



SOUTHERN UNION
STATE COMMUNITY COLLEGE
— Health Sciences Division —

**Medical Assistant
Technology Program
Student Handbook**

2020 - 2021

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INTRODUCTION

Welcome to Southern Union and the Medical Assistant Technology program!
Southern Union values every student who attends the College and respects every student's rights and privileges.

This *Student Handbook* has been prepared to allow you to carefully review the opportunities, rights, responsibilities, and policies that apply to you as a Medical Assistant Technology student. Unless otherwise designated in a course syllabus, these policies apply to each Medical Assistant Technology course in which you enroll. If, for any reason, routine progression through the program is interrupted, policies in the *Student Handbook* and *College Catalog* at the time of readmission will apply.

After you have read this handbook, please sign the agreements in the agreement section of this handbook and electronically submit the form to the MAT program director. These signed agreements will be placed in your permanent file.

Each person at the College is committed to your success – as a student, a professional, and most importantly, as an individual. If you need additional assistance, our doors are always open to you.

Again, welcome to Southern Union.

Rhonda Davis, MSN, Dean of Health Sciences

Lisa Shiver, DNP, RN, Nursing Department Chair

Melanie Caldwell, MSN, RN, CEN, CCMA (NHA), MAT Program Director

PURPOSE OF THE PROGRAM

The Medical Assistant Technology (MAT) degree is designed to prepare competent, entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains so that they may assist the physician in providing patient care in physician's offices, minor emergency centers, long-term care facilities, and other types of freestanding medical clinics.

PROGRAM GOALS

Upon completion of the curriculum, the Medical Assistant Technology student will be able to:

- Recognize and interpret basic medical terminology used in patient records;
- Describe in detail basic anatomical features and associated pathophysiology of bodily organs;
- Recognize cultural differences and cultural diversity as a compassionate caregiver;
- Demonstrate competency when preparing patients of all ages for medical examinations;
- Employ therapeutic communication and telephone etiquette;
- Recall the ethical and safety standards for collecting specimens and disposing of hazardous materials;
- Recognize legal implications involved in securing patient's healthcare information as well as insurance and other contractual documents;
- Demonstrate basic and advanced cardiac life support and respond to office emergencies appropriately and expeditiously;
- Prioritize patients to be seen according to triage criteria;
- Recognize life-threatening symptoms;
- Demonstrate competent venipuncture;
- Calculate with 100% accuracy drug dosages and administer drugs effectively utilizing the 7 rights of medication administration;
- Transcribe physician notes accurately;
- Code diagnoses and diagnostics using the appropriate coding systems;
- Display a courteous and professional attitude;
- Complete accurate and detailed information in insurance forms;
- Secure gainful employment in the field of Medical Assistant Technology;
- Demonstrate to employers the competencies required of medical assistants.

MAT PROGRAM ADMISSION REQUIREMENTS

Students applying for admission into the Medical Assistant Technology program will be required the following:

- Unconditional admission to the College
- High school diploma/GED
- Eligibility for MTH100, ENG101, and satisfy the reading requirement of the college.
- 2.0 GPA at Southern Union if previously enrolled. Transfer students must enter the College on clear academic status (2.0 GPA).
- Official transcripts from all postsecondary institutions attended.
- Submission of complete application packet for Medical Assistant Technology Program.

MAT PROGRAM PROGRESSION REQUIREMENTS

In order to progress within the MAT program, the following requirements must be met:

1. Cumulative GPA of 2.0.
2. Minimum grade of “C” in all required courses.
3. Satisfactory level of mental and physical health, including current immunizations, ability to meet the program essential functions, current CPR certification, negative drug screen and background check, current TB test, and documentation of health insurance *prior* to enrolling in a MAT preceptorship/clinical course (MAT 229, MAT 239, NAS 100).

A total of two unsuccessful attempts in two separate semesters (D, F, or W) within the MAT program may result in dismissal from the program.

REINSTATEMENT INTO MAT PROGRAM

Students who do not meet above progression requirements must apply for reinstatement to the Medical Assistant Technology program, if desired. Students who have a withdrawal or failure in a MAT course and are eligible to return to that course will be considered for reinstatement to the program. Students applying for reinstatement may be required to demonstrate competency in clinical skills. Reinstatement will depend on classroom and clinical space availability and is not guaranteed. If a student is allowed to return to the MAT program, the policies in the Student Handbook and College Catalog at the time of reentering will apply. Any MAT program student who has withdrawn or has been suspended from the program and subsequently returns must meet the standards and curriculum requirements in effect at the time he or she is readmitted.

Reinstatement Requirements:

1. Receipt of completed reinstatement form by admission committee deadline.
2. Cumulative GPA of 2.0.
3. Minimum grade of “C” in all required courses.
4. Satisfactory level of mental and physical health, including current immunizations, ability to meet the program essential functions, current CPR certification, negative drug screen

- and background check, current TB test, and documentation of health insurance *prior* to enrolling in a MAT preceptorship/clinical course (MAT 229, MAT 239, NAS 100).
5. Ability to meet and comply with standards and policies in the current College Catalog and Student Handbook.
 6. Reinstatement must occur within one year from the last MAT course or the student must reapply to the program as a new student.

Process for Reinstatement:

1. Students should first schedule an appointment with the Health Sciences advisor to discuss eligibility for reinstatement.
2. Students must apply for reinstatement to the MAT program and submit the application by the published deadlines. Students who submit reinstatement requests after the deadline may be considered at next course availability.
3. Students must apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
4. Students who have been out of the MAT classes for more than one semester must repeat their criminal background check and drug testing.
5. Students must update immunizations and other health records as required for clinical experiences.

MAT PROGRAM CURRICULUM OVERVIEW

PHLEBOTOMY TECHNICIAN Short Term Certificate

<i>Courses</i>	<i>Credit</i>	<i>Semester Offered</i>
MAT 125 Lab Procedures I	3 hrs	SU
MAT 215 Lab Procedures II	3 hrs	SU
MAT 239 Phlebotomy Preceptorship	3 hrs	FA

MULTI CARE TECHNICIAN Short Term Certificate

<i>Courses</i>	<i>Credit</i>	<i>Semester Offered</i>
MAT 111 Clinical Procedures I	3 hrs	SP
MAT 211 Clinical Procedures II	3 hrs	SP
MAT 125 Lab Procedures I	3 hrs	SU
MAT 215 Lab Procedures II	3 hrs	SU
MAT 218 EKG Technician	3 hrs	FA
MAT 239 Phlebotomy Preceptorship	3 hrs	FA
HED 231 First Aid	3 hrs	FA, SP, SU

ADMINISTRATIVE MEDICAL ASSISTANT Short Term Certificate

<i>Courses</i>	<i>Credit</i>	<i>Semester Offered</i>
MAT 111 Clinical Procedures I	3 hrs	SP
MAT 211 Clinical Procedures II	3 hrs	SP
HPS 105 Medical Terminology	3 hrs	FA, SP, SU
MAT 216 Pharmacology for the Medical Office	4 hrs	FA
OAD 214 Medical Office Procedures	3 hrs	SP
OAD 215 Health Information Management	3 hrs	FA
OAD 216 Advanced Health Information Management	3 hrs	SP

