MEDICAL ASSISTING PROGRAM

STUDENT MANUAL

2008 - 2009

Revised 3/08
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MEDICAL ASSISTING PROGRAM AT NORTH SHORE COMMUNITY COLLEGE

The purpose of this manual is an introduction to the Medical Assisting Program, its policies and procedures as you complete your application process. For a complete listing and description of College policies and procedures, please refer to North Shore Community College’s Catalog and the Student’s Rights and Responsibilities Handbook.

Please review this manual carefully. The information contained within this manual pertains to your direct participation in the Medical Assisting Program.

We look forward to another great year!

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Program Coordinator
(978) 762-4179
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Office: DH223A
MEDICAL ASSISTING

CERTIFICATE PROGRAM INFORMATION
DEFINITION OF THE PROFESSION

Medical assistants are multiskilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public’s health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry level into the profession. This accredited one-year certificate program provides classroom/laboratory instruction and clinical externship experience that prepares students for employment as an entry level Medical Assistant. Graduates are eligible and it is recommended to sit for the American Association of Medical Assistant (www.aama-ntl.org) Certified Medical Assistant Examination.

MEDICAL ASSISTING PROGRAM MISSION

The Medical Assistant Program (Program) is rooted in the historical perspective that medical assistants are specifically educated to assist the physician in the medical office/ambulatory care setting; and that the evolution of medical assisting is intertwined with the history of physicianship. Today, medical assisting is a well-established profession. The modern medical assistant is a multi-skilled person capable of performing administrative and clinical tasks. In keeping with the tradition of the medical assisting profession, the Medical Assisting Program is a comprehensive, competency-based, one-year curriculum designed to guide the participant through a process of professional development and personal growth.

Consistent with the Standards and Guidelines for the Accreditation of Educational Programs in Medical Assisting adopted by the American Association of Medical Assistants, American Medical Association, Commission on Accreditation of Allied Health Education Programs and with an understanding of the importance of multi-skilling, the Program faculty balance theory, practical application and self-assessment in the teaching of the clinical and administrative competencies. Medical assisting knowledge and technical skills are acquired through a wide range of learning activities. Additionally, critical thinking and problem solving are advanced through the learning experience. The Program has as its primary goal the development of entry-level medical assistants prepared to render competent care (in an ethical manner) to their patients.

PROGRAM GOALS:

To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

• provide appropriate learning opportunities to facilitate the acquisition of the knowledge and technical skills necessary to function as a competent, entry-level medical assistant.

• endeavor to instill a sense of medical ethics.

• encourage a sense of commitment to continued professional development.

• provide each student with the minimum requirements necessary for eligibility for the AAMA National Certification Exam.
PROGRAM ACCREDITATION
The North Shore Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Program
35 East Wacker Drive, Suite 1970
Chicago, IL, 60601-2208
312-553-9355
Following our April 2004 on-site review, CAAHEP awarded our Medical Assisting Program continuing accreditation recognizing our program’s substantial compliance with the nationally established accreditation standards. The next comprehensive evaluation of the program, including an on-site review, is scheduled to occur in Spring 2014.

CREDENTIALING INFORMATION
Graduates of the Program are eligible to sit for the American Association of Medical Assistants (AAMA) Certified Medical Assistant Examination*. The AAMA administers this national exam for qualified candidates to earn the credential of Certified Medical Assistant, CMA (AAMA). There is no mandated state licensure requirement to practice as a Medical Assistant in Massachusetts. Therefore, gaining the CMA (AAMA) credential is voluntary. However, graduates of this program are strongly encouraged to take this exam. Earning the CMA (AAMA) credential is a means by which you can express your knowledge and professionalism to employers and the public. Program Faculty will distribute information pertaining to this exam. However, it is highly recommended that you visit the web site of the AAMA. The AAMA’s web site is a valuable resource that provides information about the medical assisting profession, www.aama-ntl.org.

- Please note that the AAMA has established policies regarding the denial of eligibility for the CMA credential or for the discipline of a CMA. For further details, please see Appendix A of this manual for the AAMA’s Disciplinary Standards and Procedures for CMAs.

ADMISSIONS REQUIREMENTS
Please refer to the most current application packet. This can be found on our website, www.northshore.edu.

