GATEWAY
COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE

CLINICAL NEURODIAGNOSTIC TECHNOLOGY

STUDENT HANDBOOK

2025-2026

GATEWAY
COMMUNITY COLLEGE
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108 N 40th Street Phoenix, AZ 85034-1704 Phone 602.286.8000 www.gatewaycc.edu

Clinical Neurodiagnostic Technology Program

STUDENT HANDBOOK

Student Name

Address

City State Zip Code

Home Phone Work Phone Cell Phone

Email

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COMMUNITY COLLEGE
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108 N 40th Street Phoenix, AZ 85034-1704 Phone 602.286.8000 www.gatewaycc.edu

Dear Student,

Welcome to the Clinical Neurodiagnostic Technology (NDT) Program at GateWay Community College! We are thrilled to have you join us as you enter this exciting and professionally rewarding field that plays a vital role in healthcare by monitoring and diagnosing conditions related to the nervous system.

Program courses and clinicals are designed to provide you with the knowledge, technical skills and clinical attributes to demonstrate expertise in neurodiagnostic testing procedures and excel as a neurodiagnostic professional.

Success in this program requires commitment and a willingness to learn. We are here to support you on this journey. Do not hesitate to seek guidance, ask questions and utilize the resources available to you.

The NDT Program Handbook serves as a guide to the policies, procedures, and expectations of the program so as to provide consistent and equitable treatment to each student throughout their time in the NDT Program. Please familiarize yourself with its contents and use it as a reference throughout your time with us. The content of the NDT Program Handbook is subject to change at any time. Any revisions will be provided to students in writing and will become effective at the time specified on the revision.

We congratulate you on pursuing Clinical Neurodiagnostic Technology as your career choice and hope that you will enjoy the program and work together with us as a team towards your success. We are honored to be a part of your educational journey!

Best Regards,

Bali Gill, MBBS, RPSGT
Program Director
Clinical Neurodiagnostic Technology Program

Louisa Calvin, R.EEG T., R. NCS T.
Faculty
Clinical Neurodiagnostic Technology Program

GATEWAY COMMUNITY COLLEGE

MISSION STATEMENT

GateWay Community College's mission is to serve a diverse community through equitable, inclusive, and meaningful learning opportunities that prepare students to thrive in a global community. Students are the primary reason we exist. We value our diverse learning community and respect our students for their life experiences and their achievements, and we appreciate their contributions. For these reasons, GateWay is committed to the following values:

- **Learning**

As a lifelong endeavor of growth and self-discovery.

- **Diversity**

As a celebration of the unique richness that all individuals bring to our community and to the learning opportunity it provides.

- **Service**

To students, to each other, and to the community.

- **Teamwork**

As a commitment to working together toward student success.

- **Integrity**

As an essential element in our learning environment. We strive to be honest, authentic, consistent, and respectful in our words and actions.

- **Entrepreneurial Spirit**

As critical in accomplishing our mission and goals. Through calculated risk-taking, we see possibilities . . . not limitations.

NDT PROGRAM MISSION

The mission of the Clinical Neurodiagnostic Technology Program is to prepare competent and compassionate neurodiagnostic technologists with the technical expertise, critical thinking skills, and ethical foundation needed to excel in an evolving healthcare environment. The program strives to cultivate a culture of academic excellence, patient-centered care, and interdisciplinary collaboration, ensuring graduates are contributing to the field of Neurodiagnostics through collaboration, professional growth and a commitment to lifelong learning.

STATEMENT OF PHILOSOPHY

The Clinical Neurodiagnostic Technology (NDT) program is rooted in the belief that excellence in healthcare begins with skilled, compassionate, and dedicated professionals. We are committed to fostering an environment that values academic excellence, clinical proficiency, ethical responsibility, and lifelong learning. The program is designed to integrate theoretical knowledge with hands-on clinical practice. We empower our students to utilize critical thinking and a

patient centered approach emphasizing empathy, cultural sensitivity, and effective communication in providing exceptional patient care.

PROGRAM GOALS

The program will achieve its mission through these goals

1. To prepare competent entry level neurodiagnostic technologists in the cognitive (knowledge), psychomotor (skills) and affective (behavior) domains.

