



SOUTHERN UNION
STATE COMMUNITY COLLEGE
—— Health Sciences Division ——

**Medical Assistant
Technology Program
Student Handbook**

2023 – 2024

Table of Contents

MAT Program Information

Introduction	4
Purpose of the Program	5
Program Goals	5
Statement of Accreditation	5
MAT Program Admission Requirements	6
MAT Program Progression Requirements	6
Reinstatement into MAT Program	6
MAT Program Transfer Policy	7
MAT Program Curriculum Overview	8
Phlebotomy Technician Short Term Certificate Overview	8
Multi-Care Technician Short Term Certificate Overview	8
Administrative Medical Assistant Short Term Certificate Overview	8
MAT Long Certificate or AAS Degree Overview	9

General College Information

College Activities	10
Fundraising	10
Smoke-Free and Tobacco-Free Policy	10
Visitor Policy	10
Electronic Device Use	10
Social Networking Policy	11
Video Recording/ Photography	12
Changes to Program- Informing Students	12
Communication Channels / Chain of Command	12
Responsibility in Teaching and Learning	12
Participation in Program of Learning	13
Access to Instructors	13
Appeal Policy	13
Honesty and Plagiarism	13
Academic Honesty Code	16
Academic Integrity and Student Behavior	16
Certification/Employment Disclaimer	16
Harassment Policy	16
Administrative Withdrawal / Drop	16
Attendance Policy / Tardiness	16
Computerized Testing	17
Computer Labs and Internet	18
Course Management System and Web-Based Materials	18
Course Syllabi	18
Course Evaluation (Grading)	18

Testing Policy	29
Make-up Tests	19
Test Review	19

MAT Skills Lab / Preceptorship Information

ACEMAPP	19
Maintaining Health Records	20
Release of Clinical Information	20
Required Immunizations	20
TB Skin Test	21
CPR Certification	21
Personal Medical Health Insurance	21
Malpractice (Liability) Insurance	21
Physical Examination/Health Questionnaire	21
Essential Functions	21
Essential Functions Verification	22
Occupational Risks	23
Substance Abuse Policy	24
Eligibility for Clinical Rotations	25
Release of Student Health Information	26
Injury During Preceptorship	26
Student Preceptorship Requirement	27
Preceptorship Paperwork	27
Preceptorship/ Skills Lab Absences	27
Preceptorship Evaluation	28
Preceptorship Failures	28
Skills Laboratory Policy	28
Exposure Control Plan	29
Health Insurance Portability and Accountability Act of 1996	33
Simulation Center Confidentiality Statement	36
Simulation Center Agreement and Consent to Video	36
Uniform Guidelines	37
Student Handbook Signature Page	38
Statement of Disclaimer	39

INTRODUCTION

Welcome to Southern Union State Community College and the Medical Assistant Technology program!

Southern Union values every student who attends the College and respects every student's rights and privileges. We have prepared this *Student Handbook* 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 you enroll in. 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.

As a student in the Medical Assistant Technology program, you will agree to read, understand, and abide by each policy outlined in this handbook.

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

Again, welcome to the Medical Assistant Technology program at Southern Union State Community College!

Rhonda Davis, MSN, Dean of Health Sciences
Melanie Caldwell, MSN, RN, CCMA (NHA), MAT Program Director

PURPOSE OF THE PROGRAM

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

PROGRAM GOALS

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

- Recognize and interpret basic medical terminology
- Describe the anatomy and pathophysiology of the human body
- Appreciate cultural differences and cultural diversity as a compassionate caregiver
- Demonstrate competency when preparing patients of all ages for various medical examinations, procedures, and treatments
- Employ techniques of therapeutic verbal and nonverbal communication
- Recognize the ethical, legal, and safety implications applicable to the field of medical assisting
- Respond to office emergencies appropriately and expeditiously
- Prioritize patients according to triage criteria
- Apply principles of nutrition when coaching patients regarding special dietary needs
- Demonstrate competent specimen collection and processing
- Calculate proper dosages of medication for administration with 100% accuracy
- Demonstrate appropriate medication administration while utilizing the identified rights of medication administration
- Perform administrative duties, including collection of protected health information, insurance claim processing, procedural coding, diagnostic coding, and bookkeeping procedures
- Display a courteous and professional attitude
- Secure gainful employment in the field of Medical Assisting

STATEMENT OF ACCREDITATION

The Southern Union State Community College Medical Assistant Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
25400 U.S. Highway 19 North, Suite 158 Clearwater, FL 33763 727-210-2350
www.caahep.org

Medical Assisting Education Review Board (MAERB)
20 N. Wacker Drive, Suite 1575 Chicago, Illinois 60606 1-800-228-2262
www.maerb.org

