SALT LAKE COMMUNITY COLLEGE

MEDICAL ASSISTANT ADVANCED PRACTICE PROGRAM

STUDENT HANDBOOK
2019-2020

This Copy Belongs To: ________________________________

(Last updated August, 2019)
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### Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overview</strong></td>
<td></td>
</tr>
<tr>
<td>SLCC College Overview</td>
<td>4</td>
</tr>
<tr>
<td>Faculty/Administration &amp; Full Time Faculty and Staff</td>
<td>5</td>
</tr>
<tr>
<td>Program Overview</td>
<td>5</td>
</tr>
<tr>
<td>Code of Ethics &amp; Medical Assistant Creed</td>
<td>8</td>
</tr>
<tr>
<td>Program Essential Functions for Career Success</td>
<td>9</td>
</tr>
<tr>
<td><strong>College Services</strong></td>
<td></td>
</tr>
<tr>
<td>Student Services</td>
<td>11</td>
</tr>
<tr>
<td>Student Advising Policy</td>
<td>11</td>
</tr>
<tr>
<td>Learning Support &amp; Tutoring Services</td>
<td>11</td>
</tr>
<tr>
<td>Student Records</td>
<td>11</td>
</tr>
<tr>
<td>Library</td>
<td>12</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>13</td>
</tr>
<tr>
<td>Center for Health and Counseling</td>
<td>13</td>
</tr>
<tr>
<td>Disability Resource Center</td>
<td>13</td>
</tr>
<tr>
<td>Parking</td>
<td>13</td>
</tr>
<tr>
<td>Student &amp; Faculty Safety</td>
<td>14</td>
</tr>
<tr>
<td>Title IX</td>
<td>15</td>
</tr>
<tr>
<td><strong>Program Details</strong></td>
<td></td>
</tr>
<tr>
<td>Student Dress Code</td>
<td>16</td>
</tr>
<tr>
<td>Technology Requirements and Social Media</td>
<td>17</td>
</tr>
<tr>
<td>Grading Scale</td>
<td>20</td>
</tr>
<tr>
<td>Attendance and Tardiness Policies</td>
<td>21</td>
</tr>
<tr>
<td>Exam/Testing Policy</td>
<td>21</td>
</tr>
<tr>
<td>Assignment Policy</td>
<td>22</td>
</tr>
<tr>
<td>Supplies &amp; Fees</td>
<td>22</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>23</td>
</tr>
<tr>
<td>Proposed Course Schedule AAS Medical Assistant, Advanced Practice</td>
<td>24</td>
</tr>
<tr>
<td>Medical Assistant Education Review Board (MAERB) Placement and Graduation Stats</td>
<td>25</td>
</tr>
<tr>
<td><strong>Student Rights and Responsibilities</strong></td>
<td></td>
</tr>
<tr>
<td>Student Code of Rights and Responsibilities</td>
<td>25</td>
</tr>
<tr>
<td>Student Conduct</td>
<td>26</td>
</tr>
<tr>
<td>Academic Honesty/Standards Policy</td>
<td>28</td>
</tr>
<tr>
<td>Disciplinary Procedures</td>
<td>29</td>
</tr>
<tr>
<td>Grievance Policy</td>
<td>30</td>
</tr>
</tbody>
</table>
Salt Lake Community College Medical Assistant faculty and staff welcome you into the Medical Assistant, Advance Practice Program in the school of Health Science. The information contained in this student handbook will serve as a guide to policies, standards, and expectations of the Medical Assistant Department while you are enrolled in the program. May this be the beginning of a long and satisfying career.


**SLCC College Overview**

**VISION**
Salt Lake Community College will be a model for inclusive and transformative education, strengthening the communities we serve through the success of our students.

**MISSION**
Salt Lake Community College is your community college. We engage and support students in educational pathways leading to successful transfer and meaningful employment.

**VALUES**
- **Collaboration** – We believe we’re better when we work together.
- **Community** – We partner with our community in the transformative, public good of educating students.
- **Inclusivity** – We seek to cultivate an environment of respect and empathy, advanced by diverse cultures and perspectives.
- **Learning** – We learn as a college by building outstanding educational experiences for students and by supporting faculty and staff in their professional development.
- **Innovation** – We value fresh thinking and encourage the energy of new ideas and initiatives.

**SALT LAKE COMMUNITY COLLEGE STUDENT LEARNING OUTCOMES**
- Acquire substantive knowledge.
- Communicate effectively.
- Develop quantitative literacies.
- Think critically and creatively.
- Become a community engaged learner.
- Work in a professional and constructive manner.
- Develop computer and information literacy.
- Develop lifelong wellness.

**SALT LAKE COMMUNITY COLLEGE EQUAL OPPORTUNITY AFFIRMATIVE ACTION**
It is the policy of Salt Lake Community College not to discriminate and to provide equal employment opportunities to all qualified persons regardless of race, color, national origin, age, sex, religion, disability, or veteran status. This policy is applied to all employment actions including, but not limited to, recruitment, hiring, upgrading, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship.
Program Overview

The goal of the Medical Assisting program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

PROGRAM DESCRIPTION
Medical Assistants are trained primarily to work in doctors' offices, clinics or health maintenance organizations. As members of an allied health care profession, the medical assistant’s role is to assist with care and treatment of patients through administrative and clinical procedures. Students must demonstrate proficiency by passing all courses and competencies required in the program, including successful completion of CPR and first aid certification, before placement in a practicum site and graduation from the program.

Students complete a 200-hour unpaid practicum at a primary health care facility. Students must return all practicum evaluations and hours (records) properly signed by practicum supervisor and student to the practicum coordinator of the Allied Health Medical Assistant Program. Only upon successful completion of the program and practicum with a C (74%) or better and receipt of all practicum evaluations will the student complete the program, receive an Associate of Applied Science degree and qualify to sit for the American Association of Medical Assistants Certified Medical Assistant (CMA(AAMA)) exam.
PROGRAM MISSION
The Medical Assisting Program will provide students with the necessary knowledge and skills to competently perform the duties of a medical assistant as defined by state and national standards. Students will be trained in both the administrative and clinical areas of medical assisting. The curriculum will allow the students to gain competency in cognitive, psychomotor and affective competencies. These include but are not limited to communication, computation and human relations in the following areas of instruction:

- Communication
- Professionalism
- Medical Law and Regulatory Guidelines
- Medical Ethics
- Human behavior
- Risk Management, Quality Assurance and Safety
- Medical Terminology
- Patient Navigation
- Medical Business Practices
- Medical Records and Documentation of Care
- Appointment Scheduling
- Practice Finance
- Anatomy and Physiology;
- Patient Preparation and Assisting the Provider
- Nutrition
- Collecting and Processing Specimens
- Diagnostic Testing
- Pharmacology
- Emergency Management and Basic First Ai

Instruction will be achieved with a combination of online, classroom, laboratory, and clinical activities that will include experience in an ambulatory healthcare facility.

MEDICAL ASSISTANT PROGRAM PHILOSOPHY
As Medical Assistant faculty, we believe in upholding the Mission Statement of Salt Lake Community College to provide an atmosphere for learning, by offering a comprehensive curriculum. This comprehensive curriculum reflects the vision of universal education and life-long learning by providing the student with the education to become a multi-skilled versatile health care professional. We welcome a diverse student population encouraging diversity in religion, gender, national origin and age. This diversity improves the educational depth and experience for all of our students.

The philosophy of Medical Assistant education expresses the faculty's belief that the application of the Medical Assistant art is based on scientific principles, using a problem solving process. We further believe that learning stimulates growth and results in feelings of competence and increased self-worth. Goal oriented curriculum prepares students to safely and effectively care for patients who experience common health problems, in a variety of structured settings, under the guidance, direction, and supervision of the physician/employer.

Medical Assistants are trained to work in ambulatory care such as doctors' offices, clinics, health maintenance organizations and hospitals. They are part of the allied health care disciplines, whose role is to assist with the care and treatment of patients in administrative and clinical procedures. Graduates of SLCC's Medical Assistant program possess entry-level skills in administrative and clinical procedures necessary to work in outpatient care. As a result, they are of immediate value to their employers.
PROGRAM OBJECTIVES
To educate students in the art of medical assisting,

- Program will adhere to established program outcomes, encouraging students to excel in both their academic studies and the perfection of their competency skills.
- Program will adhere to essentials established by the AAMA in cognitive knowledge, psychomotor skills, and affective behavior areas of study.
- Students will communicate effectively with patients, peers and others in the healthcare field.
- Students will effectively educate their patients about healthy lifestyles, management of their health disorders, and the importance of immunizations.
- Students will effectively communicate will patients of all genders, age, and diversity.
- Students will develop the math skills necessary to perform effectively in a physician’s office.
- Students will develop the skills necessary to effectively solve problems in a clinical setting in a timely fashion.
- Students will demonstrate personal growth and professional development through life- long learning.
- Students will demonstrate professional and ethical behavior.
- Students will pass the CMA (AAMA) exam within one year of completing the program.
- Students will demonstrate life-long learning activities by maintaining required CEU’s for certification.

ACCREDITATION
The Salt Lake Community College, Associate of Applied Science, Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19, North, Ste. 158
Clearwater, FL 33763
727-210-2350

The MAERB (Medical Assisting Education Review Board) has established thresholds for outcome assessments in medical assistant programs accredited by CAAHEP, one of which is successfully passing the CMA (Certified Medical Assistant) exam with an overall score of 70% or better. All program graduates will be required to take this exam within five years of completion of the program.

CAREER OPPORTUNITIES
Medical Assistant Program graduates possess entry-level skills in administrative and clinical practices necessary for outpatient care. Students also receive extensive training in advanced competencies of the multi-skilled practitioner. As a result, graduates are of immediate value to the physician/employer. Emphasis is placed on development and understanding of personal and professional relationships.
STUDENT/FACULTY RESPONSIBILITY STATEMENT
The student is responsible for maximizing learning experiences during formal education. With this responsibility comes the realization that this is a dynamic discipline, providing development of skills that can facilitate continued learning after the completion of the initial, formal education.

The instructors provide support, direction and creative learning experiences, and, along with the learner, are responsible for determining the best method to assist students in acquiring knowledge and skills to become competent professionals. Learning is augmented by the instructor, whose roles include advisor, facilitator, mentor, and role model.

