

**POLICIES
AND
EXPECTATIONS**



2019 – 2020

MEDICAL ASSISTING

MEDICAL ASSISTING PROGRAM POLICIES

GENERAL SAFETY GUIDELINES

- The shop setting simulates a medical office.
- All shop materials, computers, medical equipment/instruments, supplies, etc. are an integral part of shop. They should be handled only when you are instructed to do so.
- Operation of equipment and use of supplies are **ONLY** to be done under direct supervision of an instructor.
- **ALL STUDENTS ARE REQUIRED TO COMPLETE OSHA/CAREER SAFE PROGRAM.**

RELATED PARTICIPATION

The following materials must be brought to shop every day:

- Approved loose-leaf notebook, with sufficient paper supply
- Black or Blue pen
- Textbook(s)
- Workbook
- Watch with a sweeping seconds hand

SHOP PARTICIPATION

To provide students with a realistic and diverse learning environment the students are required to learn and perform various medical procedures that involve practicing on each other. For the safety of the student, the Medical Assistant program requires each student to complete a health history form, and have it signed by a parent to participate in all learning activities.

GRADING

Refer to individual Teacher's policy.

ABSENCES

- It is the responsibility of the **STUDENT** to obtain missed assignments, handouts, etc. from the instructor within two (2) school calendar days upon returning, except in extenuating circumstances. Students who do not contact the instructor as noted may receive a failing grade for all missed work and/or make-up assignments.
- Make up work must be submitted in a timely manner. If work is submitted upon return to school or within a reasonable time frame, agreed upon by student and instructor, no penalty will be incurred; however, if the student fails to meet agreed upon deadlines, a reduction in grade equaling 10% for each week thereafter will be assessed to the final grade of the assignment, etc.
- Assignments, tests, and competencies must be made up before the end of the next cycle. Failure to do so will result in a ZERO.

PROGRAM REQUIREMENTS

Students are required to take the following certification exams:

- Career Safe-OSHA (Freshman year)
- CPR (every other year-all students)
- Heart Saver First Aid

MEDICAL ASSISTING PROGRAM POLICIES

COMPETENCIES AND EVALUATION

- Students will be assigned to work with different partners for shop evaluations and practice sessions. Working with a variety of students will allow the students to experience different personalities.
- Evaluation/competencies will be conducted one-on-one with an instructor. Other students will not be allowed to observe or interrupt during testing.
- If a critical step within a competency is not performed the student will be instructed to stop immediately. They will receive remediation of their error, provided with additional practice time, and given an opportunity to attempt the competency a second time with a 15% reduction in grade.
- All missed evaluations will be made up before the end of the next cycle following the absence policy.

BREAKS AND PRIVILEGES

- A 15-minute break during the morning will be allowed. Eating and drinking are allowed only at this time.
- All break food must be brought to shop at the beginning of the day. Going to lockers or the cafeteria to obtain food or drink once school has started is not allowed.
- Bathroom breaks are in the morning after break and again either before or after lunch.
- Disciplinary actions will occur if rules are not followed.

DRESS CODE

Medical Assistants are healthcare professionals; therefore, Medical Assistant students will maintain a professional appearance at all times.

- Attire will be checked daily and will reflect on the student's shop Employability grade.
- Medical Assistant students will adhere to the following rules. Students who do not comply with the dress code will be referred to the department head or vocational coordinator.

UNIFORMS FOR SHOP/ CO-OP

- Students will purchase a shop uniform through the Diman website.
- The uniform will be cleaned and pressed at all times.
- Appropriate under garments are to be worn.
- Name tags will be purchased through the uniform website.
- Students are to adhere to all uniform requirements while on CO-OP. NO EXCEPTIONS.

SHOES AND SOCKS

- Solid white or black sneakers or "clinical" shoes (leather preferably, vinyl accepted). Canvas shoes are not allowed.
- No open toed shoes or shoes with holes.
- Shoes must be cleaned and polished at all times.
- Socks must be worn at all times.

HAIR

- Hair must be secured in a bun or tied back in a ponytail and off the collar at all times.
- Bangs that fall below the eyebrow and any loose ends of hair must be controlled with bobby pins.
- Hair scarves are not allowed.

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NAILS

- No longer than ¼ inch beyond finger.
- No artificial nails.
- Nail polish is not allowed.

JEWELRY

- A wrist watch with a sweeping seconds hand (NO SMARTWATCHES) is needed.
- One pair of stud type earrings (NO HOOPS) is allowed.
- A simple chain necklace may be worn but it must not dangle.
- No facial or tongue piercings are allowed.

COSMETICS

- Light cosmetics only. This includes minimum amount of eye shadow and mascara.
- No perfumes or body sprays.

