

**NEBRASKA METHODIST COLLEGE
THE JOSIE HARPER CAMPUS**

**MEDICAL ASSISTING PROGRAM
STUDENT HANDBOOK**



2010 - 2011

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Welcome!

You will spend the better part of the coming year completing the courses of the Medical Assisting Certificate Program. The courses will be rigorous, and at times you may wonder what you have gotten yourself into, but your perception of intensity has much to do with the amount of time, dedication and commitment you spend towards your chosen profession.

You will have to absorb a lot of information and apply that information in the laboratory and clinical setting. You will have to develop critical thinking skills, empathy, and knowledge relating to the field of Medical Assisting. Every patient, every situation is unique. You can't memorize all the answers, but you will be expected to apply the basic Medical Assisting skills that you have learned.

You will be educated and held accountable for your professional attributes. What are professional attributes? They are those qualities—over and beyond the knowledge you gain and the skills you learn—which are essential for your success in the classroom and clinic. In broad terms, you will be expected to demonstrate respect for others, communicate effectively, cooperate with fellow workers, and display the dependability expected of a professional. Treat your classmates, instructors, patients, and co-workers, as you would like to be treated.

Those who make the most of the program learn early on that the program faculty, clinical staff and instructors, and other college personnel work extremely hard to build a bridge for you to successfully graduate and realize your dream. You can become a Medical Assistant and enjoy a rewarding and successful career. It is up to YOU, the student, to be successful...we are here to help you achieve your goals.

Sincerely,

Marcia Franklin, RN, MSN

Medical Assistant Program Director

Purpose

The purpose of these policies is to provide the student with information specific to the Medical Assisting Certificate Program. The policies and procedures contained in this handbook are subject to change without notice at the discretion of the Program Director with the approval of the Associate Dean. Any changes made will be communicated to students in a timely manner. This information and policies serve to supplement, not substitute for, those present in the College Student Handbook and Catalogue. It is the student's responsibility to become familiar with all three documents while a student at the College. You are expected to abide by the regulations contained in it. Your signature at the back of the handbook indicates that you have read and understand all policies and that you agree to act in accordance with those policies and regulations.

Philosophy

The philosophy of the Medical Assisting Department reflects the core values and beliefs of Nebraska Methodist College (NMC). Adult learning methodologies are used to challenge students in the development of critical thinking skills. The Medical Assisting program uses classroom and laboratory instruction with the most current equipment to prepare the students to function during their clinical practicum with the intended outcome of developing the students skills and abilities to function competently as an entry-level Medical Assistant (MA).

MEDICAL ASSISTING PROGRAM DIRECTORY

Personnel	Office Number	Phone	Pager
Program Director, Marcia Franklin RN, MSN	Clark building 3231	354-7076	577-9350
Associate Dean, Pat Sullivan, PhD	Leinart 2026	354-7024	

Program Accreditation

The Medical Assistant Certification Program at Nebraska Methodist College – Josie Harper Campus is accredited by the Commission on Accreditation of Allied Health Education Programs. The Commission on Accreditation of Allied Health Education Programs (www.CAAHEP.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, Florida, 33756 (727)210-2350.

Certification

Students at the end of the Medical Assistant Program at Nebraska Methodist College must sit for the National AAMA Exam to become certified. One of the goals of Nebraska Methodist College is to educate students in their respective health care field so that they are prepared for national certification examination. Taking these examinations is a graduation requirement within the MA Program. The College does not guarantee that a student will pass these examinations, nor is the college responsible for the expenses incurred by a student as a result of the certification process.

What is a Certified Medical Assistant?

The demands of health care delivery are greater than ever. The Certified Medical Assistant (CMA) is in greater demand than ever. Medical assistants are the only allied health professionals specifically trained to work in ambulatory settings, such as physician's offices, clinics and group practices. These multi skilled personnel can perform administrative and clinical procedures. Physicians value this unique versatility more and more, as managed care compels them to contain costs and manage human resources efficiently. Not surprisingly, the demand for medical assistants is expanding rapidly.

What sets the CMA apart among medical assistants is the certification. A medical assistant first earns the CMA credential by passing a rigorous examination that requires a thorough, broad and current understanding of health care delivery. Then, the CMA must renew the credential every five years. This means keeping abreast of new developments in the health care field by participating in approved continuing education study programs, reading authoritative texts, and networking with other CMAs. Health care delivery is changing every day. The CMA keeps changing with it.

