

Welcome to the Stanly Community College Medical Assisting Program!



Medical Assisting Program Handbook 2025-2026

WELCOME

Welcome to the Medical Assisting Program! The purpose of this handbook is to share information with each of you in order to allow you to better understand the Program's operation and its basic "ground rules" in an effort to minimize uncertainty or misunderstanding. It is the responsibility of each Medical Assisting student to review the handbook independently and to refer to it as needed during his/her enrollment.

All statements in the Medical Assisting Student Handbook are announcements of present Medical Assisting Program's policies and are subject to change at any time. While every effort will be made to give advance notice of any change in the Medical Assisting Program's policies, such notice is not guaranteed nor required.

This handbook will not answer all the specific questions you may have, or those which may arise. We encourage you to contact the Program Director in Office 216-D Crutchfield Education Center should you need assistance overcoming obstacles during your course of study. Office hours will be posted on the door at the beginning of each semester.

Program Director:

Starra Herring
Office: 216-D Crutchfield Education Center
Phone: 704-991-0397
Email: srobinson7721@stanly.edu

Faculty Instructor:

Maria McCoy
Office: 216-C Crutchfield Education Center
Phone: 704-991-0130
Email: mmcoy4458@stanly.edu

Stanly Community College

ACCREDITATION:

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures. Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations, assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals. The Medical Assisting Program at Stanly Community College Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Accredited programs are eligible to take the American Association of Medical Assistants (AAMA) certification exam.

Commission on Accreditation of Allied Health Education Programs
9355-113th St. N, #7709
Seminole, FL 33775 (727) 210-2350
CAAHEP Website, www.caahep.org, or mail@caahep.org

American Association of Medical Assistants,
20 N. Wacker Dr., Ste. 3720
Chicago, IL 60606 (312) 899-1500.
AAMA Website, www.aama-ntl.org

Medical Assisting Education Review Board (MAERB)
2339 N. California Ave. # 47138
Chicago, IL 60647 Phone 1-312-392-0155
MAERB Website, https://www.maerb.org

The Medical Assisting Program, at Stanly Community College is award a 1 + 1 program, which means that all AAS graduates also receive the Diploma and is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB). <https://www.maerb.org>

The SCC Medical Assisting Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org). Graduates of accredited programs are eligible to take the American Association of Medical Assistants (AAMA) certification exam.

Graduates of CAAHEP accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' (AAMA) Certification Examination to become Certified Medical Assistants. The Medical Assisting Program accepts a maximum of 30 students for entry each Fall Semester of each year and only accepts one cohort per year.

Stanly Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Stanly Community College. SACS, https://sacscoc.org

MISSION

Stanly Community College values effective teaching, partnerships, and life-long learning for Stanly County residents and students across North Carolina, other states, and other countries. The College enhances the economic, social, and cultural life of the communities we serve by providing face-to-face and virtual learner-centered environments that encourage access, success, and completion.

PHILOSOPHY OF THE STANLY COMMUNITY COLLEGE MEDICAL ASSISTING PROGRAM:

The philosophy of SCC Medical Assisting Program is related to the faculty's beliefs concerning man, his holistic health, and the educational process. We believe that man is a physio-psycho-social spiritual being that interacts constantly within his environment and relationships. When one component is unbalanced, man is then placed at a lower level on the continuum of health. Man is capable of learning health behaviors that promote wellness and prevent illness. The medical assistant assists the physician in the prevention of illness, treatment of illness and the promotion of a higher level of wellness.

MINIMUM EXPECTATIONS:

“To prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.”

PROGRAM OUTCOMES: Upon successful completion of the program, the student will be able to:

1. Perform the skills of a Medical Assistant under the guidance of a supervising physician as evaluated by successfully completing a clinical practicum with a grade of 78 or above.
2. Demonstrate knowledge of medical assistant responsibilities in office management and patient care as demonstrated by a grade of 78 or above on Mock CMA Certification exam.
3. Interpret verbal and written communication relevant to safe and effective medical office and patient care practices as demonstrated by a grade of 78 or above on the exam for “Therapeutic Communication Skills” in MED 260 Clinical Practicum.
4. Comply with ethical, legal and professional guidelines as a member of a health service profession as demonstrated by successful completion on exam “Medical Law and Ethics” with a grade of 78 or above in MED 260 Clinical Practicum.
5. Use computer programs to perform office clerical skills as demonstrated by successful completion of administrative practicum with a grade of 78 or above.

ADMISSION PROCESS:

Medical Assisting Diploma Admissions Checklist

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures. Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations, assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals. The Medical Assisting Program at Stanly Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Students pursuing the Medical Assisting (AAS) degree will first graduate from the Diploma program in Medical Assisting. This program does not grant credit or advanced placement for experiential learning.
[Medical Assisting Diploma Admission Checklist](#)

Print this admission procedure for your records to track completion of all steps.

The Medical Assisting Diploma application is open from August 2nd – August 1st of each year. Applications received after the deadline will be processed for the following year.

Step 1: Application _____ (date completed)

- Submit a completed application electronically for Medical Assisting (D45400) 2025 Fall term by visiting the SCC homepage, www.stanly.edu and clicking the "Apply" link. Application submissions are free of charge.
- Students who apply for the Medical Assisting Diploma program will be added to the Associate in General Education - Medical Assisting track in order to take classes while completing program requirements.
- For questions on completing an application, contact Eagle's One Stop at 704-991-0123.

Step 2: Transcripts _____ (date completed)

- Submit to the Admissions Office an official high school transcript and official post-secondary transcripts for all institutions attended. Applicants that obtained a GED/Adult High School diploma must submit an official GED/AHS transcript and a high school transcript even if you did not complete high school.
- For questions related to transfer credit call the records department at 704-991-0212.

Step 3: Prove college readiness. Be eligible to enroll in ENG-111 & MAT-143 without a corequisite -OR- successful completion of the gateway ENG and/or Math requirements of the program.

- Be eligible to enroll in ENG 111 and MAT 143 WITHOUT a co-requisite. The following links explain RISE (reinforce instruction for student excellence) <https://www.stanly.edu/academic-planning/resources-course-placement.html> and provide a complete list of eligible placement tests https://www.stanly.edu/resources/docs/placement_testing_guide.pdf.
- If you have questions regarding your eligibility to enroll in ENG 111 and MAT 110, please contact your success coach:

AGE-Medical Assisting Success Coach:

Leah Reddick

Email: lreddick5454@scc.stanly.edu

Phone: 704-991-0223

Step 4: Maintain GPA (ongoing)

- For the applicant that has completed any college level courses taken with SCC prior to admission into the MA program, a minimum cumulative GPA of 2.0 is required.

Requirements 1, 3, and 4 must be completed no later than August 1st to be considered for acceptance into the Medical Assisting Diploma program.

After conditional acceptance is granted by the admissions office, applicants must provide successful completion of the following:

Step 5: Submit a **SCC medical form** *after acceptance into the program*. The medical form must be completed by a physician, physician's assistant, or a nurse practitioner by the date given in the conditionally accepted letter.

Step 6: Submit proof of current **American Heart Association BLS Healthcare Provider CPR & AED training**. Current CPR certification is required throughout the student's attendance in the MA program.

Step 7: Attend orientation. Information will be emailed by Admissions after conditional acceptance into the program.

ACCEPTANCE PROCEDURE:

The Medical Assisting program accepts a maximum of 30 students for entry each fall semester. Applicants are conditionally accepted based upon their completion of steps 1, 3, and 4 of the admission requirements. The applicants will be ranked in order by the date applied and by their completion of the requirements. ***The first 30 applicants who complete steps 1, 3, and 4 before August 1st of the year they wish to enter the program will have an acceptance into the Medical Assisting program pending completion of steps 2, 5, 6 and 7.*** Applicants who apply to the Medical Assisting program after the 30 seats are filled will be placed on an alternate list after completing admission requirements 1, 3, and 4. If any of the applicants who have been accepted to the program should forfeit their acceptance, those applicants on the alternate list will be contacted in the order in which their names appear on the list and will be given an opportunity to enroll. If an applicant whose name appears on the alternate list is not afforded an opportunity to begin classes during the year in which he or she has made application, that applicant will need to submit another application for admission to the year following if he or she wishes to be considered for admission in the subsequent year. (Admission requirements may change from year to year for selected programs.) Any applicant who forfeits his or her acceptance will not be guaranteed acceptance in any subsequent year. The applicant must reapply if he or she wishes to be considered for acceptance at a later date.

BACKGROUND CHECKS/DRUG SCREENING:

Applicants accepted for admission to health services programs at Stanly Community College are required to complete a criminal background check, drug screening, and possibly a fingerprint check after notification of acceptance and prior to participation in onsite clinical practicum training which is unpaid. Based on the results of the checks, hospitals or clinical affiliates, where the student will participate in on-site training, may deny access to their facility, resulting in the student's inability to complete the clinical portion of training. **Students unable to complete the clinical practicum of his or her training will be unable to progress in the program.** Students are responsible for paying all costs associated with this requirement. Clinical affiliates require all students that participate in clinical activities and patient care at their facility have a criminal record check prior to clinical rotations. This mandate is a recommendation from the Joint Commission on Accreditation of Healthcare Organizations. [Student Screening Requirements Policy](#) . Students are responsible for paying all costs associated with this requirement. The cost for this total is approximately \$112.00.

WITHDRAWING FROM MED CLASSES:

Instructors will enforce the SCC withdrawal policy if a student (1) requests withdrawal, (2) has two consecutive weeks of absences, regardless of contact, or (3) is not meeting the requirements of the course. The student may withdraw or drop the course by the date as published in the Academic Calendar for each semester. Students will be assigned a W (Withdrawn) by the Records and Registration Office.

READMISSION:

For students who have been previously admitted to the Medical Assisting Program but did not complete the program. (This procedure applies also to applicants transferring from other Medical Assisting Programs to SCCs Program.)

1. Students desiring re-entry status for the Medical Assisting program must apply for Admission to the Admissions Office and satisfy all current admission requirements for the program. The application for admission must be received in Stanly Community Colleges Admissions Office at least ninety days prior to the semester in which the student is seeking readmission.
2. Only those students whose cumulative GPA is 2.0 or higher at the time of re-entry to the Medical Assisting Program will be considered for re-entry. When applying for re-entry status, students who previously completed at least one full term in the Medical Assisting Program must apply to the same term in which they withdrew. In order to be accepted for re-entry, the applicant must successfully complete a competency exam administered by the Medical Assisting Program Director. This competency exam will test the applicant's knowledge of material covered in all MED classes that were successfully completed up to the point of withdrawal. Applicants will be given one opportunity to complete the competency exam successfully. All testing and competencies should be completed prior to curriculum registration for an applicable semester in which he or she desires re-entry status.

3. In addition to successful completion of the competency exam there must be space available in the program before the applicant will be granted re-entry. (Courses MED 140, MED 150, MED 240, may be competency tested only if the applicant reenters the Medical Assisting Program within one year after withdrawing from it; otherwise, they must be retaken). In the event that more than one applicant is seeking re-admission for the same term, acceptance will be awarded in the order in which the applications for admission are received in the SCC Admissions Office.
4. If after successfully completing the competency exam an applicant is denied re-entry due to lack of space in the program, that applicant will have an opportunity to apply for re-try to the same term of the following year. The applicant will again be required to complete a competency exam successfully before being readmitted to the program. If an applicant for readmission does not successfully complete one or more competency exams, he or she may start at the beginning of the Medical Assisting Program.

DEFINE THE ADMISSION COHORT:

Stanly Community College defines the admission cohort by the Trigger Course. Which is MED 272 Drug Therapy, it is taught in (Aug) fall of the 1st semester. MED 272 Drug Therapy is the first course in the medical assisting program curriculum in which students are taught, and achievement is measured on any psychomotor and /or affective competencies within the MEAERB core curriculum. The formal admission cohort will be the group of students who have successfully completed the trigger course. The Medical Assisting Program at Stanly only has one admission cohort in August / Fall Semester each year. The Medical Assisting Program accepts 30 students per cohort each year.

CRITERIA FOR PROGRESSION

1. For the student to progress in the Medical Assisting program, a grade of “C” or higher must be achieved in all courses with a prefix MED or BIO. Students earning less than a “C” in such a course will be automatically withdrawn from the Medical Assisting program.
2. For the student to progress, he/she must process and be able to demonstrate the necessary skills (competencies) within the Medical Assisting program with a grade of 78 or above within three attempts. Students must pass 100% of the psychomotor and affective competencies in order to progress within the program.

PROGRAM INFORMATION

A. Program Length:

The Medical Assistant program consists of three or five semesters of study. At the end of three semesters, students who satisfactorily complete all criteria will be awarded a Diploma in Medical Assisting. Completion of five semesters earns you an Associate Degree in Applied Science Medical Assisting.

B. Program Description:

First Semester

The first semester of study consists of supportive courses, medical terminology, administrative procedures, an introduction to computers, and the legal responsibilities of a medical assistant.

Second Semester

The second semester is a continuation of administrative procedures, including insurance and coding. There is also a concentration on clinical and laboratory courses.

Third Semester (Summer)

The summer semester is an application of administrative skills, including computer usage and interpersonal skills, laboratory and clinical procedures. The Practicum will consist of four-five days a week as a team member on a physician's staff in a private office, clinic and/or health related area. You will perform administrative duties, patient care and laboratory testing under appropriate supervision of the doctor, RN or trained medical assistant. The externship prepares the student for work in a variety of health care settings. After completion of this semester, students may exit the program and receive a diploma in Medical Assisting.

Fourth Semester

The fourth semester consists of Med Assisting Overview, Drug Therapy and supportive courses.

Fifth Semester

During the fifth semester, supportive courses will be taught. At the completion of this semester, students will receive an associate degree in Medical Assisting.

For further information refer to the Medical Assisting program description and "Course Sequence" on the SCC Medical Assisting program web site by following the link [here](#).

ACADEMIC CREDIT

The Medical Assisting Program at Stanly Community College only offers academic credit. N/A

MEDICAL ASSISTING TESTING POLICY:

If a student fails to notify the instructor prior to a scheduled exam, a zero will be given for that exam.

Students should notify the instructor prior to the start of class and arrange to take a missed exam. Anyone missing an announced or scheduled test that has given proper prior notice may be penalized 10 points when taking the make-up test.

Students need to be on time for scheduled exams. Students who do not arrive on time and are considered tardy (within 15 minutes of the scheduled class start time) will not be given any additional time to complete exams. Students who arrive more than 15 minutes after the start time of the exam will not be allowed to take the exam and a zero will be given for that grade. Extenuating circumstances will be evaluated by the instructor.

Examinations will be done independently. Students will neither overtly or covertly solicit information from any other student or alternate source nor give information to any other student during examination period. Students witnessing such activity are required to bring it to the attention of the examination proctor. Failure to abide by this policy will result in a zero on the examination during which the incident occurred and may result in a citation for unprofessional conduct and/or dismissal from the college.

GRADING POLICY:(COGNITIVE)

The following percentage system for letter grade assignments will be utilized in the reporting of all MED courses:

A	=	93-100	=	Excellent
B	=	85-92	=	Good
C	=	78-84	=	Average
F	=	0-77	=	Failure

NOT PASSING IN MED COURSES

- Specific grade compilation will be explained in the syllabi provided at the beginning of each semester.
- You are encouraged to meet with the instructor of the course should you receive a grade you consider to be unjustified.
- **Students must make a score of 78 or above in all MED classes to progress on in the Medical Assisting Program.**

GRADING POLICY:(PSYCHOMOTOR & AFFECTIVE)

Medical assisting students must obtain a passing score of 100% satisfaction on 100% of all the psychomotor and affective domain objectives (competencies) in all medical assisting program courses to progress. Students will be allowed three attempts to successfully pass a psychomotor or affective competency. A grade of pass or fail is only given.