Code of Ethics & Medical Assistant Creed

THE MEDICAL ASSISTANT’S CODE OF ETHICS
Members of the AAMA dedicated to the conscientious pursuit of their profession, and thus desiring to merit the high regard of the entire medical profession and the respect of the general public which they serve, do pledge themselves to strive always to:

• Render services to humanity with full respect for the dignity of humanity
• Respect confidential information gained through employment unless legally authorized or required by responsible performance by duty to divulge such information,
• Uphold the honor and high principles of the profession and to accept its disciplines,
• Seek to continually improve the knowledge and skills of medical assistants for the benefit of patients and professional colleagues,
• Participate in additional service activities which aim toward improving the health and well-being of the community.

The American Association of Medical Assistants, (AAMA), in Chicago, IL, is a professional organization for medical assistants. The website is www.aama-ntl.org. A few of its major functions are:

• Administration of the accreditation process for medical assistant program
• Administration of the AAMA national certification exam
• Publisher of CMA TODAY, a bimonthly professional magazine
• Promotion of continuing education to maintain current certification and/or renewal
• Support of state, local and student chapters of the AAMA

AAMA MEDICAL ASSISTANT CREED

• I believe in the principles and purposes of the profession of medical assisting.
• I endeavor to be more effective.
• I aspire to render greater service.
• I protect the confidence entrusted to me.
• I am dedicated to the care and well-being of all people.
• I am loyal to my employer.
• I am true to the ethics of my profession.
• I am strengthened by compassion, courage and faith.
Program Essential Functions for Career Success

Essential functions represent physical, environmental, and cognitive/mental program requirements that student must be able to perform in order to successfully participate in the program. Students must be capable of performing the essentials functions in order to successfully complete the SLCC Medical Assistant program. This is a representative list and not fully inclusive. Beyond these basic requirements each course will have specific requirements that will need to be met to complete the work within the course. For specific course requirements please see the respective course syllabus.

- Sufficient visual acuity to accurately complete the following:
  - Identify stained and unstained cellular components.
  - Distinguish between solution that may be clear, opaque or particulate in either test tubes or on glass slides.
  - Identify calibration lines on pipettes and laboratory instruments that may be as close as 1 mm apart.

- Sufficient audio acuity to accurately complete the following:
  - Easily receive verbal orders.
  - Hear and understand patients, healthcare professionals, faculty and other students accurately.
  - Accurately use a stethoscope to auscultate Blood Pressure, cardiac and lung sounds.

- Sufficient fine motor skill to allow for accurate:
  - Operate laboratory equipment and instrumentation, such as microscopes, incubators, centrifuges, and blood cell counters.
  - Manipulation of various pieces of laboratory, instruments and other medical equipment to ensure accuracy and safety.
  - Accurately and safely draw and dispense liquids.

- Sufficient gross motor skills to work effectively with in a medical setting including:
  - Full ability to set up treatment areas, clean treatment areas and assist patients as necessary.
  - Ability to apply universal precautions including mask, gown, glove and eye protection when indicated for patient care.

- Understand, read, speak and write Standard English and medical terminology.
  - Ability to provide accurate, reliable, readable laboratory and clinical results.
  - Communicate effectively with other healthcare professionals and patients in the English language.
  - Be able to explain procedures, physician’s instructions and provide patient education accurately and reliably in the English language.
  - Read and clearly understand information from patients and chart and written medical orders.
  - Use the English language to create clear, concise and accurate documentation.

- Perform basic mathematical calculations accurately.
- Perform repetitive tasks.
- Handle stresses in the classroom, laboratory or clinical setting including working under time restraints.
- Achieve current BLS Provider certification through the American Heart Association with ability to effectively complete one and two-person CPR with and without bag-valve mask.
Students should not proceed through the program if they are unable to meet the essential functions. If it is found during the course of the program that a student is unable to meet essential functions the student will be removed from the program.
Student Services

SLCC Jordan Campus offers a variety of services for students including both academic and administrative services.

For academic services please see Student Services located at HTC101, Phone: 801-957-2685. For academic services outside of a particular program please see the Student Writing & Reading Center located at HTC102, Phone:(801)957-2852

The Lifetime Activities Center on the Redwood Campus is the primary recreational facility for SLCC. The SLCC General Catalog describes these student services in detail (http://www.slcc.edu/catalog/).

Student Advising Policy

ACADEMIC STUDENT ADVISING
Medical Assistant faculty is involved in student advising and may act as advisors for students regarding questions directly related to the Medical Assistant Program. An Academic Advisor for the Salt Lake Community College Jordan Campus Allied Health Programs is also available for issues related to both the program and college as a whole.

Specific difficulty with course/clinical content is to be addressed to the faculty providing the instruction. However, the student's advisor may be consulted by the student and/or other faculty to discuss and offer assistance with study habits, tutoring, study materials, etc.

Prior to graduation, students will meet with the Practicum Coordinator to assess academic readiness, skill competency and confirm a criminal background check and drug screen have been completed in preparation of graduation.

Learning Support & Tutoring Services

Salt Lake Community College provides a number of free tutoring resources to assist you in meeting your learning goals. These resources include tutoring and workshops, and are located at all major campuses or centers, including online. The following link will help direct you to the resources that you need: http://www.slcc.edu/tutoring/index.aspx

Student Records

A cumulative record is kept on each student in the program. This record contains information such as grades, performance evaluations, tests, etc., and is open to the student for personal review. Any other release of these records is determined by the provisions of the Government Record Access and Management Act of Utah. This file is kept in electronic copies for five years and then archived.
The library system has print books and periodical subscription, access to electronic databases and reference titles (which include full text articles and indexing/abstracting services), e-books, e-journals, online video resources, popular movies, telecourse videos, and more.

Library staff provides assistance with: e-Portfolio, research, and reference questions; inter-library and inter-campus loans; and training to assist in using the library's resources and accessing the Internet. Patrons may access the library's online catalog and full text database services through any computer on campus or off-campus via the Internet.

LIBRARY LOCATIONS AND HOURS
The SLCC library system currently has four physical branch locations. For further information, such as hours, locations, and how to contact each branch, see the links below.

- Jordan Campus
- Miller Campus
- South City Campus
- Taylorsville Redwood Campus

LIBRARY CARD
Your library card is your SLCC OneCard. OneCard ID Centers are located at the Information Desk in the Student Center at Redwood, and in room W175 at South City. Call 801-957-4022 for more information. Your library ID is your Student "S" number.

Community User Cards for non-SLCC personnel are available at Library Circulation desks for $20.00 per year. Community borrower cards DO NOT allow home access to databases.

Faculty and students who attend one of the other UALC colleges or Universities in the state may present student IDs from their school to check out materials. Library staff will give them a card to use when checking out material here. Check the UALC website to see if your school is part of the consortium.

LIBRARY STAFF
Need assistance? Please contact our library staff. They are happy to assist you in any way that they can! They are located in the Jordan Health Science (JHS) building, room 235, 801-957-6202.

BLOG
Interested in library news and tutorials? Check out the college blog: http://saltlakecommunitycollege.blogspot.com/
Financial Aid

We’re here to help you obtain financial aid to accomplish your goals and fulfill your dreams. If you qualify, a variety of grants and loans are available. The process is not difficult but requires you to apply for aid, and respond to our information requests, in a timely manner.

You can access information about your aid application and financial awards by logging in to:

- MYSLLC
- Student tab
- Financial Aid

We also advise that you regularly check your BruinMail email.

Center for Health and Counseling

Salt Lake Community College has a staff of health educators, social workers, massage therapists, and medical providers who can offer educational experiences, training, support, and care to keep students well and to help students overcome illnesses should they become sick. Some services are free to students. Contact Center for Health and Counseling for more information about specific services or visit www.slcc.edu/chc.

Disability Resource Center

SLCC values inclusive learning environments and strives to make all aspects of the College accessible to our students. If you have a disability and believe you need accommodations to improve access to learning materials or the learning environment, please contact the Disability Resource Center: (phone) 801-957-4659; (email) drc@slcc.edu; (website) www.slcc.edu/drc.

Parking

SLCC’s Parking Services regulates the sale of parking permits, and enforcement of parking rules, including patrolling parking lots and administering fines. You will need a parking permit to park on any SLCC campus, except Meadowbrook and West Valley Center. Student parking is marked by yellow lines. For a map of parking available at Jordan campus please see: http://www.slcc.edu/parking/docs/maps/jordan-parking-map.pdf
Student & Faculty Safety

The safety of the faculty and students in the Medical Assistant program is of paramount concern to the department and the college. While work in this field carries with it a certain amount of risk from such sources as physical, chemical, or biological factors, adherence to CDC and OSHA guidelines should help to ensure the safety of all involved. To this end, these are the safety guidelines for the Medical Assistant program at SLCC for students and faculty. Every attempt will be made to insure the safety of everyone involved in a laboratory setting.

- Students should strive to maintain optimal health through lifestyle and good nutrition.
- Students must show evidence of all immunizations required by the program before starting practical courses.
- Students must be supervised at all times by a faculty member while in a laboratory setting.
  - Indirect Supervision (a faculty member in the room with multiple students) is required for laboratory activities that are not related to patient care, or are related to non-invasive procedures.
  - Direct Supervision (a faculty member is directly observing student one on one) is required for all invasive procedures including but not limited to injections and blood draws. As it is common for an instructor to have multiple students in the laboratory setting it is the student’s responsibility to ensure that an instructor is directly observing before proceeding into an invasive procedure.
- Students must wear OSHA required PPE at all times when in a laboratory setting or when exposure to body fluids may occur.
- Accidental exposure to physical, chemical, or biological materials presenting a risk of injury or possible harm will be reported to the faculty member, department coordinator and the College Risk Manager immediately so steps to limit harm to the student and/or faculty can be taken. Protocol mandated by the College will then be followed and appropriate steps will take depending on the type of incident which has occurred.
  - For example, a student or faculty member exposed to a biological threat via a needle stick will be evaluated at the University of Utah Infectious Disease Department under the direction of the attending physician at the expense of the students or faculty member’s private insurance.

