

Medical Assistant Student Handbook



2018-2019

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Welcome Letter from the Program Coordinator

Welcome to the Medical Assistant program at Edison State Community College. We are pleased you have chosen to pursue your education with us. Our Medical Assistant program has a strong reputation for preparing graduates who are ready to “hit the ground running” and who exemplify professional characteristics. Therefore, our graduates are highly sought for positions in physician offices, healthcare clinics, and other healthcare settings. Your graduation from our Medical Assistant program will prepare you to become a valuable member of the healthcare profession.

This is an exciting beginning for you! We know the path during your time with us will be both challenging and rewarding and we are committed to your success. We also know that students who are most likely to be successful connect with their course faculty, advisors, and classmates so we encourage you to reach out to others on campus who can provide a strong support system and encourage you along the way. Our faculty members bring a wealth of knowledge and experience to the classroom and are eager to help you develop into a top-notch Medical Assistant. We also encourage you to set a goal of completing the MA Certification (CMA, AAMA) upon graduation. This certification will set you apart from others and acknowledge your expertise.

This handbook provides easy access to the Medical Assistant program policies that may affect you while in the program. I encourage you to keep it close at hand and become familiar with its contents.

Best wishes for a rewarding experience during your time with us. We will be there cheering with you when you walk across stage at commencement and get your first Medical Assistant job!

Sincerely,

Yvonne Koors, B.S., RMA (AMT)
Program Coordinator/Faculty

EDISON STATE COMMUNITY COLLEGE
Medical Assistant Program Handbook
2018-2019

A. PROGRAM GOALS AND OUTCOMES

The mission of the Medical Assistant program at Edison State Community College is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

The following program outcomes are met by the Medical Assistant curriculum which utilizes all three aforementioned learning domains and ultimately fulfills the primary goal.

PROGRAM OUTCOMES:

1. Demonstrate professionalism in regards to ethical and responsible behavior.
2. Demonstrate effective interpersonal skills with patients, physicians, and co-workers.
3. Demonstrate competent written and medical terminology skills.
4. Apply administrative policies and procedures effectively in the performance of duties.
5. Apply clinical policies and procedures effectively in the performance of duties.
6. Apply ethical and legal policies and procedures in the performance of duties.
7. Adapt methods and techniques to the individual needs or capabilities of patients.
8. Apply skills, attitudes, and dispositions to reflect Edison State's Academic Core Values.

B. POLICY STATEMENTS

The following are policies of the Edison State Community College (ESCC) Medical Assistant (MED) program. Students in the Medical Assistant program shall abide by these policies as well as those of affiliating agencies during internship. It is the student's responsibility to know affiliating agency policies. Any changes will be posted and reviewed with each class.

C. GENERAL

1. Accreditation

Edison State Community College is accredited by the North Central Association of Colleges and Schools-Commission on Institutions of Higher Education (address on file with MED Director). The Medical Assistant Certificate program is pending accreditation with the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Initial Accreditation awarded in 2012.

2. Advisory Committee

Edison State Community College's Medical Assistant program strives to successfully serve its communities of interest. To do so, an advisory committee meets annually to discuss important points of the program, review curriculum, and get feedback from local employers, graduates, students, and associated professionals.

3. Credits (Transfer and Experiential Learning)

To receive credit in Medical Assistant courses from other institutions, the grade received in the transferred course must be a "C" or better and from a Medical Assistant program accredited by CAAHEP or ABHES. Please refer to the college catalog for complete information pertaining to credits obtained in this manner and for experiential learning. The final decision regarding transfer credits, etc. is at the discretion of the Program Coordinator.

4. Student Fees

All payments and fees are to be paid prior to graduation. If not fully paid by graduation, the student cannot receive his/her certificate and/or degree.

5. Class Cancellation

When college classes are canceled because of weather or other emergencies, all Medical Assistant classes will be canceled. Students need to sign up for Edison State Alerts at: [Edison State Alerts - Edison State Community College](#) This information is no longer advertised on TV/Radio.

6. Grievances

Policies are in place to help the student deal with concerns that may arise. For a question about academic advising, the student should seek the assistance of his or her assigned faculty advisor (see Academic Advising). A concern related to a class should be discussed with the instructor of that class.

The student who remains unsatisfied after taking a concern to the faculty advisor and class instructor should see the "Student Handbook" at [Edison State Student Handbook](#) for information. There is a grievance procedure and form at [Student Complaint Form Process](#).

7. Grading

Refer to course syllabus for specific information about grading.

D. ADMISSION/REQUIREMENTS

1. Admission

To be admitted to the Medical Assistant program at Edison State Community College a student shall apply to Edison State Community College and pay the application fee, meet with an Advising Resource Center (ARC) advisor, take placement tests for math, reading and writing, and keyboarding, then register for courses with an advisor. Students need a minimum GPA of 2.0 on 4.0 scale as well as a grade of "C" or better in MTH 097D or placement into MTH 098D or higher for entry into the MED clinical course sequence. Students also must have satisfactory assessment scores in reading and writing to be ready to take ENG 121S (Composition 1), or successfully complete ENG 091D (Basic Writing) and ENG 093D (College Preparatory Reading). Departmental permission from Program Coordinator is required to register for MED 120S.

2. Academic Advising

Each semester students will meet with their assigned academic advisor (Medical Assistant Coordinator or MED faculty member) to assess the courses to be registered for during the next registration period.

Students should have declared Medical Assistant as their major no later than MED 120S. Students needing to do so may meet with their academic advisor to obtain the "Declaration of Major/Change of Major" form.

