



Medical Assisting Program Handbook

Fall 2021

Lower Columbia College is accredited by
The Northwest Commission on Colleges and Universities.

The Medical Assisting Program is approved by the
Washington State Board for Community and Technical Colleges.

LCC is qualified to enroll veterans and others who receive VA educational benefits.

The Lower Columbia College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([CAAHEP](#)), on recommendation of the Medical Assisting Education Review Board ([MAERB](#)).

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Welcome to the LCC Medical Assisting Program

The Medical Assisting Program is part of the LCC Nursing, Allied Health, and Education Department.

About LCC's Student Handbook and the Medical Assisting Program Handbook

Admission to Lower Columbia College carries with it the presumption that students will conduct themselves as responsible members of the college community. This handbook presents information and policies specific to the Medical Assisting Program. In addition, students are encouraged to refer to the current [Lower Columbia College Student Handbook](#) for complete information regarding student conduct and other rights and responsibilities at LCC. A printed copy may be obtained at the One-Stop Center, the Student Center, or by contacting the Vice President for Student Success. A version is also available online at www.lowercolumbia.edu.

Upon admission to the Medical Assisting Program, the student will sign a statement acknowledging understanding of the Medical Assisting Program Handbook contents, and agreeing to comply with program and campus policies.

Mission, History, and Accreditation

The Medical Assisting Program supports the mission of the college by offering students a planned sequence of courses and other learning experiences designed to prepare individuals for employment in medical assisting.

The Medical Assisting Program was established in 1995. CAAHEP accreditation has been ongoing since 1997.

Medical Assisting Program Outcomes:

1. The Lower Columbia College Medical Assisting Program will prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. Graduates will pass the CMA (AAMA) exam at or above the national mean.
3. Eighty percent of students who begin the program will successfully complete the program within two years.
4. Graduates will be competent at the Medical Assistant-Certified entry-to-practice level.
5. Graduates will be satisfied with the program and their preparation for employment as an entry-level medical assistant.
6. Employers will be satisfied with our graduates as entry-level MAs.
7. At least 75% of graduates will be employed as MAs within six months after graduation.

Student Outcomes

1. Demonstrate critical thinking by applying objective, valid methods of inquiry and problem-solving to draw rational, ethical and coherent conclusions in medical assisting practice.
2. Process and utilize quantitative data in professional medical assisting practice.
3. Communicate effectively in professional medical assisting practice.
4. Incorporate professional interpersonal skills and caring behaviors in medical assisting practice.

5. Demonstrate competencies in the following domains, according to CAAHEP accreditation standards, for employment as an entry-level medical assistant in clinical and administrative-support areas of ambulatory health-care settings:
 - a. cognitive (knowledge)
 - b. psychomotor (performance)
 - c. affective (behavior)
6. Be prepared for the national certification exam sponsored by the American Association of Medical Assistants (AAMA).
7. Be prepared for state credentialing as a “Medical Assistant-Certified” according to educational requirements in the law relating to Medical Assistants, Engrossed Substitute House Bill 1515.

Medical Assisting Course Sequence, Including Course Descriptions and Prerequisites

A grade of C (2.0) or higher is necessary for a course to count toward program requirements.

Graduation Options

All Medical Assisting Program graduates will receive a Certificate of Proficiency (COP) on successful program completion. Students may elect to complete the requirements for an Associate of Applied Science degree (AAS) in addition to the COP. The following sequence shows the COP requirements. The additional 20-22 credits required for an AAS are listed separately.

Advanced Placement, Credits Transfer, and Credit for Experiential Learning

In rare cases advanced placement may be considered based on credits transferred or credit for experiential learning. This must be discussed with the program director who would then review any combination of the following documents: professional resume, college transcripts, and course syllabi. Procedures for advanced placement would vary.

Prerequisites

***AH 114: Health Care Communication Skills, 2 credits** (may substitute PSYC& 200, 5 credits)

Provides introductory content on the communication process in health care settings. Introduces principles of communication, therapeutic communication skills, barriers to effective communication, and principles of verbal and written reporting in health care. Explores communication with clients who have complex needs, conflict resolution, team work, health care informatics, and cultural competency in health care. Techniques for acquiring employment will be discussed, and internet websites will be evaluated for credibility.

***ENGL& 101: English Composition I, or BUS 119: Business Communications 5 credits** (ENGL& 101 is a prerequisite to ENGL& 102)

ENGL& 101: Part One of the composition sequence. Introduces first-year college writing skills including thesis discovery, development, support, organization, sentence correctness, diction, style, and final editing. Assignments might include and integrate exposition, narration, argumentation and response. Emphasizes analytical reading and introduces formal academic documentation.

BUS 119: Emphasizes planning, organizing, and writing clear, concise business letters. Includes a review of grammar, punctuation, and word usage as applied to written business communication; experience in writing favorable messages. Students will present information orally and prepare a job resume and letter of application.

*Courses that are marked * may be taken before official admission to the Medical Assisting Program, which is commonly referred to as "The Cohort Year." A cohort begins each fall.*

First Quarter (Fall)

*** BTEC 171: Medical Reception Procedures, 3 credits**

Provides a foundation of basic knowledge and skills for employment in a physician's office or clinic. Topics include reception techniques, medical records and related laws, appointment scheduling, telephone procedures, and office maintenance.

***CS 110: Introduction to Microcomputer Applications, 3 credits (or BTEC 145, 3 credits)**

Introduces the student to microcomputers and software applications. Windows, word processing, and electronic spreadsheets basics are presented. (BTEC 145 may substitute for CS 110.)

*** MEDA 120: Survey of Human Anatomy and Physiology, 5 credits (or BIOL& 241 and 242, 10 credits)**

Introduces students to such fundamental biological principles as the cell and metabolism, then progresses through tissues to human organ systems including respiratory, circulatory, digestive, reproductive, immune, nervous, musculoskeletal, urinary and sensory organs.

***MEDA 101: Medical Vocabulary I, 3 credits (or BTEC 181, 3 credits)**

Provides a foundation for building a medical vocabulary including the study of prefixes, roots, suffixes, combining forms, and pronunciation. Emphasis is on using medical terms accurately in documenting and reporting patient care procedures. Develops skills for utilizing a cyclopedic medical dictionary.

***MEDA 122: Law and Ethics for the Medical Office, 3 credits**

Presents the legal, ethical, and bioethical issues relevant to medical office settings. Course features legal cases and legislation. Topics include patient confidentiality, advance directives, consents, professional liability, medical malpractice, release of information, bioethical case studies, the American Association of Medical Assistants' professional code of ethics, and specific Washington State legislation relating to Medical Assistants.

MEDA 161: Examining Room Procedures I, 4 credits

Gives students a foundation of knowledge and basic skills for assisting a health care practitioner in a clinical setting. Requires students to perform vital signs, infection control, patient care, and sterile technique. Explains and discusses OSHA standards for handling biohazardous materials along with first aid and medical emergencies.

Second Quarter (Winter)

*** AH 100: Bloodborne Pathogens and Infection Control, 1 credit (or program director approved substitution for "7 hours of HIV/AIDS education")**

Examines bloodborne illnesses: etiology, epidemiology, clinical manifestations, treatment, transmission, testing, infection control, legal, ethical, psychosocial and counseling issues. Fulfills Washington State Department of Licensing requirement for license renewal for persons governed by Chapter 18.130.RCW.

***BTEC 172: Medical Office Procedures, 3 credits**

Prepares students for administrative tasks in healthcare practices. Using computer software students learn to enter patient information, schedule appointments, and handle billing and insurance claims.

***MATH 105: Mathematics for Health Sciences** (may substitute any other college level math 100 or above)

Includes a review of the basic arithmetic skills, including whole numbers and decimal numbers; fractions and percentages; powers of 10 and logarithms; introduction to basic algebraic concepts, including fractional equations and formulas; metric, apothecaries and household systems of measurement and calculations needed to determine dosages. (Prerequisites: MATH 78/79 or TECH 78/79)

***MEDA 102: Medical Vocabulary II, 3 credits** (or BTEC 182, 3 credits)

Continues the focus of MEDA 101 (or BTEC 181), incorporating actual medical records and demonstrating how medical terminology is used in the clinical setting. Electronic media are used.