READMISSION POLICY
The following students must apply for readmission prior to registration in any given semester: students who have not been matriculated and enrolled in the College within the previous five years; students who have graduated from the College; and students in the Medical Assisting Program who have interrupted their sequence of professional courses with a course withdrawal, course failure and/or semester stop out. These students must meet current Program and College admission requirements. Readmission to the Medical Assisting Program is not automatically guaranteed. Students are permitted only one readmission to the program on a space available basis with approval by the Program Coordinator.

HEALTH REQUIREMENTS
Students must be able to perform the essential tasks of the program with or without reasonable accommodation. A complete list of these tasks can be found in this manual. These essential functions and
required immunization documentation for the College and any supplemental documentation required by the Health Professions Division are part of your admission packet. The Division of Health Professions Health Evaluation Packet must be returned by the date noted on page one (1).

Should your Physician check, **The physical condition of this student is such that the student’s health will be endangered by immunization**, the physician must sign an authorization to allow you to participate in your laboratory and clinical experiences. All immunization must be documented prior to your externship.
MEDICAL ASSISTING PROGRAM
CURRICULUM, POLICIES AND STANDARDS
Medical Assisting (MC)

Basic Skills Core
Communications Proficiency: ___ by Assessment Test or ___ by COM099 or ___ by COM012/014
Mathematics Proficiency: ___ by Assessment Test or ___ by MAT099 or ___ by MAT013

First Year

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<th>Course</th>
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Total Semester Credits: 15
14

Total Program Credits: 29

Requirement Notes
1 This requirement may be fulfilled by substituting BIO103 and BIO104 - Anatomy & Physiology 1 & 2.

Admissions Information
• Admission to this Program occurs only in the Fall semester.
MEDICAL ASSISTING PROGRAM COURSES

MAC142  Medical Assisting Clinical and Lab Procedures…………………3 credits
Pre: Communications and Math Proficiency
Provides a foundation of clinical skills necessary to function as an entry-level medical assistant in a variety of health specialties. Examples of topics include: medical history; vital measurements; documentation; assisting with exams, special procedures, and office surgery; infection control; diagnostic lab tests, ECG and phlebotomy; nutrition and patient education.

MAC144 *  Medical Assisting Field Placement……………………………4 credits
Pre: BIO108 , OFT116 and MAC142
Co: OFT219, PHI120, ALH146, and
This course is the clinical connection for principles learned in Medical Assisting Clinical Procedures and Medical Office Procedures. It serves as a vehicle for the application of the clinical /office procedures introduced in the classroom/demonstration laboratory. Seminars allow for discussing and sharing clinical experiences based on journal presentations, and preparing students for employment through workshops on topics such as: health care law/ethics, business communications, resume preparation and interviewing skills. (176 hours of field placement experience and 12 hours of seminar per semester).
* Note: CPR, Professional Liability Insurance and Division of Health Professions Health Evaluation Packet to be completed prior to Field Placement.

MAC146  Advanced Medical Assistant Procedures……………………3 credits
Pre: ALH142
This course responds to the rapidly expanding clinical and administrative responsibilities of the medical assistant in the managed care environment. It is designed to expand the basic knowledge and skills in the areas of office emergencies, telephone triage, medical specialties, surgical procedures and applied insurance coding. Basic pharmacological principles and drug classifications will be covered, with an emphasis on commonly prescribed medications in the ambulatory healthcare setting.”

ALH156  Interpersonal Skills for Health Professions ……………………1 credit
Pre: Communications Proficiency
This course is designed to enhance the performance of a health care student in a professional, helping relationship within the health care delivery system. Topics include: communication skills, psychological theory, personality theory, stages of human development and professionalism.
BIO108 The Body in Health and Disease.................................3 credits
Pre: Communications Proficiency
A study of the interrelationships of anatomy, physiology, and pathology with chemical and microbiological consideration for students in the health care field. Primarily for mental health technicians, medical secretaries, and public environmental health officers. (3 hours of lecture per week)

CMP101 Composition 1.........................................................3 credits
Pre: Placement Exam Score
Emphasis is on developing skills of writing, reading, analytical thinking and research. Students are introduced to thought-provoking ideas in readings from a variety of disciplines and learn to organize material, analyze ideas and produce clear writing.