3. Retention and Progression

To remain and progress in the Medical Assistant program, a student must:

- a. Comply with college policies on academic standing and graduation requirements;
- b. Furnish medical and immunization records, renewed annually, as required;

- c. Maintain professional liability insurance (furnished by college);
- d. Maintain no less than a “C” in each MED and OSA course, pass all MED competencies, and pass all OSA competencies with 70% or better;
- e. MAINTAIN THE SEQUENCE OF COURSES as listed for the Medical Assistant program. STUDENTS CANNOT TAKE MORE THAN ONE SEMESTER OFF BETWEEN MED COURSES.
- f. Departmental permission from the Program Coordinator is required to repeat a course in the event that the student either fails or drops the course.
- g. If the student either fails or drops any MED course more than once, that student will be removed from the program.
- h. Students must remain in cohort once they start the MED sequence (i.e. if you start in days for MED 120S, you will remain in days for MED 150S/MED220S).
- i. Each student will be required to volunteer time for MED Program/College events during MED 120S/MED150S/MED220S. The student will be required to volunteer for a minimum of one event in the fall semester and one event in the spring semester.

A student may be dismissed from the Medical Assistant program as a result of failing to maintain any one or more of the following:

- a. Satisfactory criminal background check
- b. A complete health record;
- c. A grade of at least “C”, satisfactory progress, in each MED and OSA course;
- d. Satisfactory completion of each administrative and clinical competency;
- e. An overall 2.0 GPA.
- f. Safe clinical practice.

4. Competencies

Each MED course and OSA 230S, OSA 233S and OSA 252S are competency-based. This means there will be exams and also skills competencies that are graded by the instructor directly observing the student performing the assigned skill. Competencies guarantee that a student is competent in the entry-level administrative and clinical skills required of a Medical Assistant. Each competency required in the OSA courses must be passed with a grade of 70% or better. Students in MED courses **are required to achieve a score of 70 on all critical steps to pass each competency**. The student will have three (3) attempts to pass each MED competency. If a student fails a competency in his/her first attempt, the skills will be practiced and reassessed at the next class meeting, or as determined by the instructor. ALL MED courses with competencies MUST be taken on campus in a traditional classroom setting. Students may take the following online courses OSA 230S, OSA 233S, and/or OSA 252S.

Students who are unable to pass a MED course competency after the third attempt will receive a grade of “F” and will be required to take the course again to receive further training and practice. Student must receive departmental permission from the Program Coordinator in order to repeat the course (see D.3.f., above).

All competencies must be successfully completed for a specific OSA and/or MED course by the conclusion of that course term unless prior arrangements have been made with the instructor.

5. Health Records

Record of a medical exam and all other completed health records must be on file in the Health Sciences Office upon entry into the MED 150S and/or MED 220S clinical courses of the Medical Assistant program. Forms will be given to students during the MED 120S course to allow ample time to complete these requirements. Each student will enroll in the Student Immunization Tracker & Review through Certified Profile. This system will track and store all the student's immunization/health requirements. The student will have the ability to provide these requirements to Certified Profile online. The fee for enrollment is \$35.00.

The forms include: Physical/Immunization Form - appropriate physical status, proof and documentation of: MMR immunization/titer; Tdap or Td within last 10 years; Hepatitis B vaccine series or signed declination form (the first immunization is required upon entry and the series of three (3) vaccines must be completed within six months); varicella series of two (2) vaccines, or physician documentation of chicken pox, or blood titer to show immunity; and tuberculin screen PPD (2-step) or negative chest X-ray. Some internship sites may require students to have the flu vaccine. Students must comply with the internship requirements in order to be eligible and successfully complete the MA program. Students whose health records are incomplete as required will be administratively dropped from the Medical Assistant program on their first day of MED 150S and/or MED 220S.

6. CPR and First Aid Requirements

Documentation of:

- a) CPR Certification for the Professional Rescuer, **or**
CPR Pro with AED, **or**
CPR for the Healthcare Provider with AED

and

- b) Basic First Aid

must be on file prior to the first day of MED 220S. Certification is to be obtained through the American Heart Association, the American Red Cross, or the American Safety and Health Institute, and all courses are to be completed in person (online certification is not acceptable.)

7. Criminal Record Background Check

Medical Assistant students provide direct care to young children and older adults in a variety of settings. The Ohio Revised Code requires Criminal Record Background checks of all applicants under final consideration for employment in settings that provide care for these age groups. Students of the Medical Assistant program will participate in the Bureau of Criminal Investigation background and FBI check during MED 150S. Documentation of the results of the background check must be in the student's health records file prior to the first day of internship, MED 291L. The fee for the background check is incorporated into the lab fee for MED 150S. If

time lapses, for whatever reason, between the background check and internship, the student will be required to repeat the background check at the student's expense prior to being admitted to internship.

Students who are convicted of, plead guilty to, or have a judicial finding of guilt for any crime subsequent to enrollment should immediately notify the Health Sciences Office in order to determine whether such action will negatively impact their ability to complete the program.

8. Health Insurance

Proof of health insurance must be on file at Edison State prior for placement at certain internship sites. If necessary, students must provide their own health care insurance. Edison State Community College offers access to health insurance at [Health and Wellness Services](#) under the Student Health Insurance Tab. The college assumes no responsibility for student health care expenses, including follow-up care required if a student is injured during clinical course procedures.

While internship facilities will provide emergency care for the student when necessary, the student is responsible for payment of care provided and any transportation required. Students are not insured by the Workers' Compensation Act.