2. Demonstrate professional patterns of behavior promoting integrity, accountability and respect in all aspects of care.

3. Exercise independent judgment and critical thinking in the performance of neurodiagnostic testing, adhering to the profession's standards of practice.

4. Exhibit effective verbal and written communication with patients, families, and professional staff, ensuring clarity, empathy, and professionalism in all interactions.

5. Develop technological proficiency and engage in interdisciplinary collaboration to adapt to evolving practices in neurodiagnostics, while fostering a commitment to lifelong learning and professional development.

PROGRAM OUTCOMES

1. Demonstrate a thorough understanding of neuroanatomy, neurophysiology, and neurodiagnostic principles and apply relevant knowledge of neurological disorders and conditions to accurately perform diagnostic procedures.
2. Operate and maintain neurodiagnostic equipment, including EEG, PSG, nerve conduction studies, and evoked potentials.
3. Provide compassionate and culturally sensitive care to patients of diverse backgrounds.
4. Communicate effectively with patients, families, and healthcare teams to ensure comfort and understanding throughout diagnostic procedures.
5. Analyze and interpret neurodiagnostic data to assist in the diagnosis and management of neurological disorders.
6. Troubleshoot technical issues and adapt to challenges in real-time during procedures.
7. Adhere to ethical and legal standards in all aspects of clinical practice by maintaining patient confidentiality and promoting integrity in neurodiagnostic technology.
8. Work effectively as part of an interdisciplinary healthcare team to ensure optimal patient outcomes.
9. Pursue continuing education and professional development opportunities to enhance expertise.
10. Follow safety guidelines to minimize risks for patients and practitioners during neurodiagnostic procedures.

11. Ensure quality assurance through accurate data collection, reporting, and adherence to accreditation standards.
12. Demonstrate readiness for entry-level employment in a variety of clinical neurodiagnostic settings.
13. Upon successful completion of the AAS degree in Clinical NDT, students will meet the requirements for a Certificate of Completion (CCL) in Sleep Medicine Technology. These two credentials will enable students to sit for the American Board of Registered Electroneurodiagnostic Technologists (ABRET) examination to become a Registered EEG Technologist and the Board of Registered Polysomnographic Technologists examination to become a Registered PSG Technologist.

PROGRAM POLICIES

The policies in this section are in addition to and not inclusive of, all existing policies of the Maricopa County Community College District. Please consult the current GateWay Community College Catalog and Student Handbook for a list of additional policies of the District and GWCC.

Please read the following policies representing the Clinical Neurodiagnostic Technology (NDT) Program and its affiliated clinical facilities. All students will be expected to adhere to these while in the program. Failure to follow these policies may lead to suspension or dismissal from the program. Your signature on the last page of this packet indicates that you have read these policies and are aware of them.

ATTENDANCE

See specific guidelines in the syllabi for the specific program courses.
Prompt and regular attendance for all scheduled activities is required. Absences from scheduled activities are excused only for serious, unavoidable circumstances.
Students must inform the class instructor before absences from a scheduled activity in order to be excused.

ATTIRE

First half of the Fall semester (8 weeks): No formal dress requirements for labs or lectures

Second half of the Fall semester (at the start of the last 8 weeks): Scrubs with Gateway Community College, Clinical Neurodiagnostic Technology (NDT) program embroidered logo to be worn at all times while on campus.

Clinicals: Program scrubs to be worn at all times with closed toed shoes. Scrubs should be clean and wrinkle free.

GROOMING AND HYGIENE

Students in the program are expected to maintain grooming and hygiene standards consistent with the clinical workplace. This means that hair (including facial hair) must be clean and trimmed. Nails must be clean, and fingertip length. Nail extensions and false nails are

prohibited. The use of perfumes and colognes is prohibited. Body odor and breath must be pleasant.

ELECTRONIC DEVICES

Cell phones must be in "vibration" mode only, during lectures and labs. Cell phone usage is prohibited during class. Personal electronic devices can be used for note taking only. No recording devices allowed unless there is a DRS approved accommodation.