OFT101 Keyboarding 1: Introduction......................................3 credits
Pre: Communications Proficiency
Introduces keyboarding techniques and skill development as well as basic formatting of documents using word processing software. Keyboarding speed should be developed to a minimum of 35 wpm. Computer assignments outside of class are required.

OFT116 Medical Terminology.............................................3 credits
Pre: Communications Proficiency
Designed to instruct the student in the most common word roots, prefixes, and suffixes in medical terminology. Emphasis is on spelling, word drills, pronunciation exercises, and definition of words. The student develops a broad medical vocabulary used by professionals in medicine and allied health fields. In addition, the course offers lectures, discussion, and films of current medical subjects.

OFT219 Medical Office Procedures.................................3 credits
Pre: OFT101
A survey of the administrative aspects of the medical office. Includes appointment scheduling, insurance, medical ethics and law, medical records, billing, and related professional activities. Machine transcription of medical documents is also incorporated. Emphasis is placed on high standards of ethics to the patient and the medical profession.

PHI120 Medical Ethics.........................................................3 credits
Recent developments in the bio-medical fields have lead to considerable moral perplexity about the rights and duties of patients, health professionals, research subjects and researchers. This course presents a brief introduction to ethical theory and a set of diverse, carefully selected readings (pro and con) on some of the most contemporary issues in bioethics. Some of the issues that will be analyzed and discussed are: abortion and infanticide, the problems of birth defects, euthanasia, psycho-surgery, behavior and genetic control, and the claim to health care.
ACADEMIC ADVISEMENT
Each student is assigned to the Medical Assisting Program Coordinator as an academic advisor. If a student has been assigned to a non-faculty advisor, please bring this to the attention of the Program Coordinator.

The role of the academic advisor in the advising process is to:

♦ counsel you on course selection.
♦ make referrals for you to appropriate student services.
♦ develop and suggest a program that is advisable for you to follow; i.e., advising on the number of credits that you will be able to handle, taking into account your other responsibilities with job, family, etc.

The role of the student in the advising process is to:

♦ seek the counsel of your advisor during Early Registration and otherwise as needed.
♦ access available student services as necessary.
♦ make reasonable and realistic choices regarding your academic career that take into consideration other life responsibilities which will affect your academic performance.

APPLICATION TO GRADUATE
In order for a student to graduate, a graduation application form must be completed and submitted to Enrollment Services. The academic advisor will remind students to submit this form at the appropriate time, however, it is ultimately the student’s responsibility to ensure that the form is submitted to Enrollment Services by the stated deadline. After receiving the completed form, Enrollment Services will review the record and respond to the student as to whether all courses required for graduation have been completed. Refer to the NSCC Academic Calendar for the deadline to file the application to graduate. A diploma or certificate will not be printed or be available unless this application is filed.
PROFESSIONAL BEHAVIOR STANDARDS
ACADEMIC COMPONENT

The student is expected to assume RESPONSIBILITY for the academic learning process by:

♦ Attending class and arriving on time.

♦ Bringing necessary and appropriate materials to class in preparation for classroom participation.

♦ Actively listening and paying close attention to the material being presented during class.

♦ Completing required and missed assignments.

♦ Understanding course syllabi, course requirements and course guidelines.

♦ Returning borrowed items (i.e., books, VCR tapes, and activity supplies) the next day after use.

♦ Properly maintaining classrooms and laboratory areas and returning supplies and equipment to designated areas.

The student will DEMONSTRATE INTEREST in the academic process by:

♦ Seeking and utilizing suggestions and constructive criticism from faculty.

♦ Participating in class discussions and interactions.

♦ Responding to the needs of peers and faculty.

♦ Using class time to work in groups, reading assigned material, and discussing information with peers and faculty.

♦ Collaborating with students, faculty and other professionals appropriately.
PROGRAM POLICY REGARDING CLASSROOM ATTENDANCE AND PROMPTNESS

Absenteeism and tardiness affect a student’s ability to participate in the learning process. Although each syllabus for each course will state the attendance policy, the following is the Program’s overall policy. It is expected that this policy be followed at the very minimum as a guideline and in addition to the attendance policy that is stated in the course syllabus:

Attendance and promptness are mandatory.