***PSYC& 100: General Psychology, 5 credits or BUS 144: Management of Human Relations, 5 credits**

PSYC& 100: Studies the science of behavior and fosters understanding of human development, learning, motivation, emotions, reactions to frustration, mental health and therapy, perception, and personality.

BUS 144: Introduces and emphasizes the many aspects of human behavior as they affect individuals and groups in the workplace. Teaches human relations skills in the context of understanding human needs, attitudes, perceptions and motivations, workforce diversity, teamwork, stress management, and interpersonal communications. Focus is on management of human relations factors within an organization and understanding the effects of discrimination, prejudice, and intolerance, in the pluralistic workplace.

MEDA 162: Examining Room Procedures II, 4 credits

Builds on competencies developed in MEDA 161, necessary for assisting a health care provider in a clinical setting. Focuses on electrocardiography; specialty procedures, safety in radiography; nutrition in health and disease, and advanced patient screening techniques.

Third Quarter (Spring)

***BTEC 173: Computers for the Medical Office, 3 credits**

Prepares students for administrative tasks in healthcare practices. Using computer software students learn to enter patient information, schedule appointments, and handle billing and insurance claims.

MEDA 145: Medical Laboratory Techniques, 6 credits

Enables student to develop knowledge and skills necessary to work in a physician's office laboratory. Focuses on quality control; record keeping; specimen collection – including phlebotomy – processing and disposal; urinalysis; hematology; blood chemistry; immunology and microbiology. This course is part of the educational requirement for the Medical Assistant-Certified, according to Engrossed Substitute Senate Bill 6237 (ESSB 6237), and teaches to the scope of practice according to this law. Students enrolled in this course must show documentation for the hepatitis B vaccine series.

MEDA 165: Medications in Medical Assisting and Diseases, 5 credits

Explores knowledge of common diseases and pathology, including diagnostic and treatment modalities. Students will become proficient in using drug reference materials.

This course is part of the educational requirement for the Medical Assistant-Certified, according to Engrossed Substitute Senate Bill 6237 (ESSB 6237), and teaches to the scope of practice according to this law. Lecture and laboratory content include administration and documentation of oral, subcutaneous, intramuscular, intradermal, and ophthalmic medications.

Fourth Quarter (Summer)

MEDA 190: Medical Assisting Preceptorship, 6 credits

Provides student the opportunity to apply learned skills and knowledge to a practical experience. Students are assigned to clinics and doctors' offices where they rotate to different tasks, building from the simpler to the more complex, under the supervision of a facility-appointed preceptor.

MEDA 195: Medical Assisting Seminar, 1 credit

Brings together students currently in preceptorships to discuss issues as they arise in the workplace. Provides an opportunity to introduce advanced topics in medical assisting or healthcare, as well as job seeking. Topics will include: disaster preparedness, resume writing, and interviewing techniques.

Strongly Advised Summer of Cohort Year

MEDA 205: Certification Review for Medical Assisting, 2 credits

Provides information to prepare for the Certified Medical Assistant (CMA) exam offered by the American Association of Medical Assistants (AAMA). Includes a review of anatomy, medical terminology, psychology, ethics, and pharmacology, as well as additional topics in clinical and administrative medical assisting.

Additional Requirements for AAS Degree

- ENGL& 102: English Composition II, 5 credits or (CMST& 220, 5 credits)
- Diversity Course (choose from the LCC "Diversity" list), 5 credits
- Natural Science or Humanities Course (choose from LCC distribution list), 5 credits
- Electives, 5 or 7 credits (enough to total 90 credits for the degree): from the distribution list for Professional/Technical degrees plus PHED, up to 5 credits, AH 166, any HLTH course, and HOFL 131

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Medical Assisting Program Policies and Related Information

Academic Integrity

Academic honesty is expected in all courses. Any act of academic dishonesty is prohibited and subject to discipline. Please see the [LCC Student Handbook](#). Acts of academic dishonesty include (but are not limited to) cheating, falsification, plagiarism, and fabrication. Cheating includes any attempt to use, give, or obtain unauthorized assistance relating to the completion of an academic assignment. Plagiarism includes using as one's own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment. Fabrication includes falsifying data, information, or citations in completing an academic assignment and includes providing false or deceptive information to an instructor concerning the completion of an assignment. Per LCC policy, all instances of academic dishonesty will be reported to the Vice President of Student Success. No student shall be allowed to withdraw from a course or from the college to avoid the consequences of academic dishonesty. The instructor will notify the student of any suspected academic dishonesty, will then notify the dean and Vice President of Student Success of the incident, per the LCC Academic Dishonesty policy. Depending on the severity of the incident, the instructor-imposed consequences may include a significantly lowered or failing grade on the assignment or a failing grade in the course. Depending on the course and the point progression, a failing grade may affect progression in the program, per program policies.

Accountability

Students are expected to conduct themselves as mature, honest, ethical, and responsible persons. Students are expected to behave safely in all clinical lectures, labs and practicums.

Advising

Academic Advising can be done by the One Stop Center or the Medical Assisting Program Director. Once a student is admitted to the cohort, the Medical Assisting Program Director will assist with the quarterly schedule through the time of graduation. Advising information will be posted on the [Medical Assisting Home Page](#).

Attendance

Course attendance and punctuality are required. Arriving late to class or leaving class early is not acceptable behavior. Please adjust work or other schedules so they do not interfere with your school schedule. Your behaviors in the classroom and preceptorships reflect the development of your work ethic.

Make-up assignments and preceptorship days are not guaranteed due to the restrictive scheduling of classes and clinic settings. Each student is encouraged to carefully plan their quarterly schedule. If a class, laboratory, or clinical assignment cannot be met, the **student must contact the instructor prior to the start of class, lab or other activity**. If the instructor cannot be reached, contact the Medical Assisting Program Director at 360-442-2878.

In addition to these expectations, specific course syllabi will outline specific policies.

Cell Phones and Electronic Devices

Please refer to specific course policies in the course syllabus. Texting is not permitted during class, lab, or preceptorship, nor is use of cameras or **any** recording. Recording in the classroom must be pre-approved by the instructor.

Civility

Civility is personal conduct that includes polite, reasonable and respectful behavior toward others. This includes honoring one's personal values while simultaneously listening to and respecting divergent points of view. Civility facilitates mutual respect, effective communication and positive productive relationships. In the educational setting and the workplace, civility is demonstrated by actively listening to others, accountability for one's actions, showing respectful behavior toward others, and making other individuals feel valued. Incivility is rude, disruptive, or threatening behaviors that may result in distress for others. Discourteous behaviors that display disregard for others are considered uncivilized as well as unsafe. Any form of harassment, disrespect or threatening behavior will not be tolerated. Students are responsible for their conduct.

Clinical Access and Authorization, Including Drug Screen Information

In order to register for spring courses of the cohort year (MEDA 145, MEDA 165), the student must provide documentation for the following requirements. The completion deadline and additional information will be provided in a separate document.

Clinical requirements include:

- Criminal History Disclosure form
- Background clearance
- Negative drug screen
- American Heart Association CPR for the Healthcare Provider (**other cards are not accepted**)
- First Aid card

Immunizations:

- **Covid vaccination:** proof of two doses (**no exemptions allowed**)
- **Hepatitis B vaccination and titer.** This is a series of three injections; a titer is drawn after the series to assess immunity. If not immune, the series is repeated. It is critical to start early on this, and pay attention to due dates for steps in the series.
- **Influenza vaccination** (annual)
- **MMR: proof of two doses, or titers** showing immunity to Rubeola, mumps, and Rubella
- **Varicella: proof of two doses, or a titer** showing immunity
- **Tdap:** proof of vaccination within the last ten years (vaccination must be repeated if ten years or more have elapsed or will elapse before April 2020).
- Negative for **TB**, proven by either a **two-step TB skin test or Quantiferon Gold blood test**. A **two-step TB** skin test involves the following procedure, which must be followed to obtain a valid two-step TB test result: The PPD injection is given, and the site is re-assessed ("read") 48-72 hours later. The test is repeated 1 to 3 weeks after the first injection, and assessed 48-72 hours later. Both skin tests and assessments must be done at the same facility. TB skin test documentation—for both tests—must include the following:
 1. Date Given
 2. Date Read
 3. Lot # and expiration date of the PPD solution
 4. Signature of the licensed professional that conducted the test

5. Record of the mm of induration at the PPD injection site
6. Result indicating Negative or Positive

Students who do not comply with the clinical agency requirements will not be allowed in clinical and may be denied admission to spring quarter classes. It is the student's responsibility to keep documentation up to date and to submit as required.

