

**Medical Assistant
Program**
Student Handbook
2020-2021



Welcome to Western Dakota Tech's Medical Assistant Program!

This handbook has been provided to assist you during your time in the Medical Assistant at Western Dakota Tech. Make sure to store your handbook in an easy to access location. All policies and procedures will be enforced. Be advised that this handbook is in addition to the **WDT Student Handbook**. Kindly address any questions or concerns with the Nursing Faculty. We are here to facilitate your learning as you work toward achieving your educational goals.

Thank you for choosing WDT's Medical Assistant Program for your training and education.

Medical Assistant Program
Western Dakota Tech
800 Mickelson Drive
Rapid City, South Dakota 57703-4018
(605) 718-2914

ADA Accommodations: Students Rights to Assistance or Accommodations: Western Dakota Technical Institute (hereinafter WDT) does not discriminate on the basis of disability. If you have a disability as defined by federal or state law, including a temporary disability related to pregnancy and/or parenting as a result of a medical necessity due to childbirth, WDT will provide reasonable accommodations including but not limited to architectural access, aids and services necessary for effective communication, and modification of its policies and procedures. Students with a disability who are requesting an accommodation should contact your instructor and the Director of Student Success who serves as the Disability Coordinator as early as possible in the semester.

DISCRIMINATION AND HARASSMENT

All employees, non-employees, and students have a responsibility to maintain a positive learning, work and school activity environment by reporting all incidents or suspected incidents of discrimination and/or harassment involving themselves or others.

Notice of Non-Discrimination: WDT will not tolerate racism, discrimination, harassment, exploitation or victimization of students, school employees, non-employees, or any person who is an invitee of WDT for any reason, including but not limited to race, color, ethnic background, national origin, pregnancy, marital status, religion, creed, age, sex, citizenship, political affiliation, mental and/or physical challenge, disability, sexual orientation, genetic information, gender identity, gender expression, status as a veteran, or any other status protected under applicable federal, state or local law. WDT is committed to providing an environment free from harassment and other forms of discrimination for students, employees, non-employees and its invitees. The following person has been designated to handle inquiries or complaints regarding the non-discrimination policies: Director of Student Success/Registrar who serves as the Title IX Coordinator.

Title IX at Western Dakota Tech:

Title IX of the U.S. Education Amendments of 1972 ("Title IX") is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Western Dakota

Tech (WDT) does not discriminate on the basis of sex in the education programs or activities that it operates including admissions and employment.

Under Title IX, discrimination on the basis of sex can also include sexual harassment which is defined as conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the College conditioning the provision of education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution's education program or activity; or
3. Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the WDT Title IX Coordinator, or by any other means that results in the WDT Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number, electronic mail address, or by mail to the office address listed for the WDT Title IX Coordinator. The following person has been designated to handle inquiries regarding the non-discrimination policies and/or laws: Debbie Toms, Title IX Coordinator; 800 Mickelson Drive, Office D113, Rapid City, SD, 57703; 605-718-2958; Deborah.Toms@wdt.edu.

WDT Policies 2001/4001, 2001/4001.Procedure.001, and 2001/4001.Procedure. 002 provide information on WDT's grievance procedures and grievance processes, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how WDT will respond.

Policy - <https://www.wdt.edu/assets/docs/uploads/about/policies/4001.pdf>

Procedure. 001 <https://www.wdt.edu/assets/docs/uploads/about/policies/4001procedure001.pdf>

Procedure. 002 <https://www.wdt.edu/assets/docs/uploads/about/policies/4001procedure002.pdf>

Inquiries about the application of Title IX may be referred to the WDT Title IX Coordinator, to the Assistant Secretary, or to both. The Assistant Secretary contact information is U.S. Department of Education, Office of Postsecondary Education, 400 Maryland Avenue, S.W., Washington, DC 20202, Main Telephone: 202-453-6914.

