



UA Cossatot

Medical Education Division Policies and Procedures

The following Medical Education Division Guide is to be used in conjunction with the policies and procedures outlined in the UA Cossatot employee handbook.

General Policies

Timeliness – this includes coming to work as scheduled, arriving to class on time, turning in the appropriate paperwork to student services and business office, and submitting grades for students in a timely manner.

Organization – this includes working with the Coordinator(s) in organizing upcoming clinical/fieldwork sites, lectures, labs, events, and guest speakers.

Delegation – this includes delegating to other faculty to avoid delays in grading papers, making contacts, etc.

Communication - this includes establishing a good rapport with students and reporting progress (forward and behind) to the Coordinator(s), faculty, Director, and Division Chair.

Participation in Student Organizations/Community Service Projects – this includes team planning and implementation of community service projects, advising students, attending conferences, and helping students with the local chapter.

Appropriate Attire

During theory/lecture hours the faculty will follow the UA Cossatot guidelines for professional attire as outlined in the UA Cossatot employee handbook or the approved scrub uniform with UAC logo.

During clinical/fieldwork hours the faculty should wear the approved scrubs and lab coat. Faculty ID badge must be visible at all times. Faculty may wear comfortable tennis/nursing shoes/clogs and socks. No open toe shoes allowed. Hair must be pinned away from the face and off the back at all times and jewelry should be kept to a minimum. Some facilities request that medical faculty not wear perfume. Please be aware of those facilities.

Inclement Weather

In the event that inclement weather arrives on a theory/lecture day, all faculty and students will follow the guidelines listed in the UA Cossatot catalog.

In the event that inclement weather arrives on a clinical/fieldwork day the faculty will discuss with each other and the program clinical/fieldwork Coordinator, Director, and/or Division Chair prior to notifying the students. If the road conditions are risky during early morning clinical/fieldwork hours the faculty, Coordinator, Director, and Division Chair will discuss postponing clinical until 8:00 a.m. until official word has been received by the Chancellor or Vice-Chancellor of delays or campus closings.

Incidents

If there is an incident with a student, faculty, or outside agency, it is the responsibility of the faculty/facility to notify the program Clinical/Fieldwork Coordinator, Director, and/or Division Chair as soon as possible and no later than 24 hours after the incident. ALL incidents will be reported to the Director of Nursing Programs/Division Chair.

Cell Phones

Faculty must have a cell phone during clinical/field hours and be accessible to the Program Director, other program faculty, and the Division Chair.

Sick Leave/Leave

In the event of an emergency, the faculty member must notify the Program Coordinator/Director/Division Chair and other faculty immediately so arrangements can be made for the students in theory/lecture or clinical/fieldwork.

If a faculty member is sick, the faculty member must notify the Program Coordinator/Director/Division Chair and other faculty via cell phone prior to the scheduled work time.