MAT PROGRAM ADMISSION REQUIREMENTS

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

- Unconditional admission to Southern Union State Community College
- High school diploma or equivalent
- Eligibility for MTH 100, ENG 101, and satisfy the reading requirement of the College
- 2.0 GPA at Southern Union if previously enrolled. Transfer students must enter the College with clear academic status (2.0 GPA)
- Official transcripts from all postsecondary institutions attended
- Submission of a complete application packet for the Medical Assistant Technology Program

MAT PROGRAM PROGRESSION REQUIREMENTS

To progress within the MAT program, the student must meet the following requirements:

1. Cumulative GPA of 2.0.
2. Minimum grade of "C" in all required courses.
3. Satisfactory level of mental and physical health, as evidenced by proof of current immunizations, ability to meet the program's essential functions, current CPR certification, negative drug screen and background check, current TB test, and documentation of health insurance *before* enrolling in a MAT preceptorship/clinical course (MAT 125, MAT 230, MAT 239, NAS 100).

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

REINSTATEMENT INTO THE MAT PROGRAM

If desired, students who do not meet the above progression requirements must apply for reinstatement to the Medical Assistant Technology program. Students who have withdrawn or failed to complete 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 into the program is not guaranteed and will depend on classroom and clinical space availability. If a student is allowed to return to the MAT program, the student will abide by the policies in the Student Handbook and College Catalog at the time of program reentry. Any MAT program student who has withdrawn or been suspended from the program and subsequently returns must meet the standards and curriculum requirements in effect when they are 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 MAT program's essential functions, current CPR certification, negative drug screen and background check, current TB test, and documentation of health insurance

before enrolling in a MAT preceptorship/clinical course (MAT 125, MAT 230, 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 schedule an appointment with the Health Sciences advisor to discuss eligibility for reinstatement.
2. Students must apply for reinstatement to the MAT program by the published deadlines. Students who submit applications after the deadline may be considered at the next course availability.
3. Students must apply for readmission to the College if they are not currently enrolled.
4. Students who have been out of the MAT program 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.

TRANSFER POLICY

The number of faculty and clinical facilities available limits the acceptance of transfer students into the MAT program. Meeting minimal requirements does not guarantee acceptance. Verification of cognitive, psychomotor, and affective objectives will be required.

Students wishing to transfer must:

1. Complete the application for entry into Southern Union Community College's MAT Program within one year from the last program-specific course.
2. Meet the entry and progression requirements of Southern Union State Community College and the MAT Program.
3. Enter Southern Union State Community College with clear academic status with a minimum cumulative GPA of 2.0 in all previous college coursework.
4. Provide evidence that all required general education and program-specific courses taken at another institution are completed with a grade of C or higher.
 - a. Alabama Community College System's Medical Assistant Technology curriculum courses will transfer without review of the course syllabus.
 - b. Medical assisting or other allied health courses from any other institution are accepted only after a review by the accepting institution to ensure content consistency. Transcripts are evaluated on an individual basis for the application of program-specific credit.
5. Provide a letter of current standing and proof of eligibility to return to the previous allied health program indicated by a letter of recommendation from the Dean/Director of the previous program.
6. Meet criteria for placement at clinical agencies for preceptorship experiences by fulfilling all health record requirements, including required drug testing and background checks.

7. Meet and comply with standards and policies in the College Catalog and Student Handbook current at the time of transfer.

Students pursuing short-term certificates (29 credit hours or less) must complete all credit hours required in the MAT program at Southern Union State Community College. Students pursuing certificate options (30-60 credit hours) or degree options must complete at least 25% of the total semester credit hours required at Southern Union State Community College.

MAT PROGRAM CURRICULUM OVERVIEW

MAT Program – Short-Term Certificate Course Requirements

Phlebotomy Technician – Short-Term Certificate		
Course	Credit Hour	Semester Offered
MAT 125: Laboratory Procedures I	3	SU – MT1
MAT 215: Laboratory Procedures II	3	SU – MT2
MAT 239: Phlebotomy Preceptorship	3	FA

Multi-Care Technician – Short-Term Certificate		
Course	Credit Hour	Semester Offered
MAT 111 Clinical Procedures I	3	SP – MT1
MAT 205 Clinical Specialties for Medical Assistants	4	SP – MT2
MAT 125: Laboratory Procedures I	3	SU – MT1
MAT 215: Laboratory Procedures II	3	SU – MT2
MAT 218 EKG Technician	3	FA
MAT 239: Phlebotomy Preceptorship	3	FA
HED 231: First Aid	3	FA, SP, SU

Administrative Medical Assistant – Short-Term Certificate		
Course	Credit Hour	Semester Offered
MAT 111 Clinical Procedures I	3	SP – MT1
MAT 205 Clinical Specialties for Medical Assistants	4	SP – MT2
HPS 105: Medical Terminology	3	FA, SP, SU
MAT 216: Pharmacology for the Medical Office	4	FA
OAD 214: Medical Office Procedures	3	SP
OAD 215: Health Information Management	3	FA
OAD 216: Advanced Health Information Management	3	SP