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WDT MISSION STATEMENT

Western Dakota Tech is a public institution of higher learning that embraces quality programs, expert faculty and staff, and a commitment to academic excellence to teach the knowledge, skills, and behaviors students need to be successful.

MEDICAL ASSISTANT PURPOSE

The Medical Assistant's purpose flows from the institution's mission. The purpose of the Medical Assistant Program is to teach students the knowledge, skills, and behaviors needed of a Medical Assistant entering the workforce.

Scope of Licensed Medical Assistant Practice

A Medical Assistant under the responsibility and direct supervision of a person licensed to practice medicine in the state of South Dakota may perform the following duties:

1. Performing clinical procedures to include:
2. Performing aseptic procedures;
3. Taking vital signs;
4. Preparing patients for examination;
5. Phlebotomous blood withdrawal and non-intravenous injections;
6. Observing and reporting patients' signs or symptoms
7. Administering basic first aid;
8. Assisting with patient examinations or treatment;
9. Operating office medical equipment;
10. Collecting routine laboratory specimens;
11. Administering medications by unit dosage;
12. Performing basic laboratory procedures; and
13. Performing office procedures including all general administrative duties.

MEDICAL ASSISTANT PROGRAM PHILOSOPHY STATEMENT

The Medical Assistant Program's philosophy supports the purpose of the program. To enable faculty to teach students the knowledge, skills, and behaviors needed of a Medical Assistant, the faculty endorses the current initiative in medical education which supports an evidence-based curriculum.

Based on this philosophy, the mission of the Western Dakota Tech Medical Assistant program is to educate graduates to provide safe, quality, evidence-based, patient-centered care as an entry level Medical Assistant in the current healthcare environment.

PROGRAM LEARNING OUTCOMES

The outcomes of the Medical Assistant Program are twofold. The nursing program has established program learning outcomes that support current Medical Assistant practice and serve as a basis for lifelong learning. The Program learning outcomes align with its conceptual framework (KSVME) and WDT's core abilities. These core abilities are essential workplace skills all students graduating from the school must possess to be prepared for the workforce and for lifelong learning.

<i>WDT Core Ability</i>	<i>Program Learning Outcomes</i>
<i>Life Skills</i>	Practice personal wellness by demonstrating professional and ethical behavior, accepting responsibility for actions, and effectively managing work/home responsibilities.
<i>Analytic Techniques</i>	Apply critical thinking skills by performing patient assessment and care, evaluate the clinical setting pertaining to administrative needs, and apply safety measures using Standard Precautions.
<i>Communication Skills</i>	Demonstrate therapeutic communication skills by using clear verbal communication, identify non-verbal cues, maintain accurate medical records, and applying active listening skills.
<i>Technology Skills</i>	Demonstrate competency with Medical Assisting technologies by proficient use of medical software, and effective operation of patient care and discipline specific laboratory equipment.
<i>Teamwork Techniques</i>	Model effective teamwork skills by working cooperatively with others, effectively completing assigned duties, and demonstrating efficient time management.
<i>Social Values</i>	Exhibit an awareness of diversity in the healthcare field by demonstrating respect when interacting with individuals and instructing patients according to their diverse needs to promote health maintenance and disease prevention.
<i>Employability</i>	Exhibit essential employability qualities by practicing effective clinical skills, demonstrating appropriate administrative knowledge, effectively managing time and displaying professional conduct.

Once you complete the program, you are eligible to sit for the national certification exam. After successfully passing the exam, you will earn the title of Certified Medical Assistant.

THE TEACHING/LEARNING PROCESS AND RESPONSIBILITIES

- The faculty believes learning is a lifelong process.
- Learning has occurred when there is a change in behavior, thought, attitude, and/or knowledge.
- The student must actively participate in the learning process.
- Practice in life-like situations enables a learner to increase retention of skills and facts.
- Clear and timely feedback enables correction and leads to more efficient learning.
- It is the joint responsibility of the instructor and student to establish and maintain an environment conducive to learning.
- Teaching includes establishing objectives, organizing materials, designing learning activities, selecting and presenting content, and evaluating performance of students.
- The student has the ultimate responsibility for his/her own learning.