The CMA credential is offered by the American Association of Medical Assistants (AAMA) the only medical assisting organization granted Official Observer Status to the American Medical Association's House of Delegates. The National Board of Medical Examiners – responsible for many national examinations for physicians – serves as test consultant for the AAMA CMA Certification/Recertification Examination. As a result, the reliability and validity of the CMA credential is of the highest order.

The CMA's recertification requirement can be met by examination or through continuing education. Also CMA's employed or seeking employment must have current certified status to use the CMA credential in connection with employment.

This information retrieved from AAMA web site at http://www.aama-nt1.org/about/what_is_a_cma.aspx?print=true.

Code of Ethics

The Code of Ethics of the American Association of Medical Assistants (AAMA) shall set forth principles of ethical and moral conduct as they relate to the medical profession and the particular practice of medical assisting.

Members of AAMA dedicated to the conscientious pursuit of their profession, and thus desiring to merit the high regard of the entire medical profession and the respect of the general public which they serve, do pledge themselves to strive always to:

- A.** render service with full respect for the dignity of humanity;
- B.** respect confidential information obtained through employment unless legally authorized or required by responsible performance of duty to divulge such information;
- C.** uphold the honor and high principles of the profession and accept its disciplines;

- D. seek to continually improve the knowledge and skills of medical assistants for the benefit of patients and professional colleagues;
- E. Participate in additional service activities aimed toward improving the health and well-being of the community.

AAMA Medical Assistant Creed:

I believe in the principles and purposes of the profession of medical assisting.

I endeavor to be more effective.

I aspire to render greater service.

I protect the confidence entrusted to me.

I am dedicated to the care and well-being of all people.

I am loyal to my employer.

I am true to the ethics of my profession.

I am strengthened by compassion, courage and faith.

Retrieved from the AAMA website @ http://www.aama-ntl.org/about/code_creed.aspx

Program Progression

Grading of Didactic Courses

Students must obtain a minimum grade of 70% to progress to the next MA term. The remainder of the grading scale follows the college criteria outlined in the college catalog. **A student who receives a grade below a “C” will be required to reenroll, pay for the course again, and complete a Developmental Plan as described in the Repeat of Course Policy in the College Catalog.**

Medical Assisting Entry-Level Competencies

In addition to completing each course with a 70% or above, each student must demonstrate the entry-level competency requirements established by the AAMA. These specific competencies required for each course will be listed on the course syllabus. All of the competencies must be completed prior to the externship in Term IV. These competencies include but are not limited to:

Administrative Competencies:

1. Perform Clerical Functions

- a. Schedule and manage appointments
- b. Schedule inpatient and outpatient admissions and procedures
- c. Organize a patients medical record
- d. File medical records

2. Perform Bookkeeping Procedures

- a. Prepare a bank deposit
- b. Post entries on a day sheet
- c. Perform accounts receivable procedures
- d. Perform billing and collection procedures
- e. Post adjustments
- f. Process credit balance

- g. Process refunds
- h. Post NSF checks
- i. Post collection agency payments

3. Process Insurance Claims

- a. apply managed care policies and procedures
- b. apply third party guidelines
- c. perform procedural coding
- d. perform diagnostic coding
- e. complete insurance claim forms

Clinical Competencies

1. Fundamental Principals

- a. Perform hand washing
- b. Wrap items for autoclaving
- c. Perform sterilization techniques
- d. Dispose of biohazards materials
- e. Practice standard precautions

2. Specimen Collection

- a. Perform venipuncture
- b. Perform capillary puncture
- c. Obtain specimen for microbiological testing
- d. Instruct patients in the collection of a clean-catch, mid-stream urine specimen
- e. Instruct patients in the collection of a fecal specimen

3. Diagnostic Testing

- a. Perform electrocardiograms
- b. Perform respiratory testing
- c. CLIA Waived Tests:
 - (i) Perform Urinalysis
 - (ii) Perform hematology testing
 - (iii) Perform chemistry testing
 - (iv) Perform immunology testing
 - (v) Perform microbiology testing

4. Patient Care

- a. Perform telephone and in-person screening
- b. Obtain vital signs
- c. Obtain and record patient history
- d. Prepare and maintain examination and treatment area
- e. Prepare patients for and assist with routine and specialty examinations
- f. Prepare patients for and assist with procedures, treatments and minor office surgery
- g. Apply pharmacology principles to prepare and administer oral and parenteral medications
- h. Maintain medication and immunization records
- i. Screen and follow-up test results

