



NORTH KERN VOCATIONAL TRAINING CENTER

Medical Assistant Adult Evening Course Handbook



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DRESS CODE and GROOMING EXPECTATIONS

The Uniform

- Adult students are required to purchase a uniform. Information regarding this purchase will be provided during class (approximately \$30.00-\$35.00). At the end of the school year, students can arrange with the instructor to return the uniform. If the uniform is clean, stain free, and in good repair, NKVTC will repurchase the uniform for 50% of the original purchase price.
- Students are responsible to ensure their uniforms are clean, wrinkle free and in good repair at all times. Torn seams will not be allowed.
- Students are responsible to ensure their uniforms fit properly at all times. Uniforms should not be too tight or too loose and should fit at the waist. Pant length must be at the top of the back of the shoe.
- Students must be in full uniform when students are at job-sites, unless otherwise instructed.
- Students will not change into their uniforms at their clinical sites.
- Student's speech and conduct must be appropriate when in uniform. No gum chewing is allowed.

Uniform Accessories

- Closed-toe white shoes or sneakers. Shoes are to be kept clean, polished and in good repair.
- Socks or hosiery must be worn.
- A wrist watch with a second hand is highly recommended.
- A white or designated color sweater or white lab coat may be worn in accordance with the clinical facility's policy.
- I.D. badges, worn above the waist, face front, are **mandatory**. No defacing of I.D. badge is allowed.
- M.A. students will be required to wear leather or leather-like shoes on lab days.
- A black pen is required.

Grooming and Personal Accessories

- Only small stud-type pierced earrings may be worn. Only a one band style ring may be worn.
- Hair should be kept clean and combed. It is to be neatly arranged in a simple off-the-shoulder style. Example: Braided or in a bun. Beard/mustaches are to be kept well-trimmed.
- **Fingernails for Patient Contact**: Acrylic nails are not allowed per CDC guidelines. Nails shall be short, trimmed and filed to prevent injury to patients and aid in infection control. Nails may be freshly polished in a neutral color.
- Visible tattoos must be covered.
- The minimal use of cosmetics is appropriate for the clinical setting. Eyelash coloring, eyebrow make-up, lipstick coloring and skin highlighting are acceptable, if used properly.

Violation of Dress and Grooming Policies

- Students arriving in the clinical setting, the classroom, or on field trips whose dress, uniform, or grooming does not meet the standards, as stated in the policy, shall be sent off-site to correct the situation. The time missed shall be deducted from counted hours. The instructor will be enforcing the dress code policy as stated. For first time and/or minor infractions, students will be counseled. Continued non-compliance may result in probation and/or a drop from the program.

Personal Electronic Devices/Cell Phones

- In accordance with our industry partners, NKVTC will be required to adhere to very strict guidelines regarding personal cell phone usage.
- In the classroom setting:
 - The instructor will determine where cell phones should be stored, and when it might be an appropriate time to use the phone as a tool (calculator, etc...)
 - When not given specific permission, cell phones should be OFF and not on the person.
 - In NO cases are students allowed to take pictures of classroom activities.
 - NKVTC maintains a social media presence. Any pictures which are posted on that social media are screened and approved by NKVTC administration. Students are not to post pictures to the NK social media websites.
 - Students are not to have earplugs in while in class.
- On the clinical setting:
 - Phones are to be left in the classroom or in a vehicle. Do not bring personal cell phones into the clinical site.
 - Students are to find out an appropriate emergency contact phone number to distribute to immediate family members while on their clinical placement site.
- Violation of Personal Electronic policies may result in students being dropped from the class.

LANGUAGE

Many of our industry partners require an “English Only” policy when engaging with students on curriculum subject matters. Many of our clinical placement settings for students have a similar policy. In these settings, as well as in the classroom setting, for the safety of students and for purposes of checking for understanding of the curriculum, all communications shall be in English.

When providing care, students should not engage in conversation of a social nature with each other or other team members that does not relate to the care of the patient. These policies exist to honor the patient’s comfort and the patient’s right to be fully informed of his or her health status.

Students have the right to communicate with each other in a language of their choice when on break, at lunch, between classes, or during scheduled and appropriate ‘off-task’ times.

ATTENDANCE POLICY

Students are expected to be present and on time for all classroom and clinical experience. Punctual attendance for the classroom and clinical activities is important for the development of self-discipline and appropriate work habits. The material presented and practiced in the classroom prepares students for work in the clinical setting.

In order for students to achieve maximum benefits from the learning experience, it will be the student's responsibility to attend class, theory and/or clinical training.

Requirements of Notification of Absences

It is the responsibility of the student to notify his/her instructor of any absences prior to the time class begins:

- The student must call, email or text the instructor before the class is scheduled to start.
- The student must give the reason and expected length of the absence.
- The student must also call, email or text the appropriate supervisor of the job site.

Excessive Absences

- If a student begins to accumulate absences, the student and the Executive Director shall be notified.
- An accumulation of five (5) absences during the classroom period of time may result in the student being dropped from the program prior to placement at a clinical site.
- 3 tardies will equal 1 absence.
- Excessive absences and/or tardiness may result in the student being ineligible to receive a Certificate of Completion. Students with excessive absences may not be placed on a clinical site, which would result in a drop from the program.
- Students who are dropped from the program for absences will NOT have their course fee refunded.

Disciplinary Actions

In all cases, the intent of disciplinary action is to provide students with the opportunity to practice behaviors which will make them successful in future careers.