Campus Police and Emergency Numbers:

- **Emergencies:** 911
- **Jordan Campus Police:** 801-957-3800 (Non-emergency)
- **Animal Control:** 801-840-4000

Students found in breach of safety policies will be subject to disciplinary action (see Disciplinary Process pg29)
Title IX of the Educational Amendments of 1972 prohibits discrimination based on sex in any educational institution that receives federal funding. Salt Lake Community College does not tolerate sex discrimination of any kind including: sexual misconduct; sexual harassment; relationship/sexual violence and stalking. These incidents may interfere with or limit an individual’s ability to benefit from or participate in the College’s educational programs or activities. If you have questions or concerns regarding your rights or responsibilities, or if you would like to file a Title IX complaint please contact:

Kenneth Stonebrook, J.D.
Title IX Coordinator
Taylorsville Redwood Campus
Student Center, Room 276A
4600 So. Redwood Road, SLC UT 84123
801-957-5027; ken.stonebrook@slcc.edu

Online Reporting Form: [http://www.slcc.edu/title-ix/complaint.aspx](http://www.slcc.edu/title-ix/complaint.aspx)
Students may also report incidents to an SLCC faculty or staff member, who are required by law to notify the Title IX Coordinator. If a student wishes to keep the information confidential, the student may speak with staff members of the Center for Health and Counseling, 801-957-4268. For more information about Title IX, go to: [http://www.slcc.edu/title-ix/index.aspx](http://www.slcc.edu/title-ix/index.aspx)
**Student Dress Code**

As representative students of the Medical Assistant Program at Salt Lake Community College, we are concerned about the professional appearance of students. We feel very strongly that pride in appearance reflects pride in our profession and institution. Student must meet the Professional Dress Code of the program and of their Practicum site. It is the student's responsibility to observe these dress code standards and faculty will work to enforce the dress code. Professional appearance is always subject to the approval of the Medical Assistant instructors and/or Practicum supervisor.

**GENERAL GUIDELINES**

- Make-up, if worn, should look natural.
- Jewelry should be kept to a minimum. For example, a wrist watch is necessary and you may wear a wedding or engagement ring, but rings interfere with the wearing of gloves in the practical courses. Post earrings are acceptable, but not large or dangling earrings. Additional body piercing must be removed during clinical courses.
- Fingernails must be of a reasonable length, not to extend past the end of the finger; and, if painted, only light or neutral colors will be acceptable. Artificial nails must be removed during clinical courses.
- Tattoos must be covered at all times.
- Perfume, scented lotion or other scented body sprays or ointments are not allowed.
- Gum chewing is not allowed.
- Hair must be clean and neat.
- All clothing must be clean, pressed, and fit appropriately.
- In the laboratory setting (any of the training rooms with hard flooring).
  - If hair is longer than shoulder length it must be pulled back and off the collar. Short hair or bangs long enough to touch the eyebrows must be pulled back.
  - Scrubs are required for all students. Scrubs must fit appropriately. If graphics are present on scrubs they must be non-offensive and not promote alcohol, drug or tobacco use.
  - Form fitting long sleeve shirts may be worn beneath a scrub top but is not required.
  - Lab coats are required for some clinical classes. Coats must be left in the lab and not taken home. Disposable lab coats are available at the SLCC Jordan campus bookstore for use in laboratory classes.
  - If skirts or dresses are worn they should be of a fluid resistant fabric and be appropriate length and style to not interfere with patient care duties.
- In the classroom setting:
  - Scrubs may be worn in the classroom with the same requirements as in the lab, but without additional PPE and lab coats.
  - If scrubs are not worn the student should wear a modest business casual apparel. Low-cut tops, shorts or capris, short skirts, or tops that reveal the midriff or back are not acceptable.
- Student must meet the Professional Dress Codes of their Practicum sites.
Technology Requirements and Social Media

The SLCC Medical Assistant program recognizes that technology is an important tool for all health care professionals as well as students. Within the program students will be required to take classes online and within a hybrid format. Many courses also use electronic resources. Electronic devices are encouraged to be used in a way that supplements and supports learning. However, they are not to be used in a way that distracts from learning either of the student or used in a way that distracts their classmates.

The following polices are in effect in all course of the Medical Assistant Program.

• Cell phones, iPods, pagers, Swatch, and Spy Pens with webcam and microphone or any other devise (excluding ADA authorized devices) that may distract from the class should be silenced before entering the classroom and may not be on the desk during class or exams.
• If you have an emergency and must use your cell phone, please exit the classroom to take the call. If you are discovered reading, sending text messages during class, you could be asked to leave the class and will be counted absent for the class period.
• You are expected to engage in discussion for the class. You may use your computer to access the textbook, take notes and to research the discussion topic. You are discouraged from engaging in computer activities not directly related to the class. If you are discovered engaging in these activities you will be asked to leave the classroom and recorded absent for the class.
• You may not record or publish information from this course or any Medical Assistant course without written authorization from the course instructor. This includes video recordings, audio recordings and photographs. If course material is used without authorization you have violated PRIVACY/INTELLECTUAL PROPERTY RIGHTS and you will be subject to disciplinary action up to being dropped from the Medical Assistant, Advance Practice Program.
• Laptops/smart phones can be used during class time to enhance a student’s learning experience. However, they are not to be used for checking e-mails, playing games, or other non-educational purposes. The course instructor has the right to ask the student to turn off the devices during the class period.
• Cell phones must be on silent mode during class time.
• Cell phones are not to be used as calculators on exams and texting is not allowed during class lecture and/or discussion time.
• MP3 players, audio adaptors, or other electronic devices that create noise or distraction will not be tolerated in the classroom and will be confiscated other than with instructor permission.

SLCC Medical Assisting program has an official Facebook page the students are encouraged to follow, post in and otherwise use to collaborate with current students, previous students, and faculty outside of class. https://www.facebook.com/groups/SLCCMedicalAssistant/
Students in the Medical Assistant program at Salt Lake Community College have the right to develop social media accounts. If a page is created by an individual student, it shall not include the name Salt Lake Community College or Medical Assistant program anywhere on the page. Students in the Medical Assistant program shall understand that the page is not an extension of the program, the classroom, or the college.

At no time shall confidential or personal information about the classmates, faculty, or information of a private nature discussed in class be posted on social media (either on the official site or on personal accounts). These actions could constitute a breach in either/both HIPAA (Health Insurance Portability and Accountability Act) and/or FERPA (Family Educational Rights and Privacy Act). Any student violating this policy will be dismissed from the program. Students will also be responsible for any legal consequences of their actions.

Confidential or personal information shall include but is not limited to:

- Personal information of a classmate, faculty and/or clinical preceptor.
- Academic information of classmates.
- Derogatory comments of a classmate, faculty and/or clinical preceptor.
- Classroom discussion/pictures or videos of content or procedures performed during clinical education.
- Information of the clinical site, patient information and any other information that may be obtained through the student practicum.

Social media shall constitute the following, but is not be limited to:

- FaceBook
- Twitter
- Instagram
- SnapChat
- YouTube
- Pinterest
- LinkedIn
- Reddit

Canvas Learning Management Software is the primary software used within SLCC classes and the Medical Assisting program. Although other software or programs may be used to supplement course material grading and online course discussions will be run exclusively through the Canvas platform.

Postings on Canvas should be considered as relative to the class and any information shared in Canvas is not to be shared outside of class including on other social media sources.

Any other social media pages should not be set up as official SLCC sites if they have not been set up using college protocols, this includes using the name SLCC, Salt Lake Community College or any of its logos. Student organizations should work with the Health Sciences Social Media Manager to set up social media pages and or groups that have the SLCC name or branding as a part of it. Administrative rights—at a minimum—should be given to the student organization advisor and Social Media Manager. Others may request it. No student that has graduated should have administrative rights to the site.
The SLCC Medical Assistant program prohibits bullying of any variety. Due to the relatively high incidence of online or Cyber Bullying that has been reported nation-wide, special attention must be paid to avoidance of this behavior. Cyber bulling is defined as “intentionally or knowingly, or with reckless disregard, using the internet, cell phone, or other communications technology to send or post any text, video or image with the intent ot hurt, embarrass, or threaten an individual. The victim’s consent, including the victim’s voluntary access of the electronic communication, is irrelevant.” (Utah Code Annotated, 53A-11a-102(3)).

Using online resources (such as social media, texting, e-mail, etc) to harass any individual will not be tolerated. This behavior is considered Unprofessional Behavior (see Student Conduct pg26) and as such students engaging in said behavior will be subject to removal from the program. Examples of Cyberbullying include, but are not limited to:

- Hacking into another person’s online account (social media accounts, e-mail, school account, etc.)
- Creating false profiles and using the imposter to post derogatory or embarrassing comments.
- Texting or e-mailing embarrassing threatening, or otherwise unwanted messages.
- “Outing” someone’s sexual status or health status (i.e.STI status) online regardless of whether the information is factual or fictional.
**Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95 – 100</td>
</tr>
<tr>
<td>A-</td>
<td>90 – 94</td>
</tr>
<tr>
<td>B+</td>
<td>87 – 89</td>
</tr>
<tr>
<td>B</td>
<td>84 – 86</td>
</tr>
<tr>
<td>B-</td>
<td>80 – 83</td>
</tr>
<tr>
<td>C+</td>
<td>77 - 79</td>
</tr>
<tr>
<td>C</td>
<td>74 – 76</td>
</tr>
<tr>
<td>C-</td>
<td>70 – 73</td>
</tr>
<tr>
<td>D+</td>
<td>67- 69</td>
</tr>
</tbody>
</table>

Minimum grades are set in each course as required for graduation from the program and approval to take the American Association of Medical Assistants Certified Medical Assistant (National credentialing) exam.

Classes that are required as co-requisite have integrated material and students are required to pass both courses concurrently. Failure to meet the minimum necessary grade in either course will necessitate the student retaking both courses. These classes are:

- MA1200/MA1210
- MA1400/MA1410
- MA1600/MA1610
- MA1700/MA1710
- MA2600/MA2610
- MA2700/MA2710

A minimum grade of C (74%) is necessary in all required Medical Assistant lecture/online courses and general education courses:

- CM1010
- ENG1010
- LE1220
- PSY 1100
- MA1100
- MA1011
- MA1420

A minimum grade of B (80%) is necessary in laboratory based classes and practicum. Laboratory based classes also contain course competencies. Each competency is required to be passed at an 80% or higher. If a course final grade is 80% or above but not all competencies have been successfully completed the course minimum requirements have not been met. Students will be given no more than two attempts at each competency. Second attempts may constitute a percentage grade penalty. See course syllabus for specific retake grade penalties:

- MA1210
- MA1310
- MA1410
- MA1610
- MA1700
- MA1710
- MA2300
- MA2400
- MA2600
- MA2700
- MA2710
- MA2610
- MA2810

Students are allowed to take each program course (with the exception of MA2810) twice before they are removed from the program. This allows student who do not successfully complete a course to have one opportunity to retake it. In this case the student is required to meet with the program coordinator to discuss course order and expectations for completion of the program. This may or may not delay graduation depending on the course and when it is available to be retaken. Students are not allowed to retake the clinical practicum MA2810. Failure of the MA2810 will constitute removal from the program. (see Practicum/Clinical Requirements pg41)
Attendance and Tardiness Policies

Attendance is vital to be successful in the Salt Lake Community College Allied Health Medical Assistant program. Absences will interfere with one's ability to meet required clinic/lab course objectives.