1. All students are expected to attend all classes. However, should a student need to miss a class, the student is expected to provide notice to the instructor. The student should provide advanced notice to the instructor whenever possible or telephone the instructor the morning of the class if advanced notice is not possible. If calling the morning of the class, the call should be prior to the scheduled start time, but no later than the regularly scheduled end of class. Please refer to the syllabus for each course to determine what affect absenteeism may have on your grade.*

2. All students are expected to arrive for all classes on time. Should a student arrive late for class, the student is expected to enter the classroom in the least disruptive manner possible. Please refer to the syllabus for each course to determine what affect tardiness may have on your grade.

• If a student’s attendance/ tardiness record is significant enough to disrupt the learning process, the instructor will notify the Program Coordinator. The Program Coordinator will then meet with the student to discuss the issue.

• If absent or tardy, it is the responsibility of the student to obtain all missed material. Make-up work will be at the discretion of the instructor.

• For absences due to religious beliefs or Jury Duty, students should confer with the Instructor and/or Program Coordinator prior to the absence.

* If serious and extenuating circumstances interfere with attendance, the student should consult with the Instructor and Program Coordinator. Such circumstances, will be considered on a case by-case basis at the discretion of the Program Coordinator.

COURSE OBJECTIVES, ASSIGNMENTS AND PROCEDURES

Each student will be provided with a course syllabus at the beginning of the course. The syllabus will provide the student with the course description, goals/objectives, required assignments, attendance policy, tardy policy, grading policy and an outline of topics to be presented. Students are responsible for assignments that are to be completed prior to classroom lecture and discussion.
EXPECTATIONS FOR PARTICIPATION IN LAB COURSES (MAC142 & MAC146)
You will learn many clinical procedures in these courses that are part of a medical assistant’s scope of practice. For each course, students will receive a list of procedures for which they are required to demonstrate competency in performing. In lab, you will be expected to participate in practicing the performance of these procedures on each other.* This is in preparation for performing these procedures on patients in the clinical setting. Students will be asked to remove as much clothing as is necessary to perform the procedure (appropriate draping will be practiced for privacy, as in the clinical setting). Appropriate clothing should be worn to lab to make this process easier (e.g. wear a short sleeve shirt when practicing blood pressures). **Standard Precautions are to be utilized at all times.**

* Please note: Although students will be expected to perform invasive procedures to a clinical competency (on a person, not just a mannequin) before they graduate, students are not required to participate in invasive procedures during lab. For the purpose of grading in lab, the procedure can be performed on a mannequin so the student’s grade will not be affected. If a student declines participation in an invasive procedure during lab, then he/she must perform the procedure to a clinical competency during the clinical field placement experience under the direct supervision of the clinical preceptor (or his/her designee). Please read Appendix B, North Shore Community College’s Policy for Invasive Lab Policy in its entirety for full details regarding participation in invasive procedures during lab.

DISCIPLINARY POLICY AND PROCEDURES
If a student fails to adhere to the established standards and policies of the Instructors, Program and/or College, the following will occur:

♦ Upon a first occurrence the student will receive a verbal warning from the Instructor and / or Program Coordinator, and a counseling form will be completed for the student's file.

♦ Upon a second occurrence the student will receive a written warning from the Instructor, and/or Program Coordinator with specific goals and deadlines set forth for the student. The student must satisfactorily meet the specific goals and deadlines outlined in the warning. The student will be considered on probation until all goals and deadlines are met. This may result in suspension from field placement until the outlined goals and deadlines are met. The written warning will be included in the student's file.

♦ A student’s failure to meet outlined goals and deadlines will result in the following: dismissal from a professional course, dismissal from clinical field placement, and/or ultimately dismissal from the Program. The dismissed student will be required to withdraw or he/she may risk failure. See the College Catalog regarding NSCC’s re-admission policy.
This section of the manual is an overview of the standards and policies pertaining to the clinical field placement. The Program Coordinator will distribute a complete clinical packet fully detailing the standards and policies during the mandatory orientation session for clinical field placement:

- Students are required to complete a minimum of 176 hours of unpaid internship experience in a physician's office or medical clinic. Attendance and promptness are mandatory. The 176 hours must be completed regardless of absences. Any missed time must be made up at the convenience of the clinic.

- A Criminal Offense Record Investigation (CORI) check is required prior to mid-term Fall semester. Failure to disclose required information or falsification of information will result in immediate suspension from clinical and may result in expulsion from the program.

- Standard Precautions are to be practiced at all times during clinical.

