices-and-services/careercenter/studentempservices/job-placement.aspx>

The Student Job Placement Office coordinates campus-wide full-time and part-time placement for Grossmont College students. Work experience positions which will enhance the student's course of instruction are also offered. Part-time job placement serves students seeking jobs to provide income while completing their education. The Placement Office is located in the Counseling Center.

Veterans Resource Center – 619-644-7165

<http://www.grossmont.edu/student-services/offices-and-services/veterans/default.aspx>

The Veterans Affairs Office serves to assist veterans in qualifying, applying for and maintaining VA educational benefits.

Student Affairs Office-619-644-7600

<http://www.grossmont.edu/campus-life/student-affairs/default.aspx>

The Student Affairs Office oversees student life programming including student activities and services as well as administrative oversight of the Associated Students of Grossmont College and affiliated student organizations and clubs. The Office also manages student discipline issues related to the classroom, instruction, staff, faculty, department functions and overall campus environment. The Student Affairs Office also coordinates the Colleges' annual Commencement Ceremony.

EOPS/CARE – 619-644-7617

<http://www.grossmont.edu/eops/>

State funded program for economically and educationally disadvantaged students.

Public Safety – Parking Lot 5 – 619-644-7654

Lost and found, Safety/Security concerns, Parking Services

Associated Students of Grossmont College (ASGC) – 619-644-7604

<http://asgcinc.org/>

The Associated Students of Grossmont College (ASGC) supports activities such as clubs, dances, concerts, rallies, speakers, films and other cultural events in addition to providing discount services to ASGC members. The ASGC offices are located in the Student Center and all CVT students are encouraged to support their activities. They in turn provide support for our department through financial donations, as well as equipment and services.

SECTION VII - CLINICAL FACILITIES/AFFILIATIONS

Currently, the Orthopedic Technology Program at Grossmont College maintains clinical affiliations with the following hospitals/clinics in the San Diego area. Unique clinical experiences may be established during any given semester and students will be given the address in a timely fashion. Students are responsible for their own transportation to and from clinical sites.

Clinical Site	Miles
KAISER-PERMANENTE TRAVELODGE 250 S. Travelodge Drive El Cajon, CA 92020	6
KAISER-PERMANENTE MEDICAL CENTER 4647 Zion Avenue San Diego, CA 92120	7
RADY CHILDREN'S HOSPITAL 8001 Frost Street San Diego, CA 92123	14
UCSD MEDICAL CENTER, HILLCREST 200 West Arbor San Diego, CA 92103	15
UCSD MEDICAL CENTER, THORTON 9300 Campus Point Drive La Jolla, CA 92037-1300	18
KAISER-PERMANENTE OTAY 4650 Palm Avenue San Diego, CA 92154	20
KAISER-PERMANENTE SAN MARCOS 400 Craven Road San Marcos, CA 92078	36

**Grossmont College
Orthopedic Technology
Program**



APPENDIX 1

Competencies for Graduation

ORTHOPEDIC TECHNOLOGY GROSSMONT COLLEGE

Competencies will be verified through examinations in variable formats including but not limited to multiple choice, essay, short answer, outside class written assignments and student projects. Performance examinations will also be utilized in the classroom labs and the hospital-based labs in both single and group settings.

COMPETENCIES REQUIRED FOR GRADUATION CORE CURRICULUM

COGNITIVE SKILLS

Mathematics

- Define and apply mathematical formulas to solve problems involving fractions, decimal fractions, fundamental algebraic operations and scientific notation.
- Define and apply systems of measurement and measurement conversion as utilized in application of CPM's.
- Define and apply formulas for force, energy, velocity, and pressure with regard to orthopedic traction.

Anatomy and Physiology

- Describe the anatomic components and functional relationships of orthopedics..
- Recognize and define normal values of compartment pressures.
- Define and state the principles of the muscular skeletal system.
- State and define "Murphy's Law" of Orthopedics.
- Describe the structure and distribution of the peripheral nervous system in the human body.
- Describe the structure, distribution and function of the arterial, venous and pulmonary circulations.