PERSONAL HYGIENE

- A daily shower, shampoo, and the use of antiperspirant are essential for proper student hygiene.
- Mouth odors should be addressed by brushing and using a mouth wash each morning.

SHOP / CLASSROOM RULES / PERSONAL ITEMS

- **NO ELECTRONICS** (Refer to student handbook)
- Backpacks and coats are to be left in student's lockers before the 1st period bell. (Please keep on you lunch money, chap stick, etc.) ***No student will be allowed to go to their locker throughout the day for personal items.*** You may bring to class a personal sack pack (must fit into desk) to hold personal items, drink, snack, and lunch.
- **BE RESPECTFUL** to teachers, staff, visitors, and fellow students.
- **BE SAFE** in all areas of the shop and classroom. Your actions and inactions impact everyone.
- **BE ON TIME** and ready to learn.

HIPAA GUIDELINES

- Respect patient confidentiality and Privacy Policy.
- Respect patient/classmates' privacy.
- Do not criticize others.
- Do not talk about patients in any setting other than the classroom/shop.
- Do not talk about doctors, offices, or staff, anywhere but the classroom/shop.
- Ask questions when and where appropriate.

COMPUTER GUIDELINES

- Permission must be obtained before using computers. Computers cannot be used during break.
- There is to be no surfing on the internet for non-school related material during class.
- Beware computers are monitored at all times and will be taken away if used inappropriately.
- Permission to print must be obtained prior to printing.
- There is to be no printing of non-school related material.

MEDICAL ASSISTING PROGRAM POLICIES

EMPLOYABILITY SKILLS DESCRIPTION

The Employability Skill grade is broken down into four separate areas: Participation, Interaction and Attitude, Conduct and Effort, and Safety.

Rating Values

The student is evaluated according to the grading description listed below:

4 = Excellent **3** = Good **2** = Developing **1** = Unsatisfactory

Students that are removed from class for disciplinary reason(s) will receive a zero (0) for their daily grade.

A perfect score indicates the student has achieved the following for each category:

Participation

Has the student:

- Required no cues to stay on task.
- Demonstrated an interest in the learning process.
- Took initiative.
- Problem-solved independently.

Interaction and Attitude

Has the student:

- Interacted well with the instructor and classmates, was a team player, was friendly and helpful.
- Accepted constructive criticism and improved greatly.

Conduct and Effort

Has the student:

- Followed all shop rules; arrived in shop with proper attire and materials.
- Exhibited effort in every aspect and employed exceptional time management.

Safety

Has the student:

- Followed all shop specific safety guidelines.

Detach ✂ and Return Signed

STUDENT SIGNATURE

PARENT SIGNATURE

DATE

MEDICAL ASSISTING EMPLOYABILITY SKILLS

Student Name: _____ **Semester:** _____

Instructor Name: _____ **Cycle Ending:** _____

Date													COMMENTS REGARDING PERSONAL APPEARANCE:	
Hair														
Scrub Top														
Scrub Bottom														
Socks														
Shoes														
Nails														
Jewelry														
Hygiene														

Participation		Interaction and Attitude		Conduct and Effort		Safety	
4 – Required no cues to stay on task. Demonstrated interest. Took initiative. Problem-solved independently.		4 – Interacted well with instructor/classmates/guests, was a team player, friendly and helpful. Accepted constructive criticism and improved greatly.		4 – Followed all shop rules. Exhibited effort in every aspect and employed exceptional time management.		4– Followed all shop specific safety guidelines.	
3 – Required minimal cues to stay on task. Demonstrated some interest. Sought help when needed.		3 – Cooperated willingly and required minimal cues regarding acceptable interaction with instructor/classmates/guests. Accepted constructive criticism and improvement was noted.		3 – Required minimal reminders of the shop rules. Exhibited effort by utilizing effective time management.		3 – Needed minimal reminders of shop specific safety guidelines.	
2 – Needed some cues to stay on task. Demonstrated little interest. Rarely sought help when needed.		2 – Needed some cues regarding acceptable interaction with instructor/classmates/guests. Accepted constructive criticism, but only made minor improvement.		2 – Needed some reminders of the shop rules. Lacked effort by exhibiting poor time management; however, routine work was acceptable.		2 – Needed some reminders of shop specific safety guidelines.	
1 – Needed repeated cues to stay on task. Demonstrated no interest. Never sought help when needed.		1 – Needed repeated cues regarding acceptable interaction with instructor/classmates/guests. Disregarded constructive criticism.		1 – Needed repeated reminders of shop rules. Unmotivated and lacked time management skills. Required constant instructor monitoring in order to complete work.		1– Needed repeated reminders of shop specific safety guidelines.	

COMMENTS: _____

FINAL AVERAGE:

Student Signature _____ Date _____ Instructor Signature _____ Date _____