General Competencies:

1. Professional Communications

- a. Respond to and initiate written communication
- b. Recognize and respond to verbal communication
- c. Recognize and respond to nonverbal communications
- d. Demonstrate telephone techniques

2. Legal Concepts

- a. Identify and respond to issues of confidentiality
- b. Perform within legal and ethical boundaries
- c. Establish and maintain medical records
- d. Document appropriately
- e. Demonstrate knowledge of federal and state health care legislation and regulations

3. Patient Instruction

- a. Explain general office policies
- b. Instruct individuals according to their needs
- c. Provide instruction for health maintenance and disease prevention
- d. Identify community resources

4. Operational Functions

- a. Perform an inventory of supplies and equipment
- b. Perform routine maintenance of administrative and clinical equipment
- c. Utilize computer software to maintain office systems
- d. Use methods of quality control

MEDICAL ASSISTANTS CLASS ROTATION

Term One – 200 clock hours

MA 100	Medical Terminology	20
MA 110	Structure and Function of the Human Body	80
MA 120	Fundamentals 1: Intro to Med. Asst.	30
MA 160	Written Communication	30
MA 175	Principals of Life Span Psychology	20
MA 155	Applied Math Concepts	20

Term Two – 200 clock hours

MA 205	Human Diseases and Disorders	60
MA 225	Fundamentals II: Clinical Skills/Procedures	40
MA 250	Essentials of Pharmacology 1	30
MA 230	Administrative Procedures for the MA I	40
MA 263	Personal Interactive Skills for the MA Prof	30

Term Three – 200 clock hours

MA 328	Fundamentals of MA III	40
MA 335	Administrative Procedures for MA II	30
MA 340	Med Lab Techniques for the MA	60
MA 353	Essentials of Pharmacology II	30
MA 365	Applied Ethics and Law for the MA	20
MA 370	Insurance/Coding for the MA	20

Term Four – 330 clock hours

MA 400	Clinical Rotation	320
MA 420	Critical Reflection on Externship	10

ASSOCIATE OF SCIENCE DEGREE IN HEALTH STUDIES WITH EMPHASIS IN MEDICAL ASSISTING

Graduates of the Methodist Certificate Program in Medical Assisting may complete an Associate's degree as described below.

General Education Requirements: 21 credit hours

Humanities– 9 credits

SS235	Sociology of Culture	3 credits
HU--	World of Ideas: Elective*	3 credits
HU150	World of Ideas: Critical Reasoning and Rhetoric	3 credits

Communication – 6 credits

CM101	English Composition	3 credits
CM230	Language and Culture in Healthcare	3 credits
CM290	Portfolio Synthesis	0 credits

Natural and Applied Sciences – 3 credits

SS--	Science elective	3 credits
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Social Sciences – 3 credits

SS215 Life Span Psychology 3 credits

Professional Course Credit - 40 credits*

*Awarded following completion of general education course curriculum

Program Total - **61 credits**

Technical Standards for Medical Assisting

1. **Motor:** The MA student should possess the ability for gross and fine motor function, manual dexterity, and physical strength to:
 - Apply general care & emergency treatment to patients
 - Help lift patients who may be unable to move themselves to and from the examination table.
 - Lift and move objects routinely (50 pounds or more)
 - Manipulate mechanical and patient care equipment.
 - Distinguish audible sounds
 - Work standing on his/her feet 80% of the time.
 - Have full use of hands, wrists and shoulders involving the coordination of muscular movements, equilibrium, and sensation.
2. **Cognitive Domain:** The MA student must be able to:
 - Read and comprehend written instructions, patients' charts, and other written material.
 - Perform basic arithmetic calculations
 - Demonstrate sufficient analytical and critical thinking skills to provide quality patient care in keeping with professional standards of the MA profession.
 - Function safely, responsibly and effectively under stressful situations including medical emergencies.
3. **Communication:** The MA student must:
 - Possess sufficient communication skills (verbal, non-verbal and written) to interact with others.
 - Be able to hear and observe clinical staff and patients in order to accurately assess vital signs, elicit information, perceive nonverbal communications, describe changes in mood, activity and posture, and recognize and respond to an emergency situation.
 - Possess appropriate interpersonal communication skills to interact positively with all persons, regardless of race, ethnicity, religious beliefs or sexual orientation.
 - Apply the principles of confidentiality, respect, and discretion.
4. **Affective Domain (Social/Emotional):** The MA student must:
 - Demonstrate professional attributes including accepting responsibility and accountability for actions in the medical office setting, a positive work ethic that includes showing up to class and clinic on-time and being emotionally and academically prepared to carry out the day's assignments in a professional manner.
 - A student must possess qualities of adaptability, flexibility, and be able to function as a team member in the delivery of patient care. He/she must have a high level of compassion for others, motivation to serve, integrity, and a consciousness of social values.