Congenital Orthopedic Conditions Disease and Fractures

- Describe and define the anatomical characteristics and pathophysiology of the following congenital conditions diseases:

Shoulder

DX

- **Soft Tissue:** rotator cuff tears, biceps ruptures, adhesive capsulitis
- **Dislocations:** Ant, Post, A.C. separations, Luxatio erecta inf. Dislocation
- **FX:** clavicle, Scapula fx, Humerus fx, humerus mid shaft ALLSTIEN LEWIS fx

Elbow: (Cubadus)

DX

- **Soft Tissue:** Ligamentous, Biceps Rupture, Triceps Rupture, Medial & Lateral Epicondylitis, Nurse Maid Syndrome
- **Dislocations:** Post. Dislocation, Radial Head
- **FX:** Supracondylar fx, Radial head fx, Intercondylar fx, Olecranon fx, Medial Condyle fx

Hand:

DX

- **Soft Tissue:** Gamekeeper, Mallet Finger, TFCC, Volar Plate, Extensor, Flexor, Nerve, Artery laceration, Dupuytren's, Trigger Finger, Boutonnière deformity, Keinbock disease, Presely disease, Dequervain's
- **FX:** Barton fx, Bennett's fx, Rolando fx, Chauffeur's fx, Galeazzi fx, Monteggia fx, Colles' fx, Smith fx, Greenstick fx, Scaphoid & Lunate fx
- **Dislocations:** Radial Carpals jt, Phalangeal

Hip

DX

- **Soft Tissue:** Bursitis, Slipped Capital Femoral Epiphysis, Legg-Calvé-Perthes Disease, AVN Femoral Epiphysis, Chondroblastoma, Developmental Hip Dysplasia
- **Dislocation:** Ant, Post
- **FX:** Pelvic fx, Malgaigne's, Intertrochanteric fx, Subtrochanteric fx, Femoral Neck fx, Femoral Head fx, Femoral Shaft fx

Knee

DX

- **Soft Tissue:** MCL/LCL, ACL/PCL tear, Patella Tracking, Meniscus Tears
- **Dislocation:** Patella, Knee
- **FX:** Patella fx, Distal Femur fx, Tibia Plateau fx, Tibia and fibula fx

Foot

DX

- **Soft Tissue:** Morton's Neuroma, Achilles Rupture, Drop Foot, Plantar Fasciitis, OCD Lesions, Plantar Fasciitis, Hammer Toe, Kohler Disease, AVN of Navicular, Club Foot
- **Dislocation:** Lisfranc fx Dislocation, Tarsal Metatarsal, Chopart fx Dislocation, Midtarsal

- **FX:** Metatarsal fx, Tibia Fibula fx , Fibula fx , Calcaneus fx , Phalange fx, Talus fx

Spine

- **Soft Tissue:** Disk, Ankylosing Spondylitis Inflammatory Disease, Marie Strumpell Disease, Spondyloarthritis , Spondylolysis, Spinal Stenosis, Scoliosis
- **FX:** C-spine , T-spine , Lumbar Spine .

Medical Instrumentation

- Describe the fundamental concepts and principles of traction.
- State safety procedures for prescribed laboratory protocols.
- Define the fundamental concepts and principles of the cast saw
- Define the fundamental concepts of fiberglass fabric impregnated polyurethane resin.
- Describe basic concepts of gauze impregnated plaster paris.
- Describe the principles of Medical Imaging modalities including ultrasound, fluoroscopy, MR, CT and x-ray.
- Describe the purpose, function, personnel, procedures and major devices utilized in the Cast Room

Principles of Aseptic Technique

- Describe the principles of Aseptic Technique and the maintenance of a sterile field.
- Describe the types of sterilization utilized in preparing surgical instruments, guide wires, solutions, drapes and dressings.
- Describe the methods of wrapping surgical packs, instruments, and guide wires for sterilization.
- Describe the method of opening sterile packs and passing sterile supplies onto the sterile field.
- Describe the procedure for open and closed glove technique in preparing for assisting the physician in cardiac catheterization.