PROFESSIONALISM

The ability to understand and demonstrate respect for others in non-verbal, verbal, and written communications in the classroom, lab, clinical settings, WDT community, and public settings is important. Please refer to the WDT Student Handbook and the specific instructor syllabi for further expectations.

The following behaviors are considered unprofessional and/or illegal:

- Ethical conduct violations
- Inaccurately recording, falsifying, or altering records or assignments
- Photocopying patient medical records or removing medical records from clinical sites
- Reporting to the clinical site unprepared
- Performance impairment due to lack of sleep, illness, emotional instability,
- Administering medication/treatment in a negligent manner or without permission
- Disclosing confidential information
- Violation of dress codes
- Leaving clinical sites during assigned time without faculty permission

SPECIAL CONSIDERATIONS

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

Clinical experiences may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. This may require travel outside of the Rapid City area.

Progression

The WDT Medical Assistant program follows the WDT Student Handbook for all transfer credits. The student must complete the curriculum coursework in sequence including pre-requisites.

Grading for Medical Assistant Courses as follows:

100-94%	A
93-87%	B
86-79 %	C
78-73%	D
72 - 0%	F

Policy and Procedure

Adherence to attendance policies and make up work for individual courses will be followed. See individual course syllabi for further information.

Additional Clinical Attendance Guidelines

Clinical absences/tardiness may result in a lower clinical grade and the need to make up clinical time at a \$25 per hour charge to the student and only if there is a site and faculty available. See individual course syllabi for further information.

If excused absences are permitted per the syllabi, the excused absences will result in make-up days that must be scheduled outside of clinical or classroom times. Absences related to illness may require a written healthcare provider release in order to return to clinical the next semester.

No make-up clinical time is required if WDT is closed due to weather.

Cell Phone Policy

Cell phone use is forbidden during clinical time. Cell phone policies will be addressed in the individual course syllabi. Offenses to this policy will put you at risk for disciplinary action. Emergency calls can be directed to the Medical Assisting Program office at 718-2914. In an emergency, you will be notified by WDT faculty.

Health, Illness, And Injury Policies and Procedures

Students incurring any injury in the clinical or lab setting must report immediately to an instructor or preceptor for the necessary policies and procedures of the facility. Required emergency treatment and appropriate report forms must be completed. If the facility assesses cost for this treatment, the student is responsible to pay those charges. WDT is not responsible for those charges.

If a student sustains an injury at WDT, it must be reported, and an accident report must be completed.

In the event of exposure to a communicable disease or a needle sharps/stick during a clinical rotation, adherence to the policy of treatment for that facility is required. If the facility assesses cost for this treatment, please bring record of the charges to WDT HR.

Timely reporting of any incident to the Director of Medical Assistant or designee is required by the clinical instructor or nursing personnel.

Appearance and Conduct Policy and Procedures

- Uniform
 - The full uniform is worn during clinical experiences.

- A full uniform consists of grey scrub pants and grey scrub top.
- Students need to wear appropriate undergarments under scrubs for clinical and labs.
- Jeans or “jean type” materials are not allowed.
- Patterned tops, logos, or insignias are not allowed.
- Neutral colored, closed toed shoes must be worn.
- Students may wear a black lab jacket with the black scrubs as part of their uniform.
- White or black long sleeve knit shirt may be worn under the uniform top.
- Uniform pants must also be hemmed appropriately.
- Uniforms may have no tears or stains and must fit appropriately. i.e., not overly snug and of a length that allows full patient care without exposure or hazard.
- Events requiring professional attire rather than a uniform necessitate professional business dress. Non-denim pants and a nice shirt are acceptable.
- A picture ID name badge (either WDT student badge or specific site badge) must be worn at all times (worn above the waist) when in a clinical area.
- When in uniform, students must have in their possession:
 - A watch with a second hand
 - Bandage scissors
 - Stethoscope
 - Black pen
 - Pen light
 - Readily visible picture ID

Students whose appearance is not within the expected guidelines may be asked to leave the clinical site or lab. This will be considered an unexcused absence.