PROFESSIONAL CONDUCT

Students in the Clinical Neurodiagnostic Technology Program are expected to demonstrate behavior that is reflective of a professional in the healthcare industry. These behaviors include but are not limited to:

- be on time for all classes
- attend all classes, and special sessions
- be prepared for class (lab attire, reading assignments completed, etc.)
- submit homework on time
- call/email if going to be absent
- follow instructions
- actively participate in class
- treat equipment with care
- accept constructive criticism
- be a good team member
- communicate in a non-threatening manner
- use "G-rated" verbal and non-verbal communication
- treat students, instructors with respect
- participate in maintaining the cleanliness and orderliness of the lab
- refrain from any form of academic misconduct
- refrain from any form of sexual harassment

Failure to demonstrate appropriate professional behavior as outlined above will result in a conference with a faculty member and/or the program director. Failure to demonstrate professional behavior can be cause for withdrawal from the program regardless of academic performance.

COUNSELING

Students who are experiencing difficulties in their personal lives may contact the Counseling Department (602-286-8900) for assistance in resolving problems.

ACADEMIC ADVISING

The student should direct program specific questions to program faculty. Questions about general education courses and requirements should be directed to the Advising Department.

http://www.healthcareadvising@gatewaycc.edu Students are reminded that they must complete all of the general education requirements for an Associate of Applied Science (AAS) degree in order to graduate. Consult the college catalog for these requirements.

INSTRUCTIONAL GRIEVANCE

Any individual who may have a complaint regarding any aspect of the program is requested to follow the steps outlined below:

1. Inform the program director of the complaint via email. In the event that the complaint is against the program director the individual will be referred to the Division Chair of Health Sciences for any further action deemed necessary.
2. The program director will send copies of the complaint to selected college administrative officials as dictated by the nature of the complaint. The college officials receiving notification of a complaint may include but are not limited to any or all of the following: Chair of the Health Sciences Division; Dean of Allied Health and Nursing; Vice-President of Academic Affairs; Dean of Students; President of the college.
3. The program director will investigate the complaint and draft a written response within ten working days from the receipt of the written complaint.
4. The written response will be reviewed with the individual making the complaint and discuss any actions proposed or taken.
5. In the event that this individual is not satisfied with the program's response to the complaint the matter will be forwarded to college administrative officials for any further action deemed necessary by the college.
6. A copy of all complaints, investigation results, actions taken, etc. will be kept in the office of the program director.
7. In given situations the procedures outlined in the college catalog and the college student handbook will supersede this procedure.

ACADEMIC PERFORMANCE

All courses within the Clinical NDT program are offered only once during the length of the program. A failed course could result in a student being dismissed from the program. Readmission into the program may be considered, contingent on the circumstances. Students must complete all prerequisite, program, and AAS degree requirement courses with a minimum grade of C or P.

SMOKE-FREE/TOBACCO-FREE ENVIRONMENT

Smoking (including the use of "e-cigs") and all uses of tobacco shall be prohibited from all District owned and leased property and facilities, including but not limited to parking lots, rooftops, courtyards, plazas, entrance and exit ways, vehicles, sidewalks, common areas, grounds, athletic facilities, and libraries.

EMERGENCIES

If a student must be contacted at school in a non-emergency situation, parties are instructed to contact public safety at 480-784-0900. In case of an emergency such as fire, theft, assault,

etc., contact college public safety at 480-784-0911.

INSURANCE

The student is advised to purchase personal health insurance as none is provided by the college to cover injury during the course of academic and clinical training. Some clinical sites may require that the student have personal health insurance.

OPEN DOOR POLICY

The program faculty are available to discuss professional and educational issues with students. Students are encouraged to arrange a meeting with program faculty whenever the need arises.

PROFESSIONAL ASSOCIATION ACTIVITIES

Students will be required to attend the Arizona chapter of ASET (American Society of Electroneurodiagnostic Technologists) fall and spring education event https://www.azaset.org/ and the Arizona Sleep Society conference https://azsleepsociety.com/ annually.

ESSENTIAL FUNCTIONS

The following is a list of physical/mental requirements that are expected of students in the Clinical Neurodiagnostic Technology Program. These requirements ensure the safety and well being of both students and patients. Students who are unable to perform these functions, with or without reasonable accommodations should consult with their program director for further guidance.