MEDICAL ASSISTING TECHNOLOGY
Long Certificate

<i>SPRING: Semester I</i>		
MAT 111 Clinical Procedures I	3 hrs	SP—Mini Term I
MAT 211 Clinical Procedures I	3 hrs	SP—Mini Term II
BIO 111 Survey of Human Biology (or sequence of BIO 201 and BIO 202)	4 hrs	FA, SP, SU
ENG 101 English Comp I	3 hrs	FA, SP, SU
<i>SUMMER: Semester II</i>		
MAT 125 Lab Procedures I	3 hrs	SU—Mini Term I
MAT 215 Lab Procedures II	3 hrs	SU—Mini Term II
HPS 105 Medical Terminology	3 hrs	FA, SP, SU
HED 231 First Aid	3 hrs	FA, SP, SU
<i>FALL: Semester III</i>		
MAT 216 Pharmacology for the Medical Office	4 hrs	FA
MAT 218 EKG Technician	3 hrs	FA
MAT 239 Phlebotomy Preceptorship Prerequisites: MAT 125, MAT 215	3 hrs	FA
OAD 215 Health Information Management	3 hrs	FA
Phlebotomy Short Certificate and Multi Care Technician Short Certificate Awarded		
<i>SPRING: Semester IV</i>		
OAD 214 Medical Office Procedures	3 hrs	SP
OAD 216 Advanced Health Information Management Prerequisites: OAD 215	3 hrs	SP
IDS 102 Ethics	3 hrs	FA, SP, SU
MTH 100 Inter. College Algebra (or higher level MTH course)	3 hrs	FA, SP, SU
SPH 106 Fund of Oral Communication or SPH 107 Fund of Public Speaking	3 hrs	FA, SP, SU
Administrative Medical Assistant Short Certificate Awarded		
<i>SUMMER: Semester V</i>		
MAT 230 Medical Assisting Preceptorship Prerequisites: MAT 111, MAT 211, MAT 125, MAT 215, MAT 239, MAT 216, MAT 218, OAD 214, OAD 215, OAD 216	3 hrs	Final Semester
MAT 228 Medical Assistant Review Course	3 hrs	Final Semester
Medical Assistant Technology Long Certificate Awarded		

<i>Additional Course Required for AAS Degree</i>	<i>Credit</i>	<i>Semester</i>
PSY 200 General Psychology	3 hrs	FA, SP, SU
<i>Elective Options for AAS Degree</i> <i>Must select ONE of the following courses:</i>	<i>Credit</i>	<i>Semester</i>
NAS 100 Long Term Care for Nursing Assistants	4 hrs	FA, SP, SU
PSY 210 Human Growth and Development	3 hrs	FA, SP, SU
OAD 101 Keyboarding	3 hrs	FA, SP, SU
CIS 146 Microcomputer Applications	3 hrs	FA, SP, SU

For more information about admission to the MAT Program, contact:
Ebony Mark (emark@suscc.edu) or
Kayla Whaley (kwhaley@suscc.edu)
Health Sciences Admissions
301 Lake Condy Road
Opelika, Alabama 36801
(334) 745-6437 ext. 5515 or 5519

GENERAL INFORMATION

COLLEGE ACTIVITIES

Students have the opportunity to participate in College wide activities which serve to broaden the total academic experience. Activities vary from campus to campus and appeal to a variety of interests. Activities are described in the *College Catalog*, coordinated through the Student Services Office on the Wadley Campus, and posted on bulletin boards and/or announced in class.

College sponsored clubs and organizations provide opportunities to share similar interests and work toward common goals. Please see college catalog for list of approved organizations. You are encouraged to participate.

FUNDRAISING

The Dean of Health Sciences and Dean of Students must approve all fundraising activities *in advance*. **Fundraising is allowed only by organizations/clubs which are officially recognized by the College.** The senior officer of the organization should gain approval from the Program Director and then submit a written request (forms are available from the Health Sciences Division) to the Dean of Health Sciences. Upon approval by the Dean of Health Sciences, the request will be forwarded to the Dean of Students. Following approval from the Dean of Students, fundraising activities may proceed.

SMOKE-FREE AND TOBACCO-FREE POLICY

The use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by Southern Union is expressly prohibited. **"Tobacco Products" is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.**

Further, this policy prohibits any advertising, sale, or free sampling of tobacco products on Southern Union properties. This prohibition includes but is not limited to all areas indoors and outdoors, buildings and parking lots owned, leased, rented or otherwise used by Southern Union. The use of tobacco products is prohibited in all vehicles – private or public vehicles - located on Southern Union properties.

This policy applies to all persons who enter the areas described above, including but not limited to students, faculty, staff, contractors and subcontractors, spectators, and visitors. All events hosted by a Southern Union shall be smoke and tobacco-free.

VISITOR POLICY

Southern Union State Community College welcomes visitors. Visitors are expected to abide by the regulations of the college. Students are held responsible for the conduct of their guests. **CHILDREN MUST BE UNDER THE SUPERVISION OF THEIR PARENTS AND ARE NOT TO ATTEND CLASSES.** Visitors parking permits are available from campus police on Wadley and Opelika Campuses and administrative office on the Valley campus.

CELL PHONES / ELECTRONIC DEVICE USE

PDA's, Smart Phones, Smart Watches, Tablets and cellular phones are not allowed during testing. The use of electronic devices (iPod, iPhone, Droid, etc.) in healthcare settings is allowed, as long as the device is being used as a clinical aide. While these devices can be a great asset to the student, it is the student's responsibility to realize the boundaries needed with the use of these devices in order to maintain HIPAA compliance, as well as professionalism. **The taking of photographs, texting, using personal email, and the use of social networking sites (ex: Facebook, Snapchat, Email, Twitter, etc.) at healthcare sites is strictly prohibited. SUSCC's HIPAA policy will apply to the use of these electronic devices, while in the healthcare setting. Taking a picture during preceptorship is considered a violation of HIPAA.**

The taping of lecture may be allowed for studying purposes. Students are not allowed to retransmit lectures without the explicit consent of the instructor. (Examples of transmission are, but not limited to: posting lectures on websites { You Tube, Facebook, etc. }, and dispersion of copies of recorded lectures. This includes both whole lectures and portions of lectures.

SOCIAL NETWORKING POLICY

Definition: As non-limiting examples of the Social Networking sites this policy is intended to cover are Facebook, Snapchat, Linked In, Twitter, and any other site that is normally considered under social networking.

Students are advised to use social media cautiously and to avoid disclosing any information that could be considered confidential patient information. Any disclosure, intentional or unintentional, of information that could lead to the identification of a patient will result in appropriate disciplinary actions up to suspension from the college. Removal of an individual's name, or face, or image, is not sufficient to protect identity or confidential information. The use of privacy settings that are available on many social networking sites, does not guarantee that information will not appear in public and is thus not deemed sufficient to protect confidential patient information.

Students are **not** to make negative or disparaging or unprofessional remarks about fellow students, instructors, patients, patient visitors, preceptorship sites or other healthcare professionals through social media. Any negative or disparaging remarks, intentional or

unintentional, through social media will be considered unprofessional and will be considered a form of misconduct. This type of misconduct will be subject to appropriate disciplinary actions.

The following guidelines are to be followed:

- Do not save confidential or sensitive patient information, or information of any sort which could serve as identifying information, on your personal computer or other electronic device
- E-mail or texting correspondence with faculty should be treated confidentially and should not include patient identifying information
- Do not transmit any patient-related information or images through social media. Do not take pictures or videos of patients or record discussion with cell phones or other personal devices
- Limiting access through privacy settings is not deemed sufficient to protect privacy and confidentiality of information. There's no such thing as a "private" social media site
- Comply with healthcare agency regulations regarding use of computers, cameras, electronic devices and cell phones while present in the healthcare agency
- Maintain patient privacy and confidentiality at all times
- **Report breaches of confidentiality or privacy to appropriate discipline instructor promptly**

A violation of this policy will result in appropriate disciplinary action up to and including suspension from the college.