Clinical requirements include a criminal background check and drug screen, but they are done toward the end of spring quarter in the cohort year.

If a student fails the drug screen, they will not be able to progress in the program, and they will not be eligible to request re-entry for one year. In addition, a substance abuse assessment will be required for readmission consideration.

Random drug screens may be required by clinical agencies during preceptorship hours. If a student fails to pass a drug screen, the student may be dismissed from the preceptorship site and fail the preceptorship. A substance abuse assessment will be required for readmission consideration.

Washington State law (RCW 43.43.832) requires agencies to request criminal history background checks for all persons who will have access to children or vulnerable adults. Background clearance includes the state of Washington and all other states and counties in which the student has lived in the past seven years. The criminal background check is shared with the affiliating clinical agencies as required. The following disqualifiers for preceptorships are set by clinical agencies and law, and will cause a student to be denied authorization to attend any practicum. If you have concerns, please see the LCC Medical Assisting Program Director.

Disqualifiers from Clinical Authorization:

- Students must self-disclose misdemeanors and felonies to the program director prior to initiating the background checks. If the court record includes a misdemeanor or felony conviction and the student did not self-report the crime to the program director, this results in immediate disqualification.
- A Criminal History Disclosure Form is included with other appendices at the back of this handbook. Signed forms must be submitted on acceptance to a medical assisting cohort.
- Additionally, please refer to the [DSHS Secretary's List of Crimes and Negative Actions](https://www.dshs.wa.gov/sites/default/files/bccu/documents/Secretary%E2%80%99sCrimesListforALLPrograms.pdf) (<https://www.dshs.wa.gov/sites/default/files/bccu/documents/Secretary%E2%80%99sCrimesListforALLPrograms.pdf>)

Clinical/Preceptorship Course Policies and Requirements

- For summer of the cohort year, students need to be available during regular clinic hours (e.g., 8:00 a.m. to 5:30 p.m.), to complete their 198-hour preceptorship. Part-time preceptorships are not available.
- Students are not to receive compensation for any portion of the preceptorship hours.
- Under no circumstances will a student be allowed in the clinical setting without authorization from LCC.
- If a student is unable to meet the clinical agency requirements of ANY practicum site used by the program, the student will not be able to enroll in the preceptorship (MEDA 190), and cannot progress in the program.
- An "alternate assignment" for failure to meet or comply with clinical agency requirements is not available. Students must meet the essential abilities as there is no "light duty" option for clinical.

- Students are not to work at arranging their own preceptorship placement. If you know someone that would like you to do your preceptorship at their clinic, the clinic should contact the Medical Assisting Program Director (PD), rather than discussing placement with the student.

Communication

To meet clinical agency requirements and protect privacy, electronic communications from the medical assisting program, its faculty and staff, and clinical partners will be sent only to the student's designated LCC email address or Canvas inbox. It is expected that email to medical assisting program faculty or staff be sent from a designated LCC email address or the student's Canvas account. Email sent from a personal address may not be answered.

Confidentiality

Medical Assisting Students will have access to patient/client health records (including potentially one's own records) when in preceptorship. Students are required to adhere to the individual agency's confidentiality policies. Agencies are required by law to meet accreditation and federal standards which govern patient/client information (Health Insurance Portability & Accountability Act – HIPAA). Violation of confidentiality standards by a student may result in the agency being fined or sanctioned in other ways by state and federal regulatory agencies. If a student violates confidentiality policies, the student may be dismissed from LCC's Medical Assisting Program

Confidentiality policy violations include, but are not limited to:

- Unauthorized access to patient/client records (electronic format or other forms). This includes accessing one's own health records. If you use your student status to look at your own health record, this is "unauthorized access."
- Verbal or written disclosure of patient/client information outside of classroom or specific Medical Assisting Program assignments
- Failure to maintain patient/client anonymity in teaching/learning situations
- Photocopying patient/client records or one's own health record
- Photographing or recording any patient/client, or anything related to them

If the student has any questions or is confused at any time about confidentiality issues, the student is required to clarify the issue prior to taking any action regarding patient/client information.

Dress Code and Personal Equipment for Courses with Laboratory Component

The following are required for participation in clinical labs. More information will be given in the New Cohort Orientation and in MEDA 161.

1. Stethoscope and Standard Adult-size Blood Pressure Cuff/Sphygmomanometer (or other size to fit your arm)
2. Watch with a Sweep Second Hand
3. Professional Medical Uniforms, LCC Patch for Uniforms, and Name Badges
 - Uniforms must be worn to all lectures and labs for MEDA 161, 162, 145, 165, and each day in the summer preceptorship (MEDA 190). It will consist of hunter green scrub pants or skirt, white or green scrub tops, and a white or hunter green "warm up" style lab jacket. The jacket should have a high-snap neckline, not a v-neck.
 - Shoes must be white and clean.
 - Uniform items, LCC Medical Assisting Program patches, and other supplies/equipment can be purchased in the LCC Bookstore.
 - Patches should be sewn on the right shoulder of uniform tops and jackets.

- You will need to purchase name badges at the beginning of Fall Quarter. Information will be given at the beginning of MEDA 161. The name badge must be worn whenever you wear your uniform. You may want to purchase a lanyard for your name badge.

Dress Code, Professional Appearance, and Name Badges for Preceptorship

Uniform and Name Badge:

- The uniform must be clean and free of visible stains.
- Students must wear their LCC student name badge at all times, as well as agency identification as provided.

Shoes:

- Shoes must be white and clean
- Closed toe and heel
- Made of non-permeable material
- Must conform to any other agency guidelines (when in preceptorship)

Hair:

- Hair color must be in the range of natural hair colors. Pink, blue, green, purple or other hues that are not considered within the natural hair color spectrum are not allowed. These can frighten or upset clients.
- If hair is beyond collar length, it must be pulled back and fastened neatly. Hair should be secured such that it is not able to fall into the face, into equipment, or onto the patient/client.
- Facial hair, if present, is to be neat and closely clipped. Starting the day with a “five o’clock shadow” is not appropriate. Beards (short, neatly trimmed) are allowed.

Jewelry and visible piercings:

- No dangling, hoop, or large earrings
- No open earlobe expanders/gauges
- No bracelets
- No necklaces
- One finger ring is allowed
- Facial piercings are limited to a small, discrete stud – no hoops or bars

Tattoos

- Tattoos must be covered.
- If you have a tattoo you cannot cover, you must discuss this with the supervising faculty and clinic manager prior to the start of your preceptorship.

Grooming and Hygiene

- You may be asked to leave the clinical setting if your appearance or your odor are unprofessional. If this happens once, it will be documented and the supervising faculty will be notified. If it happens a second time, you will be removed from the preceptorship and receive a failing grade.
- Proper hygiene (bathing, deodorant, oral care) is required.
- Personal fragrances (cologne, perfume, lotions, and heavily-scented hair products) are not allowed.
- The student uniform is to be free from odors such as smoke, mold/mildew, cooking odors, or perfume.

- Fingernails are to be clean and neatly trimmed. Artificial nails, build-ups, long nails, and nail polish are not allowed.
- Cosmetics may be used in moderation and appropriate for the health care setting (work environment).

Essential Functional Abilities

The Medical Assisting Program endorses the Americans' with Disabilities Act and in accordance with College policy, reasonable accommodations may be provided for a student with a disability. In order to be admitted and to progress in the Medical Assisting Program, the student must be able to meet essential functions with or without accommodation. A candidate or student continuing in the program who believes he or she has a disability and is requesting accommodation must see the Special Populations Coordinator/Disabilities Student Services (DSS) in LCC Student Services. When the candidate or student discloses a disability and requests accommodation, he or she will be asked to provide documentation of the disability for the purpose of determining appropriate accommodations. Documentation requirements will be explained to the student at the appointment and can be found on the DSS LCC webpage.