1. Demonstrate manual and physical dexterity to operate neurodiagnostic equipment and troubleshoot technical issues.
2. Demonstrate fine motor skills sufficient to handle small equipment such as measuring devices or electrodes.
3. Demonstrate visual and auditory acuity to monitor and analyze neurodiagnostic tests and provide appropriate patient care.
4. Demonstrate the physical ability to assist patients in ambulating, positioning in bed, and transferring from the bed, wheelchair, car or gurney.
5. Ability to lift or carry equipment/supplies weighing up to 50 pounds.
6. Physical stamina to tolerate extended periods of standing, bending, sitting or pushing.
7. Ability to maneuver neurodiagnostic equipment in a patient room or hospital setting.
8. Demonstrate effective verbal and written communication skills with internal and external customers.
9. Demonstrate ability to read, write, understand and speak English.
10. Demonstrate critical thinking and problem solving skills for technical issues and patient care.
11. Follow established protocols and guidelines for performing neurodiagnostic procedures.
12. Adhere to safety standards, including infection control measures.

13. Ability to work in and manage stressful situations.
14. Ability to maintain patient confidentiality and uphold ethical standards.
15. Ability to work collaboratively within a healthcare team while respecting diversity and cultural differences.

EXAMINATIONS/ASSIGNMENTS

The academic performance of students in the Clinical Neurodiagnostic Technology (NDT) Program is frequently assessed during the course of the program. Assessment techniques include, but are not limited to, written examinations, quizzes, practical examinations, written assignments, homework assignments, and clinical performance assessments. Written examinations and quizzes may include a variety of different types of questions including multiple choice, matching, short answer, fill in the blank, and essay questions. All written assignments must be the original work of the student (or students if submitting an approved group project) submitting the assignment. Submitting work that is copied from a printed resource or is actually the work of another student is considered to be an act of academic misconduct that is punishable by **dismissal from the program**.

When examinations are given in a classroom setting or online the following actions are considered to be acts of **academic misconduct resulting in dismissal from the program**. These actions include, but are not limited to:

1. Possession of or viewing previous versions of examinations
2. Possession of a current examination
3. Consulting any printed materials, written materials, electronic/video/audio resources or personal communication during an examination unless explicitly authorized by the instructor
4. Any attempts to view the test of another student during the examination
5. Attempting to recreate, copy, or share test questions during or following an examination
6. Submitting a written assignment that is not the original work of the student

Students are not allowed to leave the room during a classroom written examination. The only exception is a documented medical need or an extreme emergency. Leaving the room will constitute the completion of the examination for the student.

Students may make an appointment with the instructor to have review time of examinations as needed.

The retention of examination questions by students is considered by the program to be an act **of academic misconduct**. Attempts by students to copy, share or recreate test questions for personal use or for sharing with others during or following an examination are also considered to be acts of **academic misconduct. These acts are punishable by dismissal from the program.** Any student dismissed from the program for academic misconduct <u>will not</u> be allowed to reapply for admission to the Clinical NDT Program. The matter will also be referred to the Dean of students for consideration of permanent expulsion from the college. Additional information about academic misconduct, student misconduct and disciplinary action is found in the college catalog.

GRADING

The grading criteria for each specific course will be described in the course syllabus. The following grading criteria are generally applied to courses:

Grading Scale in all classes

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

To pass a class, the cumulative grade must be **70% or higher**. This includes courses graded as Pass or Fail (PZ).

If a lecture exam is not passed with 70% or higher, the student must do remediation. Exam retakes are not offered, and the specifics of remediation are up to the instructor.
For practical exams, the student must pass critical elements and achieve a cumulative score of 70% or higher. The student may retake up to 2 of the practical skills in the course one time, and must pass. If the retake practical exam is not passed, or if the student has exceeded their retake opportunity, a 0 will be given for the entire lab portion of the class and the student will be unable to pass the course.

PROGRAM DISCLAIMER

Admission to the Gateway Community College Clinical NDT Program does not guarantee that a student will receive an Associate in Applied Science (AAS) Degree from the college. Further, completion of the Clinical NDT Program and awarding of the AAS degree is not the sole criterion for obtaining a R. EEG T. (registration of electroencephalographic technologists) or RPSGT (registration of polysomnographic technologists). Registration requirements are the exclusive responsibility of the individual, and an individual must satisfy specific requirements of the American Board of Registered Electroneurodiagnostic Technologists (ABRET) and the Board of Registered Polysomnographic Technologists (BRPT) independent of graduation from an accredited Clinical NDT education program.

