

MHT Student Handbook



WALLACE
COMMUNITY
COLLEGE

2026-2027

Mental Health Technician Program

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Welcome

Congratulations on being accepted into the MHT Program at Wallace Community College. Your acceptance into the Program reflects your hard work and dedication to your education and chosen profession. The next few semesters should be exciting and rewarding in preparing you for an MHT career.

The faculty and staff of the College will do everything possible to make your education successful and enjoyable. We will strive to provide you with the educational opportunities necessary to become an MHT. You should take full advantage of these opportunities, remembering you only get out of an experience what you put into it.

The choice of a career is a personal decision. However, having chosen this profession, you must now assume the inherent ethics and responsibilities of the profession. You are now taking the responsibility for treating other human beings and influencing their lives. For this reason, the educational process for becoming an MHT will evaluate you not just on your knowledge, but on your work ethics and sense of professionalism, as well.

The program of study will involve classroom, lab, and clinical work as well as some outside study. The MHT Program has a highly structured curriculum and schedule. You will have limited choices of classes, times and schedules. You must be available for class or clinic when requested, including Fridays, and possible Saturdays and evenings. Meetings outside of regular class times will be scheduled in advance, in consideration of working students; however, attendance will be mandatory.

There is a valuable component of clinical practice in the curriculum. Some of the clinical sites may not be within close traveling distance of your home. You must provide your own transportation to the clinical sites.

This handbook will inform you of policies and procedures particular to the MHT Program. You should keep this readily accessible. Please refer to the *Wallace Community College Catalog/Student Handbook* for other policies.

We welcome you and look forward to a lot of fun, hard work, and new friendships!

Mission Statement

The mission of the Mental Health Technician Program at Wallace Community College is to help students attain an education to satisfy requirements of a Certificate as an MHT. In doing so, we will graduate knowledgeable, competent, self-assured, adaptable, and service oriented paraprofessionals. Graduates will be valuable members of the profession and the health care team, within their scope of work. Graduates of the MHT program at WCC will be prepared to uphold high standards of patient care while helping to meet healthcare needs in our community, state, and region. The program is committed to accomplishing this mission using quality instructional methods, including both traditional and technology-based instruction, whereby students are assisted to achieve the academic knowledge and clinical skills necessary to serve the mental and behavioral health needs of the public.

Understanding the Role of an MHT

Mental Health Technicians work with patients who are experiencing psychiatric, emotional, or behavioral issues. They play a critical support role in mental health care settings, often assisting licensed professionals such as psychiatrists, psychologists, and therapists. Daily responsibilities include monitoring patients, guiding them through therapeutic activities, documenting behaviors and progress, and ensuring a safe, structured environment.

Mental Health Technicians may assist with basic care tasks—like helping patients with hygiene or meals—but their primary focus is emotional and behavioral support. You'll often find MHTs in psychiatric hospitals, inpatient mental health units, rehabilitation centers, and behavioral health clinics.

Those who excel in this career tend to be empathetic, patient, and emotionally resilient. It's a great choice for people who are curious about psychology and passionate about supporting others through mental and emotional challenges.

The daily experience of a Mental Health Technician can be emotionally intense and highly variable. MHTs often work with patients in crisis, and their ability to remain calm and empathetic is essential. They may be part of group therapy sessions, help facilitate one-on-one support, or respond to emergency situations involving patients dealing with anxiety, trauma, addiction, or mental illness. Shifts often include nights and weekends, especially in inpatient or residential facilities.

For Mental Health Technicians, experience in the field can lead to advanced roles in behavioral health. You might pursue additional certifications in substance abuse counseling, crisis intervention, or trauma-informed care. Some MHTs go on to earn degrees in psychology, counseling, or social work, opening doors to careers as mental health counselors, case managers, or psychiatric nurses.

Mental Health Technicians tend to thrive if they are patient, understanding, and emotionally strong. The ability to build trust with patients who are going through psychological distress is crucial. If you are drawn to listening, supporting people through behavioral struggles, and helping them rebuild their lives, this career offers incredible purpose and fulfillment.