VIDEO RECORDING / PHOTOGRAPHY

The Southern Union Health Sciences Division develops and implements events and initiatives to promote the overall well-being of the college, to create awareness of the college's mission, history, and contributions to the region, and to foster positive relationships with prospective students, alumni and friends of the college.

Public relations and marketing activities include, but are not limited to, distributing press releases and news stories concerning college activities, developing and distributing publications regarding college mission and programs, participating in community activities, and designing and implementing marketing material for print and electronic media.

Any student who wishes not to be video recorded or have photographs taken during events or initiatives must notify the staff/faculty prior to the scheduled event date.

CHANGES TO PROGRAM - INFORMING STUDENTS

Policies and procedures are communicated to students by means of the Health Sciences or program specific handbook, course management system, the College Catalog, and institutional website. This handbook is revised regularly to provide current and accurate information is provided the location of the handbook on the Southern Union web site, Annuals updates are required; however changes may occur during the academic year.

Changes in program, policies, and procedures will be announced to each class by the instructors and copies describing such changes will either be distributed to each student individually or posted on bulletin boards in the classrooms, or outside the faculty office and on the course management system (Canvas). Instructors and the Program Director will be available to answer questions regarding any changes.

Students are required to submit documentation upon entry into the program and annually (Fall Semester) that they have read and understand the current handbook.

COMMUNICATION CHANNELS / CHAIN OF COMMAND

Should a problem arise during the semester, you should first strive to solve it with the instructor or student involved. If no agreement is reached or dissatisfaction results, you should consult the course coordinator. If this does not solve the issue you may make an appointment with the Program Director/ Nursing Department Chair. The Dean of Health Sciences is then consulted if the problem remains unresolved.

RESPONSIBILITY IN TEACHING AND LEARNING

The main purpose of instruction is to promote student learning. This means that teachers direct all matters dealing with courses. That does not mean that teachers bear sole responsibility for students' education. Students need to follow a teachers' guidance, study, do homework, and prepare for class to master the information and skills being taught. Students cannot expect a good grade in a course without putting in several hours of studying for each hour of scheduled class time. The recommended amount of student time is 2 hours per day for each hour of class.

Extra-curricular activities, including jobs, will not affect teachers' expectations and should not interfere with students' preparation for classes. Teachers should use their expertise and experience to prepare and present the subject of a course in the best possible way.

Teachers (that is, *anyone* who teaches) will do their best to provide a disciplined yet comfortable and supportive classroom environment. They will encourage questions and questioning, although students should remember that insight often comes from struggling with a problem rather than being given the answer.

The ultimate responsibility for learning lies with the student. Although faculty members will teach, guide, assist, and encourage, learning is the responsibility of the student. Learning is hard work, and full-time students should consider “studenting” to be a full-time job. A college’s first priority is their students. While students pay tuition to attend school, the tuition provides the student access to the expertise of the faculty members. Students are responsible for evaluating their instructors honestly and candidly to contribute to each teacher's effectiveness and professional growth.

PARTICIPATION IN PROGRAM OF LEARNING

Students have the opportunity to participate in the development, conduct, and evaluation of the program. The students may contribute through semester evaluation of the course work and instructors, through participation in faculty meetings, and through evaluation of the program and curriculum after completion of the program.

End of semester evaluations are distributed to all MAT students and solicits anonymous comments regarding course content, instructors, instructional tools, assigned coursework, and examinations. End of the semester conferences/evaluations with faculty, provides students an opportunity for one-on-one feedback. Students are asked to evaluate the entire curriculum at the completion of the program. Additionally, students from the MAT program may be invited to serve as a non-voting representative on a discipline specific Health Science Faculty Committee.

HONESTY AND PLAGIARISM

The awarding of a college degree attests that an individual has demonstrated mastery of a significant body of knowledge and skills of substantive value to society. Any type of dishonesty in securing those credentials therefore invites serious sanctions. Examples of dishonesty include actual or attempted cheating, plagiarism*, or knowingly furnishing false information to any college employee.

*Plagiarism is defined as submitting anything for credit in one course that has already been submitted for credit in another course, or copying any part of someone else’s intellectual work – their ideas and/or words – published or unpublished, including that of other students, and portraying it as one’s own. Proper quoting, using APA formatting (current edition), is required. Students must properly cite any quoted material.

There will be no toleration of plagiarism of any person’s work, including that of another student. Work turned in to faculty must be the original work of the particular student. This also includes giving false information to the faculty about a student’s use of another student’s past paperwork in a class, false student preceptorship activities, i.e.: patient information or preceptorship hours. If a student **knowingly** submits false information, he or she, will receive a failure from the course. In addition, any form of cheating will not be permitted. If a student is found to be cheating during testing or on a required activity, he or she will receive a “zero” for that activity and a possible failure for the course.

Violations of the Academic Honesty Code include, but are not limited to the following:

- Looking on another student's paper during a test or examination or communicating in any way with anyone other than the test administrator/faculty/proctor;
- Using **unauthorized** materials and/or devices in the preparation of any assignments or in the taking of any tests or examinations;
- Having in the immediate testing area materials or devices not expressly authorized by the test administrator;
- Accepting or providing unauthorized assistance in the preparation of assignments or the taking of any tests and examinations;
- Submitting as your own work essays, term papers, lab reports, or other projects which have been prepared by others;
- Obtaining, possessing, or gaining knowledge or answers to a current test or assignment before it has been distributed to the class and without the knowledge and consent of the instructor;
- Gaining, without authorization, access to the work of another student (ex: accessing the computer file of another student);
- Plagiarizing (presenting as one's own the ideas, data, and/or works of another);
- Inventing data or information in the preparation of assignments except when such invention is expressly authorized;
- Violating supplementary academic honesty codes which have been adopted and approved in individual divisions of the college and distributed to students within those divisions.

If the incident is referred to the Dean of Students, suspension or expulsion from the college may result.

These "Standards of Conduct" apply to all students regardless of their mode of learning (inclusive of online students also).

If a student is found cheating on an exam or committing plagiarism, a grade of zero "0" will be assigned for that exam or assignment. Further disciplinary action will be taken at the discretion of the Dean of Students.

Tests may not be duplicated in any form including, but not limited to: handwritten, photocopy, video or tape recording.

Portable electronic devices including cameras, iPods, PDA's, Smart Watches, or cell phones must not be visible during exams or scheduled exam reviews. Cell phones must be turned off or set on vibrate or silent mode. These devices may be kept in a book bag, pants pocket or purse.

ACADEMIC HONESTY CODE /ACADEMIC INTEGRITY STUDENT BEHAVIOR

The Southern Union Health Sciences Department does not exercise control over the conduct of students in their private lives; however, when a group of students or an individual student acts as a recognized representative of a Southern Union Health Sciences Program or participates in an off- campus activity sponsored by the Health Sciences Department, appropriate standards of conduct will be prescribed. Any conduct by a student shall be subject to review and appropriate action taken by the Health Sciences Department whenever it appears that the conduct has resulted in a hindrance or restriction of educational purposes or processes of the Health Sciences Department or when that conduct demonstrates a threat to the safety and well-being of others.