Daily Dress Code

- No suggestive, lewd, or inappropriate patterns may be worn.
- Appropriate undergarments are required.

Clinical Appearance

- All tattoos must be covered with either clothing or make-up (per clinical site policy). No bandages or other adhesive type covering will be used.
- Students must have hair color that occurs naturally on a human. For example, no blue or green.
- Hair should be clean, neatly combed/brushed and styled so it does not fall forward. Long hair must be worn up.
- Mustaches or beards are to be neatly trimmed.
- Jewelry is limited to a watch, wedding band and/or engagement ring. Some clinical sites may require removal of all jewelry. Pierced ears no more than 1 small, plain post in each ear. No other piercings are allowed.
- If make-up is worn, it should be at a minimum.
- Personal cleanliness, use of deodorant and good oral hygiene are required, but strong odorous products and all perfumes are restricted.
- Nails must be clean and no longer than the tip of the finger. Nail polish, artificial nails, nail overlays, et cetera are not allowed.

Conduct

Evaluation of professional and ethical behavior by medical assistant faculty is ongoing throughout the semester.

- WDT Conduct Policies will be followed at all times. Students are responsible to know and abide by the policies in the WDT Student Handbook.
- Clinical Site policies and procedures will be followed when in the clinical setting-with the exception of dress code (the WDT Medical Assistant dress code must be followed).
- A therapeutic relationship with patients is expected.
- Confidentiality is always expected in both the classroom and clinical settings. This includes, but is not limited to, information obtained electronically, verbally, and in written format. Students are permitted to access records pertaining only to patients currently under his/her care. Any breaches of confidentiality including any HIPAA violation such as using patient identifiers in submitted work will be grounds for immediate disciplinary action. Students must sign an agreement, specific to each clinical site, to maintain confidentiality.
- Social Networking Guidelines:
 - Privacy does not exist in the work of social media.
 - Search engines can turn up posts years after they were created, and comments can be forwarded or copied.
 - If you would not say it to an individual face-to-face, then don't post it.
 - Confidential, trademarked, and student/faculty/patient information may not be posted.
 - Do not disclose information that may be used to identify classmates, faculty, or patients. Remember, even de-identified information may be recognized by classmates, faculty, patients, their families, or their employers.
 - Students must educate themselves about the proper way to use social networking sites and how to avoid the pitfalls afforded by technology.
 - Misuse of social networking is a violation of professional conduct and will result in disciplinary action.
 - Because of the distraction, social networking is prohibited in the classroom.
- Students will be dismissed from clinical for/if:
 - They are under the influence of drugs or alcohol
 - Dress code violations either incomplete or inappropriate
 - Unprofessional conduct toward a patient, visitor, staff member, clinical instructor, or other students
 - Providing patient care outside the scope of practice
 - Working overnight the previous night
 - Infectious disease
 - Emotionally unfit to care for patients
 - Performing procedure without instructor being present/permission
 - Any violation of confidentiality
 - Use of cell phone during clinical time. Also no use of clinical site phone unless authorized by clinical instructor
 - Other inappropriate conduct at the discretion of faculty or preceptor.

If asked to leave, students must do so in a respectful and courteous manner. The issue will be discussed at a later time on campus with the instructor and Nursing Program Director.

PROGRAM LEVEL TESTING

Documents

All documents you provide to the Medical Assistant program should be copies. Keep the originals for your own personal records. Copies of CPR certification, and all vaccinations must be kept current and on file.