Program Learning Outcomes

Upon successful completion of the MHT Short Certificate, graduates will be able to:

- Recognize the importance of the mental health technician's role in improving the quality of life for people in the health care system.
- Encourage people to be as independent as possible.
- Support and maintain the rights of clients/residents.
- Be sensitive to the physical and psychological needs of people in the health care system.
- Communicate effectively and appropriately with all health care clients/residents, families, and staff.
- Provide basic quality care for people in the health care system.
- Observe and document a person's physical condition and overall well-being.
- Work well as an integral team member.
- Meet clients/residents' rights to quality health care according to HIPAA guidelines.
- Demonstrate interpersonal communication skills that are effective in mental health-related situations, including de-escalation and redirecting behavior.
- Explain how biological, psychological, and environmental factors affect mental health.
- Describe societal attitudes toward mental illness within a contemporary society.
- Describe common psychological disorders in the DSM, including their treatments.
- Describe types of treatments utilized for the care of psychiatric patients.
- Demonstrate knowledge of commonly prescribed medications to treat psychiatric disorders including mechanism of action, therapeutic effects, adverse reactions, safety implications, and routes of administration.

Human Rights and Non-Discrimination

Wallace Community College is committed to equal opportunity education. The College is guided in philosophy and practice by the principle that individuals will not be treated differently because of race, creed, religion, color, gender, age, national origin, disability, or marital status, and that legitimate and reasonable access to facilities is available to all. This principle particularly applies to the admission of students to all programs of the College and in their academic pursuits. It is also applicable in extracurricular activities, all student services, employment of students by the College, and employment of instructors and non-instructional personnel. Therefore, Wallace Community College is in compliance with *Title VI and VII of the Civil Rights Act of 1964*, as amended; the *Civil Rights Act of 1991*; *Executive Order 11246*; as amended; *Title IX of the Rehabilitation Act*; and *The Americans with Disabilities Act of 1990*. Wallace Community College is an Affirmative Action, Equal Employment and Educational Opportunity Institution.

Title IX of the Education Amendments of 1972, as amended, prohibits discrimination based on sex. Sexual harassment is a form of discrimination that is illegal under *Title VII of the Civil Rights Act of 1964* for employees and under *Title IX of the Education Amendments of 1972* for students. Each campus of Wallace Community College has trained Compliance Officers.

Other Civil Rights and Title IX Compliance Coordinators

Employee's Contact:

Keyashia Sheppard, Wallace Campus - (334) 556-2557

Email: ksheppard@wallace.edu

Student's Contact:

Shaletha Barnes-Blackmon, Wallace Campus - (334) 556-2511

Email: sblackmon@wallace.edu

Office of Civil Rights for Alabama:

Office of Civil Rights, Atlanta Office

U.S. Department of Education

61 Forsyth Street S.W., Suite 19T10

Atlanta, GA 30303-8927

Phone: (404) 974-9406

Email: OCR.Atlanta@ed.gov

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination on the basis of disabilities.

Section 504 Compliance Coordinator:

Ryan Spry, Director of Student and Campus Services - (334) 556-2587

Email: rspry@wallace.edu

The Americans with Disabilities Act of 1990 (ADA) provides that no otherwise qualified person shall be discriminated against in the provision of an educational service or benefit based on disability. Wallace Community College endeavors to provide reasonable accommodation to qualified students with disabilities. Students needing disability services or information should contact the appropriate Compliance Coordinator on the appropriate campus or site.

Americans with Disabilities Act Compliance Coordinators:

Terri Ricks, Sparks Campus - (334) 619-1507; Email: tricks@wallace.edu

Ryan Spry, Wallace Campus - (334) 556-2587; Email: rspry@wallace.edu

MHT Attendance and Tardiness

- A. Students are expected to attend all classes and clinical assignments as scheduled unless there is a serious, contagious illness or an emergency occurs. If absence or tardiness is unavoidable due to any of the above, the student **must** notify the instructor(s) by phone/voicemail or email for each course in which the absence will occur prior to the start of class or the workday; **and if applicable**, the clinical site to which he/she is assigned. Students are expected to be in their seats, ready to start class at the assigned time. This means textbooks and notebooks open and ready to start. Students should remember that instructors often serve as references for prospective employers. Dependability in terms of attendance is a big issue for employers. Performance in this area is an excellent indicator for future employers.
- B. Students are expected to complete assignments by their respective due dates. Late submissions or assignments will not be accepted unless there are extenuating circumstances; the instructor reserves the right to determine if late/missed work will be accepted. Missed quizzes/tests must be completed the next class period or a grade of zero will be issued.