Attendance is extremely important and in order to meet class requirements and to function safely in the clinical arena. You cannot learn the clinical skills if you are not here. Each course in the Medical Assistant program has planned activities which have specific objectives and often lead to course competences. Most of these activities cannot be duplicated. Missing these activities will result in loss of points and potentially prevent the student from successfully completing the course and progressing in the program.

- Five absences will result in a drop of one full grade.
- One absence is equivalent to one, 50-minute time frame. A course that is scheduled for back to back time frames may constitute multiple 50-minute time frames and hence constitutes multiple absences for one course.
  - Example: if a class is scheduled from 4:00pm to 7:50pm it constitutes three 50-minute time frames and missing the class would constitute 3 absences.
- THREE TARDIES equal ONE ABSENCE. Tardiness is assessed for coming in late and also for leaving early.
- If you cannot be in class, please notify your instructor in advance and provide documentation upon your return justifying your absence.

Exam/Testing Policy

TESTS AND COMPETENCY
If you are absent on the day of a test or quizzes it must be taken on the day of you return, **no exceptions.** TEN PERCENT will be deducted. If you know in advance you will be absent on a test day, you may take the test in advance without penalties, this must be scheduled in advance with your instructor. Competency pass-off is timed, and may require another student to participate. If the student misses the scheduled competency the student fails the competency and immediately moves to their second attempt with percentage penalty.

The Salt Lake Community College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB).

The MAERB has established required competences in cognitive, psychomotor, and affective learning areas. Student must be able to pass all of the psychomotor (hands-on) competences with a “B-” (80%) or better to proceed in the program and placement into a practicum site.

The Medical Assistant Department subscribes to the SLCC procedure for school and work attendance by students and employees with Acquired Immune Deficiency Syndrome (AIDS), AIDS related conditions (ARC), or AIDS virus HTLV-III. This procedure is available from the VP for Student Affairs, the Division Chair of Health Sciences, or the Medical Assistant Coordinator.
Assignment Policy
Responsibility for participating in class activities/assignments, out of class assigned work and clinical practicum rests upon the student. The student is required to attend and participate fully in class, student clinical/lab activities, and student practicum. The student is also expected to complete all required reading, media and assigned out of class work by the due dates for such requirements.

Faculty will provide instructions and due dates, as well as answer any questions that the students have about assigned work and completion times. The workload for each class is balanced based on the credit hour/contact hours for a given course. If students cannot keep up with the work requirements they should speak with the program coordinator to discuss alternate course sequence to ensure that they are able to be successful with the time demands of their course load.

Faculty are not responsible to ensure the student completes their assignments. Students are asked to use wise time management as well as look ahead in the classes to determine what their workload will be for a given class. All assignments are loaded onto the Canvas Course site with descriptions and due dates. Please feel free to use the built in features in canvas (calendar, reminders, to-do lists, etc) to help you stay on track with your assignments.

Due dates are subject to change. If a change is required students will be notified via Canvas and in the case of a face-to-face class, the changes will also be announced in class. Faculty work hard to minimize these changes, and if they do occur we strive to give sufficient advance notice.

Supplies and Fees

SUPPLIES AND FEES IN ADDITION TO TUITION AND TEXT BOOKS
1. Upon enrollment in MA 1200/1210 and 1400/1410 the student will need:
   • Uniforms and/or scrubs (2 sets minimum)
   • Watch with a second hand
   • Stethoscope, lab coat and gloves
   • Name tag if required by Practicum site
   • Criminal Background Check (prior to entering program)
2. Upon or before enrollment in the last semester of medical assistant classes prior to graduation:
   • Graduation Application fee
   • CMA(AAMA) national test application fee
     ▪ Examination is paid in MA 2810 as student fees
   • LRT test application fee (optional)
   • Completion of BLS-Healthcare Provider level through the American Heart Association
   • Drug Screen (prior to beginning practicum)

Specific information about where to obtain these supplies and/or fee information and the estimated costs will be provided at the appropriate time.
Graduation Requirements

The Medical Assisting program uses rolling admissions and starts a new cohort of 20 students at various points through the year. The course outline is designed for fulltime students. Students wishing to move through the program part time, or take classes out of order must meet with the program coordinator and have an individualized program course outline created to meet their individual needs.

Classes are typically taught Monday - Thursday from 8:00 am-3:30 pm and at 4:00pm to 9:00pm attendance is mandatory for both theory and clinical sections. All Medical Assistant clinical classes must be successfully completed at 80% or better and Medical Assistant lecture classes must be successfully completed at 74% or better (see grading policy, page 19). Students are allowed two attempts for successful completion of the Medical Assistant program courses with the exception of MA2810 which students have one attempt to successfully complete.

It is the students’ responsibility to arrange their work and childcare schedules to allow them to attend on campus classes and the MA 2810 practicum requirements.

All students in the Medical Assistant program must complete an unpaid 200-hour clinical practicum in their last semester of the program. The practicum course may not be taken until the student has successfully completed all courses containing cognitive, psychomotor and affective requirements set forth by MAERB.

BLS Healthcare Provider Certification is required before practicum placement.

The Medical Assistant Practicum Coordinator will make arrangements for placements at a clinical site for students.

Upon completion of the program courses and the clinical practicum the student can apply for graduation to receive the Associate of Applied Science – Medical Assistant, Advance Practice, and qualify to take the American Association of Medical Assistants, Certified Medical Assistant examination.
### Proposed Course Schedule AAS Medical Assistant, Advance Practice

#### PREREQUISITES - FALL

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1010</td>
<td>INTRO TO WRITING (Will also take higher level English)</td>
<td>3</td>
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<tr>
<td>MA 1100</td>
<td>MEDICAL TERMINOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>MA 1011</td>
<td>APPLIED MATH FOR MEDICAL ASSISTANTS (QS) (Will also take Math 1010 or higher)</td>
<td>3</td>
</tr>
<tr>
<td>MA 1420</td>
<td>CLINICAL PATHOLOGY I</td>
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**TOTAL CREDITS: 12**

#### FIRST SEMESTER - SPRING

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>MA 1200</td>
<td>MEDICAL OFFICE MANAGEMENT</td>
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<tr>
<td>MA 1210</td>
<td>PRACTICAL MEDICAL OFFICE MANAGEMENT</td>
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<tr>
<td>MA 1400</td>
<td>FUNDAMENTALS OF MEDICAL ASSISTING</td>
<td>2</td>
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<tr>
<td>MA 1410</td>
<td>PRACTICAL FUNDAMENTALS OF MEDICAL ASSISTING</td>
<td>3</td>
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<tr>
<td>MA 1520</td>
<td>CLINICAL PATHOLOGY II</td>
<td>3</td>
</tr>
<tr>
<td>MA 1300</td>
<td>CLINICAL PHARMACOLOGY</td>
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**TOTAL CREDITS: 16**

#### SECOND SEMESTER - SUMMER

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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</thead>
<tbody>
<tr>
<td>MA 1310</td>
<td>MEDICAL MATH/ADMINISTRATION OF MEDS</td>
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<tr>
<td>MA 1600</td>
<td>MEDICAL SCIENCES I</td>
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<tr>
<td>MA 1610</td>
<td>PRACTICAL MEDICAL SCIENCE I</td>
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</tr>
<tr>
<td>MA 1700</td>
<td>INTRO TO RADIOLOGY FOR MA</td>
<td>1</td>
</tr>
<tr>
<td>MA 1710</td>
<td>PRACTICAL INTRO TO RADIOLOGY FOR MA</td>
<td>2</td>
</tr>
<tr>
<td>MA 2300</td>
<td>MEDICAL CODING AND INSURANCE</td>
<td>3</td>
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</tbody>
</table>

**TOTAL CREDITS: 13**

#### THIRD SEMESTER - FALL

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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</thead>
<tbody>
<tr>
<td>MA 2600</td>
<td>MEDICAL SCIENCES II</td>
<td>2</td>
</tr>
<tr>
<td>MA 2610</td>
<td>PRACTICAL MEDICAL SCIENCES II</td>
<td>3</td>
</tr>
<tr>
<td>MA 2700</td>
<td>ADVANCED RADIOLOGY</td>
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</tr>
<tr>
<td>MA 2710</td>
<td>PRACTICAL ADVANCED RADIOLOGY</td>
<td>2</td>
</tr>
<tr>
<td>COMM</td>
<td>STUDENT CHOICE</td>
<td>3</td>
</tr>
<tr>
<td>LE 1220</td>
<td>CAREER DEVELOPMENT (HR)</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS: 14**
FOURTH SEMESTER - SPRING

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 2810</td>
<td>PRACTICUM 200 HRS</td>
<td>4</td>
</tr>
<tr>
<td>PSY 1100</td>
<td>HUMAN GROWTH AND DEVELOPMENT (SS)</td>
<td>3</td>
</tr>
<tr>
<td>MA 2400</td>
<td>ELECTRONIC HEALTH RECORDS</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL CREDITS</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

Total Program Credits – 64 with Prerequisites

Medical Assistant Education Review Board (MAERB) Placement and Graduation Statistics

CAAHEP-accredited programs are required to submit an annual report that contains the outcomes that are outlined in the CAAHEP Standards and Guidelines. The outcomes provide valuable information about the program and its success, and, as accreditation is a public status, the outcomes are a part of the story that the program shares with the public. If you would like to review this report please see: [http://www.slcc.edu/medicalassistant/gainful-employment.aspx](http://www.slcc.edu/medicalassistant/gainful-employment.aspx)

Student Code of Rights and Responsibilities

The Student Code of Rights and Responsibilities governs the behavior of our student body and is for student use. Its purpose is to state the specific authority and responsibility of the College in maintaining social discipline outline the process for a legitimate grievance, and establish the proper procedures to be followed to ensure “due process,” which protects accused students from unfair imposition of penalties and sanctions. The Code outlines the specific rights which students are guaranteed and the responsibilities students have as a community member. It also specifically outlines the procedures for hearing cases of student misconduct, grievances, and academic dishonesty issues.