9. Liability Insurance

All students are required to have liability insurance before performing invasive procedures. The coverage is provided by Edison State, and payment for coverage is included in the MED 150S course lab fee. Liability insurance provides protection to the student in the event of malpractice initiated by a client or another student. This liability policy provides \$1,000,000 per claim (\$500 deductible).

10. Drug Testing

In compliance with the "Drug Free Workplace," several internship affiliates are implementing a drug screen profile as a part of the physical examination of all new employees. It is possible that a student may be required to submit to a drug screen as a prerequisite for participation in the internship component of the Edison State Community College Medical Assistant program.

The Drug Screen Policy is included in the Appendix of this handbook.

E. ATTENDANCE/CONDUCT

1. Attendance

Students are expected to be present in Medical Assistant classes and clinical labs and **to be prepared to actively participate in their own learning**. Each student is responsible for meeting course objectives in a satisfactory manner.

Attendance in Medical Assistant classes is necessary to achieve the objectives for learning. Students who miss more than three (3) class periods for MED classes meeting twice a week will

be administratively dropped from the course and required to repeat the course to remain in the program. For students in MED classes meeting once a week, missing more than two (2) classes will result in being administratively dropped from the course and being required to repeat the course to remain in the program. Attendance to seminar (MED 291R) is mandatory. Exceptions may be granted per instructor discretion for extenuating circumstances. Excessive absences from seminar can result in failure of the course. Please refer to MED 291L syllabi for attendance policy. If a student is unable to report to class due to an unforeseen emergency, he/she should contact the instructor as soon as possible. Refer to specific course syllabus for instructor's policy on make-up work. Documentation for the reason of absence should be provided if appropriate.

Classroom/Lab - If the student is unable to attend class on the day of an announced test or competency due to an emergency situation, he/she is responsible for calling the instructor prior to the class hour.

Internship Experience - If a severe illness/emergency prevents the student from attending an internship experience as scheduled, it is his/her responsibility to leave a message for the internship facility contact, and communicate the absence to the internship instructor. Each student is responsible for meeting course objectives for internship in a satisfactory manner.

Evaluation of a student's performance in the internship setting is made by assessing whether or not the student meets the objectives/outcome criteria for the course as well as each entry-level clinical, administrative and general competency as outlined on the internship skills checklist and final evaluation.

Additionally, the instructor may require a student to leave a campus lab or internship experience if the student is unprepared, if the student has health problems which may jeopardize the health of others, or if the student's behavior is unacceptable or inappropriate. The circumstances described constitute an absence. A physician's permission will be required to return in situations which might alter the student's ability to safely achieve the campus lab or internship experience objectives.

2. Communication

The student should regularly check Blackboard and Edison State email. The Program Coordinator and instructors may choose to post important information on the individual course website in Blackboard. It is the student's responsibility to stay in contact with MED staff/faculty and to stay up to date with communication regarding the Medical Assistant program.

3. Conduct

A high level of professional conduct is a must in the class and in the internship setting. A student shall accurately report any errors to the clinical preceptor and/or practitioner. A student shall not falsify any patient record or any other document prepared or used in the course of, or in conjunction with, Medical Assistant practice. A student shall implement measures to promote a safe environment for each patient. At all times when a student is providing direct care to a patient, the student shall provide privacy during examination or treatment, and treat each

patient with courtesy, respect, and with full recognition of the patient's dignity and individuality. At all times, a student will hold in strictest confidence any and all information concerning a patient and his/her family and will follow HIPAA (Health Information Portability and Accountability Act) guidelines to secure patient information. A student shall not engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient, or behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

4. Dress Code & Hygiene

Medical Assistants are seen as professionals. The students must maintain a high standard of personal hygiene and grooming. Practicing good personal hygiene helps one look and feel one's best. It also affects how one feels about one's self and how peers and patients feel about the student. Personal hygiene involves daily bathing and grooming, eating a balanced diet and getting enough rest and exercise.

While in and during MED 150S, MED 220S, and MED 291L/R classes and at the internship site, the following rules apply:

- a. Fingernails should be kept trimmed to ¼ inch or shorter. They should be clean, and nail polish, if used, should be clear or a pale, natural color. Artificial nails cannot be worn.
- b. Jewelry - No long necklaces; finger rings kept to a minimum; one pair small, non-dangling earrings.
- c. Hair should be neat and well contained (shoulder-length or longer hair pulled back). No feathers, color strands, tinsel, etc.
- d. Cosmetics should be used in moderation.
- e. Colognes and perfumes are not acceptable in the internship setting.
- f. No visible tattoos or other piercings are permitted.
- g. No gum.

Navy blue scrub pants and navy blue scrub shirt will be worn. They must be clean, neat and modest—midriff covered. If T-shirts or turtlenecks are worn under scrub top, the color must be all white with no designs. White, full-coverage shoes will be worn. Uniform scrubs are required and can be purchased at the Edison State bookstore. One uniform is required; two uniforms are recommended.

F. EXPOSURE

1. Personal Health Risks

Medical Assistant students have learning experiences in health care facilities and provide care for patients who are ill. It is possible that internship experiences will include caring for patients with infectious diseases. It is the responsibility of the Student Medical Assistant to meet the health requirements and to practice standard precautions (taught prior to clinical learning experiences) to minimize the risks to one's personal health. By enrolling in the Medical Assistant program, the student acknowledges these risks.