Additional information about the medical assisting profession including working conditions and job outlook can be obtained at the following websites.

<http://www.bls.gov/oco/ocos164.htm>

http://www.healthpronet.org/ahp_month/05_03.html

Background check: Clinical facilities require that Nebraska Methodist College perform drug testing and background checks on all students before they are allowed to participate in clinical experiences. Therefore, students will be required to have a background check performed and submit to drug screening before being allowed into clinical practice

POLICIES and PROCEDURES

Professionalism

A student's track record of attendance, and the way a student handles unexpected absences speaks directly to his or her level of professionalism. The Medical Assistant professional course objectives include: "Attend classes, laboratories, and clinical sessions on all scheduled days at assigned times." **Student who fail to meet this objective risk dismissal from the program for deficiencies in professional behavior.**

Academic Progression

Purpose: To monitor progression of students throughout the program curriculum.

Policy: Students in the Medical Assisting Program must complete all courses with a 70 % or above in order to progress to the next term. The students must also be able to demonstrate competence in all entry-level competencies prior to starting the externship portion of the program (Term IV).

If a student is having difficulty with course content, it is the student's responsibility to contact the instructor for assistance with forming strategies for successful completion of course requirements. However, the student's progress will be assessed at mid-term and if any difficulty is perceived by the instructor, a contract for remediation will be initiated.

Procedure:

- Students will inform their academic advisor or program director of any mid-term grade of 70% or below received during a course.
- Contracts for remediation will be documented in the student's permanent advising folder

Refer to College Catalog for policy regarding academic suspension and procedure to request to return to the program following suspension

Clinic Assignment

Purpose: To provide each student an opportunity to do an externship in a medical clinic and be mentored by a clinical preceptor and other staff members.

Policy: Every student will be assigned a specific clinic and laboratory location in which they will interview with the supervisor for an externship position. If the supervisor agrees to accept the student, the schedule will be established for the required 350 hours of externship experience

required of each graduate of this medical assisting program. There is to be no compensation for the student working as an extern.

The clinical preceptor or other appropriate health care professional is responsible for the provision of supervision of learning experiences for the students. The clinic staff is ultimately responsible for all client care that is given.

Procedure:

- The program director will assign each student a clinical setting and the contact information for the supervisor of that clinic.
- Students will schedule and attend an interview with the supervisor of their clinic and discuss the clinic hours the students will be working. For most clinics these student hours are 8:00 a.m. -5:00 p.m. with a one hour lunch. If the supervisor declines to accept the student for an externship, the program director will reassign the student to a different clinic.

Clinic Attendance

Purpose: To provide information regarding clinic attendance.

Policy: Students are responsible for their own transportation to assigned clinical sites. Students will follow designated clinic hours during the entire term. Students are required to complete a minimum of 320 hours in Term IV. Tardiness will not be tolerated and must be made up. Clinical time must be completed by the end of Term IV in order for the student to complete the program and graduate with their cohort. This includes short-term disabilities such as pregnancy, illness or injury. Clinical make-up is not guaranteed in all circumstances due to the structure of the program. If clinical assignments are not complete, the student will receive an incomplete grade for the course, and must follow the Academic Progression policy.

Procedure:

- Medical clinic scheduled time will be determined for each student by the site supervisor. Students leaving the area during the clinical day must have the approval of the clinical personnel with whom they are assigned.
- Students must notify the clinic personnel and the director of the program if they will be late to or absent from the scheduled clinic.

Electronic Communication Policy

Purpose:

To ensure the privacy of all communications with the College.

Policy:

All students are required to utilize the Methodist College e-mail system for electronic communication with the instructor. Students are also to ensure that only appropriate materials are transmitted through this e-mail account. Inappropriate material or material in bad taste sent can be subject to disciplinary action as deemed by the Program Director and/or Associate Dean.