Pharmacology

- Describe the basic principles of pharmacology as related to Orthopedic Technology.
- List the basic classes of pharmacologic agents used in the treatment or diagnosis of Orthopedic disease.
- Describe the mechanism of action of various types of pharmacological agents used in cardiovascular studies.
- Interpret written or verbal orders from the physician concerning pharmacologic agents during orthopedic or other diagnostic procedures.

Medical Terminology and Symbols

- Define specified medical terminology with regard to orthopedic anatomy, physiology and orthopedic testing.
- Define specified symbols and abbreviations with regard to anatomy, physiology, and Orthopedic Technology.

PSYCHOMOTOR SKILLS

Medical Instrumentation

- Set up, calibrate and operate the following medical and electronic instruments:

- KT 1000
- Cast saw
- Vacuum systems
- Fluoroscopy
- Doppler flow meters
- Wick catheters
- CPM's Constant Passive Motion Machine
- Setup and assist Physician with reduction of bone and joints
- Basic and Advanced Traction setup

Indirect Blood Pressure Measurement

- Measure and record heart rate utilizing the radial, brachial, apical or carotid pulse
- Utilize mercury-gravity or aneroid sphygmomanometer to measure and record systolic and diastolic blood pressure
- Calculate and record pulse pressure and estimated mean arterial pressure from indirect measurements

Aseptic Technique

- Perform surgical scrub technique in preparation for assisting the physician in performing orthopedic procedures.
- Set up and maintain a sterile field in accordance with procedures required for aseptic technique.
- Prepare operative site as directed by the physician for guide orthopedic procedure.
- Assist the physician in performing, maintaining the sterile field and passing surgical instruments, guide wires as required.
- Identify, prepare and maintain surgical instruments utilized in orthopedic procedures.

Application of Orthopedic Cast

- Apply various orthopedic cast on patients:

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- Short Arm Cast
- Short Arm Thumb spica
- Short Arm Cobra/Outrigger
- Long Arm Cast
- Muenster Cast
- Hanging Arm Cast
- Sarmiento Cast
- Short Leg Cast
- Cylinder Cast
- Long Leg Cast
- Patella Tendon Bearing Cast

Delbet Cast
Slipper Cast
Hinged Knee/Elbow Cast
Body Cast
Hip Spica Cast
Total/ Non Contact Cast

Application of Orthopedic Splints

- Apply various orthopedic splints on patients:

Volar Splint
Short Arm Thumb Spica Splint
Ulnar Gutter Splint
Radial Gutter Splint
Sugar Tong Splint
Coaptation Splint
Long Arm Post Splint
Bulky Jones Splint
Short Leg Post Splint

Application of Orthopedic Braces

Apply various orthopedic braces on patients

Cam Boots
Aircast
Lace Up Ankle Brace
Post OP Shoe
Darco Shoe
Podiatry Product
Knee/ Elbow ROM Braces
Knee Immobilizer
Knee Sleeves/ Hinged
Patella Stabilizer
MCL Brace
Sling And Swath
Clavical Strap
Ultra Sling
FX Braces
Lumbar Sacral Corset
Camp Brace
Collar And Cuff
Cervical Orthosis
Thoracic Lumbar Orthosis
Cervical Thoracic Lumbar Orthosis

Education and fitting

Crutches, Canes, Walkers

AFFECTIVE SKILLS

- Develop and maintain a professional attitude during all on-campus laboratory experiences.
- Display a professional attitude with regard to proper utilization of instrumentation and departmental supplies.
- Demonstrate a responsible attitude in proper cleanup and restoring equipment and supplies at the conclusion of lab sessions.
- Develop and maintain an attitude of striving for accuracy and excellence in diagnostic testing.
- Develop and maintain an attitude of a lifelong learner by attending workshops and conferences to acquire continuing medical education.
- Develop and practice good patient interactive skills, helping to calm fears, explaining procedures, and generally making the patient's test a positive experience.
- Develop and maintain an attitude of professional, cooperative, and pleasant interaction with coworkers and physicians.
- Develop and maintain an attitude of generosity in sharing one's knowledge of medical diagnostic skills.