MAT PROGRAM CURRICULUM OVERVIEW

MAT Program – Long Certificate and AAS Degree Course Requirements

Medical Assistant Technology – Long Certificate		
Course	Credit Hour	Semester
MAT 111 Clinical Procedures I	3	SP – MT1
MAT 205 Clinical Specialties for Medical Assistants	4	SP – MT2
MAT 125: Laboratory Procedures I	3	SU – MT1
MAT 215: Laboratory Procedures II	3	SU – MT2
MAT 218 EKG Technician	3	FA
MAT 239: Phlebotomy Preceptorship	3	FA
MAT 228: Medical Assistant Review Course	1	Final Semester
MAT 230: Medical Assisting Preceptorship	2	Final Semester
HED 231: First Aid	3	FA, SP, SU
MAT 216: Pharmacology for the Medical Office	4	FA
OAD 214: Medical Office Procedures	3	SP
OAD 215: Health Information Management	3	FA
OAD 216: Advanced Health Information Management	3	SP
BIO 111: Survey of Human Biology (or sequence of BIO 201 and BIO 202)	4 (8)	All
ENG 101: English Comp 1	3	All
HPS 105: Medical Terminology	3	All
IDS 102: Ethics	3	All
MTH 100: Inter College Algebra (or higher level MTH)	3	All
SPH 106: Fund of Oral Commun or SPH 107: Fund of Public Speaking	3	All
Additional Courses Required for AAS Degree		
PSY 200: General Psychology	3	All
Elective Options for AAS Degree. Must select one of the following courses:		
CIS 146: Microcomputer Applications	3	All
NAS 100: Long Term Care for Nursing Assistants	4	All
OAD 101: Keyboarding	3	All
PSY 210: Human Growth and Development	3	All

GENERAL INFORMATION

COLLEGE ACTIVITIES

Students are encouraged to participate in College-wide activities that broaden their 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 or announced in class.

College-sponsored clubs and organizations provide opportunities to share similar interests and work toward common goals. Please see the College catalog for a list of approved organizations. All students 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 the College officially recognizes. 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 tobacco products on property owned, leased, rented, in possession of, or in any way used by Southern Union State Community College 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 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 the Administrative Office on the Valley campus.

ELECTRONIC DEVICE USE

Personal digital assistants (PDAs), cellular phones, and smart devices, including watches and tablets, are not allowed during testing. The use of electronic devices, including but not limited to

the iPod, iPhone, and Droid, in healthcare settings is only permitted if the student uses the device 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 to maintain HIPAA compliance and professionalism. At healthcare sites, taking photographs, texting, using personal e-mail, and using social networking sites, including but not limited to Facebook, Snapchat, Twitter, and TikTok, are strictly prohibited. Southern Union State Community College's HIPAA policy will apply to using these electronic devices in the clinical setting. Taking a picture during preceptorship is considered a violation of HIPAA. The taping of the lecture may be allowed for studying purposes. Students are not allowed to retransmit whole or portions of lectures without the explicit consent of the instructor. Examples of transmission include but are not limited to posting lectures on websites (including YouTube, Facebook, etc.) and the dispersion of copies of recorded lectures.

SOCIAL NETWORKING POLICY

This policy is non-limiting and covers any site that facilitates social networking, including but not limited to Facebook, Snapchat, Instagram, LinkedIn, Twitter, and Tiktok. Students should use social media cautiously and avoid disclosing any information that could be considered confidential patient information. Any intentional or unintentional disclosure of information that could lead to identifying a patient will result in appropriate disciplinary actions up to suspension from the College. Removal of an individual's name, face, or image is insufficient to protect the identity or confidential information. Using privacy settings on many social networking sites does not guarantee that information will not appear in public and is thus not deemed sufficient to protect the patient's protected health information. Students should not make negative, 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 a form of misconduct. This type of misconduct will be subject to appropriate disciplinary actions. A violation of this policy will result in appropriate disciplinary action up to and including suspension from the college.

The student should abide by the following guidelines:

- Do not save confidential, identifying, or sensitive patient information on your personal computer or other electronic devices.
- 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 discussions with cell phones or other personal devices.
- Limiting access through privacy settings is not deemed sufficient to protect the privacy and confidentiality of information. There is no such thing as a "private" social media site.
- Comply with healthcare agency regulations regarding using 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 the appropriate discipline instructor

promptly.

VIDEO RECORDING / PHOTOGRAPHY

Southern Union State Community College develops and implements events and initiatives to promote the college's overall well-being, create awareness of the college's mission, history, and contributions to the region, and 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 wishing not to be video recorded or have photographs taken during events or initiatives must notify the staff/faculty before the scheduled event date.