If at any time prior to graduation and during the course of participation in professional training as a Health Science student or in fulfilling other responsibilities as a Southern Union State Community College student, the student demonstrates patterns of behavior which constitute unprofessional conduct or which encroach on the student's ability to fulfill his or her responsibilities as a student, it will result in appropriate corrective action which may include suspension or expulsion from the Health Science program. Such behavior is defined to include, but not necessarily limited to, any of the following:

- failure of a student to notify appropriate persons of absence from scheduled learning experiences;
- dishonesty in interactions with staff or instructors;
- failure to adhere to required dress code;
- unsafe practices; the use of inappropriate language;
- being consistently late in fulfilling scheduled responsibilities;
- failure to fulfill appointments; or
- failure to maintain confidentiality in matters related to educational responsibilities;
- inappropriate behavior while in uniform;
- unprofessional conduct.

The demonstration of severe physiological or psychological disorders which interfere with a student's ability to fulfill academic responsibilities or infringe on the student's future abilities to fulfill professional responsibilities will be cause for appropriate corrective action to include referral to a proper agency for professional diagnosis and treatment and/or suspension or expulsion. Failure or refusal to cooperate in this type of endeavor can result in suspension or expulsion from the Health Science program.

Abuse of alcohol which interferes with a student's ability to fulfill academic or professional responsibilities in the Health Science program or the illegal use of other drugs and substances will result in suspension or expulsion from the Health Science program.

CERTIFICATION/EMPLOYMENT DISCLAIMER

Many healthcare facilities will not employ a person, even if fully certified and/or licensed, who has been convicted of a felony or who has unfit personal habits, including alcohol or drug abuse. While an applicant may meet the minimum qualifications, final approval to take a certification exam is subject to decision by the specific certification body. The decision to offer employment is subject to discretion of the individual health care facility.

HARASSMENT POLICY

Southern Union State Community College is committed to protecting its students, staff, and visitors from harassment, intimidation, and exploitation as prohibited by Title IX of the Education Amendments of 1972 and of Title VII (Section 703) of the Civil Rights Act of 1964.

Harassment includes, but is not necessarily limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, age, or disability. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature.

Sexual harassment refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex, when

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities;
- submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual;
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Harassment of employees or students by employer, other employees, other students, or non-employees is a violation of this policy. Any person who believes herself or himself to be subjected to such harassment, intimidation, and/or exploitation should first tell the person responsible to stop the action. In addition the person should contact a college official (faculty member or staff member) as promptly as possible after the harassment occurs. The college official will take appropriate action to resolve the complaint.

ADMINISTRATIVE WITHDRAWAL/DROP

A student may be dropped administratively from any course for

1. Failure to complete college registration properly;

2. Failure to fulfill conditions of registration in those cases when a student may have been allowed to register on a conditional basis;
3. Falsification of application and/or records such as health insurance.
4. Failure to fulfill other conditions of admissions and/or registration;
5. Failure to comply with student conducts standards;
6. Failure to attend class (as); and
7. Failure to comply with “Standards or Scope of Practice” as established by any regulatory or licensing agency for programs of study in the Health Sciences Division.

ATTENDANCE POLICY/ TARDINESS

Students are expected to attend all classes for which they are registered. Each student should recognize at the beginning of his/her college career that a mature acceptance of his/her academic responsibilities is a requisite for accomplishment in college; this applies particularly to class attendance. Any class sessions missed, regardless of cause, reduces the academic opportunities of the student. When a student is absent, the student is responsible for all announcements, content covered in class and for any assignments.

A student may be dropped administratively from any course for failure to attend class(es) when the student has missed more than 20% of the total number of hours that the class meets. The number of absences resulting in administrative withdrawal may differ in programs that lead to board licensure or certification.

COMPUTERIZED TESTING

Students will need to arrive at the computer laboratory or designated location at the designated time. Students are not permitted to enter the testing area prior to the beginning of the scheduled testing time. No food or drinks are allowed in the lab. Students may only bring a pencil and a basic calculator. If paper is needed, faculty members will supply you with a blank sheet to be handed in at the completion of the test. No cell phones or hand-held devices are allowed at your desk. Book bags must be left at the front of the classroom or on the side. The students are allowed only to access the test in progress. No other programs or internet applications should be open on the taskbar or used at this time. Once the test is complete and submitted, the student may review the test if allowed by the faculty member. Once the test is complete, the student will end the testing session and exit the computer laboratory. Students may not check email, surf the web, or go to other web sites during, or after the test. ANY violation in this policy will result in the student being referred to the Dean of Students for violation of the Academic Integrity policy in the college student handbook/catalog and program handbook.

COMPUTER LABS AND INTERNET

Use of Southern Union State Community College’s computers to access software or information on the Internet indicates that the user will comply, both in letter and spirit, with the policies established for the College’s computer labs. Students are not to reconfigure, load, download,

copy, delete, or in any way alter the software programs or computer configurations.

Internet access is limited to instruction purposes and is not to be used for entertainment. The user must be aware that information retrieved from the Internet may not have been verified, validated, or authenticated by a properly credentialed source to assure its accuracy. Information accessed on the internet or other computer software available is to be used in a professional and responsible manner. Southern Union State Community College is not responsible for information which is considered offensive in nature or is misused by the user.

Information accessed on the internet is not to be used for illegal purposes and is not to be used to transmit threatening, obscene, pornographic, or harassing materials. Users of the internet are not to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, unsolicited advertising, propagation of computer worms or viruses, and using the network to make unauthorized entry to other machines accessible via the network.

Southern Union State Community College and The Alabama Supercomputer authority reserve the right to monitor and review all traffic for potential violations of this policy and have final authority for the determination of violations and subsequent penalties. Penalties include, but are not limited to, disciplinary action by the College.

Use of Computer Labs

1. Software is not to be loaded, unloaded, downloaded, or reconfigured.
2. Computers are not to be turned off while a program is running.
3. Food, drink, and children are not allowed in computer labs.
4. Computer space must be cleaned-up prior to leaving the lab.

COURSE MANAGEMENT SYSTEM - WEB BASED MATERIALS

Courses in the Health Sciences division are augmented using the course management system known as Canvas. Students will be expected to access and print these materials as outlined in the course syllabus. For students who do not have a computer at home, computers are available in the Library for printing. Students will be expected to acquire these resources. Course material will not be available on Canvas after the conclusion of the semester.

COURSE SYLLABI

Each health science course has a syllabus that is the student-teacher agreement for that specific course. The syllabi will be available online through Canvas. The syllabus contains the course objectives, each of which must be achieved to pass the course; the requirements of the course; and the evaluation methods. The student should be certain to fully understand the expectations of the course. If you have questions or need clarification, make an appointment with the faculty member. Syllabi are projections of activities that will take place over several months; however, teachers may modify activities to fit unforeseen circumstances. Changes will be announced in class and/or provided in writing via the course management system Canvas.

COURSE EVALUATION (GRADING)

A minimum grade of “C” in theory (70 or above) and “satisfactory” preceptorship/lab performance is required to successfully complete the course.

A=Excellent (90–100); B=Good (80-89); C=Average (70–79); D=Poor (60–69); F=Failure (59–below)

Individual tests grades are not rounded to the next higher score. For example 76.2 and 77.8 would be recorded as the test grades. Passing final course grades will be rounded. For example if the grade is 89.69, then an A will be recorded.

Exam questions within the Health Sciences division may be but not limited to the following: multiple choices, short answer, matching, fill in the blank, and essay.

Students must pass all components of the course to progress to the next course. If a student fails skills lab validation or preceptorship, he/she will be given an F for the course.