CLASS ATTENDANCE POLICY:

1. Students are expected to attend class. **Students whose absences exceed 2 weeks (in a 16-week course) of the classes in any MED course will be dropped from that course immediately and from the program at the end of that semester.** All students are expected to be on time for class and to remain for the entire session scheduled. Instructors will not be responsible for missed classes or lost materials by students. ***It is the student's responsibility to seek additional help as needed. Any student arriving to class, lab, or clinical more than 15 minutes late and/ or leaving more than 10 minutes early will result in an absence for that day. Any missed class, clinical, lab, or competences are to be scheduled and made up at the discretion of the instructor.*** Any student who is absent for a consecutive and prolonged period regardless of contact with the instructor will be withdrawn from the course.
2. If the Medical Assisting faculty believes a student's physical or mental health is interfering with the student's academic and/or clinical performance, the faculty may require the student to submit a written statement from an appropriate health care provider (i.e. physician, psychiatrist, psychologist) indicating that the student is physically and/or mentally capable of continued participation in the classroom and/or clinical settings. Upon consultation with the Dean of Health and Public Services, and review of the written statement from the health care provider, the Dean of Students will determine if the student may continue in the Medical Assisting program. The Dean of Students will notify the students in writing of the decision.
3. In the event that a student's behavior is not consistent with sound Medical Assisting practices and/or safety essential to Medical Assisting, the Medical Assisting instructors and/or the Dean of Health and Public Services has the authority to remove the student immediately. Students removed will be referred to the Dean of Students for further investigation and/or possible dismissal from the Medical Assisting program.
4. Students should be aware that clinical affiliates require that students submit an acceptable criminal record check and/or drug screening prior to participation in a clinical component at that site. Students are responsible for paying any costs associated with meeting this clinical site requirement. Progress toward graduation may be jeopardized by any inability to complete the clinical portion of the Medical Assisting program.
5. Withdrawal Policy: You must maintain a minimum Grade Point Average (GPA) of 2.0 to be considered progressing satisfactorily toward graduation. If your GPA falls below 2.0, you will be placed on academic probation. Failure to meet the minimum GPA during the probation term will result in withdrawal from the program. In all instances, students will be provided with individual counseling and assistance. Students must perform satisfactorily in the clinical area and must maintain a satisfactory rating during the externship program to graduate.

CRITERIA FOR GRADUATION

1. Successfully pass all course requirements in major with an overall major grade point average of 2.00 or higher.
2. Complete an [application for graduation](#) when registering for your last class.
3. Pay a graduation fee at the time of registration for the last semester of enrollment.
4. Earn at least one-fourth of the credits required for a degree, diploma, or certificate from Stanly Community College.
5. Fulfill all financial obligations to the College.
6. Graduation exercises are held on the dates published in the Academic Calendar. During graduation exercise candidates must be dressed in proper academic attire as determined by the President of the College.

ACCIDENT INSURANCE: Every SCC student is covered by accident insurance through payment of fees each semester. The insurance provides coverage for accidental bodily injuries received while on campus during those hours that classes are in session and while taking part in a school activity. Students should contact the business office for information concerning this coverage.

MEDICAL MALPRACTICE INSURANCE: Every student in the Diploma Program will have to pay Malpractice Insurance in spring and summer semester. This insurance provides cover for you in MED 272, MED 150, MED 140, and MED 260.

COMPUTER (TECHNICAL) REQUIREMENTS: Students will need and be able to use an Internet-connected computer (preferably high-speed, broadband) equipped with either Google Chrome or Mozilla Firefox internet browsers, speaker/headphones, software that can display flash-based videos (such as QuickTime), Adobe Reader to view PDF documents, and word-processing software with Microsoft Word and PowerPoint. Computer-generated written documents should be saved as Word (not Works), Rich Text Format (rtf) or PDF documents for submission as applicable.

CONSENT TO RELEASE INFORMATION: The Health Insurance Portability and Accountability Act (HIPPA) is a law passed by Congress that is a detailed set of regulations created and enforced by the Federal Department of Health and Human Services. HIPPA gives patients a series of rights for their health information. The student will consent to the release of a copy of their immunizations record, TB skin test results, and CPR card to the clinical affiliates when requested. Students will also allow for verification of their social security number for identification purposes and release of criminal record check and drug screening results to clinical affiliates when requested.

EARLY ALERT STATEMENT/ DROP OUT DETECTIVE: SCC wants all students to succeed. If at any point during the semester you miss assignments, fail to attend/participate in the course, or have academic issues, you may receive what is called an Early Alert message by email or phone from one of SCC's academic coaches. The instructor as an avenue to provide assistance to the student submits an Early Alert. Please respond to these messages so the coach can assist you in getting back on track.

F. TRANSFER CREDIT, ADVANCE PLACEMENT, EXPERIENTIAL LEARNING CREDIT, DISTANCE EDUCATION, HYBRID PROGRAMS AND ARTICULATION AGREEMENTS:

The Medical Assisting Program will not accept credit that is awarded for courses/classes taken at a non-accredited school and/or MA Program. The Medical Assisting Program does not accept Advance Placement or Experiential Learning Credit. The Medical Assisting Program does not accept or provide distance education. The Medical Assisting Program is taught through Hybrid delivery methods. The Medical Assisting Program does not teach and assess via distance education any of the psychomotor competencies found in the following content areas, “Anatomy, Physiology, & Pharmacology, “Infection Control,” and “Protective Practices,” via distance education of the MAERB Core Curriculum do not submit any specialized materials for accreditation. The Medical Assisting Program does not have or accept articulation agreements.

APPRENTICESHIP WITH CAAHEP-ACCREDITED PROGRAMS:

Stanly Community College does not have the option of an apprenticeship component to CAAHEP-accredited program. N/A

CONSORTIUM SPONSOR:

Stanly Community College does not have a consortium sponsor. N/A

G. MEDICAL ASSISTING FACULTY

PROGRAM DIRECTOR:

The Program Director plans, implements, evaluates and coordinates clinical/externship and classroom activities for Medical Assisting students. They will teach classroom sessions, evaluate student progress, develop instructional plans, and advise students. It will be their responsibility for creating, administering, grading and maintaining records for exams, projects, activities and reports for evaluation of students in each course along with supervising and evaluating the student’s performance in lab and clinical/externship situations.

Other related duties include:

- Administration, organization, supervision of the program
- Continuous quality review and improvement of the program; and Academic oversight, including curriculum planning and development, and outcomes.
- Coordinating recruitment and admission efforts.
- Advising students on a semester basis in relation to academic progress.
- Coordinate each semester’s schedule with other divisions of instruction.
- Supervising program faculty.
- Establishing and maintaining a system of records as required by AAMA for accreditation.

- Participating in professional organizations, attending conferences and workshops as appropriate and maintaining professional contacts with others in similar instructional areas.
- Maintaining effective relationships with all office and community agencies concerning activities of both faculty and students functioning in clinical areas.

Qualifications: the program director must:

- 1) Be an employee of the sponsoring institution.
- 2) Possess a minimum of an associate degree.
- 3) Be credentialed in good standing in medical assisting, by an organization whose credentialing exam is accredited by the National Commission for Certifying Agencies (NCCA), American National Standards Institute (ANSI) or under International Organization for Standardization (ISO).
- 4) Have medical or allied health education or training.
- 5) Have experience related to the profession of medical assisting; and 6) Have documented education in instructional methodology.

FACULTY INSTRUCTOR:

The faculty instructor implements and evaluates clinical/externship activities for Medical Assisting students. They will teach classroom sessions, evaluate student progress, develop instructional plans, and advise students. It will be their responsibility for creating, administering, grading and maintaining records for exams, projects, activities and reports for evaluation of students in each course along with supervising and evaluating the student's performance in lab and clinical situations. For all didactic, laboratory, and clinical instruction to which a student is assigned, there must be a qualified individual(s) clearly designated by the program to provide instruction, supervision, and timely assessments of the student's progress in meeting program requirements:

Other related duties include:

- Advising students on a semester basis in relation to academic progress.
- Participating in professional organizations, attending conferences and workshops as appropriate and maintaining professional contacts with others in similar instructional areas.
- Maintaining effective relationships with all office and community agencies concerning activities of both faculty and students functioning in clinical areas.

Qualifications:

Faculty/instructional staff must be effective in teaching and knowledgeable in the MAERB Core Curriculum content included in their assigned teaching as documented by education or experience in the designated content area and have documented education in instructional methodology.

PRACTICUM COORDINATORS:

The Practicum Coordinators Plan, implement, evaluate, coordinate practicum schedules, and educate clinical sites. Oversee

clinical faculty, evaluate student progress, advise students related to clinical progress, maintain immunization records, evaluate clinical activities; supervises and evaluates Medical Assisting students in clinical activities. Maintain a healthy rapport with clinical agencies. Participate in curriculum implementation and program evaluation.

Other related duties include:

- Supervise and evaluate student performance in clinical situations, attend annual advisory committee meetings
- Collaborate with clinical affiliates to plan, implement, and evaluate student clinical experiences.
- Develop clinical schedules, coordinate with clinical faculty.
- Maintain ongoing communication with program's Medical Director
- Perform other related duties incidental to the work described herein.
- Maintains records for all site clinical training, including computerized documentation and online orientations.
- Grade projects or activities related to the clinical setting for evaluation of students in each course.
- Conduct student conferences on a semester basis in relation to progress in clinical activities.
- Manages any clinical probation situation.
- Act as a liaison between students, adjunct clinical faculty, and clinical agency representatives.
- Assures malpractice is paid by all students and all required immunizations are complete and up to date by requirements of the Medical Assisting Program.
- Provides the Director of Medical Assisting with justifications for clinical faculty.
- Assists with drug screening and criminal background checks under the direction of Director of Medical Assisting Program.
- Assist in ongoing and revised training of staff at all contracted clinical sites.
- Counsel/advise students on a mid-semester and end-semester basis in relation to academic progress.
- Participate in the evaluation of and acquisition of instructional materials, audio-visual aids, support, and equipment needs.
- Participate in the revision process as needed for course(s) or curriculums in field or related areas.
- Participate in professional organizations, attend conferences and workshops as appropriate, and maintain professional contacts with instructors in similar instructional areas on other campuses.
- Participate in student recruitment and retention for the Medical Assisting program.
- Serve on a variety of campus committees and participate in campus activities.
- Establish community relations and make arrangements for guest speakers, field trips, etc.

- Participate in registration and pre-registration activities and as needed at SCC.
- Assist students with career opportunities in conjunction with Student Services.
- Determine budget needs for equipment, supplies and travel needs for program and recommend purchases when appropriate.
- Serve as academic advisor for Medical Assisting students

Additional Responsibilities: The Practicum Coordinator must:

- 1) Select and approve appropriate practicum sites
- 2) Provide orientation for the on-site supervisors and Coordinate practicum education
- 3) Provide oversight of the practicum experience
- 4) Ensure appropriate and sufficient evaluation of student's achievement
- 5) Ensure documentation of the evaluation and progression of practicum performance.
- 6) Ensure orientation to the program's requirements of the personnel who supervise or instruct students at practicum sites; Coordinate the assignment of students to practicum sites.

Qualifications: The Practicum Coordinator must be:

- 1) Process knowledge of the MAERB Core Curriculum
- 2) Effective in evaluating student learning and performance
- 3) Possess knowledge about the program's evaluation of student learning and performance; and ensure appropriate and sufficient evaluation of student achievement in the practicum experience

MEDICAL DIRECTOR:

The program's medical director is a licensed practitioner in North Carolina. Their program responsibilities include serving on the Medical Assisting Advisory Board, reviewing and evaluating the entire program and accreditation issues, outcomes, serving as a liaison to other physicians and staff members, providing lectures as needed, and evaluating course syllabi.

MEDICAL ASSISTING CURRICULUM

FIRST YEAR (Diploma)

FIRST SEMESTER

			<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Credit</u>
ACA	111	College Student Success	1	0	0	1
MED	110	Orientation to Medical Assisting (1 st 8 wks.)	1	0	0	1
BIO	163	Basic Anatomy & Physiology	4	2	0	5
MED	118	Medical Law and Ethics	2	0	0	2
MED	121& 122	Medical Terminology I, II	6	0	0	6
MED	130	Administrative Procedures I	1	2	0	2
MED	272	Drug Therapy	3	0	0	3

SECOND SEMESTER

ENG	111	Writing and Inquiry	3	0	0	3
MED	131	Administrative Procedures II	1	2	0	2
MED	140	Exam Room Procedures I	3	4	0	5
MED	150	Laboratory Procedures I	3	4	0	5
MED	240	Exam Room Procedures II	3	4	0	5
PSY	150	General Psychology	3	0	0	3

THIRD SEMESTER

MED	260	MED Clinical Practicum	0	0	15	5
-----	-----	------------------------	---	---	----	---

Total Semester Hours – Diploma 48

SECOND YEAR (AAS) – (OPTION)

FOURTH SEMESTER

MED	264	Med Assisting Overview	2	0	0	2
		Or				
MED	232	Medical Insurance Billing & Coding	1	3	0	2
MED	270	Symptomatology	2	2	0	3
BUS	137	Principles of Management	3	0	0	3

FIFTH SEMESTER

MAT	110	Mathematical Measurements and Literacy	3	0	0	3
ENG	112	Writing and Research in the Disciplines	3	0	0	3
		OR				
ENG	114	Professional Research & Reporting				
HUM		Elective	3	0	0	3

Total Semester Hours – AAS 65

SPECIAL SERVICES

A. ADA SERVICES/ DISABILITIES SERVICES:

If you have a disability that may affect your academic performance and are seeking accommodation, it is your responsibility to inform the Disability Services office (a part of the Counseling & Special Services office). If you have any questions concerning accommodation and services, please see the information below on the appropriate counselor to contact. You may visit the Disability Services webpage or the Disability Services section of the college catalog to learn more about accommodation and special services. It is important to request accommodation early enough to give the Counseling & Special Services office adequate time to consider your request and recommend reasonable accommodation. Students are encouraged to initiate the request process 30 days prior to the beginning of a semester or class. Accommodation is not retroactive and only becomes active after all required documents are submitted. Instructors will provide necessary accommodation based solely on the recommendations of the Disability Services office. [ADA/ Disability Services](#)

Linda DeJoseph, Director of Counseling & Special Services

Office: Crutchfield Education Center (Locust), Room 104

Phone: 704-991-0238

Email: ldejoseph8285@stanly.edu

Calendly appointment link: <https://calendly.com/ldejoseph8285>

Debi Tucker, Counselor

Office: Snyder Building (Albemarle), Room 220

Phone: 704-991-0189

Email: dtucker1837@stanly.edu

B. COUNSELING:

There is a counselor for each campus who is available any time a problem arises which could affect your studies. These problems include academic, personal, or financial concerns. All conferences are confidential. You will also be assigned a faculty advisor who is available to help with any academic problems which may arise.

ACADEMIC PROBATION:

Student learning and success are at the core of Stanly Community College's (SCC) mission. Students who maintain a 2.00 cumulative Grade Point Average (GPA) are classified as making satisfactory academic progress. If a student's cumulative GPA falls below a 2.00 at the end of a semester, the student will be placed on academic probation. During academic probation, a student is expected to achieve a minimum GPA of 2.00 each semester until he/she returns to a cumulative GPA of 2.00 or above. In order to promote student success and the improvement of a student's GPA, course loads will be limited based on the student's current cumulative GPA. Some SCC programs may have more rigorous academic progress criteria. It is the student's responsibility to be aware of and meet all requirements related to satisfactory academic progress and/or academic probation. [Academic Probation](#)

Students on academic probation should follow the steps below to select courses for registration:

Contact their assigned counselor as well as their success coach to plan for their upcoming semester. You will be asked to fill out a self-assessment and academic probation agreement with your counselor. This will allow you to collaborate with your counselor to make a plan so they can offer an additional layer of support while you are on academic probation.