The Special Populations Coordinator determines the acceptance or denial of academic accommodations. LCC will provide reasonable accommodations, however, LCC is not required to make modifications that would substantially alter the nature or requirements of the program or to provide auxiliary aids that present an undue burden to LCC. If a student is denied his/her request for accommodations, the student can appeal to the 504/ADA Coordinator which will be explained in a letter to the student. For an appointment with the Special Populations Coordinator contact the Entry center or call 360.442.2340.

Functional abilities relate to the behavioral components of student competence. They are abilities identified by the LCC Medical Assisting Program as **essential for safe patient care** and are used as a guide in determining reasonable accommodations. To complete the program or to continue in the program, the student must be able to perform all essential functional abilities either with or without accommodation.

A student who has or develops a health condition that may impact one or more of the essential functional abilities and potentially places the student, patients, or others at risk of harm, must provide documentation from a health care provider that the student is safe to attend class, labs, or preceptorship (meets the functional abilities with reasonable accommodations). In the preceptorship setting, students must be able to provide full patient care to meet the course objectives.

If a student is pregnant, it is advisable to disclose this to the Medical Assisting Program Director so that reasonable accommodations can be made to protect the health and well-being of the student and baby. For example, assignments may be altered to prevent unnecessary exposure to pathogens that may be harmful to a developing fetus. Disclosure is not mandatory, but strongly encouraged. If a student is in the last trimester of pregnancy, or has recently given birth (within six weeks), we require a release from the health care provider for the student to attend preceptorship.

Essential Functional Abilities for Medical Assisting Students

Category	Essential Function
Visual	1. Observe and discern subtle changes in physical conditions and the environment.
	2. Visualize different colors and color changes; distinguish color and intensity.
	3. Read fine print and data displayed on electronic devices, monitors, and equipment.
	4. Read and interpret increments of measure such as on a syringe.
	5. Detect non-verbal communication.
Auditory	1. Hear, interpret, and discriminate sounds, including high and low frequency sounds produced by the body and the environment.
	2. Hear effectively to communicate with others.
	3. Distinguish muffled sounds heard through a stethoscope.
Tactile	1. Discern tremors, vibrations, pulses, textures, temperature, shape, size, location and other physical characteristics.
Olfactory	1. Detect and discern body and environmental odors.
Communication	1. Verbally, and in writing, engage in two-way communication in English.
	2. Use qualified interpreters when appropriate, to communicate with non-English speaking clients.
	3. Interact effectively with others from a variety of social, emotional, cultural, and intellectual backgrounds.
	4. Communicate in a timely manner.
Interpersonal Relationships	1. Work effectively in groups.
	2. Work effectively independently.
	3. Interpret nonverbal communication.
	4. Express one's ideas and feelings in a clear manner.
	5. Demonstrate behaviors that are age appropriate in relationship to the client.
	6. Convey caring, respect, tact, compassion and empathy to client and others.
	7. Function effectively in situations of uncertainty and stress.
Cognitive	1. Operate a computer to obtain, enter and transmit data.
	2. Effectively read, write, and comprehend the English language.
	3. Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical decisions in a variety of healthcare settings.
	4. Demonstrate satisfactory performance on written examinations, including mathematical calculations.
Motor/Physical	1. Handle small delicate equipment/objects without extraneous movement, contamination or destruction.
	2. Move, position, transfer and assist with lifting and ambulation of clients without injury to clients, self or others.
	3. Maintain balance.
	4. Respond rapidly to emergency situations.
	5. Coordinate hand/eye movements.
	6. Lift and/or carry objects weighing up to 25 pounds without injury to client, self, or others.
	7. Stand, bend, and walk, for prolonged periods of time while performing physical activities requiring energy without jeopardizing the safety of the client, self or other.
	8. Function with both hands free for performing tasks or transporting clients or equipment.
	9. Coordinate fine and gross motor hand movements to provide safe, effective patient care.
	10. Handle multiple tasks concurrently.
	11. Perform manual skills under time and performance pressure.
	12. Maneuver in small spaces.

Category	Essential Function
	13. Display sufficient physical endurance, strength and mobility to perform required client care activities in a safe and effective manner for the entire length of the clinical experience (may be up to 12 hour/day).
Emotional	1. Function effectively in situations of uncertainty and stress.
	2. Adapt to rapid changes in the environment or client condition.
	3. Demonstrate attributes of compassion, empathy, integrity, honesty, accountability, responsibility.
	4. Maintain emotional control in stressful and unexpected situations.
	5. Focus attention on task and client.
	6. Establish positive rapport with others.
	7. Work in close proximity to others.

Grading Policy

A minimum grade of C (2.0) must be earned in all medical assisting (MEDA) courses and required non-MEDA courses for program progression. Following is the grading scale for all Nursing and Allied Health Department courses:

A	94-100 (4.0)	B	82-84.9 (2.7)	D+	68-70.9 (1.3)
A-	91-93.9 (3.7)	C+	79-81.9 (2.3)	D	63-67.9 (1.0)
B+	88-90.9 (3.3)	C	75-78.9 (2.0)	F	< 63 (0.0)
B	85-87.9 (3.0)	C-	71-74.9 (1.7)		

An incomplete grade may be assigned, at the discretion of the instructor, according to College policy. A student may not enroll in a subsequent medical assisting course while holding an incomplete in another medical assisting course.

MAERB Core Curriculum Affective and Psychomotor Competencies

MAERB Core Curriculum affective and psychomotor competencies must be achieved with full accuracy within three attempts. Depending on the competency, course, and instructor, these will be tested as either written competencies or skills performance. In either case, the grading criteria will include adjustments, should full achievement require two or three attempts. Assignments will specify grading criteria such as point or percentage values. Examples:

Attempt with full accuracy	Percentage Grade For Full Assignment
1 st	100%
2 nd	85%
3 rd	70%

Attempt with full accuracy	Points per Step With Multiple Steps
1 st	3
2 nd	2
3 rd	1

If one of these competencies are not fully achieved within three attempts, the student cannot pass this course or progress in the Medical Assisting Program.

Additionally, when “Competencies” are a weighted category for a course grade, an average of 75% or higher in the Competencies category is required for passing the course. (The Canvas gradebook will track this percentage for the student’s viewing.)

Health Conditions Affecting Essential Abilities

A student who has or develops a health condition that may impact one or more of the essential functional abilities and potentially places the student, clients, or others at risk of harm, must provide documentation from a health care provider that the student is safe to attend class or clinical (meets the functional abilities with reasonable accommodations). In the clinical setting, students are required to provide full patient care to meet the course objectives. There is not a “light duty” option.

If a student is pregnant, it is advisable to disclose this to the clinical instructor so that reasonable accommodations can be made to protect the health and well-being of the student and baby. For example, clinical assignments may be altered to prevent unnecessary exposure to pathogens that may be harmful to a developing fetus. Disclosure is not mandatory, but strongly encouraged. If a student is in the last trimester of pregnancy, or has recently given birth (within six weeks), a release from the health care provider for the student to attend clinical is required.

Health Insurance

The field of healthcare has inherent risks in working with patients with potentially communicable diseases. In light of these risks, it is imperative you are aware that you will bear the costs of any testing or treatment should you have a blood or body fluid exposure or injury. Should you have a serious exposure, prevention protocols may cost thousands of dollars.

Health insurance is required for every medical assisting student. It is the student’s responsibility to maintain health insurance while in the Medical Assisting Program. Proof of health insurance must be provided before you will be allowed to attend clinical. The required health insurance should cover basic health costs for illness, injury and hospitalization as well as the costs for testing and/or treatment needed related to risks from working within the healthcare environment. Students are not employees of affiliating agencies (clinical/practicum sites) and are not covered under Workman's Compensation laws or the clinical agencies’ Employee Health services. Students are responsible for expenses incurred with any follow-up for a blood or body fluid exposure, such as HIV and Hepatitis testing, as well as for any personal injury that occurs in the health care setting or while enrolled in a medical assisting course. LCC does not provide health insurance for students.

Program Progression

A minimum grade of “C” (2.0) must be earned in all courses required for medical assisting. A student may not progress to a subsequent MEDA course while holding a grade of incomplete in a MEDA course or in a required support course.

Military service members and reservists that are temporarily unable to attend class or have to suspend their studies due to service requirements will be accommodated to the fullest extent possible. If course completion and program progression is affected by service requirements, a re-entry request must be submitted with documentation of the service requirement. This will not be counted as a program re-entry and the highest priority for re-entry will be given.