- As a point of information, a pregnant student is reminded of the many contaminants present in the clinical area that could adversely affect a fetus. It is advisable for the student to contact her obstetrician once the pregnancy has been confirmed, to ensure that there are no medical concerns or limitations.

- If a student has a communicable disease, he/she must inform the Program Coordinator prior to entering the clinical facility. If necessary, the student will be referred to his/her physician. Students restricted from the clinical may not return until cleared by their physician.

- In the event of injury or episodic illness, a student shall be responsible for payment of health care services provided by the facility.

- A student shall, for all purposes, be deemed independent contractors and not employees of the facility, but nevertheless shall abide by all applicable facility policies and procedures.

- Students are required to participate in the College's professional liability insurance plan. No student will be allowed to participate in clinical field placement without an active policy.

- No student will be allowed to participate in clinical field placement unless they have submitted all required Health, Immunization and CPR documentation.

- Students must adhere to the Medical Assisting Program’s dress code when in clinical. However, in cases where the students are assigned to hospitals or community agencies that have their own specific uniform code, their policy supersedes ours and must be adhered to by the students.

PLEASE NOTE: The clinical facility may terminate the participation of the clinical field placement of any student if the facility deems that the health status, performance, or other actions of the student is detrimental to patient care. This may result in suspension and/or failure of field placement, at the discretion of the Program Coordinator upon review of the circumstances.
1. If the college prior to the start of the clinical cancels classes, then the students will not be required to attend that class (clinical) for the duration of the cancellation.

Students may go on a volunteer basis at their sole discretion. Students who do not attend may have to make up the hours missed so that they complete the total number of required hours; however, there is no penalty for not attending.

2. If classes are cancelled during the day, after the students have arrived at clinical, then the program director/coordinator or designee will call the clinicals, inform the students that the college is closing, and that the students are to go home.

If the program personnel are unable to make the calls due to their absence, then the secretary may make the calls provided a list of the appropriate clinical information is available.

Students may be directed to call a designated college extension, if there is any question about cancellation.

Students may stay on a volunteer basis at their sole discretion. There is no penalty if the student chooses to leave.

3. If classes are not cancelled, but there is questionable weather, the students will use their own discretion as to their ability to travel safely to clinical. Should they decide that travel is not prudent, they are to follow the program’s policy regarding “excused absence from clinical” (e.g. calling the clinical instructor/supervisor, using a personal day if available, making up the time if necessary).

4. When the college is closed on major holidays, students do not attend clinical.

Students may attend clinical on holidays that are not typically observed by health care agencies (i.e. March 17, June 17, and College professional day) at the program’s discretion.

This policy should be communicated to all clinical affiliates and to all students.

2005-2006
Appendix A
AAMA’s Disciplinary Standards and Procedures for CMAs.
Disciplinary Standards & Procedures for CMAs

I. Grounds for denial of eligibility for the Certified Medical Assistant (CMA) credential, or for discipline of Certified Medical Assistants (CMAs)

   A. Obtaining or attempting to obtain certification, or recertification of the CMA credential, by fraud or deception.
   B. Knowingly assisting another to obtain or attempt to obtain certification or recertification by fraud or deception.
   C. Misstatement of material fact or failure to make a statement of material fact in application for certification or recertification.
   D. Falsifying information required for admission to the Certification Examination, impersonating another examinee, or falsifying education or credentials.
   E. Copying answers, permitting another to copy answers, or providing or receiving unauthorized advice about examination content during the Certification Examination.
   F. Unauthorized possession or distribution of examination materials, including copying and reproducing examination questions and problems.
   G. Found guilty of a felony, or pleaded guilty to a felony. However, effective March 2, 2000, the Certifying Board may grant a waiver based upon mitigating circumstances, which may include, but need not be limited to the following:
      1. The age at which the crime was committed
      2. The circumstances surrounding the crime
      3. The nature of the crime committed
      4. The length of time since the conviction
      5. The individual’s criminal history since the conviction
      6. The individual’s current employment references
      7. The individual’s character references
      8. Other evidence demonstrating the ability of the individual to perform the professional responsibilities competently, and evidence that the individual does not pose a threat to the health or safety of patients
   H. Violation of any laws relating to medical assisting practice.
   I. The possession, use, or distribution of controlled substances or drugs in any way other than for legitimate or therapeutic purposes, or the addiction to or diversion of controlled substances or drugs (including alcohol), the violation of any drug law, or prescribing controlled substances for oneself.
   J. Violation of any policies, procedures, and regulations of the American Association of Medical Assistants Certifying Board, including regulations governing the use of the CMA credential.
   K. Violation of the American Association of Medical Assistants’ Code of Ethics.
   L. Failure to cooperate reasonably with the investigation of a disciplinary matter.