The following registration guidelines will be applied during the meeting with your success coach:

Current Cumulative GPA

0.00 – 0.99 can register for 1 course or a max of 4 credit hours

Current Cumulative GPA

1.00 – 1.50 can register for 2 courses or a max of 6 credit hours

Current Cumulative GPA

1.51 – 1.99 can register for 3 courses or a max of 9 credit hours

*This is a recommendation and the process for registration is individualized based on student circumstances.

*Seated courses are preferred for students below 1.5 GPA. If this is not possible, credit hours may need to be reduced to compensate for the increased course load. When your cumulative grade point average reaches a 2.00, you will no longer be on academic probation. All holds related to academic probation will be removed at that time.

Keep in mind: If you fail to meet with your coach and counselor, your registration will be held, and you will not be allowed to register until the hold is removed. To avoid this situation, please make an appointment to see your advisor and contact your coach as soon as possible. Also, if you have already registered for courses for the upcoming semester before grades are submitted for satisfactory academic progress, your schedule will not be changed at this time. However, you will be restricted the next time you register for classes unless you have achieved a cumulative grade point average of 2.00 or above.

Linda DeJoseph, Director of Counseling & Special Services

Office: Crutchfield Education Center (Locust), Room 104

Phone: 704-991-0238

Email: ldejoseph8285@stanly.edu

Calendly appointment link: <https://calendly.com/ldejoseph8285>

DISTANCE COUNSELING

Stanly Community College as partnered with McLaughlin Young's MyGroup to offer the Student Assistance Program for enrolled students. This program provides free, confidential online and telephonic support through a variety of services including counseling, legal support, financial consultation, and online resources. Students have access 24/7 to clinicians that can assist with academic or personal concerns as well as Work-Life services. [Distance Counseling](#)

Students may access these services 24/7, 365 days a year, by calling 800-633-3353.

C. LEARNING RESOURCES CENTER:

The library located in the Snyder Building on the Albemarle campus and on the first floor at the Crutchfield campus consists mainly of books and periodicals housed in open stacks arranged by the Library of Congress Classification System. The library is closed on Saturdays and Sundays and during school holidays but remains open between semesters. The library hours are: Monday - Thursday: 8:00 am - 9:00 pm - Friday: 7:45 am -4:00pm.

Professional staff are available to assist in locating materials and providing information. Books may be checked out for a two-week period and renewed for an additional two weeks if desired. Reference and reserve books are to be used in the library only, unless permission is granted for overnight use. You may not check out more than six books during any given period. Interlibrary loans are also arranged for students wishing to borrow materials not held by our library. Contact the College if you have any library-related questions.

- For assistance and questions by phone: 704-991-0259 or 704-991-0261
- For assistance and questions by email: library@stanly.edu
- For assistance and questions by text message: 704-991-0261 or 704-991-0292 [Library Information](#)

D. TUTORING:

Free tutorial services are available to supplement classroom instruction to those students' needing assistance. Tutoring is provided by Stanly Community College students, on an arranged basis, through the Academic Support Center. Don't wait until the last minute; take action by requesting tutorial services at the earliest sign of academic difficulty. The Medical Assisting Program has full-time faculty that has one day per week for tutoring specific to the Medical Assisting Programs. Please contact Mrs. Herring or Mrs. McCoy [Tutoring/Academic Support Center](#)

E. FINANCIAL AID:

The Financial Aid Office is located in Student Development on the first floor of the Patterson Building at the Albemarle campus, room 105. The office hours are M – TH from 8:00 a.m. – 5:00 p.m. Friday 8:00 a.m. – 1:00 p.m. Email: financialaid@stanly.edu , . Contact our Financial Aid Coordinator at 704 991-0302 for further information and application forms.

There are three basic types of financial aid available to SCC students: Grants and Scholarships, loans, and part-time employment (work-study). We encourage every student to apply for financial aid. [Financial Aid](#)

F. BOOKSTORE:

The College Bookstore is located in the Webb Student Center. The entrance is outside the cafeteria and maintains the following operating hours: Monday – Thursday: 8:30 a.m. - 5:00 p.m. Friday: 8:30 a.m. – 3:00 p.m.

(The Bookstore is open during registration hours and specific extended hours the week after.) Textbooks can be sent to the Crutchfield campus per student request. [Stanly Community College online Bookstore](#)

It is the student's responsibility to obtain the required textbooks and supplies prior to the first meeting of class. Booklists are located in Bookstore during registration and online through the online bookstore at www.stanly.edu . Contact ext. 351 if you have any questions regarding books and/or supplies.

G. STUDENT GOVERNMENT:

The Student Government Association is composed of all curriculum students who are enrolled at Stanly Community College. Members are encouraged to be active participants in student affairs and to voice opinions and thoughts through their representatives. All extra-curricular activities are coordinated through the Student Government Association and the Office of Student Development. During the spring term the president is elected. Then in the fall term the student body selects all other Student Government Association executive officers and technical and vocational senators in a campus-wide election. One representative is also elected from each campus club. An administrative advisor and faculty advisor serve to assist the Student Government Association with their activities. The Student Government Association sponsors activities that enhance student campus life. Students are involved in school affairs, with active participation on various advisory and standing committees. Organizational dues are included in "total" tuition fees.

H. SEMESTER CONFERENCES:

The student and advisor will meet mid-term and end-of-term each semester to review the academic standing of the student. The student and/or advisor may also confidentially exchange concerns that may be influencing the student's performance. An "open-door" policy remains in effect for emergency situations. Referrals may be recommended at any time. Anytime a student is not progressing or passing a course the instructor will use the early alert system to let the Program Director, Instructor and Success Coach aware.

I. STUDENT DISCIPLINE/ CODE OF CONDUCT AND GRIEVANCE PROCEDURES:

Students causing minor infractions of the rules and regulations in the classroom will be disciplined by the instructor in charge since the instructor has authority in defining proper classroom decorum.

Other violations of conduct or regulations will refer to the Dean of Students. Some types of misconduct, which are subject to disciplinary action, are cheating, plagiarism, theft, damage to college property or disruption of the educational process.

Differences in viewpoints are natural and essential for continuing growth and development as individuals. Unresolved differences, which affect students, may be classified as a grievance if the individuals involved cannot reach agreement. Grievances of students will be handled by the Dean of Students. [Student Grievance Policy](#), [Student Code of Conduct Policy](#)

LATE ON-LINE INTERACTIVE INSTRUCTION: Late work is not accepted. Notify the course instructor of questions or concerns prior to the assigned due date. Due to the hybrid nature of our courses, being absent from class does not excuse you from the responsibility of completing work on time. You should notify your instructor immediately of any extenuating circumstances that prevent you from submitting your work on time.

COLLEGE POLICIES: College policies are found on the SCC website at [Stanly Community College Online Catalog](#), [College Rules and Policy](#). These include, but are not limited to, all of the following: Student Code of Conduct; Class Attendance; Drop/Add Never Attended Withdrawal; Student Rights and Responsibilities; Computer and Network User; Software Copyright; Weather Notification; Inclement Weather; Electronic Signature; Email Use; Grade Appeal; Grade Change; Incomplete Grade Policy; Student Grievance; Religious Observance; Online Student Access to Counseling Services; Online Student Access to Financial Aid Services; Online Student Access to Library and Learning Resource Center Services; Procedures for Online Students in Filing Complaints; and Technical Assistance for Online Curriculum Students and Faculty. Refer to Medical Assisting Handbook for Policies and Procedures regarding specific classes and program of study.

J. STUDENTS' RIGHTS AND RESPONSIBILITIES:

“Students at SCC are considered to be mature adults who enter classes voluntarily. By entering classes, students take upon themselves certain responsibilities and obligations, which include an honest attempt at academic performance and social behavior consistent with the lawful purpose of the college. Students maintain all legal rights of citizenship while enrolled and are expected to remember that they are living in a democratic situation. The reputation of the college rests upon the shoulders of the students as well as on the staff and faculty and it is hoped that each student will maintain high standards of responsible citizenship. The campus and college will not be a place or refuge or sanctuary for illegal or irresponsible behavior. Students as well as all citizens are subject to civil authority on and off the campus. Common courtesy and cooperation may suffice for a long list of rules and regulations.”

Students should not represent themselves as a Medical Assisting student from SCC while they are functioning in roles outside of school and clinical assignments (i.e., visitors, employees). If the student is employed by a facility that serves as a clinical affiliate for the Medical Assisting program, the student should be aware that the nature of those responsibilities should not be related to their responsibilities as a student. The employment facility takes full responsibility for the student employee's actions while working for that institution. A student will NOT be allowed to do an externship in an office/facility in which they are employed.

K. STUDENT GRIEVANCE POLICY:

Please click [Student Grievance Policy](#) to view SCC's Student Grievance Policy.

L. MEDICAL ASSISTING CLUB:

The Medical Assisting Club of Stanly Community College has set forth objectives, which include the following:

1. Promote interest in the Medical Assisting field in students, faculty, and throughout the county.
2. Assist in the educational and emotional support of the students.
3. Participate in community projects.

The club meets on a monthly basis, usually the first Monday or Wednesday of the month. Projects are discussed, problems are sorted through, and any comments, suggestions or questions are analyzed and addressed. The dues are \$20.00 for active members (enrolled in and taking medical assisting core courses) and \$5.00 for affiliate members (students accepted in the medical assisting program but not taking core courses). Dues are payable in one or two installments and are due in full by September 15. The Medical Assisting club is an outlet for the students to socialize outside of class, discuss educational and personal feelings and develop camaraderie among all involved. The advisor(s) will be a medical assisting faculty member.

REGULATIONS AND GUIDELINES

A. CLASSROOMS AND FACILITIES:

Medical Assisting classes are held in assigned classrooms appropriate to the course and number of students. The Medical Assisting Program Director's office is in Room 216-D at the Crutchfield Education Center and the phone number is 704-991-0397. The Medical Assisting instructor's office is in Room 216-C at the Crutchfield Education Center and the phone number is 704-991-0130. You will be notified each semester during registration of the specific room assignments. The Medical Assisting laboratory/classroom is in Rooms 219/220 at the Crutchfield Education Center.

B. INSTRUCTIONAL METHODS:

The material will be presented in lecture/demonstration format. Audiovisual materials will be incorporated to enhance the classroom material where applicable/available. Guest lectures and field trips will be utilized whenever possible. Your Medical Assisting instructors encourage an informal, participatory atmosphere in the classroom and lab. In order to protect the rights of you, your classmates, and the instructors, the following rules will be observed:

1. Students are expected to arrive at class on time. Attendance requirements are stated in the course syllabi.
2. Smoking is not allowed. Eating is not allowed except in designated areas.
3. Intentional disruption of classroom procedure will not be permitted, and any offenders may be subject to dismissal from class.
4. Instructors will not be responsible for missed classes or lost materials.
5. Students are expected to complete assignments within the allotted time.
6. Students may NOT record lectures, test reviews, etc. without prior approval by the course instructor.
7. Students may NOT use the Internet during class for open access to other non-academic sites unrelated to courses.
8. Only students registered for a specific class are allowed to attend that class session.

C. Dress Code and Appearance: Any student not complying with the Medical Assisting Program's dress code will be dismissed from class, lab or clinical for the day and will be given an absence. Uniforms must be clean, wrinkle-free and appropriately covering skin to comply with OSHA safety guidelines. Long sleeve shirts (with no visible writing) may be worn under scrub tops. If a jacket is needed it must be white warm-up no longer than the waist. Shoes must be clean, closed back, all leather shoes with socks above the ankle. Student photo ID badge must be worn at the collar level and visible at all times. Hair must be clean, neatly groomed, appropriately styled. Long hair must be neatly pinned or pulled back above the collar. Hair should not fall forward when providing patient care or positioning a patient. Mustaches and beards must be neatly trimmed. Use cosmetics sparingly. Do NOT wear perfume, body sprays, aftershave, or heavy makeup. Any lotions must be scented free. Nails must be cut to just cover the fingertips and must be kept clean. No polish. No artificial nails for infection control reasons. A watch (second hand), wedding band, engagement ring, and medical alert bracelet are permitted. Small post earrings may be worn in pierced ears. No visible body piercings (other than ear) may be worn, tattoos should be covered. Stethoscopes and Blood Pressure cuffs are also a requirement of the uniform policy.

D. LABORATORY:

There is a great deal of expensive equipment in our labs. You will be learning how to utilize this equipment in the treatment of patients, including its care and maintenance. You are expected to always exercise care in the movement and use of this equipment. Please report a malfunction or any apparent damage immediately so repair can be initiated. Laboratory sessions will normally consist of a lecture/demonstration of a particular activity followed by the students breaking in pairs and practicing that particular skill. The student must then present a return demonstration to the instructor indicating skill proficiency. Laboratory practical will be given periodically throughout the semester, in which each student will demonstrate competence. There will be no eating, drinking, or smoking in the lab areas. Proper professional conduct is to be practiced at all times.

E. Inclement Weather:

The intent of the policy is to ensure the safety of Stanly Community College's students, faculty, staff, administrators and visitors during severe/hazardous weather. Stanly Community College defines severe/hazardous weather conditions as any weather condition that may endanger students, faculty, or staff while enroute to their classroom or workplace. Students, faculty, and staff are required to follow the guidelines of this institutional policy.

1. The President in consultation with the Vice-President for Administrative Services/CFO will determine the classification of days as either a College Closure Day or a College Late Opening Day. In the President's absence, the Vice-President for Administrative Services/CFO will confer with the Executive Vice-President for Educational Services.

PLAN A: COLLEGE CLOSED:

Under Plan A, all college services and operations are closed. Employees and students are expected to remain safe and not be on campus. SCC encourages all employees to use days designated as Plan A for non-work-related activities. Non-exempt employees who want to complete work activities remotely must have prior written authorization from the supervisor. Supervisors are encouraged to minimize work activities under Plan A. Non-exempt employees who complete work activities on a day designated as Plan A are not eligible for compensatory time for the time spent on those work activities. Exempt employees are also encouraged to minimize work activities but may work at their discretion. All hours for days designated Plan A will be recorded as administrative leave time.

PLAN B: COLLEGE REMOTE WORK:

Under Plan B, employees and students are expected to remain safe and not be on campus. Facilities may be closed in accordance with conditions. Non-exempt employees whose regular work activities require their presence on campus are encouraged to complete professional development activities as available and as approved by the supervisor. Exempt and non-exempt employees whose regular work activities can be performed remotely should either work remotely or request approval of annual leave. Merely remaining available for email or telecommunication but completing non-work-related activities is not considered remote work and should be documented as leave time.

PLAN C: COLLEGE LATE OPENING.

Under Plan C, college classes and services will open to the public on the schedule announced regarding college operations.

2. Announcements concerning college operations will be made as soon as possible and announced on all local broadcast stations for all classes. In addition, announced closings/delays will be posted on the College website, Facebook page, other applicable media, and on the switchboard. To receive email message alerts and direct phone messages, update your contact information in Campus Alerts, the SCC notification system.
3. If weather conditions become worse after an initial decision is made, the College will make an additional announcement as soon as possible.

4. Closing or delaying the day programs does not automatically close evening classes. Announcements will be made in the afternoon concerning the evening classes.
5. Students and employees should exercise personal judgment concerning roadway conditions regardless of college announcements.
6. Missed class work will be made up by rescheduling the class, extra assignments, individual conferences, extended class sessions, online assignments, or other alternatives as determined by the Vice President of Academic Affairs.
7. Stanly Early College and other Career and College Promise program schedules will follow the College's schedule for closure/delay. [Inclement Weather and Disruptive Conditions Policy](#)

F. DRUG/ALCOHOL POLICY

In compliance with the Federal Drug Free Workplace and Drug Free Schools and Campuses Regulations, Stanly Community College prohibits the unlawful use, possession, distribution, manufacture, or dispensation of any controlled substance or alcohol while on campus, facilities leased by the College, or at college-supported functions. Anyone violating this policy will be subject to disciplinary action under the SCC Code of Conduct and the laws of the state of North Carolina. [Drug Free Campus and Workplace Policy](#)

Any student whose behavior or appearance provides reasonable suspicion that the student is under the influence of alcohol or controlled substances may be required to submit to drug screening by a SCC Medical Assisting faculty member in consultation with the Dean of Health and Public Services, Vice-President of Instruction, Dean of Students, or the President of the College. Drug testing shall be at the **student's** expense. Clinical affiliates that provide clinical experience reserve the right to require testing in compliance with the drug and alcohol policies of the institution. A positive result determines that a student may not be able to participate in clinical activities of the program, and subsequently dismissal from the program. Failure to comply with request will result in dismissal from the program. Drug testing shall be at the student's expense.