A pregnant student should realize that the fetus may be exposed to risks in a clinical facility. These risks should be discussed with the student's physician. A note from the physician clearing the pregnant student to participate in clinical experiences needs to be provided to the instructor/program. The Medical Assistant faculty, especially the clinical instructor, should be notified as soon as pregnancy is suspected.

2. Accidental Exposure

A Lab Safety Agreement is signed by each student before they participate in Medical Assistant clinical or internship courses. Refer to lab safety agreement at the end of this handbook.

3. Unsafe Practices

Unsafe practices include, **but are not limited to**: improper patient identification; mislabeling of tubes; carelessness with medications or test procedures including documentation, performance and handling of invasive procedures and equipment; and failure to practice standard precautions, accurately performing dosage calculations of medications, etc.

If a student displays unsafe practices in the classroom or the internship which may potentially harm another person, the student will be counseled and an action plan for remediation will be developed. If unsafe practices are observed in class or reported by the internship clinical preceptor two times while the student is in the program, the student will be removed from the program and will receive a grade of "F" for the currently enrolled course.

4. Lab Safety Agreements (Blood-Borne Pathogens)

A lab safety agreement will be signed in MED 120S. Agreements will be kept in each student's file.

5. Needle Sticks (see "Accidental Exposure")

6. Emergencies

While on campus: the Student Health Nurse is available Mon-Thurs 9:00 – 3:30 for minor illnesses and injuries. If the nurse is unavailable or the situation warrants immediate attention, call 911. While students are out at internships they will follow the safety standards and emergency protocols of the facility.

Students are expected to read the Emergency Procedures Manual available online at [Emergency Procedures Manual](#).

G. INTERNSHIP

1. Internship

To be eligible to participate in the required Medical Assistant Internship & Seminar courses (MED 291L and MED 291R) the student must successfully complete each OSA and MED course with a grade of “C” or better. In addition, each competency required in the OSA courses must be passed with a grade of 70% or better and **all** critical steps of the MED competencies must be completed successfully. For more information on competencies and their grading refer to the “Competencies” section. The students wishing to intern are also required to attend a mandatory internship orientation that is held prior to the semester the internship starts. (ie. The orientation for summer internship is held in the spring semester prior to the start of internship.) Attendance at this orientation is mandatory. If you do not attend the orientation, you are ineligible to intern. ALL students, whether you are day or evening cohort, are expected to attend orientation when it is offered. Student must have dependable/reliable transportation to be eligible for internship.

The internship and internship seminar components of the program **must** be taken immediately after the completion of the MED/OSA course sequence.

The numbers of internship sites are limited and vary from semester to semester. It is possible that all students that qualify for internship may not be placed into an internship site that particular semester. The student’s GPA, grades in clinical courses and instructor recommendations will be used as indicators for the order students are placed into sites. Students are required to complete a minimum of 160 hours **and** all specific MED 291L and MED 291R course requirements. All internships are supervised by clinical staff. Students are not paid by the internship site. If the student is employed, then service work must be kept separate from the internship time. Students should not be used as unpaid labor.

Assignment to an internship site is final and may not be changed by the student. Failure to accept an internship site placement will result in removal from the Medical Assistant program.

If a student fails at the assigned internship, that student may be removed from the program. The Program Coordinator will consider placement at a second internship site on a case-by-case basis. Placement at a second site is not guaranteed. If the student is unable to be placed at a second site, the student shall receive a grade of “F” and be removed from the program.

To be considered for re-entry into the course sequence at the MED 291L and MED 291R level, the Edison State student should submit a written request that includes reasons for withdrawal or failure and identifies a remediation plan for success, no later than 6 weeks prior to the start of the semester the student wishes to re-enter. The student must pass both a written exam (minimum of 70%) and a lab skills practical (pass/fail). In all circumstances of re-entry, the student’s medical records and background check will be reviewed and must be updated, if necessary, to re-enter the program. The Medical Assistant faculty will review the student’s request and the decision will be communicated to the student by the Program Director. Placement in an internship site is based on availability and is not guaranteed.

The Medical Assistant program offers a CMA certification exam preparation/practice exam (HESI Exit Exam). This exam is included in MED 291R (Internship Seminar). The fee for this exam is included in the lab fee for MED 291R as well as the fee for the AAMA CMA certification exam. Participation and completion of the HESI Exit Exam is mandatory. ALL graduates of the Medical Assistant program are expected to sit for the AAMA CMA certification exam when eligible.

NO cell phone use during internship hours. Your phone should not be on your person while you are interning. Please keep it with your belongings and have it on silent. You may check your phone during breaks only.

**MEDICAL ASSISTANT PROGRAM REQUIRMENTS ACKNOWLEDGEMENT FORM
& CONTACT INFORMATION**

Student Name: _____ ID#: _____
(please print)

Address: _____ Phone: _____

I have read and understand the program handbook for Edison State Community College's Medical Assistant Program. I have asked questions necessary regarding the handbook. In addition, I agree to participate in a Criminal background check, and FBI background check.

Failure to comply with the requirements listed in the handbook may result in a delay in progression through the program until requirements are met, or removal from the program. I acknowledge and agree that I will adhere to the rules in the handbook. I knowingly and voluntarily signed this document.

Signature Date: _____

EXPOSURE CONTROL PLAN

Facility name: Edison State Community College
Date of preparation: 12/05, 8/06, 11/07, 8/08, 3/11, 4/12, 5/13, 3/14, 6/15

We, the management staff of Edison State Community College, are committed to the prevention of incidents or happenings which result in employee/student injury and illness and to compliance with OSHA blood borne pathogens standard. Through this written exposure control plan, we share assigned responsibility and hereby adopt this exposure control plan as an element of the Edison State Community College Medical Assistant (MED), Phlebotomy (PLB) and Medical Laboratory Technician (MLT) programs.