CHANGES TO PROGRAM - INFORMING STUDENTS

Policies and procedures are communicated to students using the Health Sciences or program-specific handbook, course management system, the College Catalog, and the institutional website. This handbook is revised annually to provide current and accurate information. However, changes may occur at any time during the academic year. Program-specific handbooks may be accessed using Southern Union State Community College's website. The instructor will inform students regarding changes in program policies and procedures. Information describing such changes may be distributed to each student individually, posted in classrooms, outside the faculty office, or within the course management system (Canvas). Instructors and the Program Director will be available to answer questions regarding any changes. Students must submit documentation upon entry into the program and that they have read and understood the current handbook annually.

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 you cannot agree, you should then consult the course coordinator. If this does not solve the issue, you should make an appointment with the MAT Program Director. The student may consult the Dean of Health Sciences if the problem remains unsolved.

RESPONSIBILITY IN TEACHING AND LEARNING

The primary purpose of instruction is to promote student learning. Instructors facilitate and direct all matters dealing with courses. Instructors do not bear the sole responsibility for students' education. Students must follow the instructor's guidance, study, do homework, and prepare for class to master the information and skills 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 two hours per day for each hour of class. Extra-curricular activities, including jobs, will not affect teachers' expectations and should not interfere with students' class preparation. Instructors, or 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 student's responsibility. Learning is hard work, and full-time students should consider "studenting" to be a full-time job. The College's primary priority is its 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 can participate in the program's development, conduct, and evaluation. The students may contribute through semester evaluation of the course work and instructors, participation in faculty meetings, and evaluation of the program and curriculum after completion of the program. End-of-semester evaluations are distributed to all MAT students and solicit anonymous comments regarding course content, instructors, instructional tools, assigned coursework, and examinations. End-of-semester conferences/evaluations with faculty provide students an opportunity for one-on-one feedback. Further, students evaluate the entire curriculum after completing the MAT program. Additionally, faculty may invite students from the MAT program to serve as non-voting representatives on discipline-specific committees.

ACCESS TO INSTRUCTORS/ TUTORING

Students will be able to meet with their instructors during designated office hours/ tutoring hours. Office hours are posted outside each faculty member's office and/or in the Canvas course. Students must schedule appointments with faculty at a time that is mutually convenient for both the student and faculty. Appointments should be kept by both parties; if circumstances prevent this, the person unable to make the appointment should contact the other and attempt to reschedule.

APPEAL POLICY

The College has established a grade appeal procedure to be used if a student has a valid reason to believe that a grade he/she received for an examination, a written/oral presentation, a clinical, a lab, or a project is inaccurate or an inaccurate grade has influenced the final grade in the class. This procedure will be followed for all students whether enrolled in courses held on campus in a traditional classroom setting or courses that are delivered via distance learning formats. Formal appeals are accepted only when a student believes the instructor did not assign the grade correctly based on the syllabus guidelines. Students may also appeal the final grade in the class if he/she believes the final grade is inaccurate (calculation error). The Academic Appeal Policy and Appeal Procedure steps are outlined in detail in the SUSCC College Catalog on the SUSCC website.

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. Therefore, any dishonesty in securing those credentials invites severe 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. No plagiarism will be tolerated in any person's work, including that of another student. Work submitted to faculty must be the original work of the particular student. This policy also includes giving false information to the faculty about a student's use of another student's past paperwork in a class and fraudulent student preceptorship activities, including but not limited to clinical experiences or preceptorship hours. If a student knowingly submits false information, they will receive a grade of F for the course. No form of cheating will be tolerated. If a student cheats during testing or on a required activity, they will receive a "zero" for that activity and may receive a grade of F for the course.

ACADEMIC HONESTY CODE

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

- Looking at another student's paper during an assessment 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 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 work essays, term papers, lab reports, or other projects which others have prepared;
- 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 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, PDAs, Smart Watches, or cell phones, must not be visible during exams or scheduled exam reviews. Cell phones must be turned off or set to silent mode. These devices may be kept in a book bag, pants pocket, or purse.

ACADEMIC INTEGRITY AND STUDENT BEHAVIOR

The Southern Union State Community College Health Sciences Division 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 Division, the student must maintain appropriate standards of conduct. Any conduct by a student shall be subject to review and appropriate action taken by the Health Sciences Division whenever it appears that the conduct has resulted in a hindrance or restriction of educational purposes or processes of the Health Sciences Division or when that conduct demonstrates a threat to the safety and well-being of others.

If the student demonstrates patterns of behavior that constitute unprofessional conduct or that encroach on the student's ability to fulfill their responsibilities as a student at any time while training or fulfilling responsibilities as a Southern Union State Community College student, appropriate corrective action, including suspension or expulsion from the Health Science program, will result. Such behavior is defined to include, but is 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 an appropriate agency for professional diagnosis and treatment and/or suspension or expulsion. Failure or refusal to cooperate in this endeavor can result in suspension or expulsion from the Health Science program.