II. Procedures for adjudicating alleged violations of Standards

   A. The Certified Medical Assistant (CMA) or applicant for the CMA credential shall be informed in writing of the basis for denial of eligibility for the CMA credential, or for discipline of the Certified Medical Assistant.
B. The CMA or applicant shall be given the opportunity to submit written evidence regarding the alleged violations.
C. The CMA or applicant shall be given the opportunity to appeal the decision of the Certifying Board to an appeals panel established by the Certifying Board.

III. Possible sanctions

A. Denial of eligibility for the Certification Examination
B. Scores invalidated, scores withheld, or scores recalled
C. Probation
D. Reprimand
E. Temporary revocation of the Certified Medical Assistant (CMA) credential
F. Permanent revocation of the CMA credential
Appendix B
North Shore Community College’s Policy for Invasive Lab Procedure, Verification Form, and Exposure Waiver Form


NORTH SHORE COMMUNITY COLLEGE

Policy for Invasive Lab Procedures

Recommendations:
• It is highly recommended that students complete the Hepatitis B Vaccination series prior to participation in any invasive lab procedures. *

Requirements:
Any person participating in an invasive lab procedure must have completed the following items PRIOR to his/her participation in lab:

• Instructional training on Infection Control Procedures, Personal Protective Equipment, Standard Precautions, and Transmission-Based Precautions for airborne, droplet and contact. *

• North Shore Community College’s Exposure Waiver Form must be signed and submitted to the Program Director. *

The following procedures must be strictly adhered to during the performance of any invasive Lab procedure:

1) Standard Precautions are to be practiced at all times.*

2) All procedures involving blood or other potentially infectious materials shall be performed to minimize splashing, spraying, spattering, and generation of droplets.

3) NEVER RE-CAP CONTAMINATED SHARPS.

4) Contaminated sharps must be discarded immediately in the containers that are provided in Lab. These containers are to be kept upright. **DO NOT OVERFILL.** If a container is filled, do not use it. Discard any contaminated sharps in another container. Notify the Instructor or Program Director about the filled sharps container.

5) Any contaminated Vacutainers must be disposed of in the sharps containers provided in the Lab.

6) Potentially infectious materials (non-sharps) must be disposed of in the biohazard bags provided in Lab.

7) Specimens of blood or other potentially infectious materials shall be placed in containers that prevent leakage during collection, handling, processing, transport, and disposal.

8) Mouth pipetting, suctioning of blood or other potentially infectious material, is prohibited.
9) In the event of a needlestick injury, students must notify the instructor immediately. The following protocol is to be followed:

**Step 1:** Provide Immediate care to the exposure site
- Wash wounds and skin with soap and water
- Flush mucous membranes with water

**Step 2:** Seek immediate medical care to evaluate risk of exposure
- either with your PCP or the nearest hospital emergency/urgent care unit

**Step 3:** Complete and submit an Exposure Incident Report
- this must be submitted to the Program Coordinator within 24 hours of the injury.

10) Should the instructor(s) incur a needlestick injury, the instructor(s) must follow the same protocol as well as North Shore Community College’s established policy for an On-the-Job injury.

11) **Direct supervision by the instructor is required for all invasive procedures performed on a student’s self or willing lab partner.** Direct supervision is defined as the instructor standing within five feet of the procedure being performed, having a direct line of sight to the procedure being performed, and monitoring that procedure until its completion, including the proper disposal of any contaminated sharps. No individual should be within five feet of the procedure being performed, other than the instructor, the student performing the procedure, and any willing lab partner on which the procedure is being performed. Students shall not perform any invasive procedures unless the instructor is available for direct supervision as previously defined.