A. Purpose

The purpose of this exposure control plan:

1. To eliminate or minimize occupational exposure to blood or other body fluids.
2. To identify employees/students occupationally exposed to blood or other potentially infectious materials (OPIM) in the performance of their regular job duties.
3. To provide employees/students exposed to blood and OPIM information and training. A copy of this plan is available to all employees during the work shift at Edison State Community College.
4. To comply with Occupational Safety & Health Administration (OSHA) blood borne pathogen standards.

A. Exposure Determination

The Employer has determined common job classifications/students that may be expected to incur occupational exposures to blood or other potentially infectious materials. This exposure determination is made without regard to use of Personal Protective Equipment (PPE).

The following job classifications may expect the possibility to incur occupational exposures to blood or other potentially infectious materials.

- Instructors of MED, PLB, MLT clinical courses
- Environmental service technicians assigned to clean room 314 (clinical lab) and/or room 344.

The following students may expect the possibility to incur exposures to blood.

- Students taking courses in the allied health programs

The following is a list of job classifications in which some employees may have occupational exposures to blood or OPIM:

- Instructor of clinical courses in MED, PLB, and MLT.
 - Task: Training invasive procedures, classroom Labs and clean-up.
- Environmental Services Technician
 - Task: Cleaning room 314 and 344

The following students may have exposure to blood.

- Students taking courses in the Allied Health Programs

C. Compliance Methods

1. Standard Precautions

This organization embraces “standard precautions,” which is a method of infection control that requires the employee/student to assume that all human blood and specified body fluids are infected with blood borne pathogens. Where it is difficult or impossible to identify body fluids, all are considered to be potentially infectious.

2. Engineering Controls and Work Practices

All sharps (needles, tubes, slides) shall be disposed into puncture-proof, biohazard labeled, sharps containers provided in each laboratory setting. Place fully closed sharps containers into the main biohazard box. Do not throw any tubes directly into the main biohazard box.

The following engineering and work practice controls will be used by employees/students to eliminate or minimize occupational exposures at this facility.

- a. Engineering controls
 - i. Safety needles, transfer devices, plexiglass, shields, eye wash stations, Sharps containers.
- b. Work practice controls
 - i. Wash hands with soap and water before and after practicing clinical procedure.
 - ii. Flush eyes and mucous membranes with water immediately after any exposure
 - iii. Eating, drinking, and applying cosmetics is not allowed in the lab.
 - iv. Dispose of sharps into sharps containers. When sharps containers are nearly full close the lid securely and place the entire sharps container in the main biohazard box.

3. Personal Protective Equipment (PPE)

Gloves, lab coats, face shields/mask/goggles, heavy duty gloves

- a. Body protections: (List items and when used.)
 - MED – gloves
 - MLT – gloves, lab coat
 - PLB - gloves
- b. Gloves, masks, goggles or face shields and lab coat if splash is likely to occur.
- c. Special PPE:
 - Heavy duty gloves if cleaning up a spill containing glass.

- d. The instructor is responsible for ensuring and issuing appropriate, readily accessible PPE to students. Non-latex gloves shall be readily accessible to employees/students. Students are responsible for identifying a need for necessary PPE.
- e. All PPE will be removed prior to leaving the work area/lab.
- f. All PPE will be disposed of by the employer at no cost to the employee.
- g. PPE, when removed, will be placed in the designated area for disposal.

4. Housekeeping

This facility will be cleaned and decontaminated according to the following schedule:

Area	Schedule	Cleaner
Lab/countertops	After each class	Students/instructor
Desks in lab area	After each class	Students/instructor
Floors/sinks	As scheduled by Envir. Services	Maintenance.Envir. Services

This facility will use Cavicide to clean surfaces. Broken glassware which may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means such as; a brush and dust pan, tongs or forceps.

5. Contaminated laundry

N/A

6. Regulated waste

The following procedures will be followed:

- a. Instructors will notify the Program Coordinator if the main biohazard box is nearly full.
- b. Program Coordinator will notify the Academic Project Specialist.
- c. Academic Project Specialist will call Enviro-Medical Waste Services to schedule a pick-up to remove or biohazard waste.

7. Hepatitis B vaccine

Hepatitis B vaccination is recommended for instructors and students prior to practicing invasive procedures in the MED, PBL, MLT programs. The employer will offer HepB vaccine to clinical instructors and Environmental Services Technicians cleaning 314 and 344 at no cost to employee at the time of hire. The HepB vaccine will be provided at UVMC Occupational Health to employees who choose to have it. If an employee declines the HepB vaccine, a declination form must be signed and kept in the employee file. Employee has the right to change his/her mind at any time. HepB vaccination records are kept in employee files in HR.

8. Post Exposure Evaluation and Follow-up

Employees:

- The company will offer post-exposure follow up at no cost to the employee.

- All employees who incur an exposure incident shall submit to post- exposure evaluation and follow up in accordance with the standard. All post-exposure follow-ups will be performed by UVMC Occupational Care Center South.
- Edison State Community College will cover the cost of required testing and follow up. The Exposure Incident Report Form is to be completed and kept in HR.

Students:

- All students who incur an exposure incident shall submit to a post-exposure evaluation and follow-up in accordance with the standard.
- If a student has an exposure, it will be reported to the instructor and the instructor will initiate the Exposure Incident Report Form.
- The student exposed is to report to the Emergency Department at UVMC. Student is responsible for payment of all needed testing and counseling.
- The source student is to report to UVMC Occupational Care Center South.