Grading System Policies

A. The grading scale used by the MHT program is outlined below:

A = 90-100

B = 80-89

C = 75-79

D = 60-74

F = 59 and below

B. Examinations

Instructors will schedule final examinations based on the College's final exam schedule. Final examinations will be scheduled as closely as possible to the College's schedule for general education courses. A student must notify the instructor at least one week prior to finals, if there is a conflict in examination schedule. Unit examinations and quizzes are scheduled at the discretion of each instructor.

C. Laboratory Skills

Many courses require demonstration of learned skills and procedures. During these tests, students will be required to demonstrate skills and professional behaviors in patient simulated activities. Lab skills will be graded as Pass or Fail.

D. Clinical

The instructor is responsible for assigning grades for clinical performance based on scores given on the student evaluation form.

Academic Honesty Code

All students enrolled in the MHT Program are expected to conform to the College's Code of Student Conduct as listed in the *College Catalog/Student Handbook* under the section entitled "Code of Student Conduct" which includes cheating.

A. Cheating: Cheating is defined as:

- a. Dishonesty in completing academic assignments, such as having in one's possession materials other than those specifically approved by one's instructor during tests.
- b. Submission of work that was prepared by someone else to an instructor as one's own work.
- c. Plagiarism, representation of someone else's writing or ideas as one's own.
- d. Assistance in the foregoing practices.

B. Plagiarism: Plagiarism is:

- a. The act of using the words and/or work of another author and attempting to pass it on as one's own work.
- b. An example of plagiarism includes, but is not limited to, a student submitting, under his or her own name, an essay, report, research paper, or some other assignment that has been written in part or whole by another person.
- c. Plagiarism also occurs when a pattern exists of failing to document and punctuate materials from research sources appropriately (as designated by the instructor and the research style that the instructor requires and publishes to his or her students) and/or the consistent failure to document accurately and in proper style any material that is not common knowledge, which the student has included in an assignment.

Dress Code

A. Lecture and Lab Classes

- a. First impressions are important. You represent the school and your profession even while attending class. It is expected that you will dress in a professional manner. All healthcare students at Wallace Community College are expected to wear designated uniforms to class based on their program of study. All MHT students are expected to wear dark pine green scrubs to lecture classes, labs, and off campus professional activities. Athletic shoes and socks must be worn. Flip-flops, clogs, crocs, and bedroom slippers are not allowed.

B. Clinical Practice

- a. The status of everyone is reflected by the initial image portrayed to others. Studies have shown that professional competency is judged initially on the outward appearance and manner of health care professionals. Trust and acceptance by patients are important factors in how well they respond to instruction and treatment. Dress regulations, in many instances, serve to protect the patient and the professional, as well as identify the professional to patients and other health care practitioners. Standards for clinical dress have been established for the well-being of all students participating in clinical educational settings.
- b. WCC MHT Program dark pine green scrubs are considered full uniform dress and must be always worn when in the clinical setting or representing the college, along with the clinical name tag. Students must always wear their uniform so that patients know a student is treating them.
- c. No jewelry is allowed except a simple band ring.
- d. Body piercings are not allowed in the lab or in the clinic (tongue, nose, belly button, eyebrow, etc.).
- e. Nails should be clean and neatly trimmed so that tips of nails do not show beyond fingertips. Nail polish must be intact and not be chipped or “wearing off”.
- f. Each student must be identified by an approved nametag--obtained from an appropriate vendor of the college.
- g. Strong perfume, deodorant, hair spray, coffee, and cigarette smoke are offensive to many patients. Therefore, students must ensure against being offensive.
- h. No gum chewing is allowed.

- i. Students must abide by policies of the Program and clinical facility. If policies are different, students are expected to follow the more restrictive policy.

General Class Procedures

- A. Breaks are provided between and during classes as necessary. No eating or drinking is allowed in the lab.
- B. Family and friends are not allowed in class or practice sessions in the laboratory. This includes students' children of any age.
- C. There will be scheduled times for students to practice lab skills. These times will be provided by the course instructor each semester. Practice times must be scheduled at times when a faculty member is on duty. All safety rules must be followed during these times. The rules will be distributed prior to the start of the first lab class.
- D. No materials may be removed from the lab, and all must be returned to their proper place.
- E. Students are expected to be on time and ready (i.e., appropriately dressed) at the beginning of class.
- F. Students should always demonstrate respect for the rights and dignity of fellow students and faculty.