Abuse of alcohol that 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 or licensed, who has been convicted of a felony or 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 a decision by the specific certification body. The decision to offer employment is subject to the 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 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 the 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 creating an intimidating, hostile, or offensive work or educational environment.

Harassment of employees or students by an employer, other employees, other students, or non-employees violates this policy. Any person who believes themselves to be subjected to such harassment, intimidation, 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 correctly;
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 their college career that a mature acceptance of academic responsibilities is a requisite for accomplishment in college; this applies particularly to class attendance. Students are responsible for the knowledge, skills, and abilities not acquired due to absences and for assignments made or due from the first day of the class. Any class sessions missed, regardless of cause, reduce the student's academic opportunities. When a student is absent, the student is responsible for all announcements, content covered in class, and for any assignments made in class. The instructor is not required to review with the student any material missed as a result of being absent, nor is the instructor required to notify a student if the student is in danger of a lowered grade due to any graded work missed. The instructor is not required to provide an opportunity for make-up work. The instructor's policies regarding make-up work shall be clearly defined in the syllabus to be available on the first day of class. The student should refer to individual course syllabi for course policies and procedures. 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 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 must arrive at the computer laboratory or designated location at the designated time. Students are not permitted to enter the testing area before the scheduled testing time begins. No food or drinks are allowed in computer laboratories. 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 after the test. No cell phones or hand-held devices are allowed at your workstation. Personal belongings must be placed at the front or side of the classroom. 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 during testing. 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 e-mail or navigate the internet during or after the test. ANY violation of this policy will result in a student referral to the Dean of Students for violation of the Academic Integrity policy.

COMPUTER LABORATORIES 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 these agencies have final authority for determining violations and subsequent penalties. Penalties may 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 supplemented using the course management system known as Canvas. Students must access these materials as outlined in the course syllabus. Computers are available in the Learning Resource Center for printing for students who do not have a computer at home. 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 syllabus will be available online through Canvas. The syllabus contains the course objectives, each of which must be achieved to pass the course. The document also includes the requirements of the course and the evaluation methods. The student should be sure to understand the expectations of the course thoroughly. 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 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 are required to complete the course.

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

Individual test 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, an A will be recorded if the grade is 89.69.

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. This includes didactic (cognitive) competencies and required skills lab assignments and skills (psychomotor and

affective), including on-campus activities and virtual simulations. If the student does not complete all components of the course, including didactic (cognitive) and skills lab (psychomotor, affective) this will result in a **course failure**. The student must successfully complete **ALL** required psychomotor and affective competencies. Satisfactory completion is defined by a score of 85% or higher on the designated activity. The student will have 2 attempts to successfully complete each competency before they receive an unsatisfactory for that particular competency. If a student is unsuccessful after 2 attempts, this will result in a **course failure**.

TESTING POLICY

Southern Union State Community College's MAT Program students 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 cannot 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. If a student fails to notify the instructor prior to the scheduled exam time, the student will be required to submit an appeal and documentation supporting the absence to the Admission Progression Committee to request permission to make up the missed exam. Make-up exams are given at the discretion of the instructor and are not guaranteed to the student. Make-up tests may be administered in a different format from the original exam at the instructor's discretion. Students may take only **ONE** make-up test per semester.

TEST REVIEW

Test results will only be reviewed 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

ACEMAPP: CLINICAL RECORD PLATFORM

All student health records should be uploaded by the student into ACEMAPP (acemapp.org). The student is responsible for keeping their annual (12-month) ACEMAPP subscription and all health records current. Students can access their school health records through ACEMAPP (acemapp.org). Therefore, the school will not provide copies to clinical agencies after the student graduates. Please allow up to 2 business days for documents to be reviewed and approved in ACEMAPP by the Health Sciences Records Clerk. If a clinical document is denied, a comment will be provided in the student's ACEMAPP account. Documents are not reviewed after business hours. Clinical facility orientation documents are assigned for students to complete on the ACEMAPP platform. It is the student's responsibility to ensure that their ACEMAPP account is current. Instructions on how to check your ACEMAPP account can be found at <https://vimeo.com/417734538>. Students with incomplete ACEMAPP accounts will be denied access to the clinical site(s) and may receive a clinical unsatisfactory.

MAINTAINING HEALTH RECORDS

Students enrolling in a health science program must complete all clinical health requirements prior to enrolling in any Health Science class. 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. Students who fail to complete the health records by the last day to register for the semester will be considered non-progression and must reapply for admission into the program.

RELEASE OF CLINICAL INFORMATION

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

REQUIRED IMMUNIZATIONS

Clinical affiliation agreements between SUSCC and our partnering clinical agencies detail the terms under which each clinical site will provide on-site student educational experiences. Provisions related to immunizations require each student to be compliant with the current clinical facility policies relevant to the clinical experiences.