9. Labels and signs

The instructor will ensure biohazard labels are on each container of regulated waste: sharps containers, biohazard trash containers, lab refrigerator.

10. Information and training

Employees:

- a. The employer will ensure that maintenance/environmental staff are trained prior to initial assignment to tasks in which exposure may occur, and that training shall be repeated within 12 months. Employers shall provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure. The additional training may be limited to addressing the new exposures created. The training program will be tailored to the educational level and language of the employees and will be offered during the normal work shift. The training will be interactive and will contain the following information:
 - An accessible copy of the regulatory text of this standard and an explanation of its contents;
 - A general explanation of the epidemiology and symptoms of bloodborne diseases;
 - An explanation of the modes of transmission of bloodborne pathogens;
 - An explanation of the employer's exposure control plan and the means by which the employee can obtain a copy of the written plan;
 - An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;
 - An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment;

- Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;
- An explanation of the basis for selection of personal protective equipment;
- Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered free of charge;
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available;
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident;
- An explanation of the signs and labels and/or color coding required by paragraph (g)(1); and
- An opportunity for interactive questions and answers with the person conducting the training session.

The person conducting the training shall be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the workplace that the training will address.

- b. The Dean will ensure that instructors are trained prior to initial assignment to tasks in which exposure may occur.

Students:

The instructors will ensure that students are trained prior to initial assignment to tasks in which exposure may occur. The training program will be tailored to the education level and language of the students and will be offered during the normal class times. The training will be interactive and will contain the following information:

- a. ECP
- b. Lab Safety Agreements - signed by students in each clinical course
- c. Standard Precautions Program - MED or PLB 150S course
- d. Additional training will be given to students when changes of tasks or procedures affect students' occupational exposure.

11. Recordkeeping - Medical

Employees: The Employer (HR) is responsible for maintaining the following records:

- a. Exposure Incident Report Form
- b. Sharps Injury Log
- c. Medical Records/records generated if exposure occurs.
- d. HepB vaccination records.

Exposure incident records will be kept for the length of employment plus 30 years.

Students: The APS for Health Sciences is responsible for maintaining the following records:

- a. Physical form/vaccination records
- b. TB screen
- c. Medical History questionnaire
- d. Hepatitis B waiver (if necessary)

12. Training records

The APS for Health Sciences is responsible for maintaining and keeping on file the following records:

Employees:

- a. Exposure Control Plan
- b. Standard Precautions Program
- c. Documentation of annual training

Training records are kept for 3 years.

Students:

- a. Lab Safety Agreement(s)
- b. Standard Precautions Program
- c. Student records will be made available to the instructor, if necessary
- d. ECP

13. Evaluation and review

The Program Coordinator and Dean of Health Sciences is responsible for reviewing this plan annually to determine its effectiveness and updating it as needed.

Adopted:	<u>8/1/2006</u>	by:	<u>Elizabeth Baltes-Spring, Interim MA Prog Director</u>
Reviewed:	<u>11/7/2007</u>	by:	<u>Sharon Brown, Dean of Health & Public Service</u>
Reviewed:	<u>8/20/2008</u>	by:	<u>Sharon Brown, Dean of Health & Public Service</u>
Reviewed:	<u>3/9/2011</u>	by:	<u>Gwen Stevenson, Dean of Health and Public Service</u>
Reviewed:	<u>4/27/2012</u>	by:	<u>Gwen Stevenson, Dean of Health and Public Service</u>
Reviewed:	<u>5/3/2013</u>	by:	<u>Gwen Stevenson, Dean of Nursing and Health Sciences</u>
Reviewed:	<u>3/3/2014</u>	by:	<u>Gwen Stevenson, Dean of Nursing and Health Sciences</u>
Reviewed:	<u>6/1/2015</u>	by:	<u>Gwen Stevenson, Dean of Nursing and Health Sciences</u>
Reviewed	<u>8/14/2018</u>	by:	<u>Yvonne Koors, MA Program Coordinator</u>

EDISON STATE COLLEGE HEALTH SCIENCES- LAB SAFETY AGREEMENT

- No lab procedures shall be done without an instructor in the room.
- No injections or venipuncture shall be done without an instructor actively observing.
- No tests or procedures shall be performed by a student who has missed the introductory lecture and instructions until approved by the instructor, and the package insert has been read (if applicable).
- No supplies shall leave the building and/or lab room without permission from the instructor.
- All instructions for procedures and use of equipment are to be followed precisely.
- All equipment is to be properly cleaned and cared for.
- All electrical plugs shall be unplugged at the conclusion of each lab day, unless otherwise instructed.
- Appropriate personal protective equipment (PPE) will be utilized during lab activities.
- Any and all mishaps, injuries, and/or errors are to be reported to the instructor immediately. The student shall pursue follow up care outlined in the Accidental Exposure Follow-up Plan and be responsible for payment of such treatment.

Unsafe practices can lead to termination from the program. (See Handbook.)

I have read the Standard Precautions Program, the Exposure Control Plan and the Lab Safety Agreement. These policies will be strictly followed.

I, _____, have read the above stated laboratory policies. They have been explained and any questions have been answered to my satisfaction. I agree to abide by these laboratory rules and fully understand the possible consequences of my failure to do so.