Faculty Advisement

The program encourages an open-door policy with respect to student-faculty communication. Faculty will post office hours in the College's learning management system (Canvas) during which they are available for counseling.

Emergency Messages

In an emergency, it may become necessary for your family to contact you while you are attending class. If your family member knows your specific class schedule, this task is much easier. For emergencies only, they may call the Allied Health Secretary, (334) 556-2388, who will make a valid attempt to locate you. However, no guarantees can be made. Cellular phones must be turned to silent mode or off during class.

Confidentiality

Students have a right to be kept up to date on their performance, both academically and clinically. The faculty of the MHT Program will make certain that students are informed of their grades in all academic courses and will make certain that any problems encountered during clinical education experiences are made known to the student in time for corrective action to occur. Conferences pertaining to students' performance will be held in an office that offers privacy for the student. During the MHT Program, students will have access to information about patients as well as other students, therapists, and faculty that could be damaging to that person personally and/or professionally. For that reason, anything that occurs or is discussed during class or clinicals is considered privileged information. Clinics operate under strict rules and regulations regarding patient privacy and confidentiality (HIPAA). Students will be instructed in generalized rules but **MUST** follow clinical rules regarding patient privacy and confidentiality. Confidentiality extends to include any information that may be shared via social networking sites (Facebook, Twitter, etc.). Violation of these rules is considered a breach of ethics and can result in disciplinary action, including dismissal from the program.

Library Resources

The College Library is a major resource center for support, research, and educational media. Consult the *College Catalog* for Library service policies and procedures. Hours are posted each semester.

Health Records Policy

Validation and documentation of required health records must be received by all students enrolled in an allied health program. **Students who fail to submit required records will not be allowed to continue in the program until all records are received.** *If you have questions concerning this process, contact Pamela Flowers, 334-556-2388, email pflowers@wallace.edu*

All students are required to have a completed Essential Functions form signed by a physician. A completed Essential Functions form, which has been verified by a physician, protects the student by identifying any potential or real health problems

that may be exacerbated by the demands of the laboratory and clinical portions of the program.

Health professions are strenuous, both physically and psychologically. The student's ability to handle these demands must be established. It is also imperative that students do not expose clients or agency personnel to communicable disease or risk their safety due to the inability to handle the physical or psychological stress of client care.

NOTE: Updates to health records such as TB or CPR may be required while a student is enrolled in the program. **Any updates will be due at the beginning of the semester in which they expire.** *For example,* a TB skin test is required annually. If it expires in March of the spring semester, the update will be due no later than the first week of class, in January. Failure to remain current for any health requirements will prohibit a student from attending a clinical site.

The following are required for ALL students:

1. **PHYSICAL EXAMINATION** – A **physical examination**, completed within the past year, is required for all new students. The physical must be signed by a licensed physician, physician assistant or nurse practitioner. The examination must be documented on the Program's Essential Functions Form. New students and any student returning to an allied health program after an absence of one (1) year must submit current completed health forms.

2. **IMMUNIZATIONS / TITERS** – It is the **STUDENT'S RESPONSIBILITY** to keep all health records current. **Documentation of any required updates should be submitted to the allied health secretary as soon as possible.** The following are required:

- **T-dap Vaccine**

Students entering an allied health program must provide documentation of an **adult Tdap vaccine** (tetanus, diphtheria, and pertussis). If the documented Tdap vaccine is over ten (10) years old, documentation of a Td (tetanus and diphtheria) or Tdap booster that is less than ten (10) years old is also required. An update is required every ten (10) years.

- **TB Skin Test**

The Two-step TB Skin Test is required at the beginning of the program. This

consists of one test followed by a second test 7-21 days later. The results cannot be more than four (4) weeks apart. An annual one-step TB Skin Test is required each following year and is the STUDENT'S RESPONSIBILITY to provide to the allied health secretary when due. If you have had a positive TB result, submit proof of that result as well as proof of a clear chest x-ray. TB QuantiFERON Gold lab test may be substituted for a two-step TB skin test initially; a repeat test will be required annually. Completion of a TB Questionnaire must be completed annually for students who submit results from a chest x-ray.