G. CRIMINAL RECORD CHECK

Clinical affiliates require all students that participate in clinical activities and patient care at their facility have a criminal record check prior to clinical rotations. This mandate is a recommendation from the Joint Commission on Accreditation of Healthcare Organizations.

To fulfill contractual agreements with clinical affiliates, all Medical Assisting students are required to submit an official criminal record check prior to participating in clinical rotations. The Medical Assisting Program Head/Director will collect and forward all reports to all clinical affiliates. Then in turn, each clinical affiliate will make their decision about granting student clinical privileges on an individual-by-individual basis. Any allegations or charges of a misdemeanor(s) or felony(s) that occur after the criminal record check has been originally submitted must be reported to the Medical Assisting Program Head/Director. Each clinical affiliate has the right to deny students access for clinical rotations based upon criminal records. This denial would result in the student's inability to complete the clinical course for the Medical Assisting program and subsequently, the student would not be able to progress in the Medical Assisting program. [Student Screening Requirements Policy](#)

H. Confidentiality Statement

The student must maintain confidentiality regarding patients, medical records, and care provided during any clinical experience. The student is required to sign a confidentiality statement stating that he/she understands and will abide by the policy. Any break from this policy may result in dismissal from the program and possible prosecution. Confidentiality is a component of accountability and must be observed at all times. Discussions, written information, and medical record pictures concerning patients/clients must be limited to pre- and post- conferences and Medical Assisting theory classes. At no time shall a patient be discussed while at break, on the elevator, in the dining area, on campus, at home, or any other similar setting. Confidentiality cannot be over emphasized. Noncompliance is the cause for dismissal from the program.

I. Liability Insurance

Accident Insurance: Every SCC student is covered by accident insurance through payment of fees each semester. The insurance provides coverage for accidental bodily injuries received while on campus during those hours that classes are in session and while taking part in a school activity. Students should contact the business office for information concerning this coverage. [Liability Insurance](#)

II. MEDICAL MALPRACTICE INSURANCE: Every student in the Diploma Program will have to pay Malpractice Insurance in spring and summer semester. This insurance provides cover for you in MED 272, MED 150, MED 140, MED 240 and MED 260.

All students are required to purchase liability (malpractice) insurance at the beginning of spring semester of the first year. This fee will be collected with the spring semester tuition payment. This insurance is effective for twelve months from the date of payment. No student will be allowed to participate in clinical activities until the fee is paid in full.

J. CPR AND AED CERTIFICATION:

All students must be CPR American Heart Association BLS provider and AED certified and maintain this certification throughout the program. The endorsed by the American Heart Association is a requirement of the Medical Assisting Program. Failure to maintain certification may jeopardize the student's ability to participate in clinical activities. CPR and AED certification will be at the student's expense.

K. REQUIRED EXTERNSHIP TOOLS

Stethoscope, Ink Pens- black, Shocking Pink and/or black scrubs or approved scrubs by PD
Watch with a secondhand, SCC Photo ID badge, Proper footwear

L. VERBAL ORDERS

Medical Assisting students will not independently accept or carry out verbal orders from providers while in the externship setting. A clinical preceptor/supervisor **MUST** be present to take, confirm, and process verbal orders.

M. CLINICAL DOCUMENTATION

All required clinical documentation, and assignments must be completed each semester. Documentation of clinical assignments and clinical notebooks (*including clinical hours*) will be kept on file (*electronically*) for accreditation requirements for a (*two-year period*).

N. Policy Statement Policy on Safety and Infection Control The safety of all students, faculty, staff, patients and clinical personnel is of primary concern. Medical Assisting Students, Staff and Faculty must adhere to all established Stanly Community College safety policies and all Health Sciences safety policies. Didactic students must notify their course director as soon as possible of any exposure to bodily fluids or potentially serious infectious diseases. Clinical students must notify their clinical preceptor and the Practicum Clinical Coordinator as soon as possible of any exposure to bodily fluids or potentially serious infectious diseases. All faculty, staff and students will utilize Standard Precautions during all activities that present a risk of exposure to bodily fluids, potentially serious infectious diseases or chemical hazards. Failure to do so will be grounds for disciplinary action.

Procedures I. Standard Precautions Definition:

Standard precautions are the minimum safety and infection prevention practices that apply to all patient care, laboratory or technical skills training experiences in any setting where healthcare or healthcare training is delivered. These practices are designed to protect healthcare professionals, students, and faculty and prevent infections from spreading others. Students will be instructed in Standard Precautions in the Clinical Methods and Procedures course and again in clinical preparation meetings.

Standard Precautions include:

- Hand hygiene. Good hand hygiene is critical to reduce the risk of spreading infection. Current CDC guidelines recommend use of alcohol-based hand rub for hand hygiene except when hands are visibly soiled (e.g. dirt, blood, body fluids), or after caring for patients with known or suspected infectious diarrhea, in which cases soap and water should be used. Key situations where hand hygiene should be performed include:
 - Before touching a patient, even if gloves will be worn.
 - Before exiting the patient's care area after touching the patient or the patient's immediate environment.
 - After contact with blood, body fluids or excretions, or wound dressings.
 - Prior to performing an aseptic task (e.g. placing an IV, preparing an injection).
 - If hands will be moving from a contaminated-body site to a clean-body site during patient care.
 - After glove removal.
- **Use of personal protective equipment (PPE):**
 - Exam gloves will be worn when there is risk of contact with or when handling blood or body fluids or when there is a potential for contact with mucous membranes, non-intact skin or body orifice areas, or contaminated equipment.
 - Facial masks, protective eyewear and/or gowns (as well as gloves) will be worn when performing/assisting procedures with a risk of body fluid or other hazardous material splashes or sprays.

- **Safe injection practices:**
 - No recapping of needles unless required by the specific procedure being performed.
 - Use self-sheathing needles and/or needleless systems when available.
 - All needles and other disposable sharps will be placed in designated puncture resistant containers as soon as possible after their use.
- **Safe handling of potentially contaminated surfaces or equipment:**
 - Environmental cleaning: Areas in which patient care activities are performed will be routinely cleaned and disinfected at the conclusion of the activity as outlined by the laboratory course director/instructor.
 - Medical equipment safety. Reusable medical equipment must be cleaned and disinfected (or sterilized) according to the manufacturer's instructions. If the manufacturer does not provide guidelines for this process the device may not be suitable for multi-patient use.
- **Respiratory hygiene/Cough etiquette:**
 - Cover mouth/nose when coughing or sneezing.
 - Use and dispose of tissues.
 - Perform hand hygiene after hands have been in contact with respiratory secretions.
 - Consider using a mask to prevent aerosol spread. Consult with your clinical preceptor regarding specific clinical policy on when masks must be used.
 - Sit as far away from others as possible when ill with respiratory symptoms. Compliance with all safety practices is not just good procedure - it is a mark of your professionalism. Persistent failure to observe and practice Standard Precautions may result in adverse/disciplinary action for unprofessional behavior and referral to the Student Progress Committee.

II. Safety Training Students will be required to complete any clinical site-specific safety or security training requirements in preparation for supervised clinical practice rotations. All Medical Assisting Students will have training in MED 272 Drug Therapy and all full-time faculty and part-time faculty have training yearly

N. OCCUPATIONAL RISKS

Medical Assisting is a profession with many rewards, as practitioners can perform both administrative and clinical services, filling several roles in a variety of healthcare environments. The Bureau of Labor Statistics clearly outlines that it is a growth field, with an anticipated 18% growth from 2020 to 2030. Medical Assistants work directly with providers and patients, with the goal of providing healthcare and ensuring patient safety. It is a position with a great deal of responsibility.

As with any healthcare position, there are certain occupational risks that come into play with being a medical assistant, and those hazards include the following:

- Exposure to infectious diseases
- Sharps injuries
- Bloodborne pathogens and biological hazards
- Chemical and drug exposure
- Ergonomic hazards from lifting, sitting, and repetitive tasks
- Latex allergies
- Stress

At the same time, there are protections set up with the Occupational Safety and Health Act (OSHA), and those protections are particularly important within a healthcare environment. OSHA has a series of standards that protect the safety of healthcare workers and patients.

Accredited medical assisting programs are required to teach students about the hazards that they face on the job and the protocols that can be put into place to ensure a workplace culture that prioritizes safety.

INFECTIOUS DISEASE POLICY:

Because of the nature of the health care profession, students participating in lab practice and required clinical education experiences will find themselves at risk for exposure to infectious diseases. The risk cannot be completely eliminated; however, it can be minimized by education and the implementation of "Universal/Standard Precautions" on all occasions. Gloves and safety glasses, gowns, hand washing, and masks will be used at all times when appropriate. Because of the nature of the student/client relationship, the client must also be protected from a student caregiver who may transmit infectious diseases.

Students are encouraged to develop and practice health promoting behaviors, especially in the areas of hygiene drug use. To do otherwise is to present a negative image of good health to patient/client(s). Use of tobacco products is not permitted during campus or clinical activities. The college campus is a tobacco-free environment as are our clinical partners. [Standard Precautions](#) , [Transmission-Based Precautions](#)

EXPOSURE/POST-EXPOSURE CONTROL PLAN (ECP)

Purpose. The purpose of an Exposure Control Plan (ECP) is to significantly reduce, minimize and/or eliminate employee/student bloodborne pathogens exposures through emphasizing the control of exposures and the use of engineering controls to make a safer workplace. This Plan is prepared from the official Occupational Safety & Health Administration (OSHA) working model Exposure Control Plan published by OSHA and revised 2025 and is maintained by all faculty in the Medical Assisting Program

Exposure Control Plan Policy. Stanly Community College Medical Assisting Program is committed to providing a safe and healthful learning environment for our faculty and students. In pursuit of this endeavor, the following Exposure Control Plan (ECP) is provided to minimize occupational exposure to bloodborne pathogens (BBP) in accordance with OSHA standard 29 CFR 1910.1030 known as the Occupational Exposure to Bloodborne Pathogen (OSHA 3186-06R, 2003).

Program Administration (Classroom and Lab/Simulated Areas)

The faculty is responsible for the implementation of the ECP. The faculty maintains, reviews, and updates the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. The contact location is the address and phone number of this facility. Those faculty and students who are determined to have occupational exposure to blood or other potentially infectious material(s) (OPIM) must comply with the procedures and practices outlined in this Plan.

The Program Director will provide all the necessary personal protective equipment (PPE) and engineering controls, labels, and red bags as required by the standard. The faculty will ensure that adequate supplies of the a forementioned equipment are available in the appropriate sizes. Each Program Director will be responsible for ensuring that all medical actions required are performed and that appropriate OSHA health records are maintained.

The faculty is responsible for training, documenting training, and making the written ECP available to employees, students, OSHA, and NIOSH representatives.

DEFINITIONS

Bloodborne Pathogens: pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

Contaminated: the presence, or reasonably anticipated presence, of blood or other potentially infectious materials on an item or surface.

Contaminated Sharps: any contaminated object(s) that can penetrate the skin.

Engineering Controls: controls (e.g., sharps disposal containers) that isolate or remove the bloodborne pathogen hazard from the workplace.

Needleless Systems: a device that does not use needles for

- (1) The collection of bodily fluids or withdrawal of body fluids after initial venous or arterial access is established.
- (2) the administration of medication or fluids; or
- (3) any other procedure involving the potential for occupational exposure to bloodborne pathogens due to percutaneous injuries from contaminated sharps.

OCCUPATIONAL EXPOSURE:

Any reasonably-anticipated skin, eye, mucous membrane, or parental contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

SHARPS WITH ENGINEERED SHARPS INJURY PROTECTIONS:

A non-needle sharp or a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medications or other fluids, with a built-in safety feature or mechanism that effectively reduces the risk of an exposure incident.

OTHER POTENTIALLY INFECTIOUS MATERIALS:

- (1) The following fluids: semen, vaginal secretions, cerebrospinal fluid (CSF), synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.
- (2) An unfixed organ or tissue (other than intact skin) from a human.
- (3) HIV-containing cells or tissue cultures, organ cultures, and HIV- or HIV-containing culture medium or other solutions, blood, organs, or other tissues from experimental animals infected with HIV or HBV.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts, blouses) are not considered to be personal protective equipment.

REGULATED WASTE:

Contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

UNIVERSAL PRECAUTIONS:

An approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, or other bloodborne pathogens.

WORK PRACTICE CONTROLS:

Controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

FACULTY/STUDENT EXPOSURE DETERMINATION

a. Programs with Occupational Exposure:

The programs where faculty/students may have occupational exposure to infectious materials include all Health Science Programs.

b. Location of Procedures:

Most Health Science Programs perform invasive procedures and injections in Clinical facilities. Everyone is responsible for handling medical waste and contaminated laundry in the medical field area.

c. Exposure Identification:

The Health Sciences Division must provide training once a year on bloodborne pathogen standard topics, request HBV immunizations at student cost, and require PPE in the facility labs to protect faculty and students from potential exposure.

Categories of Workers at Risk:

Examples are:

High Exposure

Health Science faculty and students and all people potentially exposed to pathogens regularly.

Low Exposure

Dean, Instructional Assistant and other clerical staff with no usual contact with exposed blood products.

METHODS OF IMPLEMENTATION AND CONTROL

This facility practices Standard Precautions in its regular daily activities. The concept presumes that the blood and body fluids of all patients are potentially infected with HIV, HBV, HCV, and other bloodborne pathogens and utilization begins in the classroom. All faculty/students potentially exposed to infectious materials utilize Standard Precautions. Blood and body fluids, which are potential carriers of pathogens, include cerebrospinal, synovial, pleural, peritoneal, pericardial, amniotic, and vaginal and semen fluids, as well as feces, nasal secretions, sputum, sweat, tears, urine, saliva, breast milk, or wound drainage even when visible blood is not present.

A reasonable likelihood of occupational exposure may exist where these procedures are performed:

- Injections and immunizations
- Handling contaminated sharps
- Performing lab tests on infectious body fluids
- Invasive procedures
- Vaginal exams and procedures
- Starting IV's, spinal taps, phlebotomy
- Major and minor surgical procedures
- Cleaning up body fluid spills
- Dressing changes and wound care
- Handling contaminated laundry
- Direct care of clients with open sores or wounds
- Handling boxes or bags of infectious waste

ENGINEERING CONTROLS AND WORK PRACTICES

In areas where there is a risk of potential bloodborne exposure, efforts are made to prevent or minimize exposure to bloodborne pathogens. For example, this facility uses available safety syringes to reduce potential needle stick accidents, and no glass capillary tubes are used in the clinical laboratory to reduce cuts.

Other engineering controls include storage of hazardous chemicals away from the learning areas if not immediately needed and/or substitution of these hazardous chemicals with less-hazardous chemicals and materials.

Sharps disposal containers are inspected and maintained by faculty weekly and sealed and discarded when they fill up to the mark indicating 75 percent full.