Student Signature: _____ **Date:** _____

Witness: _____ **Date:** _____

I, _____, wish to participate in all laboratory activities including but not limited to: venipuncture, finger puncture, electrocardiograms, vital signs, visual acuities, urinalysis, injections, **with the following exceptions due to my physician's orders** – _____

(Please provide a written statement from your physician with your specific limitations.)

Student Signature: _____ **Date:** _____

Witness: _____ **Date:** _____

I understand and agree that I am responsible for assuming the roles of health care provider and patient in the laboratory sessions. In order to fulfill this responsibility, I must obtain, as well as provide, clinical specimens.

Student Signature: _____ **Date:** _____

Witness: _____ **Date:** _____

STANDARD PRECAUTIONS PROGRAM

Guidelines for the Practice of Standard Blood and Body Fluids Precautions & Biohazard Disposal

Standard Precautions

Standard Precautions are a method of infection control in which all human blood and human body fluids are treated as if known to be infectious and harmful to you. In this way, you can protect yourself from being unknowingly infected simply by being informed and following the proper guidelines.

You need to be concerned with Standard Precautions because you could needlessly expose yourself to an infectious, and possibly even fatal, disease.

Remember: Consider all blood and body fluids as potentially infectious. Use appropriate barrier precautions routinely. They should be standard for all patients.

Steps for Prevention

The best way you can protect yourself is to wear specified articles of personal protective equipment in any situation that may put you at risk. The following is an explanation of the protective barriers available and the situations in which they must be used.

Protective Barriers/Personal Protective Equipment (PPE)

- **Wear Gloves:**
 - When touching blood or body fluids, mucous membranes, or non-intact skin of any individual.
 - When handling items of surfaces soiled with blood or body fluids.
 - During invasive (body-entering) procedures
- **Wear Gowns:**
 - During procedures or clean-up processes that are likely to generate splashes of blood or other body fluids. These splashes may contaminate mucous membranes of the mouth, nose, and eyes.
- **Wear Masks and Protective Eyewear:**
 - During procedures or clean-up processes that are likely to generate droplets or splashes of blood or body fluids.

Disposal of Biohazard Material

- Any item that has been contaminated with blood or body fluids is considered biohazardous and shall be disposed of into appropriate biohazard containers. PPE must be worn when handling biohazard materials.
- Needles, broken glass, capillary tubes, etc., shall be disposed of into puncture-proof “sharps” containers.
- Tubes shall be disposed of into “sharps” or other puncture-proof biohazard containers.

Prevention

- **Hand Washing:**
 - Wash hands routinely.
 - Use antiseptic soap or cleansers.
- **Injury Prevention:**
 - Disposable syringes and needles, scalpel blades, and other sharp objects should be placed in Sharps Management System container.
 - To prevent needle-stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.
 - Use extra caution when working in, around or with sharp objects, instruments or machinery. Be sure to use appropriate personal protective gear as necessary and follow all safety guidelines while operating all machinery, tools, and equipment.

ON CAMPUS—If an accident or any spill/mess of blood or body fluid occurs:

1. Immediately notify your instructor.
2. Complete and file Exposure Incident Report Form.
3. When required to clean up a spill, only do so with a spill kit following the instructions provided.

OFF CAMPUS (At Clinical Site)—If an accident or any spill/mess of blood or body fluid occurs:

1. Immediately notify the Clinical Preceptor/ Clinical Instructors/ or other Clinical Personnel.
2. Complete and file Exposure Incident Report Form (EDISON STATE COMMUNITY COLLEGE) and any other necessary paperwork required by the clinical site.
3. Provide copy of the incident report to your instructor.

Please take the time to be safe. Think ahead and protect yourself by using the safety equipment made available to you.

STANDARD PRECAUTIONS PROGRAM

Guidelines for the Practice of Standard Blood and Body Fluids Precautions & Biohazard Disposal

Signature Sheet

I have read, had the opportunity to have my questions answered, and understand the Standard Precautions & Biohazard disposal protocol in this paper. I agree to use Standard Precautions, properly dispose of biohazard material, and use personal protective equipment during clinical and internship courses.

Signature

Date

**Edison State Community College
Medical Assistant Program
Drug Screen Policy**

Education of health profession students at Edison State Community College requires collaboration between the college and clinical agencies. In order to provide quality clinical experiences, many clinical affiliation agreements require drug screen testing. Additionally, the college shares an obligation with the clinical agency to provide safe patient care and to protect, to the extent reasonably possible, against unsafe care due to a student who is under the influence of illegal drugs or alcohol while in the clinical setting. Therefore, it is the policy of Edison State Community College that students enrolled in the MED program submit to drug testing upon the request of the clinical site.

“Drug test” or “test” means any chemical, biological, or physical instrumental analysis, for the purpose of determining the presence or absence of alcohol, drugs or its metabolites, as well as for substitution, adulteration, or dilution of the sample. Tests are based on urine or breath samples and are conducted by qualified personnel.

Students enrolled in the MED program at Edison State Community College must abide by the program’s drug screen policy and will receive notice of the drug screen policy prior to enrollment in their first MED course. MED students are subject to drug screening as follows:

- As a pre-clinical screening to fulfill contractual obligations with certain clinical agencies.
- For reasonable suspicion testing if the student exhibits behaviors indicative of substance abuse anytime while enrolled in the MED program.