12) **Indirect supervision by the instructor is required for the practice of any invasive procedures on mannequins.** Indirect supervision is defined as the instructor being present in the lab during the performance of the procedure, as well being available for questions, demonstration, and/or monitoring if necessary. No more than 1 pair of lab partners are to be assigned to a mannequin at one time and within a lab pair, only one partner is to be practicing at a time. No individual should be within five feet of the procedure being practiced on the mannequin, other than the instructor, the student performing the procedure, and/or that student’s lab partner. Students shall not practice any invasive procedures on mannequins unless the instructor is available for indirect supervision as previously defined.

13) Smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in Lab.

14) No food or drink are to be consumed or stored anywhere in the Lab.

* Students who willingly participate in invasive lab procedures will not be required to share their health and immunization status for the purposes of such participation. Thus, willing participation in invasive lab procedures will be conducted without the knowledge of participants’ health or immunization status. As in clinical practice, Standard Precautions should be utilized at all times.
North Shore Community College
Policy for Invasive Lab Procedures
Verification Form

I, ________________________________, have read North Shore Community College’s (NSCC) Policy for Invasive Lab Procedures in its entirety. I am fully aware that my participation in any invasive procedures performed on myself or a willing lab partner is completely voluntary. Additionally, I acknowledge that willing participation in invasive lab procedures will be conducted without the knowledge of participants’ health or immunization status. As in clinical practice, Standard Precautions should be utilized at all times. Furthermore, all of my questions have been answered and I fully understand NSCC’s Policy for Invasive Lab Procedures.

Signature of Student: ________________________________  Date: ____________________

Signature of Witness: ________________________________  Date: ____________________

Signature of Faculty/Staff: ________________________________  Date: ____________________
North Shore Community College
Exposure Waiver Form

I, _________________________________________, a student in the
_________________________________________________ Program/Course, acknowledge that I have
successfully completed the training in Hepatitis B, Bloodborne Pathogens, and Standard Precautions. I
further acknowledge that the risk of exposure to blood or other potentially infectious materials through
activities involving practicing on a human laboratory partner (e.g. phlebotomy) have been explained fully
by the instructor. Furthermore, I acknowledge that the risk of other complications that can arise from
participating in practicing on a human laboratory partner, such as infection, as well as vascular, tissue, or
nerve injury, has been fully explained by the instructor. I am aware of the risk, however, I wish to
voluntarily participate in the aforementioned activities in order to refine my skills. I am participating of
my own free will, without encouragement from the instructor. Also, I understand that the College will not
be responsible for the cost of my medical care should an exposure incident and/or injury occur.

Procedure to be performed: ___________________________________________

Signature of student: ________________________________  Date: ____________

Signature of Witness: ________________________________  Date: ____________

Signature of Faculty Member: __________________________  Date: ____________
Appendix C
Medical Assisting Program’s Counseling and Warning Forms
This form serves as documentation of a counseling meeting with
____________________________________ held on ____________________________

His/her performance/status in the course _____________________ is not consistent with
successful completion of this component of the Medical Assisting Program.

**Area(s) of concern discussed:**

ACADEMIC COMPONENT:

CLINICAL COMPONENT:

**Seek assistance from:**

___ Member of the Faculty  ___ Student Support Services  ___ Division Chairman

___ Financial Aid  ___ Program Director  ___ Other _________

Program Coordinator/Instructor: ____________________________  Date:

I have read and received a copy of the above regarding my status in the Medical Assisting Program.

Student: ____________________________________________  Date:
NORTH SHORE COMMUNITY COLLEGE

Medical Assisting Program

ACADEMIC/CLINICAL WARNING FORM

______________________________ is hereby placed on warning for unsatisfactory academic/clinical performance (as documented below and/or on the Counseling Form). This could interfere with the successful completion of course requirements and/or the Program if the student does not meet the specific goals and deadlines.

Program Coordinator
or Instructor: ___________________________ Date:

Student: _______________________________ Date:
STUDENT AGREEMENT OF RESPONSIBILITY FOR
STUDENT MANUAL

It is the responsibility of each student to read the Medical Assisting Program Student Manual. Failure to read the information contained in the Manual is not considered an excuse for non-compliance or lack of understanding.

The Medical Assisting Program may change policies or revise information deemed necessary due to institutional and program circumstances. Students will receive an addendum for the handbook whenever policies or information is changed during the academic year.

I have read, understand, and agree to comply with all policies stated in the Medical Assistant Program Student Manual.

Student Signature: ________________________________
Name (print): ______________________________________
Date: ______________________________________________