Faculty addresses and corrects unsafe conditions. Faculty evaluate new procedures and new products for the safety of the faculty/students. If they are unsafe, we seek ways to maintain safety. To make the work environment safer, the faculty discussed how accidents, near-accidents and potential accidents could happen in their area and make changes toward higher safety levels. Faculty/students are invited to suggest new ways of making the learning environment safer and to participate in the correction.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is provided. Each department provides training in the use of the appropriate PPE for specific tasks or procedures. The types of PPE available to faculty/students include, but not limited to, handwashing, gloves, eye protection, gowns, needles, spills, contaminated laundry, and sharps containers. PPE is located in learning areas and may be obtained through the faculty/preceptors and/or supervisors.

All faculty/students 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 dirty linen hampers or isolation trash cans.
- 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.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- 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.
- Stanly Community College only uses Latex Free gloves, Mankins, supplies

HOUSEKEEPING AND INFECTIOUS WASTE DISPOSAL

a. Biohazard Waste:

Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded, and closed prior to removal to prevent spillage or protrusion of contents during handling. All those who dispose of regulated waste in a facility shall follow facility policy for disposal of biohazard waste.

b. Sharps:

Contaminated sharps are discarded immediately or as soon as possible in containers that are closeable, puncture resistant, leak proof on sides and bottoms, and labeled or color-coded appropriately. Sharps containers are located in areas where invasive procedures are performed.

c. Contaminated Instruments/Equipment:

Bins and pails, such as washing or emesis basins, are cleaned and decontaminated as soon as feasible after visible contamination. Broken glassware, which may be contaminated, is only picked up using mechanical means, such as a brush and dustpan.

d. Laundry:

Laundering in the clinical facility is performed by facility policy. The following laundry requirements must be met inside the facility:

- Handle contaminated laundry as little as possible with minimum agitation.
- Place wet contaminated laundry in a leak-proof, labeled, or color-coded containers before transport.
- Wear the following PPE when handling and/or sorting contaminated laundry: protective gloves, protective apron, gown or similar protective garment, and safety goggles if it is necessary.

LABELS FOR WARNING AND INFORMATION

Red bags or biohazard labels are to be affixed in the required places, including refrigerators containing blood or OPIM, equipment contaminated by blood or OPIM, and regulated waste containers. Students are to notify the faculty if they discover regulated waste containers, refrigerators containing blood or OPIM, or contaminated equipment without proper labels.

POST-EXPOSURE EVALUATION AND FOLLOW-UP (AT THE EMPLOYEE/STUDENT EXPENSE)

Should an exposure incident occur, contact the Program Director/ Practicum Coordinator/ Instructor immediately. The Program Director/ Practicum Coordinator /Instructor will complete the Exposure Identification

Form (EIF) and refer the student for confidential medical and follow-up evaluations immediately as appropriate.

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

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual unless the employer can establish that identification is infeasible or prohibited by state or local law.
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV and HBV
- Infectivity: document that the source individual's test results were conveyed to the student's health care provider.
- If the source individual is already known to be HIV, HCV and or HBV positive, new testing need not be performed.
- Assure that the exposed student is provided with the source individual's test results and with results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual, such as laws protecting confidentiality.
- After obtaining consent, collect the exposed student's blood as soon as feasible after the exposure incident, and test blood for HBV, HCV, and HIV serological status.

The EIF identifies related injuries and illnesses and is used to classify work-related injuries and illnesses and to note the extent and severity of each case.

Record those work-related injuries and illnesses that result in:

- death,
- loss of consciousness,
- days away from work,
- restricted work activity or job transfer, or
- medical treatment beyond first aid.

You must also record work-related injuries and illnesses that are significant (as defined below) or meet any of the additional criteria listed below.

You must record any significant work-related injury or illness that is diagnosed by a physician or other licensed health care professional. You must record any work-related case involving cancer, chronic irreversible disease, a fractured or cracked bone, or a punctured eardrum.

YOU MUST RECORD THE FOLLOWING CONDITIONS WHEN THEY ARE WORK-RELATED:

- Any needlestick injury or cut from a sharp object that is contaminated with another person's blood or other potentially infectious material
- Any case requiring a faculty/student to be medically removed under the requirements of an OSHA health standard.
- Tuberculosis infection is evidenced by a positive skin test or diagnosis by a physician or other licensed health care professional after exposure to a known case of active tuberculosis. You must also record work-related injuries and illnesses that are significant (as defined below) or meet any of the additional criteria listed below:

You must record any significant work-related injury or illness that is diagnosed by a physician or other licensed health care professional. You must record any work-related case involving cancer, chronic irreversible disease, a fractured or cracked bone, or a punctured eardrum.

THE PROGRAM CHAIR/ PRACTICUM COORDINATOR/ INSTRUCTOR WILL REVIEW THE CIRCUMSTANCES OF ALL EXPOSURE

INCIDENTS TO DETERMINE:

- Engineering controls in use at the time
- Work 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 (O.R., E.R., patient room, etc.)
- Procedure being performed when the incident occurred
- Employee's/Student's training

EMPLOYEE/STUDENT TRAINING

All students and employees in the Medical Assisting Program who have occupational exposure to bloodborne pathogens receive initial and annual training conducted by designated Medical Assisting Program Director and Clinical Instructional Faculty. These individuals are familiar and are trained in Laboratory Safety, OSHA Standards as it relates to Health Care Facilities and associated with the Bloodborne pathogens standards.

All students who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers at a minimum, material documented in the Bloodborne Pathogens Policy.

- A copy and explanation of the standard
- Ergonomic hazards from lifting, sitting, repetitive tasks, and stress management are explained, and preventive measures are explained and is part of the mandated training each year.
- An explanation of our ECP and how to obtain a copy
- 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, work practices, and PPE
- An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- An explanation of the basis for PPE selection
- Information on the hepatitis B vaccine, including information of its efficacy, safety, method of administration, the benefits of being vaccinated and that the vaccine is available at student cost
- Information on the appropriate actions to take and people 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
- Information on the post-exposure evaluation and follow-up that the student is required to provide to the College following an exposure incident
- An explanation of the signs and labels and/or color coding required by the standard related to Chemical and drug exposure. Along with SDS Manual located in the Medical Assisting Lab.
- An opportunity for interactive questions and answers with the person conducting the training session

RECORD KEEPING

a. Training Records

Training records are completed for each student upon completion of training. These documents will be kept for at least three years by the Program Director.

The training records must include:

- The dates of the training sessions
- The contents or a summary of the training sessions
- The names and qualifications of people conducting the training
- The names and job titles of all people attending the training sessions

Student training records are provided upon request to the student or the student's authorized representative within 15 working days. Such requests should be addressed to the Medical Assisting Program Director. Medical Records. Medical records are maintained for each student with occupational exposure. These confidential records are kept in the student's medical file.

OSHA RECORD-KEEPING

The Dean/Program Director who evaluates and records the exposure incident maintains exposure record keeping for OSHA. To maintain employee confidentiality, these records are kept separate from the employees'/students' personal files in a locked area.

STANDARD PRECAUTIONS GUIDELINES (SUBJECT TO CHANGE)

Standard Precautions apply to all clients receiving care in health care agencies, regardless of their diagnosis or presumed infection status.

STANDARD PRECAUTIONS APPLY TO ANTICIPATED CONTACT WITH:

- Blood
- All body fluids, secretions, excretions (except sweat)
- Non-intact skin
- Mucous membranes
- Contaminated instruments

STANDARD PRECAUTIONS

- Designed for the care of all patients, regardless of a known infection status.
- Use for contact with blood/body substances, non-intact skin, mucous membranes, contaminated items.
- Use for contact with blood/body substances, non-intact skin, mucous membranes, contaminated items.
- Use in all healthcare settings.
- Use for known and unknown infection sources.

Standard Precautions Include:

- Treat all blood and body fluids (not patients) as potentially infectious.
- Use proper hand hygiene procedure after contact with blood or body substances.
- Wearing appropriate personal protective equipment (PPE).
- Handle sharps carefully and dispose in sharps containers appropriately.
- Do not recap needles.
- Use approved safety sharp devices and always activate the safety mechanism.
- Eating, drinking, applying cosmetics, smoking, or handling contact lenses are prohibited in work areas where blood exposure could occur.
- Perform procedures to minimize splashing or spraying.
- Do not store food or drink in areas where blood or body substances are present.
- Follow procedures for routine cleaning and disinfection of the environment.
- Handle soiled equipment to protect yourself, patients, and the environment from the spread of germs.
- Clean, disinfect, or sterilize reusable equipment between patients.
- Place specimens in appropriate containers during collecting, handling, processing, storing, transporting, or shipping. Use biohazard labeling.
- Remove broken glass by mechanical means such as tongs, forceps, or dustpan and brush.
- Do not reach into a container with bare hands. All soiled linens are considered contaminated. And Gloves are an adjunct to, not a substitute for hand hygiene!

II. BLOODBORNE PATHOGENS

- Bloodborne pathogens are disease-causing germs carried by blood and other body fluids.
- Human immunodeficiency virus (HIV), hepatitis B virus, and hepatitis C virus are the most common bloodborne pathogens.

BLOODBORNE PATHOGENS ARE SPREAD BY:

- Puncture wounds/needle sticks
- Splash to mucous membranes or open areas of skin
- Sexual contact
- Mother to baby

HIV

- The virus that causes AIDS.
- The average risk for health care workers after exposure to HIV is about 1 in 300.
- Symptoms include flu-like symptoms, fatigue, fever, swollen lymph nodes, diarrhea, and night sweats.

HEPATITIS B VIRUS

- Referred to as the greatest risk to healthcare workers after exposure.
- May cause severe illness, liver damage, and death.
- Symptoms include fatigue, nausea, jaundice, abdominal pain, abnormal liver tests, and loss of appetite.
- Hepatitis B virus can live for up to 7 days at room temperature on an environmental surface in dried blood.
- After exposure, it can take 2-6 months for Hepatitis B to develop.
- Vaccinations beginning immediately after exposure to the virus can often prevent infection.

HEPATITIS C VIRUS

- Previously known as non-A, non-B hepatitis.
- Symptoms include anorexia, vomiting, vague abdominal discomfort, jaundice, and nausea.

STANDARD PRECAUTIONS INCLUDE ALL OF THE FOLLOWING:

A. HANDWASHING

- 1) Wash hands after touching blood, body fluids, secretions, excretions, and contaminated items. Wash hands immediately after gloves are removed, between client contacts, and when otherwise indicated to avoid transfer of microorganisms to other clients or environments. It may be necessary to wash hands between tasks and procedures on the same client to prevent cross-contamination of different sites.
- 2) Use a plain (no antimicrobial) soap for routine handwashing.
- 3) Use an antimicrobial agent or a waterless antiseptic agent for specific circumstances (e.g. control of outbreaks), as defined by the agency's infection control program.

B. GLOVES

Wear clean, nonsterile gloves when touching blood, body fluids, secretions, excretions, and contaminated items. Put on clean gloves before touching mucous membranes and non-intact skin. Change gloves between tasks and procedures on the same client to prevent cross-contamination of different sites. Remove gloves promptly after use, before touching non contaminated items and before going to another client, and wash hands immediately. Never wash gloves.

C. MASK EYE PROTECTION, FACE SHIELD

Wear a mask and eye protection or a face shield to protect mucous membranes of the eyes, nose, and mouth during procedures and client care activities that are likely to generate splashes or sprays of blood, body fluids, secretions, and excretions.

D. GOWN

Wear a clean, moisture-proof (impervious) nonsterile gown to protect skin and to prevent soiling of clothing during procedures and client-care activities that are likely to generate splashes or sprays of blood, body fluids, secretions, or excretions. Select a gown that is appropriate for the activity and amount of fluid likely to be encountered. Remove a soiled gown as promptly as possible, and wash hands.

E. PATIENT-CARE EQUIPMENT

Handle client-care equipment soiled with blood, body fluids, secretions, and excretions in a manner that prevents skin and mucous membrane exposures, contamination of clothing, and transfer of microorganisms to other clients and environments. Ensure that reusable equipment is not used for the care of another client until it has been cleansed and reprocessed appropriately. Ensure that single-use items are discarded properly.

F. ENVIRONMENTAL CONTROL

- 1) Follow the agency's policy for cleaning, disinfection of environmental surfaces (e.g. bedside equipment)
- 2) Handle and transport specimens of blood and body fluids according to agency policy.
- 3) Clean spills of blood & body fluids appropriately.
 - Clean visible soil first.
 - Use an appropriate disinfectant.
 - Use appropriate personal protective equipment.

G. LINEN

Handle, transport, and process used linen soiled with blood, body fluids, secretions and excretions in a manner that prevents skin and mucous membrane exposures and contamination of clothing, and that avoids transfer of microorganisms to other clients and environments.

- a. Hold linen away from uniform
- b. Do not shake or fan linen
- c. Transport linen contaminated with blood or body fluids in leakage resistant bags with one gloved hand.

H. OCCUPATIONAL HEALTH AND BLOODBORNE PATHOGENS

- 1) Prevent injuries when using needles, scalpels, and other sharp instruments or devices.
when handling sharp instruments after procedures; when cleaning used instruments; and when disposing of used needles. Never recap used needles, or otherwise manipulate then using both hands, and use any other technique that involves directing the point of a needle toward any part of the body; rather, use either a one-handed "scoop" technique of a mechanical device that holds the needle sheath. Do not remove used needles from disposable syringes by hand, and do not bend, break, or otherwise manipulate used needles by hand. Place used disposable syringes and needles, scalpel blades, and other sharp items in appropriate puncture-resistant containers, located close to the area in which the items were used, and placed reusable syringes and needles in a puncture-resistant container for transport to the reprocessing area.
- 2) Use mouthpieces, resuscitation bags, or other ventilation devices as an alternative to mouth-to-mouth resuscitation methods in areas where the need for resuscitation is predictable.
- 3) Do not care for clients if you have open or draining lesions.

IV. PPD (TB) TESTING IS REQUIRED EVERY YEAR.

Students must provide documentation of a two-step TB Test that is freed from tuberculin infection on the physical form prior to entry into the program and clinical experience. Students will also be required to present verification of current up-to-date immunization status. Failure to maintain immunizations may jeopardize the student's ability to participate in clinical activities. (Refer to Admission Health Form for questions about which vaccines/titers are required).

**PPD (TB) testing must be updated prior to practicum.*

V. HEPATITIS B VACCINE POLICY

Faculty will provide allied health students education at orientation (beginning of Fall Semester) regarding risk of exposure to Hepatitis B during clinical experiences in allied health programs. Students are encouraged to begin and complete this series prior to practicum. At the discretion of the student's physician, and at the student's own cost, students should be evaluated for: (one of three choices is required)

1. Hepatitis B antibody titer showing immunity
2. Receive the 3 recommended doses of Hepatitis B vaccine (must have 3 doses per CDC for Healthcare Workers)
3. Sign a release/waiver form.

HEPATITIS B VACCINE

- After **completing the series of three immunizations**, the Hepatitis B vaccine provides protection by building up a sufficient level of antibodies.
- **The vaccine is specific to hepatitis B and is not effective against other types of hepatitis nor does it protect against the HIV or AIDS virus.**
- **You may want to consult your physician before taking the vaccine.**
- **You should not take the vaccine:**
 1. If you have an allergy to yeast.
 2. If you are pregnant or nursing.
 3. If you are planning to become pregnant within the next six months.
 4. If you have had a fever, gastric symptoms, respiratory symptoms, or other signs of illness in the last 48 hours.

USE OF HUMAN SUBJECTS:

The purpose of the Stanly Community College (SCC) Use of Human Subjects Policy is to protect the rights and welfare of human subjects through the review of educational practices and potential research projects. SCC encourages and supports the scholarly endeavors of its students, faculty, and staff. When such scholarly work involves the use of human subjects for training and/or data collection and analysis, the proposed educational practices and research projects will be reviewed to ensure that:

- The rights and welfare of human subjects are protected
- Risks have been considered and minimized
- Potential for benefit has been identified and maximized
- All human subjects only volunteer to participate in research and/or training after being provided with legally effective informed consent
- Any research and educational practice are conducted in an ethical manner and in compliance with established standards, including handling all private information with confidentiality.