Students may obtain a complimentary printed copy of the Student Code of Conduct from the Office of Student Services (HTC 160), Jordan Campus. Students also may request printed copies from Student Services offices at all other SLCC locations. The Student Code is also available online in My Page under the Student tab or [http://www.slcc.edu/policies/docs/Student_Code_of_Conduct.pdf](http://www.slcc.edu/policies/docs/Student_Code_of_Conduct.pdf)
**Student Conduct**

**PROFESSIONAL CONDUCT**
Professional conduct for medical assistant student encompasses standards of behavior related to ethics, morals, actions, knowledge and practices which have been established as the accepted manner in which healthcare professionals will conduct themselves.

**UNPROFESSIONAL CONDUCT**
(References to “patient” in the below list includes simulated patients in the classroom setting. This includes faculty, students and volunteers that work with students on and off campus related to their school work).

- Conduct that is considered to be lewd, indecent, obscene or inappropriate
- Failing to utilize appropriate judgment or exercise technical competence in administering safe clinical practice.
- Failing to follow school/program/course policies or procedures designed to ensure student/faculty/patient safety.
- Failing to adhere to dress code standards of the program and practicum site.
- Failing to follow OSHA standards and use PPE properly at all appropriate times.
- Failing to safeguard the patient's dignity and right to privacy.
- Violating the confidentiality of information or knowledge concerning the patients.
- Verbally or physically abusing patients.
- Performing new techniques or procedures without proper education, supervision and preparation.
- Failing to observe instructions and expectations set forth by instructor/preceptor/physician.
- Being unfit to perform because of physical or psychological impairment.
- Violating state or federal laws relative to drugs.
- Using alcohol or other drugs in violation of professional ethics or SLCC Student Rights and Responsibilities.
- Manipulating drug supplies, narcotics, or patient's records. (Specifically applying to student practicum)
- Falsifying patient's records or intentionally charting incorrectly.
- Appropriating medications, supplies or personal items of the patient/agency/school.
- Intentionally committing any act that adversely affects the physical or psychosocial welfare of the patient.
- Delegating patient care, functions, tasks and/or responsibilities to others which would constitute a breach in standard of care, job descriptions and/or to the detriment of patient safety.
- Leaving a class, task, or assigned site (ie practicum site) without properly notifying appropriate personnel.
- Misrepresenting yourself professional, such as identifying as a student while on practicum, or miss-identifying your clinical position (such as referring to yourself as a nurse or a physician assistant).
- Failing to report, through the proper channels, facts known to the individual regarding the incompetent, unethical or illegal practice of any health care provider.
- The use against any person of any mental, physical, written, or verbal abuse that threatens, is perceived as threatening or endangers the health, safety, and wellness, or promotes hatred or prejudice towards others is prohibited.
- Any other acts that would constitute a breach in standard of care for the medical assistant, or constitutes *res ipsa loquitur* in relation to unprofessional practice.

**Unsafe Practices**
The Medical Assistant program maintains safety of the student, faculty and others involved in the education of our students as paramount. Dismissal for unsafe practices may occur at any time during the academic semester. Dismissal is based on unsafe behavior demonstrated by the student as determined by the Medical Assistant Program faculty or practicum facility site.

Examples of unsafe behavior include, but are not limited to:
- Failing to follow OSHA standards and use PPE as required.
- Failure to follow dress code in the laboratory setting.
- Failure to follow needle stick prevention policies.
- Failure to ensure proper supervision before performing procedures.
- Failing to properly dispose of sharps or contaminated supplies.
- Failing to notify instructor/preceptor immediately upon spill or environmental contamination event.
- Failure to follow instructor direction.
- Failure to abide by the Policies and Procedures of SLCC and the Medical Assistant program.

Any action constituting Unprofessional Conduct will constitute disciplinary action (see Disciplinary Procedures pg29).

**AUTHORITY AND RESPONSIBILITY**
Daily responsibility for good conduct rests with the individual. All members of the College community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others.

Ultimate responsibility and authority to enforce the Student Code of Conduct rests with the College President. The President may, and has, delegated responsibility for administration of the discipline system to the Vice President of Student Services. The Vice President delegates responsibility to various judicial bodies and administrators. All procedures followed and decisions made by authorized hearing officers and bodies are subject to Vice Presidential and Presidential review. SLCC reserves the right to take any necessary and appropriate action to protect the safety and well-being of the campus community.
Academic Honesty/Standards Policy:

**ACADEMIC HONESTY:**
Honesty is an expectation at SLCC. This means that each member of the College community will adhere to principles and rules of the College and pursue academic work in a straightforward and truthful manner, free from deception or fraud. Any attempt to deviate from these principles is academic dishonesty and will be dealt with according to rules of due process listed in the Student Code of Rights and Responsibilities: [http://www.slcc.edu/policies/docs/Student_Code_of_Conduct.pdf](http://www.slcc.edu/policies/docs/Student_Code_of_Conduct.pdf)

Students are also held to the College policy on Acceptable Use of College Computing Resources which prohibits the distribution of passwords or confidential information; sending, receiving or storing fraudulent, harassing or obscene messages; the encroachment of computer resources or any attempt to break, or override the security of the College computers.

Student who breach academic honesty will be subject to disciplinary action.

**ACADEMIC STANDARDS:**
The Medical Assistant Program demands a high level of academic success. Minimum scores for successful completion of each course are clearly set and limits on the ability to retake programs have also been put in place (see Grading Scale pg20). For more detailed information on SLCC academic policies please see the Academic Standards Policy [https://www.slcc.edu/academic-achievement-center/docs/academic-standards-policy.pdf](https://www.slcc.edu/academic-achievement-center/docs/academic-standards-policy.pdf).
Disciplinary Procedures

The process for imposing disciplinary sanctions are designed to provide students with due process, procedural fairness and developmental growth opportunities as well as ensure equal protection for all students. Therefore the procedures provide that the imposition of disciplinary sanctions must be based upon a consideration of all circumstances in a particular case, including a student’s prior record of misconduct, if any.

The Medical Assistant program is dedicated to the safety of all students/faculty/patients and fairness to all students within the program. As such any student actions constituting Unprofessional Conduct, using Unsafe Practices, violating Academic Honesty, or in any way violating the Student Code of Rights and Responsibilities will be subject to disciplinary procedures (See Student Conduct pg26) Once Disciplinary process has been enacted the following steps will be followed:

1\textsuperscript{st} occurrence: The involved faculty or Program Coordinator will speak with student providing verbal notification and warning. This discussion will be documented in the student file.

2\textsuperscript{nd} occurrence: The involved faculty and/or Program Coordinator will provide written documentation of infraction and schedule to meet with the student within \textbf{five business days} of occurrence. If the student is not available within this time frame, a meeting will be held at the first availability of the student. Due to the seriousness of disciplinary actions the student may be pulled out of class to meet with the faculty and/or Program Coordinator.

3\textsuperscript{rd} occurrence: Involved faculty and/or Program Coordinator will meet with the Associate Dean and/or Dean regarding the repeated behaviors. The Associate Dean and/or Dean will have \textbf{five business days} to complete an investigation. Sanctions for misconduct will be determined. The Medical Assistant program and the School of Health Sciences are authorized to impose any one or combination of the following sanctions after finding a student is in violation of program or school policies and procedures, or that the student is determined a safety risk. The possible sanctions include, but are not limited to:

\begin{itemize}
  \item Restriction of privileges, such as access to facilities equipment or supplies.
  \item Failure of the course.
  \item Withdrawal from the program.
\end{itemize}
ACADEMIC GRIEVANCE POLICY: SCHOOL OF HEALTH SCIENCES
In accordance with the Salt Lake Community College Student Code of Conduct, http://www.slcc.edu/policies/docs/Student_Code_of_Conduct.pdf, the grievance policy for students with reference to academics can be found in Section III. Students are encouraged to seek resolution with the instructor(s) whenever possible.

It is the goal of the School of Health Sciences to be forthright and consistent with specific academic policies throughout divisions and programs. This policy singularly addresses academic issues and the general principles for disciplinary actions as noted in the Student Code of Conduct Section III. It should be noted it is up to the faculty’s discretion to provide warning (verbal or written), suspension, or dismissal based upon program policy and severity of the issue at hand. It is realized in some health sciences programs a failing grade, as stated in the syllabus and/or policy manual, may result in program dismissal.

STEP ONE: A student has the right, as per college policy, to grieve a grade, warning (verbal or written), suspension, or dismissal received within a program of study. A student, as per policy, must make an appointment to meet with the instructor of the class. A meeting, for anything other than a final grade, should be made within ten (10) days of the incident. Final grade disputes require a meeting within 30 days of the student receiving the grade. Every effort should be made to find resolution and provide evidence from both parties with respect to the grade issued.

STEP TWO: If a resolution cannot be made, the student must request in writing five (5) business days from the date of meeting with the faculty, a committee review of the grievance to the Associate Dean of the specific division. The grievance will be reviewed by a committee consisting of three (3) to five (5) faculty outside the program in which the student is enrolled. This will include the following members, the Associate Dean and two to four faculty members outside the discipline. The Associate Dean will serve as committee chair. One faculty and the program coordinator of the program involved in the grievance can attend the procedure, as can the student with one representative. Each of these parties will only be allowed to present evidence to the committee and not vote on the issue in question. Legal representation is allowed by either party. The proceedings will be recorded for accuracy. Upon completion of the proceedings, the committee ONLY will vote on the issue(s) noted in the student’s grievance. A formal letter will be provided by the committee chair within ten (10) business days of the end of the proceeding with the committee’s decision regarding the issue.

STEP THREE: If the student is not satisfied with the outcome, they may appeal to the Academic Dean of the School of Health Sciences. This must be done in writing within five (5) days of receiving the formal letter from the grievance committee chair. The Dean will review the appeal, all evidence, and render a decision to the student within ten (10) days of receiving the formal letter from the student. The decision of the Dean of the School of Health Sciences is final and cannot be appealed.
Withdrawal/Incomplete Procedures

WITHDRAWALS
Students may withdraw from classes after the third week through the ninth week of a semester or within the first 60% of a 7 1/2 week term. For sessions shorter than 7 ½ weeks, see deadlines published in the Academic Calendar. Withdrawal from class after the third week of the semester or 20% of the term will be shown as a ‘W’ on the transcript and will not be calculated in the grade point average. No tuition refund/adjustment will be made for withdrawals.

Exceptions to the withdraw policy may be made under extenuating circumstances. Please see Appeals for more information.

Due to advancements in healthcare and medical assisting practice extended absences from the program will lead to withdrawal from the program. Any absence of one full calendar year or more will necessitate the student to re-apply and repeat the program (see Readmission Policy pg 33).