- **MMRV (Measles, Mumps, Rubella and Varicella) Titer**

A MMRV - Measles, Mumps, Rubella (German Measles), and Varicella (Chicken Pox) titer is required to enter an allied health program. If any results are negative or non-immune, the student must sign the *MMRV Waiver Form* and submit it with the negative or non-immune results. The student is advised to consult with a physician regarding precautions to prevent infection.

- **Hepatitis B**

A Hepatitis B titer is required to enter an allied health program. If the results are negative or non-immune, the student must sign the *Hepatitis B Waiver Form* to be submitted with these results. The student is advised to consult with a physician regarding precautions to prevent infection.

- **CPR Certification**

Students must provide proof of certification in Basic Cardiopulmonary Life Support (BCLS) prior to the fourth week of semester one. This may be obtained at the College by enrollment in EMS 100 or at any other approved agency or facility. A copy of successful completion must be presented, and certification must remain current during the entire program of study. Online certification without hands-on skills sessions is not acceptable.

- **Clinical Site Training Documents**

Students must complete online training in the College's learning management system for all health care/clinical facilities used by the Program. Evidence of completion (quiz scores of 100% and all associated documents) must be submitted to the Allied Health Secretary.

- **COVID-19 Survey Form**

Students must submit a completed COVID-19 Survey form at the beginning of the program indicating if the COVID-19 vaccine has been received. If the

vaccine has been administered, the student is required to submit proof of vaccination to the Allied Health Secretary. The PTA Program follows the clinical facilities' policies regarding the COVID-19 vaccine. Clinical site placement is not determined by vaccination status. Students must comply with requirements of the health care facility/clinical site or an interruption in program progression may occur.

• **Flu Survey Form**

Students must submit a completed Flu Survey form annually to indicate if the flu vaccine has been received. If the vaccine has been administered, the student is required to submit proof of vaccination to the Allied Health Secretary. The PTA Program follows the clinical facilities' policies regarding the flu vaccine. Clinical site placement is not determined by vaccination status. Students must comply with requirements of the health care facility/clinical site or an interruption in program progression may occur.

3. CONTINUING HEALTH STATUS – It is the STUDENT'S RESPONSIBILITY to notify program faculty of any changes in his/her health status, i.e. pregnancy, surgery, injuries, etc. Students who have a change in medical status, whether temporary or permanent, while enrolled in the program must provide an updated Essential Functions form signed by a physician indicating the student can perform all duties required of the program, to include clinical work.

4. PROFESSIONAL LIABILITY INSURANCE – Students in an allied health program are required to pay a fee for professional liability insurance (malpractice insurance) through the College. The fee is added to the course registration and is to be paid at registration each applicable semester.

5. HEALTH INSURANCE – Wallace Community College and the allied health programs do not provide health insurance coverage for students. Students are responsible for costs incurred because of an accident/injury in the clinical or college laboratory. This may include follow-up testing and/or treatment mandated by the program/clinical agency. Students are not entitled to any Workmen's Compensation benefits from agencies. Health insurance coverage is strongly recommended.

Substance Abuse and Background Screen Policies

Every student enrolled in a health sciences program at Wallace Community College is required to undergo substance abuse and background screens. Copies of the substance abuse and background screen policies were included in the Program acceptance paperwork.

Incident/Accident Report

In case of an unusual incident involving faculty or students of the MHT program, either during attendance at labs, classes on-campus, or at an off-campus clinical experience, appropriate documentation and follow-up, as necessary, will be completed. Exposure to blood and/or body fluids is an example of an unusual incident. The purpose of an Incident/Accident Report is to protect the rights and safety of the College, students, faculty, and visitors to the campus while on campus or participating in off-campus events that include clinical education experiences. In general, if the incident occurs on campus, the campus plan will be followed. If the incident occurs at a clinical facility, the procedure of the facility will be followed, but the College must be notified immediately. The individual involved in the incident is responsible for all costs incurred.

Wallace Community College has a comprehensive safety plan that covers many possible emergency situations. If you are involved in, or witness an accident on campus, immediately contact a faculty member or dial "1-1-1" for the switchboard operator. All students should become familiar with emergency exits as well as emergency warning system messages, both of which are posted in all buildings. Additional information is in the *College Catalog*.