The following information deals with the Medical Assisting program policy for handling infectious disease:

- I. **IMMUNOSUPPRESSED STUDENTS OR STUDENTS** who have active infections will not be allowed in clinical areas. The student may be required to make up missed clinical time according to attendance policies and available time.
- II. **EXPOSURE TO BLOOD OR OTHER BODY FLUIDS.**
 1. Exposure includes percutaneous injury with a contaminated sharp object (needle, lancet, broken slide, etc.) and exposure of mucous membranes or open skin lesions to blood or body fluid of client. Immediately wash affected area with soap and water (or as directed)
 2. It will be the **student's responsibility** to advise his/her instructor and office preceptor **immediately** when an incident occurs. The instructor will notify the Associate Dean of Health and Public Services who will notify the Vice-President of Students and follow the policies of the clinical agency and/or the school.
 3. A Student Exposure Incident Report must be completed and filed. (Appendix iii).
 4. Students will report to appropriate (specified by site) areas to start recommended treatment when indicated.
 5. It is advised that all students carry health insurance, which will cover health care expenses incurred in the confidential medical evaluation/treatment measures following exposure to infectious diseases.

PRACTICUM:

All Medical Assisting students have achieved the psychomotor and affective competencies and covered the underpinning cognitive objectives prior to beginning and using them at the Practicum. The Practicum clinic site is required to provide students with the opportunity to use their administrative and clinical skills, but the program determines the specific requirements. At the practicum site the students must be supervised, and cannot be substituted for staff, and must be readily identifiable as students. It is the responsibility of the program to ensure that students are treated as staff members, identified and treated as students in the practicum sites with proper supervision. Students are placed in practicum sites and must complete 240 hours by the end of practicum. Students do not receive payment for services/practicum at Stanly Community College.

J. CLINICAL PLACEMENT AND TRANSPORTATION POLICY:

The Medical Assisting Program Director will determine clinical assignments. Clinical placement is designed to expose the student to a variety of client age groups and disease processes. Students are given an opportunity to provide input before assignments are finalized and the student's prior experience, interests, and skill levels are also given consideration. Transportation to and from all classes and clinical practicum is the responsibility of each individual student. Faculty do realize the importance of carpooling with friends, but it is not always possible for clinical rotations

K. EVALUATION OF CLINICAL PLACEMENT:

The student will be closely supervised at all times in the clinical setting by a preceptor and/or office manager. The practicum is a major component of the Medical Assisting program. In the third semester, approximately 35-40 hours per week will be spent in the clinical area. Students will be evaluated by their preceptor, office manager, and instructor. During this time the student will maintain a log to meet objectives established for this experience. Evaluation of clinical will include assessing the student's log. Students will also be required to keep a daily journal of activities performed and observed while at clinical practicum, these will be posted on a discussion board daily within canvas.

The preceptor and office manager will evaluate the student on an "SCC Performance Evaluation Sheet." The instructor will make weekly visits to the clinical area to meet with the preceptors, conference students, and evaluate their progress.

Students with a grade below satisfactory (Below 78 – overall grade) will not be allowed to pass clinical. *(See page 19)

The Practicum Coordinator/ instructor will make weekly or weekly visits to the clinical area to meet with the preceptors, conference students, and evaluate their progress. The student will also have an opportunity to evaluate the externship site upon completing rotation.

L. CRITICAL INCIDENT:

A critical “**incident**” is the occurrence of a situation in the clinical setting in which the behavior of a student did endanger or potentially endanger the patient's or student's welfare. (Appendix IV)

Such an incident is one that could have been avoided by the application of learning objectives previously covered. After the first Critical Incident, and at the discretion of the instructor, the student may be placed on Clinical Probation. A Remediation Plan will be developed jointly by the student and instructor. A second critical incident occurring during the student's plan of study may result in immediate dismissal from the program.

M. CLINICAL PROBATION:

A student may be placed on clinical probation for reasons which include, but are not limited to, the following:

- a. less than satisfactory clinical performance
- b. breach of confidentiality
- c. medications errors
- d. performing any procedure or giving any medication without securing appropriate supervision
- e. breach of Attendance Policies.

The student will be removed from clinical probation when he/she exhibits satisfactory clinical performance as evaluated by the instructor.

N. PRACTICUM POLICY REGARDING ACCEPTANCE OF PAY:

Students may not receive any monetary reimbursement during their Practicum for services rendered.

O. ACADEMIC DISHONESTY/ INTEGRITY:

Taking or acquiring possession of any academic material from a college employee or fellow student without permission; receiving or giving help during tests or other assessments of learning; submitting papers, reports or assignments as originals that are not the student's own; plagiarism.

Sanctions for incidences of academic dishonesty include loss of academic credit or grade imposed by an instructor. Note: In those instances where the loss of academic credit or grade results in the student being removed from a class or curriculum, the issue will be referred to the Associate Dean of Students for resolution and/or advisement.

[Any student taking classes within the medical assisting program will be held to the above policy and penalty for this behavior will be made by the MA instructor on a case-by-case basis depending on the severity of the academic dishonesty. [Academic Integrity](#)]

P. PLAGIARISM:

Plagiarism involves the use of someone else's words, work, writings, thoughts, and ideas without giving credit to the author. It is understood that material submitted for evaluation in the MA program will be that of the student submitting it and will be original work. Any student violating this basic principle may be dismissed from the course, cited for unprofessional conduct, and may be dismissed from the college. In other instances, the matter may be referred to the Office of the Dean of Students where it may be handled as a violation of the Student Code of Conduct. Students found to be in violation of the Student Code of Conduct may receive penalties up to and including possible suspension and/or dismissal from the Medical Assisting Program. The instructor reserves the right to require any student to take a re-test if the instructor has evidence to believe that the student received unauthorized help on a test, quiz or assignment. [Academic Integrity](#)

The student will not receive credit for work that is not his/her own. Students assigned to a lower grade for using unauthorized help on a test, quizzes or assignment will be considered as having violated the SCC Student Code of Conduct. These students are entitled to certain rights, including due process. Students who want to exercise their rights under the Student Code of Conduct should follow the following instructions: (see student conduct policy on SCC webpage under current students then select policies:

Student Rights and Responsibility Statement:

Students at Stanly Community College are considered mature adults who enter classes voluntarily. By entering classes, students take upon themselves certain responsibilities and obligations that include an honest attempt at academic performance and social behavior consistent with the lawful purpose of the College. Students maintain all legal rights of citizenship while enrolled and are expected to remember that they are living in a democratic situation. The reputation of the College rests upon the shoulders of students as well as on the administration, staff, and faculty; and it is hoped that each student will maintain high standards of citizenship. The campus and College will not be a place of refuge or sanctuary for illegal or irresponsible behavior. Students, like all citizens, are subject to civil authority on and off the campus. Common courtesy and cooperation make the above suffice for a long list of rules and regulations. [Students Records and Privacy Rights Policy](#)

Prohibited student behaviors include, but are not limited to, the following:

1. **Academic dishonesty:** taking or acquiring possession of any academic material from a college employee or fellow student without permission; receiving or giving help during tests or other assessments of learning; submitting papers, reports or assignments as originals that are not the student's own; plagiarism. [Academic Integrity](#)
2. **Animals:** animals on campus are forbidden, including animals left in vehicles. Service animals are permitted.
3. **Theft/Unauthorized Entry:** stealing the property of another individual or of the college. Students guilty of theft may be referred to for criminal prosecution as well as college disciplinary action. Unauthorized entry or presence in a college facility is prohibited and may result in criminal charges on suspicion of breaking and entering or unlawful trespass. [Campus Security Authority and Responsibility to Report Criminal Activity Policy](#)
4. **Drugs and alcoholic beverages:** SCC prohibits the unlawful use, possession, distribution, manufacture, or dispensation of any controlled substance or alcohol while on campus, facilities leased by the College, or at college-supported functions. The complete Drug and Alcohol Policy may be found on the College's website or obtained from the Assistant Dean of Students. [Drug Free Campus and Workplace Policy](#)
5. **Inappropriate Conduct:** lewd, indecent, or offensive conduct or clothing, including public physical or verbal action or distribution of obscene or libelous material. Mental, physical, or verbal abuse of any person (employee or student) on campus or at campus-sponsored functions is prohibited. [Student Code of Conduct Policy](#)
6. **Sexual Harassment:** any act, comment, or behavior that violates the College's Unlawful Harassment/Discrimination Policy. This policy may be found on the college's website or obtained from the Assistant Dean of Students. [Anti-Harassment/ Discrimination Policy](#)
7. **Weapons:** possession or use of a firearm, incendiary device, explosive, or any instrument designed to inflict serious bodily injury on any person is strictly prohibited, except as otherwise specified by law. These restrictions do not apply to on-duty law enforcement personnel or those abiding by the College's Weapons on Campus Policy. [Weapons on Campus Policy](#)

8. **Forgery:** alteration or misuse of college documents, records, or instruments of identification and/or the College's personnel signatures with intent to deceive. [Student Code of Conduct Policy](#), [Campus Security Authority and Responsibility to Report Criminal Activity Policy](#)
9. **False information:** presenting to the College intentionally erroneous information; knowingly withholding information, which may have an effect upon enrollment, or the College legally and properly requests status with the College and which. [Student Code of Conduct Policy](#)
10. **Damage to property:** intentionally inflicting damage to college property or to property belonging to any person working at or attending the College. [Student Code of Conduct Policy](#), [Campus Security Authority and Responsibility to Report Criminal Activity Policy](#)
11. **Disobedience:** failing to obey the reasonable requests or directions of any college employee. [Student Code of Conduct Policy](#), [Campus Security Authority and Responsibility to Report Criminal Activity Policy](#)
12. **Disorderly conduct:** interrupting or interfering with the academic mission of the College or disturbing the peace of the College. [Student Code of Conduct Policy](#), [Campus Security Authority and Responsibility to Report Criminal Activity Policy](#)
13. **Disruption:** disrupting the normal activities of the College by physically or verbally interfering with instruction, meetings, functions or activities. [Student Code of Conduct Policy](#), [Campus Security Authority and Responsibility to Report Criminal Activity Policy](#), [Conflict of Interest Policy](#)
14. **Public laws:** violating any local, state or federal law may lead to legal action as well as campus discipline. [Student Code of Conduct Policy](#), [Campus Security Authority and Responsibility to Report Criminal Activity Policy](#)
15. **Internet use:** using the Internet for inappropriate or non-academic purposes, including, but not limited to, viewing sites that may be offensive to others; chat rooms; and games. Anyone using a college computer workstation for non-educational purposes may be asked to relinquish the workstation to a user who needs it for research or to support an instructional assignment. Further information is available in the Computer and Network Use Policy. [Information Security Policy](#), [Information Technology Policy](#), [Workstation Assignment Policy](#)
16. **Unprofessional conduct:** some curricula have specific codes of professional conduct that require appropriate behavior, both on campus and at off campus facilities, functions or activities. Students in those curricula will be held accountable for adhering to those codes. [Student Code of Conduct Policy](#), [Academic Integrity](#), [Employee Grievance](#)
17. **Use of tobacco products:** Stanly Community College is a tobacco-free institution. This policy applies to all college owned or leased facilities and vehicles regardless of location. For details reference the College's Smoking/Tobacco-Free Campus Policy located on the College's website or from the office of the Assistant Dean of Students. [Spoking/Tobacco-Free Campus Policy](#)
18. **Unauthorized presence in or on college facilities during non-operational hours:** The College facilities are open for students no earlier than 7:30 a.m. on days of operation and close 15 minutes after classes conclude for the day. Students should plan accordingly. [Student Code of Conduct Policy](#), [Campus Security Authority and Responsibility to Report Criminal Activity Policy](#), [Conflict of Interest Policy](#)
19. **Bullying/Cyberbullying-**Intimidation, harassment, isolation and or manipulation of college employees and/or students. Such behaviors include, but are not limited to, physical, verbal, and/or electronic assault, name-calling, threats, teasing, retaliation, misrepresentation, etc. [Student Code of Conduct Policy](#) ,

[Information Technology Policy](#), [Workstation Assignment Policy](#), [Campus Security Authority and Responsibility to Report Criminal Activity Policy](#), [Anti-Harassment/ Discrimination Policy](#)

20. **Social Media and Networking Policy** -Misuse of Social Networking or Media includes unauthorized posting of personal information of other users; posting of material that contains vulgar, obscene or indecent language or images; posting of material which defames, abuses or threatens others; posting statements or images that are bigoted, hateful, or racially offensive; discussion or posting of illegal activity or intent to commit illegal activity. The Medical Assisting Program recognizes the use of social media in personal/non-school or non-work contexts. As a medical assistant student, you will encounter confidential information within the college or within the clinical environment. [Social Media and Networking Policy](#)

It is your responsibility to refrain from the following:

- Using any patient identifier (name, initials, age, diagnoses, lab results, photos, and **ANY** personal health information) in any way that may possibly identify a patient.
- Disclosing confidential information about the college, its employees, or its students.
- Think twice before posting; privacy does not exist in the world of social media.

Any of the above behaviors will be grounds for disciplinary action and possible dismissal from the medical assisting program. The SCC Medical Assisting Program does not tolerate content from students that is defamatory, libelous, or inhospitable to an academic/clinical environment. Violation of any part of this policy may result in course failure and dismissal from the medical assisting program. Personal social networking sites are not to be used as an SCC communication tool between employees and students. Students are **not** to contact instructors or practicum personnel through any social media network. Students should direct all communication outside of class through the correct Canvas course or through the instructor's Stanly Community College email. Instructors will not email students or address any issues regarding any academic or professional issues through any social media outlet or through their personal email. [Social Medica and Networking Policy](#)

21. **False Representation/Impersonation**-Falsely representing or impersonating a Stanly Community College employee or student via written, verbal, or electronic means. This includes, but is not limited to, social networking, forms, e-mail, phone, etc. [College Spokesperson Policy](#) , [Student Code of Conduct Policy](#), [Social Medica and Networking Policy](#) , [Campus Security Authority and Responsibility to Report Criminal Activity Policy](#)

22.

23. **Implementation Responsibilities:** An instructor may discipline students involved in minor infractions of the rules and regulations of the classroom, as the instructor has the authority to define proper classroom behavior. Other violations of the Student Code of Conduct will be referred to by the Assistant Dean of Students for resolution. [Academic Integrity](#), [Student Code of Conduct Policy](#)

24. **Disciplinary Procedures:** Any instructor or staff member may use his/her discretion to warn a student against violating the **Student Code of Conduct** and may temporarily remove a student from a single class or activity for the duration of that specific class or activity. The instructor or staff member taking this action will notify the Assistant Dean of Students immediately and will provide a written report of the incident to the Assistant Dean of Students within 24 hours following the incident. [Student Code of Conduct Policy](#)

In an emergency situation, the President, Vice Presidents, Dean of Students, Assistant Dean of Students, or the Director of Security are authorized to temporarily suspend any student from the college immediately. A student charged with a violation of the Student Code of Conduct will receive a written notice of the charges and an appointment for a hearing with the Assistant Dean of Students. The student will be assigned a counselor to serve as an advocate and to provide support during the hearing process.

The student will be supplied with the counselor's name and contact information. Based upon the results of the hearing, the Assistant Dean of Students may:

1. Dismiss the charges.
2. Impose a sanction consistent with the nature of the violation.
3. Refer the student to a community agency for services.
4. In instances in which the student cannot be reached to schedule an appointment with the Assistant Dean of Students or when the student refuses to cooperate, the Assistant Dean of Students shall send a certified letter to the student's last known address. The letter will provide the student with a list of charges, the Assistant Dean of Students' decision, and instructions governing the appeal process. In those instances when the student refuses to cooperate or does not attend the scheduled hearing with the Assistant Dean of Students, the Assistant Dean of Students' decision will be final. [Student Code of Conduct Policy](#)

Sanctions

Penalties for violating the Student Code of Conduct include, but are not limited to, the following:

1. **Reprimand:** a written communication that gives official notice to the student that subsequent offense(s) against the Student Code of Conduct may carry heavier penalties because of this infraction. [Student Code of Conduct Policy](#)

2. **Loss of privileges:** loss of access to college facilities, services or activities for a specified period of time.