ADMINISTRATIVE DROPS FOR NON-ATTENDANCE
To maximize registration opportunities for all students, students are required to attend the first class meeting of any regularly scheduled class that meets once per week or at least one of the first two class meetings of any regularly scheduled class that meets more than once per week. Students who are unable to attend the initial class meeting(s) as required must inform the instructor or department office, preferably in writing, that they intend to attend subsequent meetings and do not want to be dropped. Students who fail to attend initial class meeting(s) as required and who fail to contact the instructor in advance of the absence may be dropped from the course by the instructor.

Students are required to log into online classes within the first five days of the term. Class accessibility begins on the first day of each term. Students are expected to access online classes the first day. Students must log into online classes within the first five days of the term or may be dropped to make space for other students.

Students enrolled in classes of high demand and/or limited availability are particularly vulnerable to a drop for nonattendance. Students who receive an Administrative Drop for Nonattendance will receive full credit for tuition paid. Dropping and reinstatement are at the instructor’s discretion during the first 20% of the term. (See Academic Calendar for specific calendar dates.) Students are NOT automatically dropped for non-attendance.

FAILURE TO DROP/WITHDRAW
Students should not assume classes are automatically dropped for non-attendance or nonpayment. Although students may be dropped for non-attendance this should not be assumed. Students are ultimately responsible for dropping or withdrawing from classes they (a) are not attending, or (b) do not intend to complete in the current semester.
Students who stop attending a course without completing the formal drop or withdrawal procedures by the published deadlines will be responsible for all tuition and fees associated with the course, and will receive a failing grade ‘E’ for the course with the last date of attendance. Students should drop/withdraw as early in the semester as possible. Tuition will be charged for classes not dropped by the end of the third week of or 20% of the semester.

**INCOMPLETE**
Incompletes are only available in the following circumstances:

- Emergency circumstances, or other qualifying circumstances as identified by Program Coordinator.
- One-third (75%) of the course must be completed with a current passing grade (minimum of a “C+” or 78%).
- Student must meet with Program Coordinator and submit Incomplete Form including a plan for and complete course(s) within one (1) year.
- Incomplete grades will be given only in extenuating circumstances, beyond the student's control, with appropriate documentation. Students who have an incomplete in a course may not be able to proceed through the program as many courses are sequential in nature. The student will need to meet with the Program Coordinator to determine if they qualify for an alternate course schedule.
- Upon completion of the incomplete the student will continue to be held to the minimum score requirements. IF the student does not meet the minimum grade requirements they will follow the same process as they would have had they not had the incomplete.

**Civil Service Duties**

**MILITARY LEAVE/DEPLOYMENT STUDENT RESPONSIBILITY**
A student called up for active duty or active service while in the program will need to follow the SLCC Military Leave policy. The Medical Assistant program will adhere to these policies in relation to missed courses and readmission. For details on these processes please see: [http://www.slcc.edu/policies/docs/C2S4-11_MilitaryLeave2012-08-07.pdf](http://www.slcc.edu/policies/docs/C2S4-11_MilitaryLeave2012-08-07.pdf)

**JURY DUTY PROGRAM STANDING**
Students will be allowed to miss classes with no penalty for verified jury duty. Students must work with faculty to coordinate due dates for make-up assignments/exams to be completed upon students return. Preference is to turn in assignments and complete exams prior to the absence, if possible. A required jury duty will not affect a student’s standing in the program. Students are required to provide written evidence of Jury Duty.

Extended Jury Duty over 2 weeks in duration may constitute withdrawal from courses. The student will be allowed to repeat the courses upon return with no penalty.
Pregnancy Policy

If a student becomes pregnant at any time during their participation in the program, the student is encouraged to inform the Program Coordinator of the pregnancy as soon as possible; however, notification by a student to program officials regarding pregnancy is voluntary.

The pregnant student may choose from one of the following options:

- Continue in the program throughout the pregnancy. If the student so decides, she may continue in the program and will be expected to satisfactorily meet the same standards of clinical and classroom performance as are all other students enrolled in the program. A pregnant student wishing to remain in the program must sign a waiver releasing the school and any of its affiliated clinical agencies from ANY liability concerning her pregnancy or the unborn child. If the student will be completing courses requiring use of radiology equipment during the course of her pregnancy she is required to follow all state/federal guidelines regarding occupational exposure for the pregnant radiation worker and guidelines established by the National Council on Radiation Protection and Measurements. Appropriate accommodations will be made to assure fetal protection as outlined in state and federal guidelines. The student will also be expected to follow all pregnancy-related policies and procedures outlined at clinical site assignments.

- Take a leave of absence from the program with the understanding that the student may reenter the program at the corresponding point during the next cohort, dependent upon space availability. Students taking a leave of absence lasting more than 2 semesters will be required to reapply to the program.

Readmission Policy

Students who are dismissed from the program for any of the following reasons may choose to reapply to the program after no less than 2 semesters from their dismissal. Student choosing to reapply to the program must meet all requirements for admission including any changes to requirements from previous admission. Upon readmission student will be required to take all program course work even if they have previously taken the course. The student can choose to appeal this though the Associate Dean to have course requirements waived due to previous course work.

- Student voluntary withdrawal from the program.
- Failure to complete program courses to minimum grade requirements (see Grading Scale pg20) within two attempts.
- Failure to complete the clinical practicum (see Practicum/Clinical Requirements pg41).
- Removal from the program through the disciplinary process (See Disciplinary Procedures pg29).
- Removal from the program due to an extended absence (one calendar year or more).
Background Check, Drug Screen/Alcohol Policies & Responsibilities

CRIMINAL BACKGROUND CHECK
All students entering the Medical Assistant program will be subject to a background check prior to their first semester of study. This documentation will be kept in the Allied Health Division Chairs office in a secure and confidential file. The background check will be paid at the student’s expense and must be completed through the school approved vendor.

Students with a history of misdemeanor or felony charges involving drugs, alcohol, sexual misconduct or moral turpitude may not be eligible for admission into the program due to clinical site restrictions and restrictions on CMA (AAMA) and LRT exams. Some criminal charges and convictions may result in the student being immediately dismissed from the program.

Students with positive criminal background are advised to meet and consult with the Associate Dean for Allied Health prior to being admitted to the program. A positive criminal background may affect program standing, eligibility for clinical placements, and program completion. Students with positive criminal background and admitted to the program, must meet with the Associate Dean for Allied Health to be approved for each clinical placement. Students refusing to submit to a background check will not be allowed in the program.

Students who are aware of minor infractions that will come up on a background check are encouraged to investigate the state expungement process if they qualify. This can avoid issues arriving related to background check.

DRUG SCREEN POLICY & RESPONSIBILITY
The Salt Lake Community College Health Sciences Programs conform to the common health profession Requirement for drug screening. Both enrollment in the Program and subsequent placement at clinical sites is contingent upon presentation of a negative drug screen. This Program supports and enforces a zero (0) tolerance drug policy.

The timing for a drug screen is random, but within the academic year, and at the discretion of program faculty. A student has 24-hours to complete the drug screen once instructed to do so by faculty. Exceptions to the 24-hour period will not be allowed based on personal needs including work obligations. The drug screen must be conducted as per program requirements including, but not limited to, timing and location. Failure to meet these requirements will result in the student’s dismissal from the Program.

A student taking prescription medication must provide the lab a copy of the physician’s script or a prescription label prior to the screening. A student taking prescription medication may be contacted by the testing facility’s physician for verification and confirmation of the prescribed substance.

A student who refuses a drug screen within 24 hours, or whose test results are positive for controlled substances, will be dropped from the Program unless documentation justifying the positive result is provided by the testing facility to the College’s Risk Department or Division Office.
A negative dilute (also referred to as specific gravity) drug screen may occur by adding a substance to the urine or drinking large amounts of liquid. This may occur unintentionally or intentionally. As a student, eat a good meal two (2) to four (4) hours before taking the drug screen and limit the intake of fluid. If the student gets two (2) diluted drug screen test results, the student will be dropped from the Program. If a student receives a negative dilute report, the student is responsible for the cost of additional testing. A second drug screen must occur within one week of the first. If a student receives a second negative dilute or failed screen, the student will be dropped from the Program.

**Substance Abuse Policy and Procedure**

Students are prohibited from attending class or practicum sites while under the influence of alcohol, marijuana, illegal drugs, or prescription drugs. A drug prescribed by a licensed practitioner is permitted provided such use does not adversely affect student’s performance or endanger health and/or safety of others.

With suspicion of drug intake, use, or abuse; as identified by performance problems or displayed behavior (a reasonable cause basis); faculty will take immediate action. Two or more faculty/administrators will collaborate on the need for a student to have an additional drug screen. A student will be responsible to pay the cost of this additional drug screen. In the case of intoxication, a student will be held at their location until transportation can be arranged to transport the student to the designated drug screen site.

If student is intoxicated or under influence of illegal substances during clinical experience/clinical internship, the clinical site will contact the Clinical Coordinator who will arrange for transportation for

While serving in a capacity representing the College as a student, professional behaviors are expected. A student has the responsibility to refrain from manufacturing and/or distributing, dispensing, possessing, and using or being under the influence of drugs or alcohol on College campuses, Practicum sites, and other sites where the student is representing the college (including but not limited to conference attendance, meetings and study groups). Students who violate this, will be subject to discipline, including program dismissal. Violation of the alcohol, tobacco and other drug policies will be handled through the Dean of Students. The sanctions taken may include, but are not limited to: referral for assessment by Health and Wellness Services, appearance before the Student Standards Committee, probation or expulsion. [http://catalog.slcc.edu/content.php?catoid=1&navoid=14#College_Policies](http://catalog.slcc.edu/content.php?catoid=1&navoid=14#College_Policies)
Student Health

As a student, you should strive to maintain optimal personal health. Your grade may be affected if you are absent and miss the learning experiences. Medical assisting tasks must be adequately performed. Students must be able to identify and interpret stethoscope readings, recognize and respond to both mechanical and/or computerized alarms or alert signals and monitors as well as analyze, interpret, and report findings on microscopic slides, and properly setup and operate x-ray equipment, cell counters and other clinical equipment, determine and prepare proper dosages for administration of medications, and also requires that the student have good hearing, good eyesight and good physical and mental stamina. If situations arise in which your health or a patient’s health may be in danger, your instructor will be responsible for determining whether or not you may stay in the clinical area. Students are responsible for their own medical insurance coverage.

STUDENT ILLNESS POLICY
Communicable diseases vary in their virulence, duration, mode of infection and effects. In order to protect students, patients, and staff:

- Students with known communicable disease that are transferred by air or contact and are of short duration may not attend clinical courses (practicum). A written note from a physician is required if a student must be absent 3 or more days from clinical (practicum). Students are required to inform the Clinical Coordinator and Clinical Educator (preceptor) as per the Attendance Policy.