Communication Devices (PERSONAL CALLS, CELL PHONES AND PAGERS)

Purpose:

To support an academic atmosphere free from distractions caused by communication devices.

Policy:

No personal telephone call should be received while in the clinical area except for emergencies. Departmental telephones may not be used for personal calls.

- All students must turn cell phones and pagers off during all educational activities (class, lab, clinical). These devices are disruptive to the educational environment and should only be activated during breaks.
- Failure to do so may result in dismissal from the classroom, lab or clinical site and could result in disciplinary action. Disciplinary action for violations of the student code of conduct (privacy violations, photographing documents or individuals, text-messaging during an exam, etc) range from suspension to dismissal.

Informed Consent – Patient consent

Purpose:

To provide a mechanism to ensure patients are informed when students are involved in patient care and to ensure the risk-free right of patients to refuse to participate in clinical education.

Policy:

1. Students are to introduce themselves to the patient as a Medical Assisting student with Nebraska Methodist College
2. In accordance with the dress-code policy, students are required to wear their college ID badge that identifies them as a student in the Medical Assisting Program
3. If a patient refuses to allow the student to participate in their care, the student is to respond appropriately and respectfully to the patient and seek out the supervising clinical instructor, after ensuring that the patient's safety is secured.

Medical Error Reporting

Purpose:

It is a professional obligation to immediately report and actively prevent medical errors. Because students will be working with patients in a health care setting, there is the potential for error, and the possibility of identifying the potential for error. Students have an obligation to report any errors that may have gone unnoticed so that patient safety can be maximized. The purpose of reporting error, in addition to its direct impact on the patient affected, is to develop a plan to prevent such errors in the future.

Policy:

When a student feels that an error in practice has occurred (whether or not they made the error), it is their responsibility to inform their direct clinical instructor or lab instructor. The student is obligated to report the error as soon as reasonably possible to a person in authority. If the student

fears possible repercussions from reporting the error, they should contact the Program Director immediately. Depending on the nature of the error if committed by the student, a plan for remedial education may be required.

Communication Guidelines

Purpose:

To provide a clear chain of communication for the student to follow to seek resolution of a problem that may arise in the classroom, laboratory, or clinical setting. As a part of the professional expectations of a student, the student is always encouraged to seek immediate resolution by directly engaging the party involved. When this is not possible, the student is expected to use the following line of communication. If the student feels the need to deviate from this procedure, he or she may do so, but must be able to explain why they did not follow the established procedure.

Policy:

1. Academic:

1. Student should notify the course instructor of the issue or concern to seek resolution.
2. If the desired outcome is not reached the student should then report the issue/concern to the Program Director.
3. If the issue cannot be resolved at the Program Director level, the Program Director will take the matter to the Associate Dean. The student may take their concern directly to the Associate Dean of Health Professions if the issue is with the Program Director.
4. The Dean of Academic Affairs will be contacted if the matter is not successfully resolved with the Associate Dean.
5. The student has the option of initiating the Judicial Process if the student feels that the matter has not been addressed to their satisfaction- refer to the Judicial Process in the NMC Student Handbook for procedures.

2. Clinical:

1. The student should notify the designated clinical instructor/ preceptor or a clinical staff member about the situation.
2. The clinical instructor/staff or the student will notify the Program Director of the situation and whether or not the matter was successfully resolved.
3. The Program Director will schedule a meeting with the student involved, and involve the clinical instructor/preceptor or department supervisor as necessary.
5. The Program Director will notify the Associate Dean of Health Professions in situations requiring further intervention.

*Please note-the Clinical Coordinators, Program Coordinators, Program Directors and the Associate Dean of the Division of Health Professions utilize an “open door” policy in regard to student issues or complaints. You may unofficially seek advice (regardless of the chain of communication) if you are unsure of how to handle the situation.

Classroom & Clinical Dress Code

Purpose: To provide students with a professional dress code in the classroom and clinical areas.

Policy: All students are expected to adhere to the following dress code policy **and** the policy of clinical sites. Students are not required to wear scrubs until the start of Term II. After the start of Term II, they must be worn to every class and clinical.

Procedure: All students will arrive at the clinical site in a clean uniform.