TESTING POLICY

Students of Southern Union State Community College Health Science Program will be required to take tests throughout the curriculum. Students must take the exams at assigned times or make arrangements in advance (not the day of the test) with the faculty member. All exams are monitored. Students will not be allowed to bring anything into the room except a pencil and a basic calculator. Students may not go to the restroom during a test unless monitored.

MAKE-UP TESTS

If unable to take an exam at the scheduled date and time, the student is expected to notify the instructor prior to the exam. Make-up exams are given at the discretion of the instructor and are not guaranteed to the student. Make-up tests may include fill-in-the-blank, essay, and listing. Students may take only one make-up test per semester.

TEST REVIEW

Test results will not be reviewed except immediately after the test is given or as scheduled by the faculty member. Students will not be allowed to review tests at the end of the semester to challenge question answers for points. Students who wish to challenge a test question must do so **within 1 business day** of the test. Students who challenge test questions must do so in **writing** to the Course Faculty with documentation as the reason for the challenge.

PRECEPTORSHIP / LAB INFORMATION

REQUIREMENTS FOR PRECEPTORSHIP EXPERIENCES

Students enrolling in a preceptorship/clinical course (MAT 230, MAT 239, or NAS 100) must complete **all** health requirements **prior** to enrolling in the course. The health record must be in date for the entire semester. For example if a TB skin test expires on October 12, the student must repeat the test before he or she can register for fall semester. There are no exceptions to this rule.

Examples of the health record requirements include but are not limited to the following:

- Criminal Background check
 - *completed through Employment Screening Services (ESS)*
- Drug Screen
- TB skin test and/or Chest x-ray
- *Documentation of two MMR vaccinations
- *Documentation of Varicella
- *Documentation of Hepatitis series
- Documentation of annual Flu vaccination (Fall and Spring semesters)
- Physical form
- Essential functions form
- American Heart Association at the Health Care Provider OR Basic Life Support level
- T-DAP
- Health Insurance

*Students who cannot provide official documentation from a licensed health care provider of these vaccinations must provide a titer indicating the student is immune to the disease.

MALPRACTICE INSURANCE

Each student must maintain current malpractice insurance coverage while enrolled in a course with a laboratory or preceptorship requirement. The malpractice insurance is purchased through Southern Union during registration the first semester of classes and each semester thereafter. The cost of the insurance is approximately \$10-15 per semester for coverage at the \$1,000,000/\$3,000,000 level. **Payment for malpractice insurance is included in your fees for lab or preceptorship courses.**

BACKGROUND CHECK

The cost for background checks is \$39.50 through Employment Screening Services (ESS). A consent form will be completed by the student and turned into the MAT Program Director. The MAT faculty will notify ESS. ESS will then contact the student through the email provided to complete the background check. Once the background check is complete, the Health Records Coordinator will maintain a copy of the results in E*Value.

CPR CERTIFICATION

Medical Assistant Technology students are required to be certified in Basic Cardiopulmonary Resuscitation (CPR) through the American Heart Association at the Basic Life Support or Health Care Provider level prior to registering for a course containing a preceptorship requirement. CPR is current for two years (24 months) from the issue date and must remain current throughout the semester. **Red Cross certification is not accepted by the healthcare agencies.**

HEALTH INSURANCE

Students are to have their own health insurance prior to starting their preceptorship. They are to present the Health Records Coordinator with the copy of their current insurance card. If a student does not have health insurance, information can be provided for the student to purchase insurance from a third party for the semester only at a nominal cost.

HEALTH POLICY

All students enrolling in a MAT course which includes a preceptorship requirement are required to receive the Hepatitis B vaccines (or sign a waiver). The vaccines are a series of three injections. The student must have the first injection prior to registration. The second injection must be received one month after the initial vaccination; the third injection should be received six months after the first vaccination.

Students entering any program in the Health Sciences Division must be aware that they may be exposed to various contagious diseases during their education and career. Precautions to be taken are outlined in the introductory patient care courses. Additional information may be provided by each healthcare facility. Students are required to use available protective devices and to use standard (universal) precautions.

Students, upon diagnosis of communicable disease(s) (i.e., chicken pox, measles, flu, etc.), must contact their course coordinator immediately. Based on current medical knowledge, the instructor will make judgment of communicability and advise the student regarding attendance.

Students in all health care programs must comply with Public Law #102-141, Section 633 and "The Alabama Infected Health Care Worker Management Act." The law requires that the HIV or HBV infected health care worker report to the State Health Officer his/her condition within 30 days of the time s/he is aware of his/her infection. The infected health care worker must realize that any physician providing care to an infected health care worker must notify the State Health Officer of the infected status within seven days of the time he/she diagnosed or provides such care.

Students who give birth or experience an illness or injury which requires, but is not limited to, hospitalization, surgery, or more than one week's absence may be required to provide a physician's statement which verifies:

- That returning to routine class, lab, and preceptorship activities does not pose undue risk or harm to the student or others with whom the student will come in contact.
- Compliance with the Essential Functions established for the program of study.

PHYSICAL EXAM/ HEALTH QUESTIONNAIRE

Students are required to submit prior to registering for a preceptorship course, a completed health questionnaire. This questionnaire is to be updated as the student's health status or immunization status changes. A TB skin test is required annually and immunizations are expected to be current. If a student has a positive skin test, then the student must have a chest x-ray every two years and complete the TB questionnaire annually. Forms to be completed may be obtained from the Health Records Clerk or at suscc.edu.

ESSENTIAL FUNCTIONS

The Alabama College System endorses the Americans' with Disabilities Act. In accordance with Southern Union State Community College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Reasonable accommodations are not retroactive. They begin the day the student provides the faculty member with the required form. Students must present reasonable accommodations each semester.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective patient care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the Health Sciences programs with or without reasonable accommodations. The Health Sciences programs and/or its affiliated healthcare agencies may identify additional essential functions. The Health Sciences programs reserve the right to amend the essential functions as deemed necessary.

In order to be to progress in the Health Sciences program one must possess a functional level of ability to perform the duties required of a health care provider. Progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary for the Alabama Community College System Health Science programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective Health Sciences program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for Health Sciences program progression and graduation and for the provision of safe and effective patient care. The essential functions

include but are not limited to:

- 1) Sensory Perception
 - a) Visual (with or without corrective lenses)
 - i) Observe and discern subtle changes in physical conditions and the environment
 - ii) Visualize different color spectrums and color changes
 - iii) Read fine print and/or sutures in varying levels of light
 - iv) Read for prolonged periods of time
 - v) Read cursive writing
 - vi) Read at varying distances
 - vii) Read data/information displayed on monitors/equipment
 - b) Auditory
 - i) Interpret monitoring devices
 - ii) Distinguish muffled sounds heard through a stethoscope
 - iii) Hear and discriminate high and low frequency sounds produced by the body and the environment
 - iv) Effectively hear to communicate with others
 - c) Tactile
 - i) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
 - d) Olfactory
 - i) Detect body odors and odors in the environment
- 2) Communication/ Interpersonal Relationships
 - a) Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
 - b) Work effectively in groups
 - c) Work effectively independently
 - d) Discern and interpret nonverbal communication
 - e) Express one's ideas and feelings clearly
 - f) Communicate with others accurately in a timely manner
 - g) Obtain communications from a computer
- 3) Cognitive/Critical Thinking
 - a) Effectively read, write and comprehend the English language
 - b) Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical care decisions in a variety of health care settings
 - c) Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
 - d) Satisfactorily achieve the program objectives
- 4) Motor Function
 - a) Handle small delicate equipment/objects without extraneous movement,