Clinical Experience

- All students participating in clinical rotations will need to provide their own transportation to clinical sites. Proof of insurance, registration, and valid driver's license is required for access to clinical sites located on military installations. The driver and all passengers in a vehicle must have a pass from the visitor center to get on a military installation.
- Clinical sites may require students be screened for drug use and may require a background check and fingerprinting prior to clinical rotations. This may be at the student's expense.
- Students are responsible to meet all of the clinical site requirements.

Medical Assistant Academic Integrity Policy

Honesty and integrity are essential qualities in the Medical Assistant profession. Lack of integrity in the classroom or clinical setting may result in failing a course or removal from the program.

Students are always expected to uphold standards of integrity and perform honestly and work in every way possible to eliminate cheating by any member of the program.

Academic Honesty

Refer to the WDT Student Handbook for school wide policies about academic dishonesty and cheating. Areas of academic honesty concerns specific to nursing include but are not limited to:

- Covering up or not reporting a clinical error
- Charting something that was not done
- Altering any legal documentation

Disciplinary Policy and Procedure

The following may result in disciplinary action

- A student violation of the WDT Student Code of Conduct as described in the WDT Student Handbook.
- A student who exhibits wanton or negligent behavior that jeopardizes the safety of others.
- A student who demonstrates behavior which conflicts with safety essential to Medical Assistant.
- A student who demonstrates conduct that is not in accordance with the ethical standards of certified Medical Assistants. Misconduct related to this profession includes, but not limited to substance abuse, misuse and/or abuse, abandonment, breaching confidentiality, and falsifying records.

Disciplinary actions will be applied following the policy in the WDT Student Handbook.

Graduation and Certification Procedure

Graduation criteria consists of the following:

- Meeting the requirements as specified by the WDT Student Handbook and WDT Academic Catalog
- Settling financial obligations to WDT prior to graduation.

Certification

- Upon successful completion of the Medical Assistant Program, the graduate is eligible to sit for the Medical Assistant Certification.
- The graduate must complete the application process through the National Center for Competency Testing to sit for the exam.
- After acquiring a Medical Assistant Certification, the graduate must register with the South Dakota Board of Medical Examiners (SDBMOE)).

Medical Assistant (MA)

Required Steps to Obtain Your Certification	1. Successfully complete all requirements for WDT’s Medical Assisting Program.
	2. Complete application for the Medical Assistant Certification with the National Center for Competency Testing (NCCT) <i>NOTE: Student must register with NCCT at least 2 weeks prior to testing date. Registration information is provided to the student by the Program Director. Student is required to provide a transcript verifying completion of Medical Assisting Program.</i>
	3. Sit for the certification exam which is proctored on campus by WDT's Corporate Education Office in late May
	4. Test results are documented by the National Center for Competency Testing (NCCT) and a copy is sent to the applicant
	5. In order to work as a Medical Assistant in South Dakota, you must apply for registration with the South Dakota Board of Medical Examiners (SDBMOE) <i>NOTE: If you plan to work outside of South Dakota, you will be required to apply for certification/licensure within that state. Each state has different requirements for this process</i>

Pass Rates

Institution	Calendar Year	Program	Certification Name	% Passed
Western Dakota Tech	2018	Medical Assistant	No data due to program hiatus.	
Western Dakota Tech	2017	Medical Assistant	AAMA- CMA	100%
Western Dakota Tech	2016	Medical Assistant	AAMA- CMA	100%
Western Dakota Tech	2015	Medical Assistant	AAMA- CMA	100%
Western Dakota Tech	2014	Medical Assistant	AAMA- CMA	100%
Western Dakota Tech	2013	Medical Assistant	AAMA- CMA	100%



Student Agreement and Signature

I have read and reviewed the Western Dakota Tech Medical Assistant Program Student Handbook.
I understand the contents and agree to abide by them.

Student's Name: _____

Signature: _____

Date: _____

Professionalism/Medical Assistant Student Code of Conduct

I have read the Professionalism policies and understand that violation of such could result in loss of participation points, dismissal from clinical site and/or disciplinary action.

Student's Name: _____

Signature: _____

Date: _____