Professional behavior is required and must be demonstrated for progression in the program. Depending on the nature and severity of any below standard or unprofessional conduct, ramifications may range from placing the student on a Student Success Plan to immediate removal from the program.

Re-Entrance Policies for the Medical Assisting Program

Re-entry Policies are for:

- Student who decides not to progress after successfully completing a Medical Assisting Cohort Course
- Student who withdraws from a Medical Assisting Cohort Course
- Student who earns below a “C” (2.0) in a Medical Assisting Cohort Course

For any of the situations described above, the student may request to re-enter on a space available basis, for up to one calendar year. Space availability is based on class capacity for the course and/or cohort.

- The completed Re-entry Request Form should be submitted to the Nursing and Allied Health Faculty, with attention to the Medical Assisting Program Director. It should include:
 1. The reasons for your withdrawal, or substandard performance in the medical assisting course(s). This should reflect self-assessment, personal accountability, and the contributing factors.
 2. Your plan for success, with specific strategies to address the reason(s) identified above.
- If re-entry is granted, during the quarter of re-entry the student will need to prove current cognitive, affective, and psychomotor competencies in clinical courses previously completed with a C or higher (MEDA 161, 162, 145, 165).
 - Typically, current knowledge will be shown by the student auditing or re-taking the course.
- Re-entry to the Medical Assisting Program is not guaranteed.
- A re-entry request can be made up to two times.
- Only one re-entry is allowed.
- Nursing and Allied Health faculty will review and approve or deny the student’s request.
- A re-entry request form is included with other appendices at the end of this handbook.

Skills Lab Policies

The Skills lab (HSB 246) is available for skills review and practice, as well as assistance with course content. Lab hours are posted in Canvas and outside of HSB 246. No food is allowed in the lab; beverages must be in secured containers. No children are to be in the lab. Use of the lab is restricted to LCC nursing and allied health students and staff unless prior approval is given by the dean/nursing program director. Audio and video recording may be in use for educational purposes. Students are expected to sign-in and sign-out. Safety is a priority – sharps must be used and disposed of according to safe handling procedures per OSHA standards. All equipment and manikins are to be treated with care. Students are expected to clean up after themselves and assist with keeping the lab area orderly. If photos are taken in the lab, they must be non-offensive to all potential audiences.

Social Media Policy

To comply with HIPAA and protect confidentiality, students may not use personal electronic devices (cell phones, iPad, or other devices), to transmit, copy, photograph or download any patient/client information at or from any location. No photographs are to be taken in a patient-services area. Posting any patient/client information on Facebook, Twitter, email, or other social media is prohibited. Violation of this policy may result in a fail in the related course (for instance, MEDA 190) and dismissal from the Medical Assisting Program. Students must comply with clinical agency and federal policies on the use of social media as it relates to patients/clients as well.

Be aware that job recruiters may ask potential applicants to "friend" them so the prospective employer may see what is posted. Healthcare workers face risks when social media is used inappropriately. Results of this may include loss of employment, as well as legal action.

The three sections that follow are from the American Nurses Association (Since the same standards apply, where "nurse" is used, insert "medical assistant.")

6 tips for Nurses Using Social Media

Social networks and the Internet provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people, but this exchange does not come without risk. Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior has the potential to enhance or undermine not only the individual nurse's (medical assistant's) career, but also the nursing profession (all healthcare professions).

ANA's Principles for Social Networking

1. Nurses must not transmit or place online individually identifiable patient information. (This includes discussion forums in online courses.)
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

6 Tips to Avoid Problems

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers or co-workers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

References:

American Nurses Association. (2011, September). Principles for social networking and the nurse. Silver Spring, MD.
National Council of State Boards of Nursing. (2011, August). White Paper: A nurses' guide to the use of social media. Chicago, IL.

Student Success Plan

The purpose of a Student Success Plan is to address actual or potential substandard practices and behaviors that may negatively affect student success in a course or program progression. A Student Success plan may be initiated when a student has demonstrated behaviors of concern. The plan will be reviewed with the student. Immediate dismissal from class or clinical may result depending on the severity of the behavior, such as behaviors that jeopardize safety or cause harm. A Student Success Plan is included with other appendices at the back of this handbook.

Substance Abuse or Misuse, Suspected or Known, Including Random Drug Screens

The purpose of this policy is to protect the welfare of patients/clients, students, affiliating agencies, and Lower Columbia College. All students are expected to perform clinical activities efficiently and safely, without the influence of drugs (including marijuana) or alcohol.

Students must notify the supervising faculty if they are taking any medication which may impact the student's ability to provide safe, competent care (essential functional abilities). This includes any medications that may cause sedation, slowed reflexes, or other alterations in physical and mental abilities.

The following actions/conditions are prohibited:

- Unsafe or potentially unsafe clinical performance due to use of drugs and/or alcohol, including marijuana.
- Reporting for a lab or preceptorship session with the odor of alcohol, marijuana, or illegal chemicals on the breath.
- Possessing any illegal narcotic, hallucinogen, stimulant, sedative or similar drug while on preceptorship time.
- Using any intoxicating or illegal substances while on preceptorship time, on the premises or away from the premises when required to return to the clinical facility.
- Removing any drug from a clinical agency for any reason.
- Falsifying specimen collection for required drug screen.

If, in the judgment of the program director, supervising faculty, preceptor, or clinic leadership, the student's behavior is creating or potentially creating unsafe lab practices or patient care, and may be caused by substance misuse or abuse:

- The student will be sent home and the LCC Medical Assisting Program Director or supervising faculty will be notified.
- A Substance Abuse Assessment will be required of the student at a facility approved by the College. The expense of such assessment will be borne by the student. The student will agree that results of the assessment will be made known to the Medical Assisting Program Director or supervising faculty.
- If the student refuses to do a drug screen (including that for alcohol) in the required time frame, they will be dismissed from the program on the grounds of implied admission to substance use/misuse.

Additionally, please refer to LCC administrative Policy 240: [Drug Free Workplace and Drug-Free Schools](#).

Violation of Behavioral Standards

In addition to other policies included in this document, the following are *examples* of unsafe and unacceptable behavioral standards by the medical assisting student:

- Violates or threatens the physical safety of the client

- Violates or threatens the psychological safety of the patient/client. For example, the medical assisting student communicates using inappropriate language, message, or affect
- Violates or threatens the microbiological safety of the client, self, or others. For example, medical assisting student fails to follow hand hygiene policies; comes sick to preceptorship
- Violates or threatens the chemical safety of the client. For example, fails to follow the "Rights of Administering Medications"
- Assumes inappropriate independence in actions or decisions, or fails to seek supervision and therefore creates a potentially unsafe situation
- Violates patient confidentiality policies
- Uses profane or offensive language
- Demonstrates inconsiderate treatment of patients/clients, agency staff, or faculty
- Falsified records (print or electronic)

Depending on the facts and circumstances of each situation, potential outcomes for violation of behavioral standards may include, but are not limited to, immediate dismissal from the preceptorship area and/or a failing grade in the course. Medical Assisting Program faculty have a responsibility to protect the public. By contractual agreement, clinical agencies reserve the right to terminate use of its facilities by a particular student where necessary to maintain its operation, free from disruption, and to ensure quality of patient/client care. If a student is denied access to a clinical agency, progression in the Medical Assisting Program may be denied.

Additional Information and Responsibilities

Advisory Committee for Medical Assisting

The Medical Assisting Advisory Committee meets a minimum of twice per year and is made up of local clinical partners, employers, community members, and medical assistants. The purpose of this committee is to provide input to help maintain, update and/or improve the program. A student representative is encouraged to serve on this committee, with their term expiring at the time of graduation.

Application Process and Transcripts Review

Applications will be available in January and received throughout March.

The Medical Assisting Program begins a new cohort once yearly, in the fall. Qualified applications will be scored based on grades in completed program-required courses. When there are more than 24 qualified applicants, members of the Nursing and Allied Health Department will interview the highest scoring applicants before selecting those for admission to the cohort; and an alternate list will be established.