Students will be well aware of inappropriate behaviors and due process will be followed. This may include any or all of the following:

- Verbal warning
- Referral to administration
- Written disciplinary: "write up"
 - Students will receive write ups for excessive tardies, inappropriate language, wrinkled uniforms, not wearing I.D. badge, cell phone usage, fingernail polish, failure to report absences, etc...
 - If a student receives three or more write-ups that student may be dropped from the program.

GRADING POLICY

The student is expected to maintain a minimum grade average “C” (70%) throughout the program.

Evaluation and assessment of the student’s progress through the course will be measured by means of written tests, projects, reports, term papers, etc. The final grade is a composite of all evaluative measures taken. Before assessment students will be given, in writing, the criteria needed for successful completion.

Method for Grade Computation

Theory

- At the completion of each module of the curriculum, a theory grade is given.
- A theory grade will be computed based on the average of scores obtained from quizzes, homework and tests. The grade may include scores attained on field trips, special projects or any other educational exercises.
- Students are expected to maintain a “C” average (70%).

Homework

Homework is due and to be completed on the day that the module test is scheduled. All homework must be turned in. Fifty percent (50%) of total homework points will be deducted if homework is turned in late.

Missed Work

Students are responsible for completing missed work within three (3) days following the day of absence. Through independent study, the student will complete appropriate study questions, terminology, etc. Skills practice may be completed before or after school upon making special arrangements with the instructor. Clinical make-up days will be scheduled as necessary at the discretion of the instructor.

Exams

Students who are absent on the day of an exam must contact their instructor prior to class. Make-up exams will **only** be offered at the next scheduled class session.

Cheating

If the instructor has any suspicions that a student is cheating, the test will be taken from the student and/or students and a zero will be recorded. Students may be dropped from the program.

Clinical Grades

Clinical performance is evaluated by both the instructor and the on-site job supervisor:

- A. Satisfactory - The student has met the clinical objectives based on the developed criteria.
- B. Marginal or Needs Improvement – There are some clinical objectives that the student has met based in the developed criteria.
- C. Unsatisfactory (unsafe) – The student has not met the clinical objectives based on the developed criteria.

Students must demonstrate overall satisfactory performance during the clinical/job-site assignment. A “marginal” rating in three or more areas of performance is equivalent to an overall marginal. Students who receive an overall marginal clinical rating cannot received higher than a “C” in theory for that grading period, irrespective of actual grade. All clinical skills must be at mastery level before placement at a clinical site.

Grade Rubric

Letter Grade	Numerical Grade
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 60

CONFIDENTIALITY

It is the responsibility, as a student of NKVTC Medical Assistant Program, to respect the rule of patient health information confidentiality. Under **NO** circumstances are patients or their treatment to be discussed. **NO** person outside of the medical organization will have access to healthcare information including any acknowledgment of the presence of the patient in the clinic or hospital setting.

In addition, the classroom setting includes situations of personal and intimate nature. In ALL cases, and on ALL days, students must be respect the privacy of fellow classmates through consistent application of HIPAA policies. Failure to respect the privacy of fellow classmates in the classroom setting will be grounds for a drop from the program.

Students will be provided with HIPAA (Health Insurance Portability and Accountability Act) training as part of the classroom curriculum. It is essential that students recognize that this is a Federal Mandate, and violations of privacy are considered a civil rights violation. Breach of confidentiality is a serious offense and will be grounds for immediate dismissal from North Kern Vocational Training Center.

This mandate, to respect the privacy of patients, extends to your social media presence. Students are not to take pictures during their NKVTC classes without permission of the instructor. Students are **ABSOLUTELY AND EXPRESSELY FORBIDDEN** to take pictures on the job site. **Do Not** reference your on-the-job experiences, at all, through social media.

MANDATORY REQUIREMENTS PRIOR TO PLACEMENT IN A CLINICAL SETTING

The following requirements must be met by the student – **outside of class time.**

- Tuberculin Skin Test - Purified Protein Derivation Skins Test or chest x-ray verification is required prior to entering the clinical setting.
- Flu Shot
- Official notification from a doctor providing clearance to be placed in the clinical setting from a physical exam.

The following requirements must be met by the student – **training provided during the classroom setting:**

- Cardiopulmonary Resuscitation - All students must be certified in Cardiopulmonary Resuscitation prior to entering the clinical setting.
- HIPPA Training
- Grades - A minimum grade of 70% is required for all students to be eligible for a clinical placement.
- Mastery of all clinical skills
- Recommendation from teacher for Career Ready Work Practices.

Course Fees

The cost for this program is \$750.00.

- For the 2017 program, Wasco Adult School is able to offer a grant for \$500.00 of this fee. Students should register with Wasco Adult School to be eligible for this grant.
- The remaining \$250.00 shall be paid directly to NKVTC.
 - Please work directly with your instructor and Mrs. Hart (in the NK Wasco office) if you need to create a payment plan.
- Uniform purchase.
- Textbook purchase (information will be provided in class – approximate cost: \$40.00-\$100.00).
- Highly recommended but not mandatory:
 - A watch with a second hand
 - A personal stethoscope

NORTH KERN VOCATIONAL TRAINING CENTER

ADULT STUDENT CONTRACT

I have read, understand and agree to abide by the policies as set forth in the Medical Assistant Adult Evening Course Handbook. I understand that failure to follow these policies may result in being dropped from the program and/or forfeiture of a Certificate of Completion as well as forfeiture of the program fee.

Student's
Name:
(please print) _____

Student's
Signature: _____ Date: _____