- Matching top and bottom scrub suit
- Clean closed-toe shoes
- Stethoscope
- College name tag
- Watch with a second hand
- All students are expected to be well groomed.
- Over-bearing perfumes or colognes are not allowed (may cause an allergic reaction)
- Long hair must be pulled back and kept in a manner so as not to prevent the student from doing good patient care or to cause contamination of equipment or sanitized areas
- Dangling jewelry and body ornamentation is not allowed (this includes nose ring, tongue studs, etc.). **No** tattoos or piercings may be visible when the students are wearing scrubs in the classroom or clinical settings.
- Fingernails must be kept clean and short, due to infection control procedures (nail polish or false tips are not allowed)

Students will be dismissed from clinical or the classroom if they are **NOT** in compliance with the dress code. All clinical time lost in this manner will have to be made up.

Confidentiality of Client Records

Purpose: To protect the privacy of clients and comply with agency policy.

Policy: All client information is confidential. Whenever students have access to confidential information, they must follow agency policy in the handling of that information. Patient information should never be copied or removed from the clinic setting. **Failure to abide by this policy may result in suspension or dismissal from the College.**

Procedure: The student must protect confidential information.

- Written information should not be left in areas that may be seen by other people.
- Client information is not to be discussed in areas that may be overheard by others, such as in the hallway, elevators or cafeteria.

Employment

Purpose: To provide a standard for outside employment.

Policy: Students may be employed outside the classroom and clinical times. Employment within the professional area being studied will not substitute for program clinical time.

Procedure: Outside employment must be arranged to not interfere with program classroom and clinical schedules.

Student Injury

Refer to Student Handbook for specific details and updates:

If a student is involved in an accident or unusual occurrence which may cause actual or potential injury, proper documentation of the incident must be made within 24 hours. The completed Incident Report Form documenting the incident will be filed in the Student Health Office.

Protocol for on-campus and off-campus occurrences:

1. The student reports the incident to the appropriate faculty member, preceptor or designated supervisor, who initiates reporting and treatment.
2. The student receives immediate first aid or medical attention at the site as needed, and will receive information related to the nearest emergency services, if necessary.
3. The student must report the incident to the Student Health Center within 24 hours by calling 354-7210. If leaving a message, provide your name and contact information as well as the nature, date, and location of the incident.
4. If necessary, the student will seek further treatment at the provider/agency of their choice. Any costs incurred are the responsibility of the student. The exception is a blood/body fluid exposure which requires immediate treatment (refer to BBF policy).
5. Student Health will notify the students Program Director and follow-up with the students as necessary

Blood/Body Fluid Occupational Exposure Procedure

Refer to Student Handbook for specific details and updates:

This procedure is to be followed if a student is involved in a blood/body fluid exposure incident at any campus or clinical facility.

1. Faculty, preceptor or designated supervisor immediately assists the student in cleansing the wound or affected area with soap and water, or irrigating splash areas (i.e., eyes, mucous membranes) with normal saline or water. If eyes have been splashed, flush 15 minutes at eye wash station with wash bottle or saline.
2. If the exposure occurs Monday–Friday, 6:30 a.m. – 5 p.m., call Methodist Employee Health at 354-5684. When speaking to the secretary, the caller should identify him/herself as a Nebraska Methodist College student with a potential BBF exposure. The student will be directed to go to one of the Employee Health locations (Methodist Hospital, 2nd floor, North Tower or 8601 W. Dodge, Suite 37).

3. If the exposure occurs at a time when Employee Health is closed, call the Methodist Hospital operator at 354-4000 and page the House Supervisor to report the exposure.
4. Employee Health will assist the student in filling out all necessary documentation forms and coordinate any necessary follow-up.
5. In addition to notifying the Methodist Health System Employee Health Department (as directed above) the student is to follow any institutional policies and procedures at the location where the exposure occurred.
6. Costs incurred by a student blood and body fluid exposure are paid by Nebraska Methodist College.

Return to Clinical following injury/illness

Refer to Student Handbook for specific details and updates:

Purpose: To determine the student's ability to return to normal clinical activities and to protect the student and patients.

Policy:

Upon return from an absence caused by having surgery, any orthopedic pain/injury including back/neck pain, pregnancy, delivery or a student requesting any restrictions, the student must present documentation from their personal health care provider to the Student Health Center. Documentation must indicate the date that the student may return to clinical and any restrictions. Students with physical restrictions may not be allowed to provide patient care. Restrictions will be evaluated on a case-by-case basis depending on the clinical area at the time of the illness/injury.