The following immunizations are required for students enrolled in the MAT program:

- Hepatitis B: All students are required to receive the Hepatitis B vaccine series or have a positive Hepatitis B titer. The vaccine series is a series of three injections. The student must have the first injection prior to the first term of registration. The second injection must be received one month after the initial vaccination; the third injection must be received six

months after the first vaccination. All Hepatitis documentation must be uploaded into ACEMAPP.

- Varicella: All students are required to receive two Varicella immunizations or have documentation of a positive Varicella titer. The student must have the first injection prior to the first term of registration. The second injection must be received two months after the initial vaccination. History of illness/ childhood illness does not meet the Varicella requirement. All Varicella documentation must be uploaded into ACEMAPP.
- Influenza (Flu): All students are required to get an annual seasonal influenza vaccine. Waivers are not accepted. The deadline for the flu vaccines each year is October 1. All influenza documentation must be uploaded into ACEMAPP.
- COVID: All students are required to complete a full series of the COVID vaccination. Student waivers are not permitted. Boosters are not required at this time. All COVID vaccination documentation must be uploaded into ACEMAPP.
- Measles, Mumps, Rubella (MMR): All students are required to receive two MMR immunizations or have documentation of a positive MMR titer. All MMR documentation must be uploaded into ACEMAPP.
- TDAP: All students are required to receive one TDAP immunization. Immunizations are good for 10 years. All TDAP documentation must be uploaded into ACEMAPP.

TB SKIN TEST

A TB skin test is required annually. 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. All TB documentation must be uploaded into ACEMAPP.

CPR CERTIFICATION / BASIC LIFE SUPPORT (BLS)

All Health Sciences Division students are required to be certified in Basic Cardiopulmonary Resuscitation (CPR) through the American Heart Association at either the Healthcare Provider level or Basic Life Support level prior to registration each semester. Red Cross certification is not accepted by clinical agencies. Certification must be maintained while enrolled in the program. CPR is current for two years (24 months) from the issue date and must remain current throughout the semester. CPR documentation is uploaded by the student into ACEMAPP.

PERSONAL MEDICAL HEALTH INSURANCE

Each student in the Health Sciences Division must have personal health (medical) insurance throughout enrollment in the program. Documentation must be uploaded to ACEMAPP by the students. Students will be allowed to register once their provided proof of Health Insurance has been approved in ACEMAPP. If uninsured, medical insurance per semester is available through a third party. Please contact the Health Records Clerk for information.

MALPRACTICE (LIABILITY) INSURANCE

Each student must maintain current malpractice insurance throughout enrollment in any Health Sciences Division program, including semesters without a clinical component. 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 student fees.

PHYSICAL EXAMINATION / HEALTH QUESTIONNAIRE

Students are required to submit upon admission to the Health Science program a health questionnaire completed by their health care provider. The completed health questionnaire is to be uploaded in ACEMAPP.

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 submits 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. Admission, 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 their affiliated clinical 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 admitted and to progress in the Health Sciences program one must possess a functional level of ability to perform the duties required of a healthcare provider. Admission or 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 on the SUSCC website (suscc.edu) are necessary for MAT program admission, progression, and graduation and for the provision of safe and effective patient care. Upon admission, an 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. In order to be admitted one must be able to perform all the essential functions with or without reasonable accommodations. 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

Upon admission to the Health Sciences program, students are required to complete the Essential Functions verification form. This form must be uploaded in ACEMAPP and updated as the student's 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. 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 clinical 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/Technical Standards established for the program of study.

OCCUPATIONAL RISKS

Students entering any program in the Health Sciences Division must be aware that they may be exposed to various occupational risks and certain diseases during their education and career, including but not limited to:

- Exposure to infectious disease
- Sharps injuries
- Bloodborne pathogens and other biological hazards
- Chemical exposure
- Ergonomic hazards
- Repeated latex exposure
- Increased stress

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 instructor immediately. Based on current medical knowledge, the instructor will make a 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 healthcare 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 healthcare worker must realize that

any physician providing care to an infected healthcare worker must notify the State Health Officer of the infected status within seven days of the time they provide such care.

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 agency, students must perform in the clinical setting in such a manner that will promote safe patient care. In addition, clinical agencies are obligated to ensure that patients are protected to the extent reasonably possible from possible harm due to the completion of clinical rotations. This includes drug screening prior to the first clinical experience, random drug screening at intervals and drug screening should a student exhibit behaviors indicative of substance abuse.

PRE-CLINICAL/RANDOM SCREENING

All students will receive the drug screening guidelines prior to clinical rotation in the Health Science Programs. Drug screening will be scheduled and conducted by a designated laboratory determined by the school. The fee for testing is to be paid by the student. Any student failing to report for random screening at the designated time must complete testing with the designated laboratory within 48 hours, or they will be dismissed from the program. Failure to complete drug screening as required will prohibit the student from completing the required health science courses. Positive drug screens are confirmed by the Medical Review Officer (MRO).