[Progressive Disciplinary](#)

3. **Restitution:** paying for damaging, misusing, destroying, or losing property belonging to the college, college personnel, or students. [Student Code of Conduct Policy](#)

4. **Loss of academic credit or grade:** Imposed by an instructor due to academic dishonesty. [Progressive Disciplinary](#), [Student Records and Privacy Right Policy](#)

Note: In those instances where the loss of academic credit or grade has the effect of removing the student from a class or curriculum, the issue will be referred to the Assistant Dean of Students for resolution and/or advisement.

5. **Temporary suspension:** exclusion from class and/or other privileges or activities as set forth in the notice until a final decision has been made concerning the alleged violation. [Progressive Disciplinary](#)

6. **Term Suspension:** dismissal of a student from campus and exclusion from class (es) and/or all other privileges or activities of the college for a specified period of time. Students who receive this sanction are banned from campus and must get specific written permission from the Director of Security and the Dean of Students before returning to campus. [Progressive Disciplinary](#)

7. **Indefinite Suspension:** dismissal of a student from campus and exclusion from class (es) and/or all other privileges or activities of the college for an indefinite period. Students who receive this sanction are banned from campus and must get written permission from the Director of Security and the Dean of Students before returning to campus. [Student Code of Conduct Policy](#), [Progressive Disciplinary](#), [Student Records and Privacy Right Policy](#)

Right to Due Process: .

[Students Records and Privacy Rights Policy](#), [Student Grievance Policy](#)

A student accused of violating the Student Code of Conduct is guaranteed the right to due process as the matter is resolved:

1. The right to specific written notice of the charges.
2. The right to know the names of accusers and to have a copy of all their written statements regarding the charges.
3. The right to a prompt hearing.
4. The right to have counsel present at the hearing.

(Note: If the student elects to have legal counsel present, the institution will also be represented by legal counsel)

5. The right to confront accusers and to hear all witnesses.
6. The right to present witnesses or evidence.
7. The right to remain silent to avoid self-incrimination.
8. The right to a full and complete record of the hearing.
9. The right to appeal.

Appeals Procedure

A student who disagrees with the decision of the Assistant Dean of Students may appeal the decision to the Dean of Students. This request must be submitted in writing to the Dean of Students within three working days after receiving receipt of the Assistant Dean of Students' initial decision. The Dean of Students has the authority to hear from the student and the Assistant Dean of Students before ruling on the appeal, and may approve, modify, or overturn the decision of the Assistant Dean of Students. The Dean of Students will inform the student in writing of the final decision within ten working days of the receipt of the appeal. The Dean of

Students' decision will be final with no further avenues for appeal. [Student Grievance Policy](#)

Q. Telephone Calls:

In an emergency, family and friends may call the students at school. Only emergency messages will be delivered to the student. No telephone calls are to be received in the clinical area except in the case of an emergency.

Out-going personal calls of an emergency nature may be made from the clinical area only after securing permission from the clinical instructor. Students may not have their cell phones in the clinical setting
[Student Code of Conduct Policy](#)

R. Canvas:

A component of the online class content is presented via Canvas. Students have the responsibility to make sure the equipment they will use to complete this online class is configured to receive the course content. While the SCC HelpDesk at HelpDesk@stanly.edu will work with each student to troubleshoot connection problems, SCC is not responsible for the student's home computer setup. Students who have difficulty viewing the online content of the course are strongly advised to

attend the seated class. [Information Technology Policy](#) [Information Security Policy](#),

S. Safety Announcement:

The college is very concerned about protecting our students, employees, and visitors. You can help the college protect everyone by reporting any threats that you receive (or hear about) to your instructor, to security, or to another college official. The college is proactive in taking steps to protect anyone who has reason to believe that he/she is in danger. Also keep your belongings in secure places and report any suspicious activities to college officials. Together, we can help our college be a safer place. [Use of Human Subject Policy](#), [Campus Security Authority and Responsibility to Report Criminal Activity Policy](#) , [Information Security Policy](#)

T. Medical Release:

A student with changes at any time during the length of the program in his/her medical condition from what is documented on the student medical form is required to notify the course coordinator and clinical coordinator within **48 hours** of the hospitalization or care. Changes in conditions which must be communicated include, but are not limited to pregnancy, childbirth, fractures, all surgical procedures, etc. The student is to be provided with a release by the medical professional providing care in order to return to the classroom, lab, and clinical settings. All areas must be addressed on the medical release.

The program performance standards noted in the MED Student Handbook must be maintained in order to provide safe care for clients and to provide a safe environment for learning.

During the active dates under the care of a medical professional through the release date, access will be denied re-entering the classroom, lab, and clinical settings, including Moodle access, unless the medical release specifies differently. Access will be restored based on the date of the release.

Immediate dismissal from the program will result if this policy is breached by the student. As determined by the Course Coordinator and the Director of the Medical Assisting Program, when the student is unable to complete course requirements the student will be withdrawn from the course and subsequently unable to progress in the program or an incomplete grade will be issued to the student. If applicable, the student may reapply to the program using the readmission/advanced standing policy. [Public Release of Information Policy](#)

U . Competency Completion:

** Medical assisting students must obtain a passing score of 100% satisfaction on 100% of all the psychomotor and `affective domain objectives (competencies) in all medical assisting program courses to progress. Students will be allowed three attempts to successfully pass a psychomotor or affective competency. A grade of pass or fail is given only. Failure to pass a psychomotor or affective competency in three attempts will result in the student failing the course resulting in dismissal from the program.*

Please note: Students will be held accountable for retaining and refining skills and knowledge obtained in previous courses as they proceed through the program. Failure to do so will result in remediation and possible dismissal from the program if remediation is not satisfactory.

Important Links and Documents

[CAAHEP Standards and Guidelines](#)

[MAERB Policies and Procedures for CAAHEP Accredited Medical Assisting Programs](#)

[Educational Competencies for the Medical Assistant](#)

[Stanly Community College Catalog](#)

Human Subjects Venipuncture/Microcollection Agreement

I, the undersigned, volunteer for venipuncture and Microcollection procedures to be performed on me as part of the Medical Assisting curriculum. I am aware that these are invasive procedures and there are risks such as hepatitis, HIV, and other diseases. I have no knowledge of having any communicable diseases such as hepatitis, HIV, or other diseases such as anemia, cancer, TB, etc.

I understand that I may only perform venipunctures and Microcollection within the lab/practicum setting and under the supervision of the instructor(s) or practicum supervisor(s).

I do not hold Stanly Community College, the faculty, or my classmates responsible for any untoward effect from these procedures.

If applicable, I will obtain a physician's excuse which will exempt me from either/or both venipuncture and/or Microcollection procedures to be performed on me before the beginning of a lab/clinical class. The physician will need to specify which technique(s) I will be exempted from.

My grade will not be jeopardized by an exemption from these procedures.

I agree to follow all lab rules and procedures as explained in the Medical Assisting Handbook and the additional rules and procedures listed below for my protection and the safety of others.

- Wear PPE (Personal Protective Equipment) when handling any biohazard specimen or chemical.
- Disinfect the work area before and after procedures, immediately if there is a spill.
- Discard all contaminated materials into an appropriate labeled biohazard container. A rigid puncture-proof container, (Sharps), must be used for disposal of any object that would puncture a garbage bag, i.e. needles and lancets.
- Wear safety goggles when working with chemicals or when splashes are likely to occur.
- Avoid testing, smelling, or breathing chemicals.
- Follow the manufacturer's instructions for operating equipment.
- Handle equipment with care and store chemicals properly.
- Report any broken or frayed electrical cord to your instructor.
- Discard any broken glassware into a "Sharps" container.
- Use appropriate chemical spill kits to clean up spills.
- Report any accident to your instructor.

Student Signature/Date: _____

Stanly Community College- Medical Assisting Program

Venipuncture/Microcollection

EXEMPTION FORM

To Whom It May Concern:

The following student, _____, is exempt from venipuncture
procedures to be performed on him or her.

The following student, _____, is exempt from
Microcollection procedures to be performed on him or her.

Physician's signature

Date

STANLY COMMUNITY COLLEGE -MEDICAL ASSISTING PROGRAM
STUDENT INFORMATION

Name: _____ **Student ID:** _____

Address:

Personal Email address:

Home Telephone: _____

Work Telephone: _____

Cell Number: _____

Emergency Contact Person & Telephone Number:

***Voluntary: Allergies or medical information you would like us to be aware of:**

*****It is the student's responsibility to notify instructors of any changes*****

Stanly Community College
The Department of Health Sciences
Medical Assisting Program Medical Assisting

Student Contractual Agreement

I, the undersigned, have

(1) received a copy of.

(2) read.

(3) received an explanation of.

(4) and have had the opportunity to have my questions answered regarding the policies and guidelines as stated in the Medical Assisting Student Handbook and Exposure Control Plan for Bloodborne Pathogens.

I understand that I must comply with and follow these guidelines and policies during my enrollment as a medical assisting student at Stanly Community College. I also understand that this signed agreement will be filed in my student file.

Signature

Student ID

Date

Signature of Medical Assisting Program Coordinator _____

Date _____

V. **Essential Functions of a Medical Assisting Student**

The practice of Medical Assisting involves cognitive, sensory, affective, and psychomotor performance requirements. Therefore, the essential eligible requirements for participants in Medical Assisting.

Acknowledgement of Technical Standards: Physical and Emotional Standards

Medical Assisting students should possess and be able to demonstrate the following:

1. **Critical Thinking:** Critical thinking ability sufficient for practicum judgment. For example, a student must be able to identify cause-effect relationships in practicum situations; collect and analyze data to aid in problem solving.
2. **Interpersonal Skills:** Interpersonal abilities sufficient to interact with individuals, families, groups, etc. from a variety of social, emotional, cultural and intellectual backgrounds. For example, students should establish rapport with patients/clients and health care team members.
3. **Communication Skills:** Communication abilities sufficient for interaction with others in verbal and written form. For example, explain treatment procedures, initiate health teaching, document and interpret medical actions and patient/client responses.
4. **Mobility:** Physical abilities sufficient to move from room to room and maneuver in small spaces stand and walk for extensive periods of time. For example, frequent trips from workstation to patients' rooms; move around in patient's rooms, workspaces and treatment areas.
5. **Motor Skills:** Gross and fine motor abilities sufficient to provide safe and effective medical assisting care. For example, calibrate and use equipment, document care, position and move patients/clients, administer cardiopulmonary resuscitation procedures, and perform skill procedures.
6. **Hearing:** Auditory ability, sufficient to monitor and assess health needs. For example, hear monitor alarms, emergency signals, auscultator sounds, and cries for help.
7. **Visual:** Visual ability sufficient for observation and assessment necessary in medical care. For example, observe patient/client responses and specimen color.
8. **Tactile:** Tactile ability sufficient for physical assessment. For example, perform palpation, functions of physical examination and/or those related to therapeutic intervention, and taking pulses.
9. **Weight-bearing:** Ability to lift and manipulate/move 20-50 pounds daily. For example, position patients/clients and move equipment.
10. **Cognitive Abilities:** Ability to be oriented to time, place, and person; organize responsibilities and make decisions. For example, students shall assess patient/client complaints, provide prioritized patient care and implement appropriate plans.

The above examples are illustrative only and are not all inclusive!

If a medical assisting student or applicant believes that he or she cannot meet one or more of the standards without accommodation or modifications, the student should confer directly with the Program Coordinator to determine whether any additional accommodation can be provided and whether such accommodation is feasible. Students needing any form of accommodation are expected to engage in an interactive process with the Program Coordinator, and any other administrative officials, to determine what modifications or accommodation may be reasonable and appropriate. Please refer to the College catalog for specific information.

I have read and understand the above standards that are required in the medical assisting program.

Student Signature: _____ Date: _____

I. Program Purpose Statement:

The Medical Assisting Program along with Stanly Community College offers life-long learning and contributes to the communities' growth. Medical Assisting students are encouraged to develop their abilities and talents while creating a diverse environment for their peers. Medical Assisting students are given the opportunities for life-long learning to enhance personal, social, cultural, and intellectual development. The Medical Assisting Program provides the students with the basic education skills to achieve educational mobility that enables the students to achieve economic growth and development in the field of Medical Assisting. The mission of the Medical Assisting Program is to better the quality of life for our students and the health care community. With the skills and education that students will be prepared for a career as a Medical Assistant.

II. Core Functions:

The Medical Assisting program will provide classroom, laboratory, and clinical practicum instruction.

III. List Support and Contact Information for specialized services and equipment:

The Medical Assisting Education Review Board (MEARB) is an autonomous unit of the American Association of Medical Assistants Endowment. They complete program reviews, based on the CAAHEP Standards and Guidelines for Accreditation of Educational Programs in Medical Assisting. As the medical assisting Committee on Accreditation of the Commission on Accreditation of Allied Health Education Programs (CAAHEP), the (MEARB) makes accreditation recommendations for the status of accreditation of Medical Assisting Programs requires the sponsoring institution must ensure that fiscal, academic, and physical resources are sufficient to achieve the program's goals and objectives, regardless of location and instructional methodology used.

Inclement Weather and Disruptive Conditions Policy:

Approved By and Date:	<u>Board of Trustees</u>	<u>04-14-2022</u>
	<u>Executive Leadership Team</u>	<u>02-14-2022</u>
	<u>ICORE</u>	<u>02-09-2022</u>

The intent of this policy is to ensure the safety of Stanly Community College’s students, employees, and visitors during disruption, severe/hazardous weather, and other unsafe conditions. Stanly Community College defines severe/hazardous weather conditions as any weather condition that may endanger students, faculty, or staff while in route to their classrooms or workstations. Students, faculty, and staff are required to follow the guidelines of this institutional policy.

Inclement Weather and Disruptive Conditions Policy Procedures

Approved By and Date:	<u>Executive Leadership Team</u>	<u>02-14-2022</u>
	<u>ICORE</u>	<u>02-09-2022</u>

1. The President, in consultation with the Vice President of Administrative Services/CFO, will determine the classification of days as listed below. In the President’s absence, the Vice-President for Administrative Services/CFO will confer with the Vice President of Academic Affairs.
- **Plan A: College Closed.** Under Plan A, all college services and operations are closed. Employees and students are expected to remain safe and not be on campus. SCC encourages all employees to use days designated as Plan A for non-work-related activities. Non-exempt employees who want to complete work activities remotely must have prior written authorization from the supervisor. Supervisors are encouraged to minimize work activities under Plan A. Non-exempt employees who complete work activities on a day designated as Plan A are not eligible for compensatory time for the time spent on those work activities. Exempt employees are also encouraged to minimize work activities but may work at their discretion. All hours for days designated Plan A will be recorded as administrative leave time.
 - **Plan B: College Remote Work.** Under Plan B, employees and students are expected to remain safe and not be on campus. Facilities may be closed in accordance with conditions. Non-exempt employees whose regular work activities require their presence on campus are encouraged to complete professional development activities as available and as approved by the supervisor. Exempt and non-exempt employees whose regular work activities can be performed remotely should either work remotely or request approval of annual leave. Merely remaining available for email or telecommunication but

completing non-work-related activities is not considered remote work and should be documented as leave time.

- **Plan C: College Late Opening.** Under Plan C, college classes and services will open to the public on the schedule announced regarding college operations.

2. Announcements concerning college operations will be made as soon as possible and announced on all local broadcast stations for all classes. In addition, announced closings/delays will be posted on the College website, Facebook page, other applicable media, and on the switchboard. To receive email message alerts and direct phone messages, update your contact information in Campus Alerts, the SCC notification system.