1. If the primary responder determines that the emergency is life threatening:
 - a) Call 9-1-1.
2. If the primary responder determines that the emergency is non-life-threatening:
 - a) Call the College emergency operator from a campus phone by dialing 1-1-1 (Wallace Campus) or 4-2-1-0 (Sparks Campus). If it is an evening or weekend, call campus police/security by dialing 334-798-1381 (Wallace Campus) or 334-798-1228 (Sparks Campus).

Roles and Responsibilities for Clinical Experiences

For students to be exposed to a wide variety of clinical settings, it is the responsibility of the instructor to make clinical assignments. Once the assignment is given to the student, the only changes that will be made will occur if there is a cancellation by the clinical site or if the student feels there is a critical reason for changing the clinical education experiences and the instructor deems the change is necessary.

- A. The following procedures will be followed concerning clinical assignments:
- a. If a student feels there is a critical reason for changing a clinical education experience, a meeting should be scheduled with the instructor.
 - b. The student will need to prepare a letter that outlines the reason for the change is justified.
 - c. The student should not make any attempt to change the schedule on his/her own by contacting another facility or student.
 - d. The instructor will decide within 24 hours and inform the student in writing of the decision. This letter will include the reason for the denial if that is the decision or action that the student must take to facilitate the change.

MHT Program will:

- Maintain copies of student's physical examination, immunization records, CPR and Basic First Aid certification in the Program's office. Proof of liability insurance and results of substance abuse screens are maintained in the office of the Associate Dean, Health Sciences.
- Provide students with a wide variety of quality clinical education experiences.
- Make clinical assignments in keeping with departmental policy.
- Provide each clinical site with a current Clinical Education Manual. This manual will include curriculum outline, course descriptions and competencies that must be reached by the student prior to the start of each affiliation. The manual will also include the evaluation tools to be used by the instructor, along with policies to be followed in case of special circumstances.

MHT Instructor will:

- Counsel students on a personal basis and offer support and assistance as needed.
- Assist students in obtaining maximal comprehension and benefit from clinical performance evaluations.
- Hold seminars and special sessions with students on topics related to the clinical education experience.
- Assess students' performances by developing adequate evaluation devices and feedback methods.
- Evaluate the clinical education sites to assign relevant clinical education experiences for the students.
- Visit the clinical facilities periodically in the students' interests.
- Maintain a current record of the clinical education sites and other background materials that students may need regarding the clinical site.
- Accept the responsibility for scheduling the students' clinical experiences with consideration to input from the students.
- Discuss with students the criteria for evaluation of their performance, as well as of the facility, and make available evaluation forms.
- Assist students with any problems that may arise during clinical affiliations.
- Provide students with general information about the clinical education program in terms of philosophy and education objectives.
- Demonstrate professional and ethical behavior in their field of practice.
- Demonstrate effective communication and interpersonal skills, instructional skills, and supervisory, evaluations, and managerial skills.
- Establish procedures, general guidelines, and manual for clinical education experiences, and is responsible for scheduling and assignment of students.

Clinical Facility will:

- Responsible for direct supervision and education of students, under the supervision of the course instructor
- Facilitate communication with students to define expectations and provide appropriate and timely feedback to students in a positive manner
- Demonstrate ethical behavior, and serve as professional role model
- Plan, implement, and evaluate learning experiences for students
- Ensure that MHT students are adequately supervised and evaluated in the clinical environment

- Provide sufficient orientation for students
- Provide direct patient care with adequate “hands on” practice for optimum development of skills and professionalism

The Student will:

- Formulate personal learning objectives for each clinical experience and all other necessary paperwork and forward all to the instructor in keeping with established timelines.
- Prepare for patient care during each clinical affiliation.
- Follow College policies regarding uniforms and supplies for each clinical affiliation.
- Complete all assigned projects on time, as established by the facility and/or the Program.
- Be responsible for all personal expenses associated with the affiliation.
- Complete an accurate and objective evaluation of the clinical site and educational experience and discuss this during the final performance evaluation process.
- Communicate with the instructor, using telecommunication, if necessary, in an appropriate manner.
- Abide by all policies and procedures of the clinical site, MHT program and Wallace Community College.
- Accept responsibility for his/her own personal safety, as well as the safety of all patients assigned.
- Assume responsibility for any medical expenses that are incurred as the result of personal illness/injury while working at the clinical site.
- Observe and honor all patients’ rights of confidentiality and privacy
- Demonstrate professional behaviors in the areas of dress, punctuality, and attendance.