READMISSION TO THE PROGRAM

A student who is unable to complete the required courses due to a positive drug screen may apply for readmission to the Health Science Program. To be considered for readmission following a positive drug screen, the student must:

- Submit a letter from a treatment agency verifying the completion of an approved substance abuse program that meets licensure guidelines for the respective discipline.
- Submit to an unannounced drug screen at the student's expense prior to readmission. A positive screen will result in ineligibility for readmission.

- Submit to an unannounced drug screen at the student's expense prior to readmission and random drug screen throughout the program. Any additional positive drug screen will result in ineligibility for readmission.

SUBSTANCE ABUSE VERIFICATION PROCESS

The Health Science Programs, for the protection of patients, faculty, staff, and students, has the right to require a student to submit to testing for substance abuse at the student's expense when the health science program has reasonable cause to believe that a student is abusing controlled substances. Reasonable cause is defined as, but not limited to, the following:

- Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug, such as, but not limited to, slurred speech, noticeable change in grooming habits, impaired physical coordination, inappropriate comments or behaviors, and /or papillary changes;
- Abnormal conduct or erratic behavior, absenteeism, tardiness, or deterioration in performance.
- A report of drug use.
- Evidence of tampering with a drug test.
- Information that the individual has caused or contributed to harm of self, visitors, faculty, other staff, or patient as a result of being under the influence of drugs.
- Evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs.

If a faculty member observes such behavior, and if such behavior is observed or validated by another faculty member or clinical agency staff member, the faculty member must dismiss the student from the educational or patient setting immediately and contact the Department Chair/Program Director/designee in order to review the situation. The Department Chair/designee or program director/designee will then determine if there is "reasonable cause" to test the student for substance abuse.

If another student, or any other individual other than an instructor observes abnormal conduct or erratic behavior of a health science student, the observation must be reported immediately (or as soon as possible) to the appropriate instructor. Once the department chair is notified, the appropriate measures will be taken. If the decision is made to test the student, the Division Chair, Program Director, or designee will direct the faculty member to make arrangements to have the testing performed immediately within the clinical facility if possible. The student will be requested to sign an informed consent to be tested before the specimen is collected. The student's failure to consent to the substance abuse test shall result in immediate termination from the Health Science Program.

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.

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 the 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.

The nature of 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 acknowledgment 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 submitted after 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 made 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 decide 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 the course coordinator/full-time faculty and set up remediation and a 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 or three opportunities to demonstrate competency in psychomotor or affective, depending upon the assessment tool utilized to determine student competency. Failure to demonstrate competency with the skill after the second or third attempt will result in course non-progression. The student will be responsible for demonstrating competency in 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 to check off 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 as 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 the lab (as permits) and outside of lab time as needed
- Demonstration to another student that has previously checked off
- Arrange a second (or third, if applicable) check-off attempt with the instructor.

EXPOSURE CONTROL PLAN

Southern Union State Community College is committed to providing a safe and healthy learning environment for our students and faculty. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize exposure to bloodborne pathogens. The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our students and faculty. This ECP includes:

- Implementation of various methods of exposure control, including:
 - Universal precautions
 - Engineering and safe practice controls
 - Personal protective equipment
 - Housekeeping
- Post-exposure evaluation and follow-up
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents

PROGRAM ADMINISTRATION

The Medical Assisting Technology Program Director and faculty are responsible for the implementation of the ECP. The Medical Assisting Technology Program Director will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures.

Those students/faculty who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and practices outlined in this ECP.

MAT Program Director/ MAT faculty will be responsible for the following:

- Providing and maintaining all necessary personal protective equipment (PPE), engineering controls, labels, and red bags.
- Providing education regarding bloodborne pathogens, documentation of training, and making the written ECP available to students and faculty.
- Ensuring that all medical actions required are performed and that appropriate records are maintained.

METHODS OF IMPLEMENTATION AND CONTROL

UNIVERSAL PRECAUTIONS

All students and faculty will utilize 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 the correct procedure.

EXPOSURE CONTROL PLAN

Students will receive an explanation of the ECP when enrolled in a phlebotomy course at SUSCC (MAT 125 and/or MAT 215). Any student or faculty can review this plan in the MAT laboratory on the Valley campus (room 109) at any time or by contacting the MAT Program Director. A copy of the ECP will be provided upon request.

The MAT Program Director is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect exposure.

ENGINEERING CONTROLS AND SAFE PRACTICES

Engineering controls and safe practice controls will be used to prevent or minimize exposure to bloodborne pathogens.