- contamination or destruction
 - b) Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
 - c) Maintain balance from any position
 - d) Stand on both legs
 - e) Coordinate hand/eye movements
 - f) Push/pull heavy objects without injury to client, self or others
 - g) Stand, bend, walk and/or sit for 6-12 hours in a healthcare setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others
 - h) Walk without a cane, walker or crutches
 - i) Function with hands free for patient care and transporting items
 - j) Transport self and client without the use of electrical devices
 - k) Flex, abduct and rotate all joints freely
 - l) Respond rapidly to emergency situations
 - m) Maneuver in small areas
 - n) Perform daily care functions for the client
 - o) Coordinate fine and gross motor hand movements to provide safe effective patient care
 - p) Calibrate/use equipment
 - q) Execute movement required to provide patient care in all healthcare settings
 - r) Perform CPR and physical assessment
 - s) Operate a computer
 - t) Control secretions such as drooling
- 5) Professional Behavior
- a) Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
 - b) Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
 - c) Handle multiple tasks concurrently
 - d) Perform safe, effective patient care for clients in a caring context
 - e) Understand and follow the policies and procedures of the College and healthcare agencies
 - f) Understand the consequences of violating the student code of conduct
 - g) Understand that posing a direct threat to others is unacceptable and subjects one to discipline
 - h) Not to pose a threat to self or others
 - i) Function effectively in situations of uncertainty and stress inherent in providing patient care
 - j) Adapt to changing environments and situations
 - k) Remain free of chemical dependency
 - l) Report promptly for preceptorship and remain for 6-12 hours at the assigned facility
 - m) Provide patient care in an appropriate time frame
 - n) Accepts responsibility, accountability, and ownership of one's actions

- o) Seek supervision/consultation in a timely manner
- p) Examine and modify one's own behavior when it interferes with patient care or learning.

Any individual who discloses a disability can request reasonable accommodations.

Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the Health Sciences program. The Health Sciences faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Requests for reasonable accommodations should be directed to the Southern Union State Community College Disability Services Officer. If reasonable accommodations cannot be made, the student will not be able to remain in the Health Sciences program.

ESSENTIAL FUNCTIONS VERIFICATION

Prior to enrollment into a preceptorship/clinical course (MAT 239, MAT 229, or NAS 100), students are required to complete the Essential Functions verification form. This form must be updated if and when the students status changes. You must respond on the verification form if you fully meet the criteria (100%) or are unable to fully meet the criteria (less than 100%). If you are unable to fully meet the criterion, an explanation and/or additional information will be required. Reasonable accommodation may be requested. The Southern Union State Community College Disability Services Coordinator will determine if the accommodations can be met.

ELIGIBILITY FOR CLINICAL ROTATIONS

Southern Union is contractually obligated to comply with requirements set forth by agencies used for clinical rotations. All Health Science students are required to have background checks and drug screens completed to meet the requirements of clinical agencies in accordance with The Joint Commission (JC) standards. Background checks and drug screens will be conducted by one vendor approved by the Health Care Agencies, Division Chair and/or Dean of Health Sciences. Background checks or drug screens conducted by any vendor or agency that is not approved will not be allowed. Clear background check results must be received before newly admitted or returning Health Science students will be allowed to register for courses. Students who have been out of the Health Science program sequence for one semester or more must repeat the criminal background check and drug screen. The student is responsible for paying for all background and drug screens required by the clinical agencies. Some clinical settings may require a separate background check, including fingerprints. Students contract directly with the approved vendors and confidential results are maintained by the Health Records Coordinator.

STUDENT DENIAL/REFUSAL BY CLINICAL AGENCY

The clinical agency (ies) reserve the right to approve or deny the student for clinical privileges. Refusal of a clinical agency to accept a student for clinical rotations will prevent a student from enrolling in or participating in any of the SUSCC Health Sciences programs. The student is solely responsible for clearing any refusals/denials reported from the clinical agency. Students who are unable to resolve any denials will be dismissed from the Health Science Program and administratively withdrawn from all enrolled Health Science courses.

STUDENT DISMISSAL FROM A CLINICAL AGENCY

The clinical agency (ies) reserve the right to dismiss a student from clinical due to unprofessional or unethical behaviors. Any time the student cannot meet the clinical requirements of the clinical agency the student will be dismissed from the Health Science Program and administratively withdrawn from all Health Science courses at the time the event occurs. Any Health Science student who is dismissed by a clinical agency is not eligible for admission into a SUSCC Health Science Program at any time.

SUBSTANCE ABUSE POLICY

PHILOSOPHY

Faculty members in the Southern Union State Community College Health Science Programs believe that each student has a personal obligation to practice those health conscious behaviors intended to foster clear and rational decision-making as well as the ability to function in a safe and therapeutic manner throughout his/her program of studies.

PURPOSE

As health care professionals, faculty members support a policy wherein each individual providing patient care in a preceptorship setting or preparing educationally to become a health care provider, adheres to high personal health standards. This includes, but is not limited to, the avoidance of mind/behavior altering substances including but not limited to alcohol and prescription or illicit drug use. Therefore, the following policy has been adopted by the faculty and is now in effect.

STUDENT DRUG SCREEN GUIDELINES

As stipulated by the appropriate discipline specific licensure/certification agency, students must perform in the preceptorship setting in such a manner that will promote safe patient care. In addition, preceptorship agencies are obligated to assure that patients are protected to the extent reasonably possible from possible harm due to completion of preceptorship rotations. This includes drug screening prior to the first preceptorship experience, random drug screening at intervals and drug screening should a student exhibit behaviors indicative of substance abuse. **A positive drug screen will result in dismissal from the program and an administrative withdrawal will be completed by the dean.**

RANDOM DRUG TESTING

Students may be asked **at any time** to submit a specimen for drug testing while enrolled in a Health Sciences program. Drug screens are to be performed by an outside laboratory contracted by Southern Union. It is the student's responsibility to clear any discrepancies with the contracted laboratory. Students are responsible for the payment of random drug screens. If a student is out of a health science program for more than one semester the student must repeat a drug screen for reentry.

RESPONSIBILITIES IN THE PRECEPTORSHIP SETTING

Health Sciences students are required to complete preceptorship hours in a health care facilities, simulation center, and those experiences are educational in nature and are designed to develop skills necessary for entry-level competencies. (1) Students should not expect and they will not receive compensation for participation in preceptorship courses from either the institution or the health care facility; (2) Students are not promised, nor should they expect a job at the health care facility as a result of participation in preceptorship experiences at a health care facility, and (3) Students will be given the appropriate grade for the preceptorship action dictating the refusal by a healthcare agency.

Dismissal from Healthcare Agency: Dismissal from a healthcare agency results in dismissal from the respective program.

Representation as a Student: Students may not represent themselves as Health Sciences students or engage in client/patient care except as part of an assigned, planned learning activity in a preceptorship setting.

RELEASE OF STUDENT HEALTH INFORMATION

Health Sciences students must give Southern Union State Community College permission to release information regarding preceptorship and classroom performance to preceptorship agencies, including those with whom the student may apply for employment. Students must also **give permission for required preceptorship documentation such as but not limited to the following: immunizations, Tb skin test, CPR, and criminal background checks to be released to the preceptorship agencies as requested.**

INJURY DURING PRECEPTORSHIP

If you are injured during preceptorship experiences (needle stick, back injury, etc.), you must:

- Notify your preceptorship preceptor immediately.
- Notify your course coordinator.
- Complete an appropriate incident report/ or variance report required by the agency.