3. If weather conditions become worse after an initial decision is made, the College will make an additional announcement as soon as possible.

4. Closing or delaying the day programs does not automatically close evening classes. Announcements will be made in the afternoon concerning the evening classes.

5. Students and employees should exercise personal judgment concerning roadway conditions regardless of college announcements.

6. Missed class work will be made up by rescheduling the class, extra assignments, individual conferences, extended class sessions, online assignments, or other alternatives as determined by the Vice President of Academic Affairs.

7. Stanly Early College and other Career and College Promise program schedules will follow the College's schedule for closure/delay.

References: 1C SBCCC 200.94 (Local College Personnel Policies)

Revisions: 12/12/2013 (policy), 04/11/2019 (policy); 11/04/2013 (procedures), 1/28/2019 (procedures)

CONTACT INFORMATION:

Stanly Community College Medical Assisting Program Business Continuity Plan/ Preparedness Plan

In accordance with Commission on Accreditation of Allied Health Education Programs (CAAHEP) 2022 Standards and Guidelines below is an outline Sample Institution Medical Assisting program's preparedness plan. This preparedness plan is in place to ensure continuity of education services in the event of an unanticipated interruption. (I.B.3)

Emergency Closings

The college recognizes the need to prepare for unexpected situations or respond to weather that may require the closure of all or part of a campus or to reduce operations, to identify the decision-making hierarchy for such closures, to ensure timely notification to students, staff, faculty and visitors, and to confirm employee responsibilities in the event of closure or reduced operations.

DEFINITIONS

Word/Term	Definition
Adverse Conditions	Adverse conditions include severe inclement weather conditions (such as snow, ice, high winds, tornadoes, earthquakes, hurricanes, flooding, etc.) that pose serious risk to the health or safety of college personnel and/or students.
Campus Closure	All functions and operations are suspended due to imminent threat or danger to life or safety of individuals.
Emergency/Disaster Situations	Emergency/Disaster situations may exist because of a natural or human-caused disaster, a civil disorder that poses an imminent threat of serious injury to persons or property, public health emergency or other seriously disruptive events where extraordinary measures are required immediately to avert, alleviate or repair damage to college property or to maintain the orderly operation of the campus.

In emergencies – inclement weather, power outages or any other conditions constituting an emergency – the college may delay opening or closing campuses for the day.

- If college campuses are closed, classes at all sites are canceled; however, online classes continue as scheduled and on-campus instruction may be transitioned too online. All students should check their online course site Canvas for class-specific information and assignments.

- If there is a delayed opening, any in-person class with 30 or more minutes of instructional time remaining will meet on campus. Students should check Canvas for information about their courses.
- A campus-specific emergency may result in only one campus being closed, while others remain open. Campus-specific information will be clearly communicated.
- Sample Institution classes and events held at community sites, including community public schools, will follow the protocols enacted at that site.

Notification

Stanly Community College's Campus Alerts notification system broadcasts important information regarding on-campus emergencies, closures, or weather delays via email, text, and voice messaging. Students, staff, faculty and members of the community can sign up to receive emergency notifications via your preferred methods.

****** You will receive an email confirmation upon completing this form. Complete the sign up process by confirming your email and then creating your password at the [Regroup Login Portal](#) by clicking on "First Time Users Create Password."

****** If you have already signed up and would like to add, change, or remove your contact information, please sign into the [Regroup Login Portal](#) to do so.

Announcements concerning college operations will be made as soon as possible and announced on all local broadcast stations for all classes. In addition, announced closings/delays will be posted on the College website, Facebook page, other applicable media, and on the switchboard. To receive email message alerts and direct phone messages, update your contact information in Campus Alerts, the SCC notification system.

Students

When college campuses are closed due to inclement weather or other adverse conditions, students are expected to check their online course site (Canvas) for class-specific information and assignments. Students who are unable to participate in online instruction due to a power outage or other circumstances are responsible for contacting their instructor and making up class assignments.

If Canvas becomes inaccessible or power outages occur, assignment due dates will be clearly posted when service resumes. Due dates may also be extended on a case-by-case basis at the discretion of instructors, and announcements will be posted accordingly.

Employees

When college campuses are closed due to inclement weather or other emergency conditions, employees who can work remotely should do so. The college does not expect employees to work in any environment that is unsafe. Employees who are not able to work remotely due to a power outage or other emergency should contact their supervisor. Employees who are not able to work remotely may be required to take annual leave or arrange to make up the time. Depending on the circumstances, the time lost may be counted as an excused absence at the discretion of the supervisor.

Medical Assisting Session Plan

The following plan is in place to ensure continuity of educational services when key personnel within the Medical Assisting department are absent for a prolonged period. Please contact via office number or email 1st 704 991-0397 or srobinson7721@stanly.edu or via canvas.

Department Head/Program Director- Starra Herring 704-305-6414



Clinical Coordinator- Starra Herring- 704 305-6414 & Maria McCoy



Support- Leah Reddick

Support- Christie Honeycutt

Support- Katie Huneycutt



Stanly Community College Main Number 704 991-01321

Disruption of campus instruction

If there is any disruption of on campus instruction- the medical faculty, members will utilize Microsoft Teams to assist with live virtual instruction or Canvas.

Mission Critical Function	Facility Requirements/Alternative Location	Specialized Utility Access	Specialized Equipment	Support/Contact Information (Personnel or Vendor)
Maintain Program Accreditation	<ul style="list-style-type: none"> • Must notify MAERB within 30 days of the new location and must meet the required need of the program with MAERB and CAAHEP approval. • In the absence of the Medical Assisting Program Director an interim PD must be named and notification and credentials for the new PD must be sent to AAMA within 14 business days. • Practicum Coordinator absent interim PC must be named and credentials for new PC must be sent to AAMA within 14 business days. 	OSHA LAB, Water and Power		<p>American Association of Medical Assistants</p> <p>20 N. Wacker Dr., Ste. 3720 Chicago, IL 60606</p> <p>Phone 312/899-1500 or 800/228-2262</p> <p>Fax 312/899-1259</p> <p>Website: https://www.aama-ntl.org</p> <p>Legal Counsel Contact Chief Executive Officer and Staff Legal Counsel:</p> <p>Donald A. Balasa, JD, MBA</p> <p>Email: Dbalasa@aama-ntl.org</p> <p>Medical Assisting Education Review Board (MAERB)</p> <p>MEARB 2339 N. California Ave. #47138 Chicago, IL 60647</p> <p>Phone: 312-392-0155 maerb@maerb.org</p> <p>Website: http://maerb.org/</p>

				<p>Contact MAERB Executive Director, MAERB</p> <p>Sarah R. Marino, PhD</p> <p>Email: smarino@maerb.org</p> <p>Assistant Director of Accreditation /Program Manager</p> <p>Jim Hardman</p> <p>Email: jhardman@maerb.org</p> <p>General Information:</p> <p>Email: maerb@maerb.org</p> <p>Accreditation Program Manager</p> <p>Michelle Everett</p> <p>Email: meverett@maerb.org</p> <p>Ph: 312-392-0156</p> <p>Commission on Accreditation of Allied Health Education Programs</p> <p>9355-113th Street, North, #7709 Seminole, FL 33775</p> <p>Phone: 727-210-2350 Fax: 727-210-2354</p> <p>www.caahep.org</p>
--	--	--	--	---

	<ul style="list-style-type: none"> While demonstration and student interaction are important to our method of classroom instruction, online components also meet this critical function 	Internet Access	Computer	SCC Responsible
Provide Laboratory Instruction	<ul style="list-style-type: none"> Crutchfield Education Center Laboratory (Room 220) For a temporary solution, laboratory instruction would be scheduled and provided at local clinical affiliates. 	Electricity, Water	See Equipment list attached	See Equipment list attached
Provide Clinical Instruction	<ul style="list-style-type: none"> Clinical affiliates defined by MEARB and CAAHEP as institutions, clinics, or other health settings not under the authority of the sponsoring institution but that are used by the program for clinical experiences. 	Not Applicable	Not Applicable	See SCC contract

List Support and Contact Information for specialized services and equipment:

Mission Critical Function	Facility Requirements/Alternative Location	Specialized Utility Access	Specialized Equipment	Support/Contact Information (Personnel or Vendor)
Administrative and Clinical Classes	YES	Power, OSHA Lab and Classroom with computers	Dell Latitude 13 Computer	Dell Computer
Clinical Classes	YES		Infant IV training leg	Fisher Scientific Company
Clinical Classes	YES		Simulated Blood (5 gal)	Fisher Scientific Company
Clinical Classes	YES		Injection Trainer (2)	Fisher Scientific Company
Clinical Classes	YES		Life/Form Intradermal Injection Simulator (2)	Fisher Scientific Company
Clinical Classes	YES		Administration of Injection Package	Fisher Scientific Company
Clinical Classes	YES		Demo-Dose Inject Ed (10)	Fisher Scientific Company
Clinical Classes	YES		Kendall Crudity Suture and Staple Remover Kit (50)	Fisher Scientific Company
Clinical Classes	YES		IV pole 2 hooks with 4 caster bases	Fisher Scientific Company
Clinical Classes	YES		Eye/Face fountain wash (3)	Fisher Scientific Company
Clinical Classes	YES		Nitrile Gloves Small, Medium, Large (5) boxes each	McKesson Medical-Surgical
Clinical Classes	YES		Tanita Infant Scale	Pocket nurse
Clinical Classes	YES		Littman Teaching Stethoscopes	Pocket nurse
Clinical Classes	YES		Syringes (assorted sizes)	McKesson Medical-Surgical
Clinical Classes	YES		Sani-Cloth wipes (20)	McKesson Medical-Surgical
Clinical Classes	YES		Alcohol pads (20 boxes)	McKesson Medical-Surgical
Clinical Classes	YES		Gauze (20 boxes)	McKesson Medical-Surgical
Clinical Classes	YES		Digital Scale	Moore Medical
Clinical Classes	YES		Refrigerator	Lowe's
Clinical Classes	YES		Autoclave	McKesson Medical-Surgical
Clinical Classes	YES		Ultrasonic Cleaner	McKesson Medical-Surgical
Clinical Classes	YES		BD Safety-Lock 23G needles (10 boxes)	Fisher Scientific Company
Clinical Classes	YES		iPad (2)	
Clinical Classes	YES		Surgical Gloves (3 boxes)	McKesson Medical-Surgical
Clinical Classes	YES		SimBaby	Laerdal

Clinical Classes	YES		SimMan	Laerdal
Clinical Classes	YES		Medi Pak Bandage Strips (15 boxes)	McKesson Medical-Surgical
Clinical Classes	YES		HCG Test Kits (3 boxes)	McKesson Medical-Surgical
Clinical Classes	YES		Strep Screen Kits (3 boxes)	McKesson Medical-Surgical
Clinical Classes	YES		Kendall Sharps Containers (15)	McKesson Medical-Surgical
Clinical Classes	YES		Advanced four-vein task trainer (2)	McKesson Medical-Surgical
Clinical Classes	YES		Pediatric Care Simulator	Gaumard Scientific Company
Clinical Classes	YES		Trash cans with lids and step pedal (3)	Wal-Mart
Clinical Classes	YES		Cabinets 36"x24"x78" Double doors-4 shelves (4)	K-Log
Clinical Classes	YES		Burdick EKG machine	
Clinical Classes	YES		Accu-Chek compact machine	
Clinical Classes	YES		In Ratio PT/INR machine	
Clinical Classes	YES		Alere Hemocue H2 meter	
Clinical Classes	YES		Centrifuge	
Clinical Classes	YES		Blood collection tubes (assorted)	
Clinical Classes	Yes		Water, Santi Wipes	

Tuition & Fees Effective Summer 2025

IN-STATE TUITION AND FEE CHART

CREDIT	TUITION	STUDENT*	CAPS**	TECH	STSFE	INS	TOTAL
1	76.00	17.50	10.00	48.00	6.00	1.25	158.75
2	152.00	17.50	10.00	48.00	6.00	1.25	234.75
3	228.00	17.50	10.00	48.00	6.00	1.25	310.75
4	304.00	17.50	10.00	48.00	6.00	1.25	386.75
5	380.00	17.50	10.00	48.00	6.00	1.25	462.75
6	456.00	17.50	10.00	48.00	6.00	1.25	538.75
7	532.00	17.50	10.00	48.00	6.00	1.25	614.75
8	608.00	17.50	10.00	48.00	6.00	1.25	690.75
9	684.00	17.50	10.00	48.00	6.00	1.25	766.75
10	760.00	17.50	10.00	48.00	6.00	1.25	842.75
11	836.00	17.50	10.00	48.00	6.00	1.25	918.75
12	912.00	17.50	10.00	48.00	6.00	1.25	994.75
13	988.00	17.50	10.00	48.00	6.00	1.25	1070.75
14	1064.00	17.50	10.00	48.00	6.00	1.25	1146.75
15	1140.00	17.50	10.00	48.00	6.00	1.25	1222.75
16 OR up	1216.00	17.50	10.00	48.00	6.00	1.25	1298.75

LIABILITY INSURANCE: \$8.00 per semester, \$16.00 max per year (applies to certain programs / classes)

**Other programs/courses may be subject to additional fees

Medical Assisting Supply Fees (all Medical Assisting Programs)

MED 130 -	Supply Fee	\$10.00
MED 131-	Supply Fee	\$10.00
MED 232-	Supply Fee	\$10.00
MED 272-	Supply Fee	\$20.00
MED 140-	Supply Fee	\$20.00
MED 150-	Supply Fee	\$20.00
MED 240-	Supply Fee	\$20.00
MED 260-	Supply Fee	\$10.00

**Please be aware the Payment Plan Fee is 30.00

OUT-OF-STATE TUITION AND FEE CHART

CREDIT	TUITION	STUDENT*	CAPS**	TECH	STSFE	INS	TOTAL
1	268.00	17.50	10.00	48.00	6.00	1.25	350.75
2	536.00	17.50	10.00	48.00	6.00	1.25	618.75
3	804.00	17.50	10.00	48.00	6.00	1.25	886.75
4	1072.00	17.50	10.00	48.00	6.00	1.25	1154.75
5	1340.00	17.50	10.00	48.00	6.00	1.25	1422.75
6	1608.00	17.50	10.00	48.00	6.00	1.25	1690.75
7	1876.00	17.50	10.00	48.00	6.00	1.25	1958.75
8	2144.00	17.50	10.00	48.00	6.00	1.25	2226.75
9	2412.00	17.50	10.00	48.00	6.00	1.25	2494.75
10	2680.00	17.50	10.00	48.00	6.00	1.25	2762.75
11	2948.00	17.50	10.00	48.00	6.00	1.25	3030.75
12	3216.00	17.50	10.00	48.00	6.00	1.25	3298.75
13	3484.00	17.50	10.00	48.00	6.00	1.25	3566.75
14	3752.00	17.50	10.00	48.00	6.00	1.25	3834.75
15	4020.00	17.50	10.00	48.00	6.00	1.25	4102.75
16 OR MORE	4288.00	17.50	10.00	48.00	6.00	1.25	4370.75

*CAPS FEE WILL BE WAIVED IF ALL CLASSES ARE ONLINE

LIABILITY INSURANCE: \$8.00 per semester, \$16.00 max per year (applies to certain programs / classes)

**Other programs/courses may be subject to additional fees

Medical Assisting Supply Fees (all Medical Assisting Programs)

MED 130 -	Supply Fee	\$10.00
MED 131-	Supply Fee	\$10.00
MED 232-	Supply Fee	\$10.00
MED 272-	Supply Fee	\$20.00
MED 140-	Supply Fee	\$20.00
MED 150-	Supply Fee	\$20.00
MED 240-	Supply Fee	\$20.00
MED 260-	Supply Fee	\$10.00

**Please be aware the Payment Plan Fee is 30.00