I. PRE-CLINICAL SCREENING

1. Students assigned to certain clinical agencies will be required to complete a drug screen prior to the first clinical assignment as specified by the agency in order to meet contractual agreements.
2. Drug screening will be scheduled by course faculty who will notify students of when to report to Upper Valley Medical Center Occupational Health for the drug screen.
3. The drug screen fee is the responsibility of the student and is to be paid directly to UVMC Occupational Health.
4. Any student failing to report for screening at the designated time must complete testing with UVMC Occupational Health within 24 hours of that date or submit documentation of extenuating circumstances to the Dean of Nursing and Health Sciences. The Dean of Nursing and Health Sciences will make a determination as to acceptance of the documentation and approval for rescheduling.

II. REASONABLE SUSPICION SCREENING

1. Students may also be required to submit to reasonable suspicion testing as stipulated in the drug screen policy of the MED program and/or clinical agency while participating in clinical experiences. Reasonable suspicion is defined as but not limited to the following behaviors:
 - a. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; such as, but not limited to, unusual, slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors or responses; trembling hands; persistent

diarrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.

Appendix A: Drug Screen Policy (Rev. 8/2014)

- b. Abnormal conduct or erratic behavior on the clinical unit, absenteeism, tardiness or deterioration in performance;
 - c. Evidence of tampering with a drug test;
 - d. Information that the individual has caused or contributed to an incident in the clinical agency;
 - e. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while enrolled in the MED program.
 - f. Odor of Alcohol:
2. If a faculty member or clinical agency staff member observes such behavior, the faculty member must dismiss the student from the educational or clinical setting immediately and contact the Dean of Nursing and Health Sciences who will determine if there is reasonable suspicion to screen the student. If the Dean of Nursing and Health Sciences is not available the faculty member will contact the Sr. Vice President for Academic Affairs who will determine if there is reasonable suspicion to screen the student. If the decision is made to screen the student the Dean of Nursing and Health Sciences or Sr. Vice President for Academic Affairs will direct the faculty member to make arrangements to have the screening performed immediately. The student will be responsible for obtaining transportation to the designated lab for screening; the student will not be allowed to drive to the designated lab. A student's failure to consent to the screening will result in immediate dismissal from the MED programs. Reasonable suspicion testing includes a witnessed urine drug test and/or breath alcohol testing.
- a. Students will be informed of the screening results by the Dean of Nursing and Health Sciences.
 - b. The drug screen fee will be the responsibility of the college.

III. CONSEQUENCES FOR A CONFIRMED POSITIVE DRUG TEST, REFUSAL TO BE TESTED or DILUTE SPECIMENS CONSIDERED POSITIVE.

Definition of a positive test: A positive drug test is defined as "The presence in the test sample of illegal drugs and/or metabolites, or of prescriptions drugs and metabolites for which the student does not have a current prescription" at levels exceeding current testing guidelines. A dilute specimen that is positive for drugs is considered to be a positive specimen for those drugs detected. A breath alcohol test result of 0.04 or greater alcohol concentration is considered a positive test.

1. Failure to complete drug screening, a report of 2 dilute specimens, or confirmation of a positive result as specified in sections I and II above will result in immediate dismissal from the MED program and a grade of "F" will be reported for the currently enrolled course. A student dismissed from the program as a result of noncompliance with the drug screen policy may petition for readmission to the program (if academically eligible) after successful completion of a substance abuse treatment program. Documentation of successful completion must be sent directly to the Dean of Nursing and Health Sciences by the substance abuse program. Results of a drug screen completed one month prior to the petition for readmission must also be received by the Dean of Nursing and Health Sciences from Upper Valley Medical Center.
2. If a positive drug test result is confirmed, the Dean of Nursing and Health Sciences will submit a report of the student's violation of Edison State Community College's Student Code of Conduct. To be considered for readmission to the MED program the student must satisfy all corrective actions as specified by the Non-Academic Misconduct Procedure.

IV. STUDENT DRUG SCREEN PROCEDURES

1. Policies and procedures related to drug screen testing at UVMC will be followed which includes submission of a photo ID and social security number at the time of specimen collection.
2. The collector will be a licensed medical professional or technician who has been trained for collection in accordance with chain of custody and control procedures.
3. Urine specimens will be screened for ten (10) classes of drugs as per the standard 10 panel pre-employment test.
4. Drug detection through urine drug testing is related to the quantity of metabolites present in the urine. A dilute specimen is invalid for determining the absence of drugs in a specimen. If the Dean of Nursing and Health Sciences is notified of a dilute specimen that is negative, the student will be contacted and must repeat the drug screen within a specified timeframe (generally 48 hours) and at his/her own expense. The student will be requested to refrain from drinking excessive amounts of fluid prior to testing. If a second "dilute" is reported, the drug screen will be considered positive.
5. Positive screens will be confirmed by the Medical Review Officer at UVMC.
6. Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved testing device. If the initial test indicates an alcohol concentration of 0.04 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test will be observed and performed between fifteen minutes and no more than 30 minutes form the completion of the original test.
7. All drug screen results will be sent to the Dean of Nursing and Health Sciences.

V. CONFIDENTIALITY

The Dean of Nursing and Health Sciences of the MED Program will receive all test results. Confidentiality of the test results will be maintained with only the Dean of Nursing and Health Sciences, the MED Academic Project Specialist, and the student having access to the results with the exception of legal actions which require access to test results or upon the request of clinical agencies for the purpose of clinical placement.

VI. CONSENT

Each MED student is required to sign a statement indicating that he or she has received a copy of the drug testing policy and consents to provide urine specimen(s) for the purpose of analysis. If the MED student is under eighteen (18) years of age, the MED student's parent or legal guardian must sign the drug testing consent form in addition to the MED student. The original signed consent form will be maintained in the student's file in the Health Sciences Office.