- Sharps disposal containers are inspected and maintained or replaced by the MAT Program Director every semester or whenever necessary to prevent overfilling.
- Safety needles/syringes will be provided for student use.
- Spill kits will be available in the MAT phlebotomy laboratory.
- An eyewash station is available in the MAT phlebotomy laboratory.
- Sinks with hot and cold water are operational in the MAT phlebotomy laboratory.
- Non-porous tables are utilized in the MAT phlebotomy laboratory.
- CaviCide surface disinfectant is available in the MAT phlebotomy laboratory.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is provided to students and faculty at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures is provided by the MAT faculty.

The types of PPE available to students and faculty are as follows:

- Disposable Gloves
- Disposable Goggles
- Disposable Gowns

PPE is located in the MAT laboratory and may be obtained through the MAT course faculty.

All students and faculty using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Used PPE may be disposed of in the garbage.
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured, or contaminated, or if their ability to function as a barrier is compromised.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

HOUSEKEEPING

Regulated waste is placed in containers that are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see the following section "Labels"), and closed prior to removal to prevent spillage or protrusion of contents during handling.

The procedure for handling sharps disposal containers is to secure sealed containers in the storage room (Boiler Room of the Technical Building) for on-call pickup by Stericycle. To arrange a pickup on the Valley campus, please contact the Director of Health Sciences Programs at ext. 5514. Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leakproof on sides and bottoms, and appropriately labeled or color-coded. Sharps disposal containers are available in the MAT phlebotomy laboratory.

Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.

LABELS

MAT Program Director/MAT faculty is responsible for ensuring that warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Students/faculty are to notify the MAT Program Director if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc., without proper labels.

IF AN EXPOSURE OCCURS

What should I do if I am exposed to blood or body fluids?

Immediately:

- Wash needle sticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irritant

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

Should an exposure incident occur on campus, notify your MAT course instructor immediately. If this occurs during clinical, notify your course coordinator or the MAT Program Director. An immediately available confidential medical evaluation and follow-up will be conducted at EAMC Lanier Emergency Department.

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual
- After obtaining consent, collect exposed student/faculty blood as soon as feasible after the exposure incident, and test blood for HBV and HIV serological status

ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

MAT program director ensures that the health care professional referral is provided to the student/faculty after an exposure incident.

PROCEDURES FOR EVALUATING THE EXPOSURE INCIDENT

MAT Program Director will review the circumstances of all exposure incidents to determine:

- Engineering controls in use at the time
- Safe practices followed
- A description of the device being used (including type and brand)
- Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- Location of the incident
- Procedure being performed when the incident occurred

MAT Program Director will record all percutaneous injuries from contaminated sharps in a Sharps Injury Log. If revisions to this ECP are necessary, the MAT Program Director will ensure that appropriate changes are made.

STUDENT TRAINING

All students who have exposure to bloodborne pathogens during the MAT program will receive training conducted by the MAT program director/MAT course faculty at the beginning of the MAT 125 and the MAT 215 courses.

All students who have exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the MAT 125 and 215 courses cover, at a minimum, the following elements:

- An explanation of our ECP
- An explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes an exposure incident
- An explanation of the use and limitations of engineering controls, safe practices, and PPE
- An explanation of the types, uses, locations, removal, handling, and disposal of PPE
- An explanation of the basis for PPE selection

- Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up
- An explanation of the signs and labels and/or color coding
- An opportunity for interactive questions and answers with the person conducting the training session

SHARPS INJURY LOG

All percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidents must include at least:

- Date of the injury
- Type and brand of the device involved (syringe, suture needle)
- Department or work area where the incident occurred
- Explanation of how the incident occurred.

This log is reviewed as part of the annual program evaluation and maintained for at least five years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report.

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 Program 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.

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 patient's 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 an instructor. A Level 1 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 discussion of the Patient's, the 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, the Patient's family, and/or visitor's information where others not involved in the direct care of the patient may overhear your conversation.
- Sharing/Discussing the identity of a Patient, the 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 readmission 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 must be 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 healthcare situations. The simulated experiences are designed to challenge health science students' responses and judgment in a controlled environment and develop clinical reasoning.

By signing the handbook verification page, you agree to maintain strict confidentiality regarding both your and others' 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 the character of the participants.

You will be discussing the scenarios during the debriefing, but we believe that "all that takes place in the simulation environment should stay 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.

UNIFORM GUIDELINES - UPDATED JANUARY 2019

Men/Women Clean and wrinkle-free hunter-green scrubs. 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. Student 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 clinical 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, and 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 outlined in the Southern Union State Community College Medical Assistant Technology (MAT) Program Student Handbook. My signature below indicates that I have read, understand, and agree to abide by each policy outlined in the handbook.

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

An electronic or typed signature within MAT program-specific courses may be accepted in place of this Student Signature Form.

Signature _____

Printed Name _____

A Number _____

Date _____

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.