- Students with communicable diseases or illnesses of long duration must present a written diagnosis. The student may be able to continue in clinical with direction regarding patient care from the student’s physician or the student may be asked or elect to drop the clinical course (practicum) until the illness is resolved. All information is confidential and not released unless mandated by law.

DISEASE PRECAUTIONS AND PREVENTION
Medical histories and examination often cannot and do not identify all patients infected with a HIV, Hepatitis B or other blood pathogens. Disease can be transmitted through exposure to body fluids, secretions and excretions. The potential risk that health care workers may be exposed to blood and body fluids emphasizes the need to consider all patients as potentially infected with transmittable pathogens. All health care workers must adhere to infection control precautions in order to minimize the risk of exposure. To minimize the risk of transmission of blood-borne pathogens, Universal Precautions should be used in the care of all patients.

CDC Blood Borne Information can be viewed online at [https://www.cdc.gov/niosh/topics/bbp/](https://www.cdc.gov/niosh/topics/bbp/)

Please see the following Health Sciences policy regarding bloodborne pathogens: [https://www.slcc.edu/hs/docs/blood-borne.pdf](https://www.slcc.edu/hs/docs/blood-borne.pdf)
They include but are not limited to the following:

- Health-care workers should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids of any patient is anticipated. Gloves should be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Gloves should be changed after contact with each patient. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.

- Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.

- All health-care workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture-resistant containers for disposal; the puncture-resistant containers should be located as close as practical to the use area. Large-bore reusable needles should be placed in a puncture resistant container for transport to the reprocessing area.

- Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.

- Health care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.

- Pregnant health care workers are not known to be at greater risk of contracting HIV infection than healthcare workers who are not pregnant; however, if a health-care worker develops HIV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission. Because of this risk, pregnant health-care workers should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.

Implementation of universal blood and body-fluid precautions for ALL patients eliminates the need for use of the isolation category of "Blood and Body Fluid Precautions" previously recommended by CDC for patients known or suspected to be infected with blood-borne pathogens. Isolation precautions (e.g., enteric, "AFB") should be used as necessary if associated conditions, such as infectious diarrhea or tuberculosis, are diagnosed or suspected.
INVASIVE PROCEDURES
An invasive procedure is defined as surgical entry into tissues, cavities, or organs or repair of major traumatic injuries:

- in an operating or delivery room, emergency department, or outpatient setting, including both physicians' and dentists' offices
- cardiac catheterization and angiographic procedures
- a vaginal or cesarean delivery or other invasive obstetric procedure during which bleeding may occur
- the manipulation, cutting, or removal of any oral or perioral tissues, including tooth structure during which bleeding occurs or the potential for bleeding exists. The universal blood and body-fluid precautions listed above, combined with the precautions listed below, should be the minimum precautions for ALL such invasive procedures.

Health-care workers who participate in invasive procedures must routinely use appropriate barrier precautions to prevent skin and mucous-membrane contact with blood and other body fluids of all patients. Gloves and surgical masks must be worn for all invasive procedures. Protective eyewear or face shields should be worn for procedures that commonly result in the generation of droplets, splashing of blood or other body fluids, or the generation of bone chips. Gowns or aprons made of materials that provide an effective barrier should be worn during invasive procedures that are likely to result in the splashing of blood or other body fluids. All health-care workers who perform or assist in vaginal or cesarean deliveries should wear gloves and gowns when handling the placenta or the infant until blood and amniotic fluid have been removed from the infant's skin and should wear gloves during post-delivery care of the umbilical cord.

If a needle stick or any occupational exposure is encountered by the (student) healthcare worker please follow the following emergency procedures as noted by the CDC

[https://www.cdc.gov/niosh/topics/bbp/emergnedl.html](https://www.cdc.gov/niosh/topics/bbp/emergnedl.html)

- Wash needlesticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigants
- Report the incident to your supervisor
- Immediately seek medical treatment

STUDENT REQUIREMENTS FOR BLOOD-BORNE PATHOGENS

- The student is required to follow the clinical affiliates written exposure control plan.
- Prior to attending, SLCC requires all students to show proof of vaccination series or titer.
- The student is required to use all forms of personal protective equipment to include eye protection, gloves, gown, mask, lab coats, face shields, mouthpieces, resuscitation bags, pocket masks or other devices when exposure is suspected.
- If a student is exposed during a clinical rotation, they should report the exposure immediately to the clinical educator. The clinical affiliate will treat the student with post exposure procedures and follow-up. Information for individuals receiving occupational exposure will be confidential and records will be kept by the facility for 30 years.
CPR Requirements

A Basic Life Support (BLS) Health Care Provider Certification Card is required to practice in all health care facilities. Every student must have a current BLS certification through the American Heart Association prior to placement in the student practicum.

Immunization/Certification Compliance

Health care professionals are commonly required to demonstrate immunity/exposure before practicing in the health care field. As such the Medical Assisting program also carries the same requirements. Immunizations, titer and other testing requirements has been aligned with our practicum site requirements. Although a student may complete a personal exemption for any of the immunizations/titers/tests, doing so may affect their ability to be placed on a practicum site. Inability to be placed on a practicum will cause the student to be ineligible for graduation.

Required immunizations, titers and tests can be obtained the SLCC Student Health Center as well as local health departments, immunization clinics or through private physicians. Student medical insurance may or may not help cover the costs of immunizations, titers and test. The student should check with their insurance to determine coverage.

The Medical Assisting program requires the following immunizations, titers and tests.

- Tdap booster within past ten years
- Evidence of 2 MMR immunization or current positive titer
- Evidence of 2 Varicella Vaccines or current positive titer
- Evidence of 3 Hepatitis B Vaccinations or current positive titer.
  - Some practicum sites will not accept evidence of vaccination, rather they require a positive titer.
  - In recent years there has been an increase in the number of individuals who require more than 3 vaccines to build immunity and have a positive titer.
  - Because of this the Medical Assistant program recommends a Hep-B titer be checked before entry into the program, or early into the program so if additional doses of the vaccine are needed for immunity there is adequate time to complete them. It may take up to a full year to complete a Hep-B series and titer.
- Proof of a negative 2-step PPD, QuantiFERON TB Gold test or T-SPOT.TB; or if positive or you have had a past positive test, you must submit a negative chest x-ray. The Medical Assistant program recommends the QuantiFERON TB Gold test as this is the recommendation from many of our practicum sites.
- Annual Influenza vaccination is generally offered between September and February. A current influenza vaccination is required for most practicum placements and as such the student should be sure that they are current for placement. It is possible that influenza vaccines are not available when the student is due to start their practicum. This could result in a delay for placement until the student is able to get the vaccination.
- Hepatitis A vaccination is NOT REQUIRED but is highly recommended. This is a 2 shot series.
A student may decide to refuse any of the immunizations by signing a waiver and release form. A refusal to meet the minimum requirements for immunizations may affect the student’s ability to be placed for a practicum, and thus, the student may not be able to complete the program. Please contact the Associate Dean’s office prior to entering the program if a waiver is requested.

Curriculums in Health Sciences include practical clinical/fieldwork experiences for students. Most clinical/fieldwork experiences are arranged off-site of campus and require contractual agreements with facilities such as outpatient clinics, hospitals, long-term care facilities, funeral homes, etc. Contracts (verbal and written) are mutual agreements between parties. One mutual agreement is that all students must be compliant with immunization and certification requirements before placed.

COMPLIO
Compio is a comprehensive online software solution which the Medical Assistant program requires students to track compliance with immunizations, background check, drug screens and BLS certification. It provides a comprehensive online database in which these documents are tracked.

Student Responsibility
- Purchase and maintain a Complio account.
- Upload all immunization and certification paperwork to the correct file or location in Complio.
- Complete required immunizations and certifications by due dates set by the Program.
- Ensure listed compliance within Complio before practicum placement.
- Notify practicum coordinator if there is a compliance issue that will need to be cleared by the Division office. Be aware that these situations can impact the ability to place the student on a Practicum site and can impact the ability of the student to complete the program. Examples of these types of issues are:
  - Student requesting an exemption for required immunizations.
  - Student failure to receive annual influenza immunization and influenza immunizations are not currently available.
  - A titer was drawn that is negative (student did not convert to prior immunization). Negative titers generally require re-vaccination.
  - Student is a non-converter. Negative titers regardless of re-vaccination.
  - Issues on background check.

Academic Clinical/Fieldwork Coordinator Responsibility
- Notify the student who is out of compliance in Complio.
- Mentor the student to become compliant with immunizations/certifications.
- Contact sites requesting acceptance of a student for the clinical/fieldwork if the student is required to be cleared by Division office.
- Refer the student to the Division if any additional paperwork or review is required.
- Assure no student is not placed at a clinical/fieldwork site until full compliance is met or student is cleared through the Division office.
Common Reasons for Noncompliance

- Paperwork has not been uploaded or uploaded into the wrong area.
- Dates not entered for each entry.
- Overdue dates for annual immunizations/certifications
- Not completing paperwork with the Division office.

What to Do if Showing Noncompliant in Complio

- Review your account and take action to be compliant.
- Contact your academic clinical coordinator immediately.
- Non-compliance will prevent the student from being placed on their clinical practicum. This could potentially result in loss of practicum site which would constitute a failed first placement (see Practicum/Clinical Requirements pg 41).

Practicum/Clinical Requirements

STUDENT PRACTICUM

Students must complete a 200-hour unpaid practicum at a primary care facility upon completion of the course work. Students will meet with the Practicum Coordinator to discuss all aspects of the practicum, at which time the Practicum Coordinator will collect all completed forms and arrange for a practicum site suited to the student and facility’s needs.

Practicum Coordinator will not place the student until all courses have been completed with a C or 74% or better, have successfully completed all competencies, all required documents have been received, and student is listed as compliant in Complio. At that time, practicum placement will begin.

The student will be evaluated at 100-hours and again at the completion of 200-hours. Grading criteria is described in detail on the Practicum Affiliation Agreement and Evaluation Forms. These forms will be used to determine the student’s progress and level of competency.

Not completing required hours and unsatisfactory evaluations will constitute a failed placement.
PRACTICUM PLACEMENT
Each student will be placed at a practicum site upon completion of the Medical Assisting course work. The Practicum Coordinator will work with the student to arrange a placement. Students will be placed in facilities in which SLCC Medical Assisting program has contracted with for student placement. Although every attempt will be made to consider student requests and preferences, the final placement is at the discussion of the Practicum Coordinator. Each student will be required to complete a 200-hour unpaid clinical placement.