PROGRAM COURSES

Fall 1st year (Credits: 11)

NDT101 Introduction to Neurodiagnostics (3)
NDT101LL Introduction to Neurodiagnostics Lab (1)

NDT102 Applied Neuroanatomy and Physiology (3)
PSG201 Fundamentals of Polysomnography (3)
NDT103LL Intermediate Neurodiagnostic Lab (1)

Spring 1st year (Credits: 11-11.5)
PSG202 Sleep Therapeutics (2)
PSG202LL Sleep Therapeutics Lab (0.5)
PSG203 Record Scoring (1)
EEG202 Intermediate Electroencephalography (EEG) (3)
EEG202LL Intermediate Electroencephalography (EEG) Laboratory (1)
EEG203 Advanced Electroencephalography (EEG) (2)
NDT200LL Clinical Preparation Lab (1)

Summer 1st year (Credits: 6)
PSG215 PSG Clinical Rotation I (3)
EEG215 EEG Clinical Rotation I (3)

Fall 2nd year(Credits: 10.5)
PSG225 Clinical Rotation II (3)
EEG225 EEG Clinical Rotation II (3)
NDT282 Volunteering for Clinical Neurodiagnostic Technology (0.5)
NDT202 Intro to Nerve Conductions and Evoked Potentials (3)
NDT202LL Intro to Nerve Conductions and Evoked Potentials Lab (1)

Spring 2nd year (Credits: 6)
PSG235 PSG Clinical Rotation III (3)
EEG235 EEG Clinical Rotation III (3)

LABORATORY COURSES

Laboratory courses in the Clinical Neurodiagnostic Technology Program are designed to provide students with hands-on experience and practical application of the theoretical knowledge gained in lecture-based classes. They serve as a critical bridge between theoretical learning and clinical practice, ensuring that students are well-prepared for real-world applications in different healthcare environments.
This course typically takes place in a controlled, simulated laboratory environment or clinical setting where students practice and refine the skills required for neurodiagnostic procedures under the guidance of instructors. The following are some key elements of the course:

- INSTRUCTORS-Laboratory sessions are instructed by staff credentialed as R. EEG T. or RPSGT. Certain laboratory sessions may be instructed by equipment/manufacturing representatives or other qualified personnel in related fields .
- PERSONAL DIGNITY- The laboratory room will remain secure during all lab sessions. Every effort is made to assure that only those students involved in the program are present in the lab sessions. It is often necessary for the instructor to use a student to demonstrate a particular neurodiagnostic process or skill. Students are expected to act as subjects for demonstration as requested by the instructor.
  Students are also expected to work with fellow students as laboratory partners. Inappropriate behavior, physical or verbal, is grounds for disciplinary action. Students are expected to treat their fellow students with the same respect they would give to a patient seen in the clinical setting.
- MEDICAL CONDITION- It is the responsibility of the student to inform the instructor and their laboratory partner(s) of any physical or medical conditions which may prohibit their full participation in the laboratory session. Students will be given a waiver of liability form to complete prior to the beginning of laboratory courses.
- LABORATORY USE- The laboratory may be used only during formal instruction periods or during scheduled OPEN LAB sessions. An instructor MUST be on campus, preferably in the lab, when any equipment or treatment techniques are being applied by students to each other. Use of the laboratory facilities and equipment by anyone other than program faculty and students and for any other purpose beyond instruction and practice of treatment skills is prohibited. Inappropriate use of the laboratory facilities is grounds for disciplinary action, up to and including dismissal from the program.
  The student is expected to report any equipment malfunctions or breakage immediately to the laboratory instructor.

CLINICAL PRACTICUM COURSES – EEG/PSG , 215, 225, AND 235

The clinical practicum courses are designed to allow the neurodiagnostic technologist student to apply techniques and theory learned in the laboratory and lecture sections to direct patient care in a variety of neurodiagnostic practice settings. Patient care is provided at outlying facilities under the direct supervision of a registered neurodiagnostic technologist (R. EEG T., RPSGT).