Concerns, Complaints, or Grievances

Students are encouraged to discuss academic concerns with the faculty involved. If not resolved, or depending on the nature of the complaint, the next step is to discuss the issue with the Medical Assisting Program Director or the Dean of Instruction. If the issue has not been satisfactorily resolved, the student may follow the chain of command and discuss the concern with the Vice President of Instruction. If the complaint is academic in nature, the student may initiate the Academic Grievance procedure, as defined in the LCC Student Handbook.

Disabilities and/or Temporary Medical Conditions

Absence from class or clinical may affect a student's ability to achieve the course objectives. Reasonable accommodations are available for students who have a documented disability or temporary medical condition. Students who believe that they may need accommodations are encouraged to contact the Disability Support Services Office. All accommodations must first be approved through the Disability Coordinator. Disability Support Services is located in the Admissions Building 143. For an appointment or information, contact 442-2340. If a student withdraws from a course due to a temporary medical condition, the student may re-enroll in the course on a space available basis, after consultation with the program director and providing appropriate medical documentation. This will not count as a program readmission.

Evaluating Faculty

Students have the opportunity to evaluate faculty per the college evaluation schedule through the approved process. Not every faculty is evaluated every quarter.

Faith and Conscience Leave

Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Such requests must be made in writing to the [Office of Instruction](#) within the first two weeks of the quarter. For more information on Faith & Conscience and additional student policies and procedures, please refer to LCC's [Student Handbook](#).

Gift Giving to Instructors

To prevent potential ethical violations, gift giving to instructors is strongly discouraged; gifts of a monetary value of \$50 or more cannot be accepted by law. Your success is the best gift!

Graduation and Commencement

To receive the Certificate of Proficiency (COP) in Medical Assisting, and to receive the Associate of Applied Science Degree (AAS) in Medical Assisting, students must apply for graduation through the Registration Office. There is a separate form for each. For forms, and for more information, go to the [Graduation Processing](#) web page. It is recommended that students apply for graduation two quarters before intended completion so that any deficiencies may be identified and corrected. The deadline to apply for graduation is posted each quarter on the website and is generally about six weeks before the end of the quarter. "Graduation" is not the same thing as "Commencement."

Commencement exercises are held in June each year. Students who will complete their medical assisting COP/AAS at the end of summer quarter, are eligible to "walk" in the cap and gown ceremony, completing requirements through the Summer Completion Option.

Learning Opportunities

Library: The LCC Library is located in the Alan Thompson Library building and includes the following services: online research databases, over 48,000 eBooks, research assistance, group study rooms, white boards, a SMARTBoard, over 50 computers, two printers, reserve items for classes, books, movies, magazines, journals and newspapers. The Learning Commons, located in the Library, offers free individual and group tutoring in person as well as online through eTutoring. College Reading & Learning Association internationally certified peer tutors provide help in most subjects.

I-BEST Academic Support: MEDA courses are I-BEST supported, meaning that in addition to the content instructor, there is an instructor available for academic support.

Skills Lab: A practice lab is available for nursing and allied health students. Staff is available to assist students with knowledge and skills. Students are encouraged to utilize this resource. The skills lab may also be required as part of an individualized learning plan or as a course requirement.

Liability Insurance

All students pay for liability insurance as part of enrollment in applicable Medical Assisting Program courses.

Licensure for Medical Assisting

Successful completion of the Medical Assisting Program fulfills the education requirement for licensure as a Medical Assistant-Certified (MA-C) in Washington State. The student can begin the application process through the Department of Health (DOH) website before program completion. This topic will be covered in detail in MEDA 122.

Locker Use

The college offers lockers for student use, with students providing their own locks. Lockers are to be emptied and unlocked by the end of finals week, spring quarter. After that, any remaining locks will be removed and contents inventoried by LCC Security. As lockers are property of the college, they may be entered by college officials at any time for any reason.

Medical Assisting Community Group in Canvas

A Medical Assisting Cohort Community Group is maintained in Canvas for Medical Assisting Cohort members and faculty. The Community Group is used to disseminate information of interest to cohort members, provide a repository for various program information and resources, and provide a means of communication between members. Each medical assisting cohort member will be sent an invitation by

email to join the Canvas Community group. The roster is accessible by all members. Membership in this group is discontinued upon leaving the program.

Safety and Security

COVID-19 and Reducing the Spread of Disease

Until the COVID-19 response allows otherwise, some lecture courses will be on campus, others online, and medical assisting lab sections will meet on campus. For all campus sessions, safety procedures will be in place to decrease the spread of disease. Details will be provided for each class and will follow the current mitigation guidelines. The broad categories may include: symptom screening, face covering for nose and mouth, social distancing, hand hygiene, and cleaning and disinfecting of surfaces. If a student is not feeling well or has any symptoms of a communicable illness (sore throat, fever, body aches, cough, diarrhea, vomiting), the student is encouraged to stay home for the student's well-being and the safety of others.

Invasive Procedures and Body Fluids

Documentation for successful completion of a seven-hour course on HIV/AIDS/Bloodborne Pathogens is required before admission to MEDA 145 and MEDA 165 (third quarter of cohort year). There are various options for meeting this requirement, including AH 100 (Bloodborne Pathogens).

In all class/lab sessions involving skills practicing or handling of sharps, blood, and other body fluids, written and demonstrated instructions will be practiced including use of standard precautions throughout. (A student consent form, showing additional information for participation in these courses is included with other appendices at the back of this handbook.)

Injury and Body Fluid Exposure Protocol

Report all injuries and body fluid exposures to your instructor immediately and complete the required associated documentation. The preceptorship orientation and syllabus will provide more detail for incidents that occur in the MEDA 190 practicum. (A report for incidents and near misses is included with other appendices at the back of this handbook.)

Reporting Medical or Other Campus Emergency

Call 911 and Campus Security, (360) 442-2911.

Campus Safety & Security Resources

LCC's [Campus Safety Security website](#) includes resources and information for: Accident Reporting, Campus Safety Events, Driver Requirements, Emergency Preparedness, Lockdown Procedure, Personal Safety Tips, and Title IX and Sexual Misconduct. <https://lowercolumbia.edu/safety/campus-safety/index.php>

Emergency Handbook

[LCC's Emergency Handbook](#) includes information and resources on: Important Phone Numbers, Active Threat, Bloodborne Pathogens, Bomb Threat, Campus Map, Chemical Spills, Earthquakes, Emergency Building Coordinators, Emergency Text Messages, Evacuation Procedure, Fire, Getting the Right Help, Lockdown Procedure, Medical Emergency, Shelter-in-Place Procedure, and Violence in the Workplace.

Additional Items on Safety

Student, staff, and patient safety are also addressed in handbook sections on Accountability, Civility, Essential Functional Abilities, Health Conditions Effecting Essential Abilities, Skills Lab Policies, Substance Abuse or Misuse, Violation of Behavior Standards, and the appendix document for Medical Assisting Students Rights and Responsibilities.

Appendices that Follow in Medical Assisting Handbook

- Student Acknowledgement of Handbook
- Medical Assisting Student Participation Consent for Labs
- Incident or Near Miss Report
- Student Success Plan
- Re-entry Request
- Student Rights and Responsibilities
- Criminal History Disclosure Form

Student Acknowledgement of Medical Assisting Handbook

All new cohort members are asked to sign this document at the mandatory New Cohort Orientation.

I have received and reviewed a copy of the Medical Assisting Student Handbook. I understand the importance of this document, and have had an opportunity to have my questions answered. I agree to abide by the requirements, responsibilities, and policies as specified, and I will continue to seek clarification as needed.

My signature below indicates that:

- I am aware that practicum or lab experiences in which I will be participating as a student may impose health risks, such as injury, blood and body fluid exposure, and/or other infectious disease exposure. I assume all risks involved in participating in practicum and lab experiences, and hold Lower Columbia College and the clinical agencies harmless. I have been informed of my responsibility to maintain personal health insurance that covers incidents that may occur related to the practicum or lab experiences.
- I have received and reviewed a copy of the Medical Assisting Program Handbook, and have had an opportunity to have my questions addressed. I will comply with the policies and procedures outlined in the handbook and course syllabi.
- I have access to the Lower Columbia Student Handbook, available online at <http://lowercolumbia.edu/publications/student-handbook/index.php>, and am aware of the Student Academic Rights and Responsibilities listed in this handbook.
- I understand that as a medical assisting student, I am a member of a profession in which confidential information must be protected, patient rights upheld, and professional standards of behavior are expected. I agree to conduct myself accordingly.
- I will demonstrate integrity and assume responsibility and accountability for my actions.