If for any reason the student does not successfully complete the required hours this will be considered a failed placement. In the case of a failed placement the Practicum Coordinator will place the student one additional time. The Medical Assisting program will allow for two placements before failure of the practicum (MA2810).

A failure of a second placement constitutes a failure of the practicum course and the student will be withdrawn from the program. Students who fail to complete their second practicum placement will not receive the Associate of Applied Science of Medical Assistant from Salt Lake Community College, nor will they qualify to sit for the CMA(AAMA) credentialing exam. Students are not allowed to repeat the Practicum (MA2810). (See Readmission Policy pg 33).

FAILED PRACTICUM PLACEMENT
The following constitute a failed practicum placement:

- The student chooses to decline a practicum site once it has been established.
- The preceptor at the practicum placement asks that the student be removed. A participating practicum facility may request the program to withdraw any student whose work and/or conduct have the potential for negative effect on either patients or personnel.
- The Practicum Coordinator removes the student from the practicum site due to significant issues that cannot be resolved within the placement.
- The student chooses to leave the practicum site at any time.
- The student completes the practicum hours, but has unsatisfactory evaluations.

If a student fails their first practicum placement, the practicum coordinator will arrange for one additional placement. The initial placement is considered failed and the student is required to complete the full 200 hours at the new site.
Radiation Protection Policies

ISSUING DOSIMETERS
New students who use radiation sources must be issued a dosimeter. A "radiation user", being defined as any individual whose official duties or authorized activities include handling, operating or working in the presence of any type of radiation source on a regular basis, must follow a procedure that provides monitoring of personal data to establish radiation exposure records.

A dosimeter service will be set-up at the beginning of the program. A dosimeter will be ordered for each student and radiation exposure to the individual will be monitored on a monthly basis. Please note that the cost of this monitoring service is charged to the student. The cost will be approximately $35.

The student is issued a dosimeter badge holder which they keep for the duration of their education. Badge inserts are removed from the holder and new inserts are issued on monthly basis. The old inserts are sent back to the monitoring service for processing and readings. This exchange occurs on or near the first of each month.

Persons issued dosimeters are required to wear them at all times they are working with radiation sources. They must be worn on the individual's collar and if any protective lead aprons are worn, the film badge must be on the outside of such protective device. When not being worn, they must be kept in a location protected from radiation and heat.

EXCHANGE SCHEDULE
If a badge is lost or not returned an additional $40.00 fee will be accessed to the student’s SLCC account. Payment must be by check to SLCC cashiering.

The purpose of these fees is to encourage a timely and responsible exchange of inserts, and thus, an accurate monitoring of radiation exposure. Students will use the badge in MA 1710 and MA 2710.

MONITORING RADIATION READINGS
The clinical coordinator will be responsible for monitoring all readings from the inserts. Attempts will be made to ensure the radiation sources are within safe limits and that the students are using safe radiation practices. Situations not meeting appropriate standards will be identified and corrected.

The program has established a recommended annual exposure level of 500 mR/yr. for students enrolled full-time in the radiology program. The established level is consistent with the NCRP annual dose limit for occupational radiation workers of 5 rem per year whole body exposure. The program has established a monthly investigation level of 50 mR. In the event that a student receives 50 mR or more of radiation exposure in any given month, they will be advised and counseled regarding their radiation safety habits. Attempts will be made to determine if they are using unsafe radiation practices by looking at the types of exams they are performing, areas they are rotating through and safety measures being utilized. Documentation of the counseling session, level of exposure and clinical site will be completed. In the event that a student exceeds the established 500 mR/yr. of exposure, alterations in their clinical schedule
will be made until the next annual exposure period occurs. It will be necessary for any deficiency in clinical competency requirements to be made up.

Quality assurance personnel at each affiliate are responsible for assuring that radiation safety standards are met in their departments. The clinical coordinator will advise them in the event of excessive radiation readings. It is expected that the clinical education center will assist the student in achieving safe radiation practices and reduce exposure levels. Students may be removed from clinical education centers where high exposures are persistent. Students are required to record the time and date of any examination in which they held a patient and/or a film during a radiological procedure. Frequency of patterns will be monitored by the program faculty and students and clinical education centers will be advised accordingly.

**PREGNANCY**
A student is encouraged to inform the clinical coordinator if she becomes pregnant, although the student does have the right not to declare her pregnancy. At that point, a second badge will be ordered and paid for by the student. This badge will be worn on the student's abdomen, on the inside of any lead aprons. Students will be counseled about the hazards of radiation to the fetus. Attempts will be made to assign those students to areas of decreased radiation exposure. The clinical coordinator will monitor exposure reports to ensure that the fetus does not receive more than 0.5 mSv, or 0.05 rem monthly.

**PERSONAL RADIATION RECORDS**
Exposure reading reports are sent to the clinical coordinator on a monthly basis. Students may see their exposure reports at any time. Personal records are treated as confidential and should only be viewed by the individual student.

Students will be given a yearly summary of their exposure reports, which they may keep. A copy of these reports will also be kept with their school records in a locked file. Records will not be posted according to the Family Educational Rights and Privacy Act (FERPA).

If students have jobs outside of school that requires use of radiation, the employer at that job is responsible for maintaining separate records. The school will assume responsibility for radiation records only while the student is involved in activities required by the school.
RADIOLOGY WAIVER

“I have read and understand the policy for radiation monitoring services. I understand my responsibility for returning the film inserts in a timely manner. I also understand all the fees required of this service and know it is my responsibility to adhere to these policies.”

Student Signature_________________________________________ Date ______________________

Faculty Signature_________________________________________ Date ______________________
SALT LAKE COMMUNITY COLLEGE RADIATION PROTECTION
Counseling for MA 1710/2710 Student Name: ________________

<table>
<thead>
<tr>
<th>Exposure Period</th>
<th>Exposure Level</th>
<th>*Clinical Education Center</th>
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Comments: _____________________________________________________________________________

Date: ______________________

Signatures:

Faculty: ______________________  Student: ______________________
Pregnancy/Radiation Safety Protection Verification Form

I verify by my signature below that:

1. I have voluntarily notified Salt Lake Community College Medical Assistant Program of my pregnancy.

2. I have been advised of protective measures as well as the risks associated with radiation exposure to the fetus. I have also been advised of and have read the appropriate federal guidelines regarding the declared pregnant radiation worker.

3. I have been advised that I should wear an additional radiation monitor for radiation dose to the fetus and I agree to wear such monitor at the level of the pelvis.

4. It has been explained to me that by wearing a 0.5mm lead equivalent protective apron, that the dosage to the abdomen/pelvis can be reduced by more than 88% at 75KvP. It has also been explained to me that a lead apron with 1.0 mm of lead equivalent should be worn when the beam is over 75 kVp.

5. I have had the opportunity to discuss questions concerning radiation safety during my pregnancy with the Program Coordinator. Furthermore, I understand that should additional questions arise, I should consult my Program Coordinator.

6. I understand I have the option to withdraw this declaration at any time.

________________ I do understand the risks involved to the fetus and me during my pregnancy in regard to pregnancy-related radiation safety. I elect to remain in the program and to adhere to the requirements stated. In doing so, I agree to indemnify and hold harmless Salt Lake Community College, its instructors, officers, officials, employees, trustees, and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death to myself or to my fetus as a result of my participation in the Medical Assistant Program, program activities, or program required clinical rotations.

________________ I do understand the risks involved to the fetus and me in regards to pregnancy-related radiation safety. I elect to withdraw from the program. I also understand my readmission to the next program cohort is dependent upon space available.

_________________________________________   ______________________________________
Student Printed Name                              Date

_________________________________________   ______________________________________
Student Signature                                Date
Salt Lake Community College Medical Assistant Program
Release of Information in connection with a practicum, internship or externship

As a Health Sciences student you will be required to complete one or more Clinical Placements (which may be identified as a practicum, internship, externship or other title) during your course of study. A Clinical Placement takes place outside of the College, in a hospital, clinic, school or other provider location (Provider). A Provider will likely ask for certain information about you and without providing that information you cannot participate.

______ (initial)This Release allows the College and its faculty, staff, volunteers and agents to provide information to Providers in connection with a Clinical Placement. You agree that the College may provide your name, address, telephone number, email address, date of birth, or other Directory Information (as defined by FERPA) to the Provider for the purpose of coordinating and monitoring said clinical placement. Even if you have opted out of having Directory Information provided by the College generally you agree that Directory Information, as well as the other information identified herein, may be provided in connection with a Clinical Placement. You also agree that other relevant information may be supplied such as your status in the program, level of achievement, grades, conduct, discipline, or standing in the program. You agree that the College may determine relevancy in its reasonable discretion.

Due to contracts and regulation with some of our clinical partners, there may be additional tests or screens that you will be required to complete in a timely manner to be placed at that facility per our contract agreement with the particular facility. You will be notified of these as a part of the placement process. If you choose not to complete these additional tests, you will be placed at another facility.

Depending on your program you may be required to directly give a Provider results of a drug screen, a background check and/or immunization status. However, you agree that the College may provide such information as it may have and discuss any of these with a Provider in connection with a Clinical Placement. You also authorize and instruct the College to obtain the information necessary to comply with Provider requirements including a background check.

If you have questions about any of this you should contact the Associate Dean before signing. I agree to the release of information as described above:

Printed Name: ________________________________

Signature:____________________________________  Date:____________________
I, ________________________________, have read and understand the Medical Assistant, Advance Practice program. I have had the opportunity to ask questions and have those questions answered regarding the content within this handbook.

_____ (initial) I agree to adhere to all the policies, expectations, and standards of conduct and appearance as set forth in this handbook for the Medical Assistant, Advance Practice Program at Salt Lake Community College.

_____ (initial) I have also read the SLCC Student Code of Rights and Responsibilities and agree to adhere to the policies, expectations, and standards of conduct put set forth here as well.

_____ (initial) I understand SLCC’s drug screening, criminal background policy and that it is my responsibility to keep current on immunizations and CPR certification.

_____ (initial) I understand the expectations of me as a student in the Medical Assistant, Advance Practice program and agree to avoid unprofessional practice and unsafe practices. I am aware that any actions that constitute unprofessional practice and unsafe practice as defined in this handbook will constitute disciplinary action up to and including dismissal from the program.

Student Signature ______________________________ Date ______________

Faculty Signature ______________________________ Date ______________