Before returning to class/clinical from an absence related to an actual or probable infectious condition including, but not limited to, pink eye, diarrhea/vomiting, rash, draining wounds or influenza, the student must contact and may need to be seen by the Student Health Center at the request of the faculty. The student may also be requested to present documentation from their personal health care provider stating that they are no longer infectious and may return to class/clinical.

All documentation related to the issues above shall be presented to the Student Health Center to be placed in the student's medical file.

In Case of Disruption of College Operations Due to Emergency

Nebraska Methodist College primarily serves students in the greater Omaha area, but also has many students throughout greater Nebraska and even nationally. Because of this geographical diversity it is impossible for the College to make effective emergency closure decisions for all geographic areas reached by the College. The College will be as comprehensive as possible when making announcements concerning emergencies, but the ultimate decision for safety rests with the individual student or staff member. The individual should never travel to a classroom,

clinical site, or other college-related function if the safety of the individual is threatened by the act of travel.

Procedure:

- College administration will monitor emergency situations to determine the extent to which some or all College operations will be suspended. Emergency situations are usually weather-related, but can also include power outages, mechanical breakdowns, health emergencies, or local or national crises.
- The ***ultimate decision for safety rests with the individual student or staff member.*** The individual should never travel to a classroom, clinical site, or other college-related function if the safety of the individual is threatened by the act of travel.
- In the event of an emergency situation, College Administration will announce the decisions concerning College operations as early as possible. Announcements related to overnight events that affect campus operations (usually weather-related) will be posted by 5am if at all possible.

Announcements concerning disruption in College operations will be:

1. Recorded on the College Hotline at 354-7222
2. Texted through *e2Campus* to emergency text-message subscribers
3. Emailed to all Methodist College email account holders
4. Posted on the College Website Alert Notification Page (link below)
<https://www.methodistcollege.edu/currentstudents/index.asp?S=39>
5. *In addition, the College Emergency Phone Tree will be activated as deemed necessary.

*Emergency events that give little or no forewarning will be communicated through the activation of the College calling tree in addition to the hotline, text message, email and web alert.

- Students with remaining questions concerning attendance should call their Program Director for further guidance. The ultimate decision concerning personal safety in the event of a crisis is the responsibility of the individual, regardless of the final decision of the College.

Student Health- refer to Student Handbook

Student Health Insurance

All Nebraska Methodist College students must have health insurance. Students may have an independent policy or purchase student health insurance through the College. Proof of insurance must be demonstrated on the pre-entrance physical form. For additional information, contact Student Services, 354-4909.

Annual Physical

All students must complete an annual physical. Physicals must be current (dated no more than one year prior to the date of registration). The physical form may be filled out by the

student's physician or through Student Health Services. First semester newly-admitted students will need to complete the pre-admission physical only once.

Clinicals/Practicum

All students who are registering for clinical or practicum courses must have their health information up-to-date prior to being allowed to begin clinical hours.

Immunization

All Nebraska Methodist College students are required to have all necessary immunizations kept up-to-date. This needs to be in accordance with the policies set by the Centers for Disease Control and the National Institute of Health. All Nebraska Methodist College students need to show proof of immunizations for Hepatitis B or a waiver prior to enrollment at the College. Students must report their immunization record with their entrance physical. Any changes of immunization status must be reported to the Student Services office. Failure to do so may result in an inability to enroll and/or continue in Nebraska Methodist College courses.

Referral

Any deviation or change in a student's health status must be reported within 24 hours of suspicion or verification to the Program Director and Clinical Supervisor. This includes, but is not limited to, pregnancy, contraction of or exposure to a communicable disease, and any condition that affects the health or safety of self and others. A Clinical Status Report will be completed by Student Services to determine any restrictions.

PROGRAM HANDBOOK DISCLAIMER

The policies and procedures contained in this handbook are subject to change without notice at the discretion of the Program Director with the approval of the Associate Dean. Any changes made will be communicated to students in a timely manner. It is the responsibility of each student to be acquainted with all requirements, policies, and procedures for his or her degree program and to assume responsibility for meeting those requirements.

STUDENT RESPONSIBILITY STATEMENT

As a student in the Medical Assisting Program, it is your responsibility to read this policy and procedure manual. You are expected to abide by the policies in it. Your signature below confirms that you have read and understand this Medical Assisting Program Handbook and that you agree to the conditions stated.

STUDENT SIGNATURE _____ DATE _____