You will be referred to the hospital's Emergency Room to be examined by a physician. The hospital will provide immediate care.

Students who incur a needle stick or any other type of direct risk exposure with a patient may be advised by the healthcare agency, to begin immediate treatment for HIV. For most effective results, treatment must be started soon after exposure. The cost for laboratory tests and medications (until test results are obtained) may be as high as \$1000.00.

The student is financially responsible for any illness or injury occurring during preceptorship rotations; therefore, it is required that students have health, hospitalization, and accident insurance. During preceptorship rotations, students are not employees of the healthcare agency or the college. If injured during preceptorship rotations, students are not entitled, and will not receive, workman's compensation from either the institution or the health care facility.

SAFETY-Potential Health and/or Safety Hazards: The nature of a healthcare education is such that one may be exposed to potential health and/or safety hazards while participating in preceptorship rotations. With that knowledge and understanding, by signing the SUSCC MAT Program Handbook acknowledgement form, you release Southern Union State Community College, its employees, officials, agents, and representatives from any claim of liability for injury, loss, damage, or death that may result or arise from your experience as a student in the healthcare agency. You further understand that, if injured at a healthcare agency while participating in preceptorship activities, the healthcare agency is not responsible for providing workman's compensation benefits.

STUDENT PRECEPTORSHIP REQUIREMENT

Students are required to keep a copy of their preceptorship health requirements. **The school will not provide copies to healthcare agencies after the student graduates.** The student is responsible for keeping copies of requirements as part of the portfolio for career to work.

PRECEPTORSHIP PAPERWORK

Requirements for satisfactory completion of preceptorship paperwork vary with each Health Sciences course. See each course syllabus for requirements. Preceptorship paperwork is to be submitted on the determined due date. Paperwork that is not submitted by the due date may be considered unsatisfactory.

LAB / PRECEPTORSHIP ABSENCES

It is expected that the student will assume responsibility for punctual and regular lab/preceptorship attendance. When it is impossible for the student to attend a lab/preceptorship session, it is the student's responsibility to contact the assigned preceptor, unit and/or instructor at least 30- 60 minutes prior **to the beginning of the preceptorship experience**. Contact must be done via text/telephone message to the faculty. If the student is to be late, the assigned preceptor, unit or instructor should be notified as soon as possible. Chronic tardiness is not tolerated. Students who are tardy will receive an unsatisfactory for the day. Requirements for satisfactory completion of lab/preceptorship are listed in each course syllabus. Each lab/preceptorship absence must be made up.

All lab/preceptorship absences, even when made up, count toward the student's total absence hours. Under no circumstances shall a student miss an excess of 10% of their lab/preceptorship time during the course of the semester. If excessive hours are missed, the student's progression in lab/preceptorship rotations and the allied health program as a whole will be prohibited. The student will be referred to the Admission Progression Committee for Health Sciences. The student will submit documentation for the absences and the committee will review and make the decision as to whether the student may remain enrolled in the program. The decision of the committee is final and is considered the appeal for the student. Failure to be eligible for lab/preceptorship will result in withdrawal from the course and a grade of "W".

PRECEPTORSHIP EVALUATION

Purpose: The purpose of the evaluation is to ascertain that the student has met measurable objectives deemed necessary for competent practice. These will be clarified in the MAT Preceptorship Handbook.

Critical Behaviors are those behaviors that must be met at all times when representing SUSCC: examples include the laboratory/preceptorship setting, simulation center, professional meetings, and community outreaches. Failure to meet these expectations will result in disciplinary action. Preceptorship failure can result for the following:

Practice or behaviors that are outside the facility policy as stated in the college catalog or student handbook.

1. Practice outside of the student's training and scope of practice.
2. HIPAA violations (see policy).
3. Intentional or unintentional safety practices that result in harm or potential harm to

patient, student or staff.

4. Unprofessional behaviors
5. Pattern of unsafe behavior

Preceptorship Unsatisfactory is given for acts that are deemed to be inappropriate or when a student is not performing at the expected level. **Unsatisfactory preceptorship performances are placed in the student's file and are carried from semester to semester. Repeated unsatisfactory performances will constitute a preceptorship failure.** It is the student's responsibility to meet with course coordinator/full time faculty and set up remediation and plan of action.

Preceptorship Failure is given for a critical behavior (as listed above) or for **repeated, uncorrected unsatisfactory preceptorship performance.** When a preceptorship failure is given the student will receive a grade of "F" for the course and be administratively withdrawn from any other MAT courses. Readmission to the program will be determined by the Admission/Progression Committee. If readmitted, prior preceptorship unsatisfactory/failure will remain in the student's file and will be considered in any future preceptorship performance reviews/evaluations.

PRECEPTORSHIP FAILURES

Students who receive a preceptorship failure prior to the withdrawal date published in the yearly college calendar will receive a course grade of "F" on their transcript at the time the grade is earned. The student will not be allowed to withdraw from the course.

SKILLS LABORATORY POLICY

Students will have two opportunities in the skills lab to demonstrate competency. Failure to demonstrate competency with the skill after the second attempt will result in course non-progression. The student will be responsible for demonstrating competency of specified skills in the skills lab. The instructor will teach, demonstrate and supervise the practice of the skill. The student is responsible for required readings and review of handouts if applicable. The student should make arrangements for additional practice of the skill if needed.

The student will attempt check off of the specified skill through one-on-one observation by an instructor. Evaluation will be based on the instructor's final assessment.

The student cannot repeat a check-off attempt on the same day of a failed attempt. If unsuccessful on the first try, the student must do the following:

- Review of skill via reading procedure and video (if applicable)
- Practice in lab (as permits) and outside of lab time as needed
- Demonstration to another student that has previously checked off

- Arrange a second check-off attempt with the instructor.

HIPAA – HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996

Title II of the Health Insurance Portability and Accountability Act of 1996 requires the protection of all individually identifiable health information. This protected health information must be kept confidential whether electronic, paper, or oral. In order to satisfy HIPAA compliance the Southern Union State Community College Health Sciences Programs requires all PDAs (iPod Touch, iPhones, etc) to be password protected, and all information to be de-identified. Due to the seriousness of this policy HIPAA violations will be considered a severe offense and therefore the consequences will be severe.

CONFIDENTIALITY/ HIPAA

All patient/client information is confidential. Protecting patient confidentiality is the law. The Health Insurance Portability and Accountability Act (HIPAA) of 1996 came into effect in April 2003. Noncompliance can result in monetary, civil and criminal penalties.

Southern Union State Community College Health Science division takes HIPAA violations very seriously. In order to help preserve patient confidentiality, levels of HIPAA violations have been developed and will be strictly enforced for every student that is enrolled in Health Science courses at Southern Union. This policy consists of 3 levels of violations with repercussions outlined in each level.

Records of student violations of the SUSCC Confidentiality/ HIPAA policy will be maintained in the student's health science file.

LEVEL 1: Constitutes an act of negligence.

Examples of a level one violation include but are not limited to:

- Leaving patient information unattended.
- Turning in assignments with a patients name attached
- Sharing passwords with other classmates.
- Not signing off of a computer in the preceptorship setting.
- Not password protecting any personal device that is used to record patient information

The Level 1 violation will result in a student being given a reprimand (STA, Preceptorship unsatisfactory etc.) and counseling by instructor. A Level one violation **carries** over to subsequent semesters.