Signature: _____ Date: _____

Printed name: _____

A copy of this will be given to you for your signature. Please sign and return this to the Medical Assisting Program Director on the first day of MEDA 161 Lab. This required document will be placed in your student file.

Medical Assisting Student Participation Consent for Labs Involving Invasive Procedures and Body Fluids

I, _____, voluntarily consent to participate in laboratory experiences that include phlebotomy (drawing blood), capillary sticks, injections, and handling body fluids. The benefits of practicing these procedures have been explained to me. They include increased skill and confidence in performing these procedures, and a greater appreciation for the patient's experience.

I understand that participation in these activities involves:

1. Handling of body fluids (especially, blood and urine), therefore, potential exposure to bloodborne pathogens
2. Practicing injections, phlebotomy, and capillary sticks on classmates
3. Classmates practicing injections, phlebotomy, and capillary sticks on me

I also understand that:

1. Each skill will be practiced according to written and demonstrated instructions, which include the use of standard precautions for all steps
2. These learning activities will be faculty supervised
3. Possible discomforts and risks include pain, nerve damage, hematoma, exposure to bloodborne pathogens, and other infections

I also understand that:

1. I have the right not to participate in these activities; participation does not influence my grade
2. I must demonstrate competency in performing these skills on a human subject, to pass the course and progress in the Medical Assisting Program

I have read all of the above, and understand the possible risks of practicing phlebotomy, injections, capillary sticks, and handling body fluids. I consent to participating in these procedures as a practitioner and as a "patient." I have had an opportunity to ask questions and I have been offered a copy of this consent form for my records.

Student's Printed Name

Student's Signature

Victoria Soladey
Instructor

Date



Lower Columbia College Medical Assisting Program

Incident or Near Miss Report

All medication errors, omissions, or untoward events, incidents resulting in patient, staff, or student harm, incidents causing unreasonable risk for patient harm, and suspected or confirmed incidents of drug diversion are to be reported immediately upon occurrence or discovery. Additionally, all incidents are to be reported to the medical assisting program director within 24 hours of the event/discovery of the event. Faculty are responsible for ensuring this form is completed by the student and turned into the medical assisting program director for courses with lab components and practicums. A copy of this form will be placed in the student file. No patient identifiers are to be used on this form. All incidents will be reviewed by the Medical Assisting Program with the intent of determining the cause and contributing factors, preventing future occurrences, facilitating student learning, and promoting program improvement.

Incident type: _____ Date of incident:

- Med error
- Patient harm
- Near miss (unreasonable risk of harm to patient)
- Drug diversion
- Blood/body fluid exposure (possible)
- Student/faculty/staff injury
- Other: _____

Student name: _____	SID: _____
Student email: _____	Phone: _____

Location of incident (facility): _____

Course: _____ Clinical faculty: _____

Description of incident:

Patient status (if applicable):

Incident reported to facility personnel (name, title, date, time):

Facility report completed (date, time):

Facility response/instructions regarding the incident:

Analysis of contributing factors: Briefly summarize the factors that you believe contributed to this incident in each category (not all may be applicable)

1. Supplies/equipment:

2. Environment:

3. Rules/Policy/Procedure/Process

4. People/staff:

5. Other:

Additional information:

Faculty Comments:

Student signature/Date

Faculty signature/Date



Medical Assisting Student Success Plan

The purpose of the Student Success Plan is to address and prevent behaviors that may negatively affect student success. *This student has demonstrated behaviors that may impede success in a course and/or violate standards of professionalism.*

Student

Course

Instructor

The student has been counseled on this date for the following:

Required Behaviors

Student Signature

Date

Program Director Signature

Date

Faculty Signature, if other than Program Director

Date



Medical Assisting Program Re-entry Request

Name: _____ Date: _____

Address: _____

Email: _____

Phone: _____

Course(s) to which requesting entry: _____

Desired start date (quarter/year): _____

Please attach a typed written statement addressing the following:

1. Explain the reasons for your delay of progression, withdrawal, or substandard performance in the nursing course(s). Your statement should reflect self-assessment, personal accountability, and the contributing factors.
2. Describe your plan for success, with specific implementations, to address the reasons identified above.

The nursing faculty will base the re-entry decision on the circumstances of the situation and your written statement. It is important to demonstrate that you have an accurate understanding of the contributing factors, and a realistic plan to successfully negotiate these factors upon re-entry.

A re-entry request may be considered a maximum of two times. Only one re-entry is allowed at each level of the program (PN, RN). All re-entries are on a space available basis.



Medical Assisting Student Rights and Responsibilities

Per the Lower Columbia College Student Handbook, accessed at <https://lowercolumbia.edu/publications/student-handbook/student-academic-rights-responsibilities.php>

Academic Rights:

1. A student has the right to fair and equal treatment in all areas of academic concern.
2. A student has the right to fair and unbiased evaluation of his/her academic work.
3. A student has the right to clearly stated criteria for evaluation by the faculty.
4. A student has the right to appeal any of the following sanctions and can provide evidence that he/she has been falsely accused of violating the academic code or that he/she has been evaluated in an arbitrary and capricious manner by a member of the College faculty

Student Responsibilities:

Students are expected to maintain high standards of academic honesty and integrity in accordance with the Code of Student Conduct.

1. A student shall not give unauthorized information to another person or receive unauthorized information from another person during any type of examination.
2. A student shall not obtain or provide without authorization questions or answers from the examination prior to the time of the examination.
3. A student shall not use unauthorized sources for answers during any examination.
4. A student shall not engage in any form of plagiarism. Plagiarism is defined as submitting to a faculty member any work product which the student fraudulently represents to the faculty member as the student's own work product, for the purpose of fulfilling or partially fulfilling any assignment or task required by the faculty member as a part of the student's program of instruction.

Students are expected to know and comply with accepted classroom procedures and academic standards as set forth by the College faculty.

Student Sanctions:

A student may be subject to disciplinary action as well as academic sanctions for acts of academic dishonesty in violation of the Code of Student Conduct or for failure to meet the accepted academic standards of the College.

Disciplinary action can result in disciplinary sanctions up to and including dismissal from the college.

The following academic sanctions may be imposed:

1. A College instructor may assign to the student a failing grade for an individual project/test/paper, etc.
2. A College instructor may assign to the student a failing grade for a course.
3. A College department may recommend that a student be dismissed from a College program.

Medical Assisting Student Rights: Students have the right to:

- Receive a copy of the Medical Assisting Program Handbook.
- Receive a course syllabus which lists course policies, expectations, and grading criteria.
- Participate in a classroom environment that is conducive to learning, respectful, and promotes professionalism.
- Receive evaluation of performance on course activities.
- Ask questions respectfully and voice concerns without fear of retribution.
- Fair and impartial administration of program and course policies.
- Due process in the event of an untoward incident/event.

Medical Assisting Student Responsibilities: Students have the responsibility to:

- Abide by the stated course and program policies.
- Communicate with the instructor regarding course content and academic issues.
- Attend on time and be prepared for class, lab, and practicum.
- Be an active participant in the learning process.
- Avoid distracting others in class.
- Demonstrate satisfactory achievement of course outcomes.
- Communicate in a professional, respectful, and honest manner.
- Exhibit professional behaviors in the classroom, lab, and practicum; and promote professionalism in others.
- Address concerns respectfully with involved parties.
- Refrain from derogatory comments on social media.
- Perform skills as taught and to the level of education.
- Build on prior learning.
- Demonstrate responsibility and accountability for all actions.
- Act in a safe and prudent manner to promote safety of self and others, including the provision of safe patient care.
- Uphold standards of academic integrity.
- Protect privacy and confidential information.
- Exhibit self-awareness, self-regulation, self-direction, and motivation necessary for successful course completion
- Stay informed regarding Medical Assisting Program announcements and changes by checking LCC email and Canvas Medical Assisting Cohort group several times weekly while enrolled.

Failure to abide by the Medical Assisting Student Responsibilities and professional behavior may result in disciplinary action up to and including dismissal from the Medical Assisting Program.