PRACTICE SETTINGS

Practice settings may include all of the following: acute care hospitals and accredited private facilities.During the three clinical practicum courses every attempt will be made to have the student be exposed to hospital, private facility, and pediatric practice settings. The practice settings will be located within Maricopa County. Practice settings outside of the county will be developed on an “as needed” basis.

CLINICAL ASSIGNMENTS

The Clinical coordinator and/or program director will make all clinical assignments. Students must be in good academic standing in the program to be assigned to a clinical rotation. A list of available clinical rotations will be made available to students. Students may have the opportunity to indicate their preferred assignments but the final assignment is solely at the discretion of the clinical coordinator and/or program director.

EMPLOYMENT AT CLINICAL SITE LOCATION

Students assigned to a facility in which they are employed are required to complete clinical hours outside of working hours. Work hours cannot be substituted for clinical hours. Supervision by a registered technologist is required during clinical hours.

TRANSPORTATION

Each student is required to provide their own transportation to the clinical site. Every attempt is made to arrange the location of the practicum site with respect to the geographic location of the student's residence. Because of varying concentrations of student residences and available clinical sites, students may be required to travel up to one hour each way, to and from the clinical site. All fees associated with transportation to and from the clinical site are the responsibility of the student.

HOURS/DAYS

Clinical Hours: Students will complete EEG and PSG clinical rotations separately, 8 weeks in EEG and 8 weeks in PSG per clinical rotation.

EEG total of 192 hours per clinical rotation. Shift 7:00 AM-3:30 PM 3 days per week
PSG total of 192 hours per clinical rotation. Shift 7:00 PM-7:00 AM 2 days per week

EXTENUATING CIRCUMSTANCES DURING CLINICALS

In the event of extenuating circumstances, including but not limited to pregnancy, medical conditions, or personal emergencies, adjustments to clinical hours may be considered by the program director. Prolonged absences may necessitate an individualized plan for program completion, including possible delays in graduation. It will be the responsibility of the student to speak with the program director to determine the course of action. However, the student must complete all Program and institutional graduation requirements prior to graduation as outlined in the college catalog.

BREAK PERIODS/LUNCH

The student will be allowed a minimum of 30 minutes for a lunch break. Any additional breaks are solely at the discretion of the facility.

TARDINESS

Students are expected to arrive promptly for their scheduled starting time. The student must contact the clinical preceptor and their clinical coordinator by telephone or email if unable to report to the clinical site at the appointed starting time.

EARLY DISMISSAL

Students are expected to be at their clinical assignment until the agreed upon finish time. Students may be required to stay later than their assigned time should the demands of patient care require extended time. The student must contact the clinical preceptor and clinical coordinator by telephone or email if requesting to leave the clinical site earlier than the normal end of the clinical day.

ABSENCES

The student must contact their clinical preceptor and clinical coordinator by telephone or email if he/she will be absent from the clinic. Excessive absences may result in dismissal from the clinical practicum and from the program. All absences must be made up through mutual arrangement with the student and the clinical site. The clinical preceptor must be informed of the specific plan to make up absences.

HEALTH AND SAFETY REQUIREMENTS

In order to join a program in the Healthcare Education department, there are several requirements you must meet. MCCCD requires all students to meet the placement requirements as set up by our program's most stringent clinical partner. We do this for ease of random placement. Requirements include but are not limited to: Background check, fingerprint clearance card, immunizations, TB testing, CPR training, drug screening, medical statement of clearance and AZ regulatory module training. Please see Allied Health Program Policies for Students for more details. Costs for these required items are the responsibility of the student.

INJURIES AND EMERGENCIES DURING CLINICAL ASSIGNMENT

Evaluate the injury immediately:

If it is an emergency

1. Send students to E.R.
2. Notify staff and supervisor
3. Complete GWCC incident report
4. Complete facility incident report
5. Notify student's family

If it is a non-emergency

1. Administer first aid
2. Notify staff and supervisor
3. Complete GWCC incident report
4. Complete facility incident report
5. Send student to ER.,or student's private physician

The GWCC insurance policy is supplemental to the student's personal insurance. The student is responsible for payment of all charges not covered by personal health insurance.

GWCC incident reports will be filed in the student's folder.

In the event of injury and at the discretion of the Clinical Instructor and the Program Director the student will be given up to a week off from their clinical training. Days of absence must be made up by extending the clinical experience. The student may be required to submit a physician's order to refrain from participation in the clinical experience and/or a release to re-enter the clinical education center.

EVALUATION OF PERFORMANCE

The evaluation of students in a Clinical Neurodiagnostic Technology program is a comprehensive process designed to assess their knowledge, skills, professionalism, and readiness for clinical practice. This evaluation process ensures that students meet the competency standards required to perform neurodiagnostic procedures effectively and safely in real-world healthcare settings.

The clinical practicum experience requires the student to complete three clinicals, each clinical practicum exhibiting advancement in clinical competencies. Evaluation at these three different levels ensures a structured progression in their skills and knowledge as they progress through the Clinical Neurodiagnostic Technology program.

The clinical preceptor should formally meet with the student at least one time per week to discuss the student's strengths and areas of performance which may require improvement. A mid-term assessment should be performed by the clinical preceptor as well as a final assessment at the end of the clinical practicum. The clinical coordinator will also recurrently visit clinical site locations to assess and discuss the student clinical performance.

The key to successful clinical performance is ongoing and open communication between the clinical preceptor and the student. Through the process of ongoing assessment the student

should be well aware of his/her level of performance at the time formal assessments are made. There should be no surprises.

HEALTH INFORMATION PRIVACY

During clinical rotations students have access to the private medical records of patients to whom they will provide care. Private health information is only to be discussed with the medical professionals directly involved in the care of the patient. Any discussion of private health care information with any individuals that are not directly involved in the care of the patient is considered to be a violation of federal law stipulated in the Health Information Portability and Accountability Act. Violation of this law will result in dismissal from the NDT Program.

CONFLICT RESOLUTION

In the event of conflict between the student and the clinical instructor, every effort should be made to solve the problem between the two individuals. The center coordinator for clinical education (CCCE) may help to provide direction in the problem solving process. If the problem remains unsolved it may be necessary to involve the clinical coordinator.

Conflicts are inevitable. Adherence to problem solving principles should allow the appropriate resolution of most problems.

Step 1 – Define the problem
Step 2 – Specify inappropriate behaviors
Step 3 – Outline potential action plans
Step 4 – Choose a specific action plan
Step 5 – Implement the plan
Step 6 – Evaluate the effectiveness of the plan
Step 7 – Make necessary modifications in the plan

HOLIDAYS

The Maricopa County Community College District recognizes the following holidays.

New Year's Day	Martin Luther King Day
Presidents' Day	Memorial Day
Independence Day	Labor Day
Veterans' Day	Juneteenth Day
Thanksgiving Day	Christmas Day

Students may be expected to report to their clinical assignment if their clinical instructor is working on the holiday.

Religious Holidays - Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member or employee of the Maricopa Community Colleges. Absences for such holidays shall not count against the number of absences allowed by an instructor or department. At least one week before the holiday, students shall submit to their instructor(s) a written statement that includes both the date of the holiday and the reason why class attendance is impossible. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.

RE-ENTRY POLICY:

In the event a former student requests readmission into the program after leaving for personal, disciplinary, or academic reasons the following policies will apply.

Readmission into the program will be based on the following information:

1. Students seeking re-entry into the program must submit a letter to the program director outlining any changes in circumstances which would enhance his/her chances of success.
2. Students leaving the program in good standing will be given preference.
3. Academic standing
4. Disciplinary standing
5. Academic performance in courses after leaving the program
6. Grade point average in NDT courses
7. Clinical performance
8. Adherence to program policies
9. Drug testing results
10. Any additional information deemed necessary

The final decision on readmission will be made collectively by the program director and program faculty.

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I have reviewed the policies in the Student Handbook for the Clinical Neurodiagnostic Technology Program at GateWay Community College. I acknowledge that I will abide by these policies. Decisions regarding my continued participation in the program will be based upon these policies.

Print Student Name: _____ Date:_____

Student Signature: _____
Clinical Neurodiagnostic Technology Program
GateWay Community College

Signature:_____Date:_____
Bali Gill, MBBS, RPSGT
Program Director
Clinical Neurodiagnostic Technology Program
GateWay Community College