LEVEL 2: Repeat violation of a level one incident within the **same semester** or **subsequent semester** in a Health Science program (does not have to be the same incident) will result in a level two violation Intentional violation of the SUSCC Confidentiality/ HIPAA policy.

Examples of a level 2 violation include but are not limited to:

- Unauthorized access to patient records.
- The discussing of Patient's, Patient's family and or visitors information with others not involved in the patient's care
- Discussing Patient, Patient's family and or visitors information on social media sites
- Discussing of Patient's, Patient's family and or visitor's information where as others not involved in the direct care of the patient may overhear your conversation.
- Sharing/Discussing the identity of a Patient, Patient's family and or visitors outside of the preceptorship setting, even if not discussing information regarding their care.

The level 2 violation will result in the student receiving a preceptorship failure for the course that the offense took part in. Additionally the student will be academically withdrawn from all health science courses. The student will have to go through the application process for possible re-admission to the program. This offense will stay in the student's permanent file. If readmitted to a health science program, any further violation of the SUSCC HIPAA policy will automatically move the student to a Level 3 violation.

LEVEL 3: Additional violation of the SUSCC Confidentiality/ HIPAA policy after already receiving a Level 2 violation.

Or a malicious offense used to cause harm to a person, or used for personal gain

The level 3 violation will result in student receiving a preceptorship failure for the course that the offense took part in. Additionally the student will be academically withdrawn from all health science courses. The student will not have the option of returning to that program or any program of study in the Health science division.

The following are some general guidelines for students regarding HIPAA compliance:

- Students should not discuss patient/client information with anyone except for preceptorship personnel and those in the Health Science program who are involved in your education and adhere to the same confidentiality (e.g., faculty, graduate colleagues).
- Client records should never leave the healthcare agency.
- Students should never save patient/client sensitive information (with identifying information) on their computers.
- E-mail correspondence with faculty should also be treated confidentially and identifying information about patients/clients should not be included.
- All documentation related to preceptorship clients must be treated as a legal document and confidentiality respected and maintained.
- Client names should not be included in preceptorship paperwork, case presentations, or on notes.
- Photocopying of client records is **NOT** permitted in any preceptorship setting.
- Records should not have client's names or initials when turned in for preceptorship paperwork
- Students should NEVER discuss ANY information, no matter how insignificant it may seem, on any social media site.
- For more information regarding HIPAA, please visit <http://www.hhs.gov/ocr/privacy/>
- All violations of the SUSCC confidentiality/ HIPAA will remain active for two years after the incident or until the completion of the currently enrolled program (whichever is longer) regardless of the program. The active violation will transfer to any Health Science program from any other Health Science program.

HEALTH SCIENCE DIVISION

SIMULATION CENTER CONFIDENTIALITY STATEMENT

In order to preserve the realism of the scenarios used in the Southern Union simulation center and to provide an equitable learning experience for each student, all persons using the simulation center will be required to sign a confidentiality agreement. Because every simulation will be recorded on a DVD, the statement also includes an agreement to be filmed and recorded. This confidentiality statement applies to the simulation itself, as well as all patient information made available to the students. Violation of this confidentiality statement will be considered a violation of the school's code of conduct.

SIMULATION CENTER

CONFIDENTIALITY AGREEMENT AND CONSENT TO VIDEO

During your participation in a simulated preceptorship experience at the Southern Union Simulation Center, you will be both an active participant in simulated scenarios and an observer.

The objectives of the simulated experiences are to educate health science students to better assess and improve their performances in evolving health care situations. The simulated experiences are designed to challenge health science student's response and judgment in a controlled environment, and develop clinical reasoning.

By signing the handbook verification page, you agree to maintain strict confidentiality regarding both yours and other performance, whether seen in real time, on video or otherwise communicated to you. Failure to maintain confidentiality may result in unwarranted and unfair defamation of character of the participants.

You will be discussing the scenarios during debriefing, but we believe that "all that takes place in the simulation environment—stays in the simulation environment". Due to copyrights, and to maintain optimal simulation experiences for the other learners who will be following you in the center, you are to maintain strict confidentiality regarding the specific scenarios, as well as what happened during the simulation experience. A breach of confidentiality will result in disciplinary actions see: the student code of conduct in the Southern Union college catalog.

UNIVERSAL PRECAUTIONS

Safety procedures and universal precautions are covered as they relate to the content area and are reinforced throughout the duration of the program. It is the student's responsibility to seek guidance from an appropriate resource if they have any doubts, questions or concerns regarding correct procedure.

UNIFORM GUIDELINES - UPDATED JANUARY 2019

Men/Women Clean and wrinkle-free hunter green scrubs. Official Southern Union State Community College ID badges are required to be worn on the left chest at all times during clinical. Pants should not be frayed on the bottom or dragging the ground. Socks should be worn with pants. Shirts worn under scrub tops should be a neutral color (solid white, navy, hunter green, black, or gray). Lab coats, if desired, may be hunter green or solid white with the ID badge visible. For women who do not wish to wear pants: Dress/skirt length should be no shorter than the top of the knee with appropriate white socks or hose.

ID Badge Official Southern Union State Community College name badge is to be worn on the left side of the chest on the uniform at all times while in the clinical agency. Students ID badges must have a current date. Students who do not wear their ID badge will be sent home from clinical.

Shoes Clean, non-canvas, closed toe nursing or athletic shoes which are to be worn only for clinical. Open heel shoes must have a heel strap. If unsure about shoe selection, have your shoe approved prior to clinical. No boots.

Jewelry Limited to wedding rings (ring with stone can be worn if hospital policy allows), watch with a second hand, and small plain, non-dangling earrings. Earrings may be worn only in pierced earlobes. Jewelry may not be worn in any other area of the body that may be pierced and visible to others.

Perfume Perfume or cologne shall not be worn in the clinical area.

Hair Clean and confined so that it does not interfere with patient care. Hair must be kept off the shoulders and collar. Hair color must be naturally occurring to humans and style should be within accepted societal norms. Students may not wear hair decorations to the clinical setting such as jewelry and or other articles not found naturally occurring in hair.

Nails Natural, short and clean nails only. No clear or colored polish is allowed. Artificial nails, nail tips, gel nails are not permitted.

Personal Students are expected to maintain necessary personal hygiene including bathing daily, shampooing hair, and using underarm deodorant. Underclothing (including underwear and bras) must not be visible through the uniform.

Tattoos Tattoos that could be offensive to others must be covered.

Other A professional appearance is expected. Jeans, T-shirts, shorts, or other very casual clothing may not be worn at any time at a clinical agency, or while representing SUSCC at various meetings.

In addition to the uniform guidelines, students must comply with all policies (including uniform policies) specified by clinical agencies.

STUDENT SIGNATURE FORM

I have read the policies set forth in the Southern Union State Community College Medical Assistant Technology Handbook. I understand that my signature below indicates that I have read, understand, and agree to abide by each policy outlined in the handbook.

In addition, signature below provides documentation that I have been informed and understand the consequences of not following each of the policies required to participate in the **Medical Assistant Technology Program** at Southern Union State Community College.

Signed _____ Date _____

Printed Name _____

Statement of Disclaimer

The College reserves the right to change cost, curriculum, course content, calendar, or any other items contained herein as changing circumstances may dictate. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students but also to those who are already enrolled at the College.

All formats, guidelines, and evaluation criteria as published in this handbook are subject to modification at the discretion of health science faculty for the purpose of meeting the specific requirements of the changing professional objectives of varying health sciences courses. Such modifications will be published in the respective course syllabi and posted in the course management system for the class.