Lower Columbia College

CRIMINAL HISTORY DISCLOSURE FORM

ACKNOWLEDGEMENT OF CONDITION OF CLINICAL ASSIGNMENT

This form must be completed in order to be considered for a Lower Columbia College Nursing or Medical Assisting Program.

Lower Columbia College (LCC) enters into affiliation agreements with hospitals, medical clinics, nursing homes and other licensed providers to allow LCC students to obtain clinical experiences necessary to complete their academic program. The affiliation agreements between the training sites and LCC require the college to obtain annual comprehensive background checks for Nursing or Medical Assisting program students/faculty who will provide direct services, or have unsupervised access to, or direct contact with certain vulnerable populations as defined in the Washington State Child and Adult Abuse Information Law RCW 43.43.830-842. Charge(s), conviction(s), and or/ criminal history information, including information regarding certain court and administrative determinations, must be disclosed and verified before an applicant or student/faculty can be considered for placement at a clinical site. A conviction/criminal history record does not necessarily disqualify an individual from placement at a clinical site. **However, certain criminal convictions and certain court administrative determinations may preclude assignment to a clinical site, which will prevent your completion of the program of study.** Your clinical site will also require you to provide it with a criminal background check before you begin your clinical assignment or may require you to undergo a criminal background check of the agency's choice prior to beginning a clinical experience in that agency. **Your assignment to a clinical training site will be conditioned upon receipt of the disclosure form and report that is satisfactory to LCC and to the training site.**

A. CRIMES AGAINST PERSON, RELATING TO FINANCIAL EXPLOITATION:

- **Have you ever been charged or convicted of any of the following crimes?** (Include crimes that may have been renamed)
- *If yes, please check all that apply and provide detailed information in Section G*

Abandonment of a child	Extortion (1 st , 2 nd , 3 rd)	Promoting suicide attempt
Abandonment of a dependent person	Forgery	Prostitution
Abuse/Neglect of a child: RCW 26.44.020	Harassment	Rape (1 st , 2 nd , 3 rd)
Arson	Homicide by abuse	Rape of a child (1 st , 2 nd , 3 rd)
Assault (Custodial)	Homicide by watercraft	Reckless endangerment
Assault (1 st , 2 nd , 3 rd , 4 th Degree, Simple)	Identity theft	Robbery (1 st , 2 nd , 3 rd)
Assault of a child (1 st , 2 nd , 3 rd)	Incendiary devices	Selling erotic material to minor
Burglary (1 st)	Incest	Sexual exploitation of a minor
Child buying or selling	Indecent exposure	Sexual misconduct with a minor
Child molestation (1 st , 2 nd , 3 rd)	Indecent liberties	Stalking
Coercion	Kidnapping	Theft (1 st , 2 nd , 3 rd)
Commercial sexual abuse of a minor	Luring	Unlawful imprisonment
Communication with a minor	Malicious explosion (1 st , 2 nd , 3 rd)	Unlawful use of building for drug purposes
Criminal abandonment	Malicious harassment	Use of machine gun in felony
Criminal mistreatment	Malicious mischief	Vehicular assault
Controlled substance homicide	Manslaughter	Vehicular homicide
Custodial interference	Murder, aggravated	Voyeurism
Custodial sexual misconduct	Murder (1 st , 2 nd)	Violation of child abuse restraining order
Dealing in depictions of minor engaged in sexual explicit misconduct	Patronizing juvenile prostitute	Violation of anti-harassment protection order
Domestic Violence	Promoting Pornography	
Drive by shooting	Promoting prostitution	

B. RELATED PROCEEDINGS *(If yes, provide detailed information in Section G)*

Have you ever been found in any judicial or administrative adjudicative proceeding to have committed: domestic violence, abuse, sexual abuse, neglect, abandonment, violation of a professional licensing standard regarding a child or vulnerable adult, or exploitation or financial exploitation of a child or vulnerable adult? **YES NO**

C. DRUG RELATED CRIMES *(If yes, provide detailed information in Section G)*

Have you ever been charged or convicted of a crime related to the manufacture of, deliver, or possession with intent to manufacture or deliver a controlled substance? **YES NO**

CRIMINAL HISTORY DISCLOSURE FORM
ACKNOWLEDGEMENT OF CONDITION OF CLINICAL ASSIGNMENT

D. MEDICARE/MEDICAID RELATED CRIMES *(If yes, provide detailed information in Section G)*

Have you been debarred, excluded or otherwise ineligible for participation in federal healthcare programs? **YES NO**

Have you ever been convicted of any crime related to the delivery of services under Medicare/Medicaid or any state or federal healthcare program, or convicted of any crime connected with the delivery of a healthcare item or service? **YES NO**

Have you ever been judged liable for civil monetary penalties for conduct related to the delivery of services, supplies or other participation in Medicare/Medicaid or any other state or federal healthcare program? **YES NO**

To your knowledge has your name ever appeared on the office of the inspector general's list of excluded individuals? **YES NO**

Are you currently part of legal proceedings regarding possible exclusions from a federal health care program? **YES NO**

E. HEALTH CARE LICENSURE *(If yes, provide detailed information in Section G)*

Have you ever had your license as a health care practitioner revoked; and/or is there an action(s) listed on your health care provider license? **YES NO**

F. OTHER CONVICTION OF CHARGES INFORMATION *(If yes, provide detailed information in Section G)*

Excluding the crimes listed above, within the past 10 years have you ever been convicted of **any other crime**? **YES NO**
Do not include parking tickets/traffic citations. If **yes**, please indicate all conviction dates, incarceration release date(s) and the nature of the offense(s). Attach additional page(s) if needed.

G. FOR ALL ITEMS MARKED YES IN ABOVE SECTIONS PLEASE GIVE SPECIFIC DETAILS INCLUDING:

- The court or agency
- Convictions, charges, and/or action dates
- Sentences or penalties imposed
- Incarceration release dates
- Current standing (e.g. Parole, work release, suspended license, etc.)

Please use a separate page if necessary

ACKNOWLEDGEMENT STATEMENT:

I understand that in connection with my clinical courses I will be subject to criminal background checks to be conducted through Verified Credentials or Castle Branch and Washington State Patrol. **I understand that a current and/or record of conviction of the offenses specified in RCW 43.43.830, RCW 43.43.834, RCW 43.43.842 or other state or federal regulations may disqualify me from association with a training site and may affect my ability to complete the Nursing or Medical Assisting program if I am a student.** I understand that any false statement, omission, or misrepresentation may disqualify me from association with a training site and/or may be grounds for dismissal from the Nursing or Medical Assisting program, and from LCC.

UNDER PENALTY OF PERJURY under the laws of the State of Washington, I declare that this information is true, correct, and complete to the best of my knowledge. I understand that if I am accepted to the Nursing or Medical Assisting program, I can be discharged for any misrepresentation or omission in the above statement. I understand that I am obligated to notify the LCC Program Chair within 30 days, in writing, if I am charged or convicted of any crime or if any court or administrative determinations are made against me during the application period and/or while enrolled as a student/faculty and are subject to clinical training site approval. If LCC is unable to place a student/faculty at a clinical site due to his/her conviction/criminal history record or background report based on stricter regulations at the clinical training site, LCC is under no obligation to find another clinical site.

Authorization for Repeat Background Checks and Dissemination of Results: I agree to pay for and provide LCC with ongoing criminal background checks conducted during my time as a student. I authorize dissemination of my self-disclosure information, background check results, and conviction records to clinical training sites as deemed necessary by LCC during my academic program, subject to the exclusions in RCW 43.43.830(6). I understand that LCC will provide the records listed above only with the condition that the receiving party or parties will be notified by LCC that they may not disclose the information to other parties, in a personally identifiable form, without my further consent, unless the other parties are otherwise eligible under federal or state law to receive the records. For example, a party may be eligible to receive a copy of my criminal history report in the event that I transfer, RCW 43.43.832(8), and/or if I am convicted within the past twelve months, RCW 43.43.8321. LCC has notified me that this authorization was necessary to potentially offer me a position, and will not conduct a background check otherwise. I understand that LCC shall notify me and provide a copy of the Washington State Patrol's response within ten (10) days after they receive the results of the background check, RCW 43.43.834.

Print Name:

Signature:

Date:

Place Signed: