

**SAN JACINTO COLLEGE**

**NORTH CAMPUS**

**DEPARTMENT  
OF  
HEALTH SCIENCES**

**MEDICAL ASSISTING PROGRAM**

**STUDENT HANDBOOK**

**Fall 2024**  
**Spring 2025**  
**Summer 2025**



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**WELCOME**

Dear Student:

Welcome to the San Jacinto College Medical Assisting Program. This ***Student Handbook*** was written especially for you. It is reviewed and revised annually and is designed to provide guidance and direction for your success in this program. This handbook, therefore, will be a valuable resource that can assist you in many ways. First, it contains policies of the college and of the medical assisting program. Second, it contains expectations for personal professionalism and academic achievement for the coming year. Lastly, it contains signature forms that you will be asked to sign and uphold. Keep it in a safe place, so that you may refer to it from time to time or as the need arises. The faculty and I wish you much success in the completion of this program and in the attainment of your career choice, to be a Medical Assistant.

Sincerely,

***Chris Mendoza***  
Program Director  
Medical Assisting Program  
North Campus

**MISSION STATEMENT**

The Medical Assisting Program's Mission Statement is to train exceptional Medical Assistant personnel who perform both administrative and clinical duties while working directly under the health practitioner.

**GOAL**

The goal of the Medical Assistant Program here at San Jacinto College is to prepare Medical Assistants who are competent in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains to enter the profession.

**JOB OPPORTUNITIES**

Employment of medical assistants is expected to grow much faster than the average for all occupations as the health services industry expands. Employment growth will be driven by the increase in the number of group practices, clinic, and other health care facilities, that need a high proportion of support personnel, particularly the flexible medical assistant who can handle both administrative and clinical.

## Commission on Accreditation of Allied Health Education Programs



North Campus  
5800 Uvalde  
Houston, Texas 77049  
Allied Health Sciences  
Building – N.17- 2107  
281 459 5410

### **SAN JACINTO COLLEGE MEDICAL ASSISTING PROGRAM INFORMATION**

The Medical Assisting (MDCA) program within the San Jacinto College District (SJCD) is a 3-semester training program, leading to a Certificate of Technology in Medical Assisting. The Medical Assisting curriculum includes classroom theory, skills training, and a 240-hour unpaid clinical experience in one of our healthcare settings, located throughout the Houston metropolitan area.

The Medical Assisting program is designed to train medical assistant personnel to perform both administrative and clinical duties and to report directly to an office manager, physician, or other health practitioner. Administrative duties may include answering telephones, greeting patients, updating and filing patient medical records, filling out insurance forms, scheduling appointments, handling billing and bookkeeping. Clinical duties vary according to state law and may include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting physicians during examination.

After completing the Medical Assisting program, the student earns a certificate of technology and is eligible to sit for three exams. These include the American Association of Medical Assistants (AAMA) exam to earn the Certified Medical Assistant (CMA) credential, the American Medical Technologists' (AMT) exam to earn the Registered Medical Assistant (RMA) credential, and the National Center for Competency Testing (NCCT) exam to earn the National Certified Medical Assistant (NCMA) credential. As part of the program, you will be sitting for American Medical Technologist (AMT) exam to earn the Registered Medical Assistant (RMA) credential if requirements are met to pass the exam.

The San Jacinto College Medical Assisting Program is accredited by:  
The Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs  
9355 – 113<sup>th</sup> St. N, #7709  
Seminole, FL 33775  
Telephone: 727-210-2350  
Fax: 727-210-2354  
[www.caahep.org](http://www.caahep.org)

## Medical Assistant Program Book Costs by Semester

MDCA participates in the Open Books Plus program to help reduce the out-of-pocket cost for the students. Book costs are included in tuition costs. Students will have immediate access to eBooks at the beginning of the course via Blackboard. Prices subject to change per book vendor.

<b>❖ First Semester</b>	<b>Cost</b>	<b>Publisher</b>
POFT1301 Business English	\$91.45	Cengage eBook/Mindtap Prices subject to change from the publisher. (English Dept.)
MDCA1309 Anatomy & Physiology for Allied Health	\$40.59	McGraw Hill eBook/Connect Prices subject to change from the publisher.
MDCA1343 Medical Insurance	\$40.59	McGraw Hill eBook/Connect Prices subject to change from the publisher.
MDCA1421 Administrative Procedures	\$40.59	McGraw Hill eBook/Connect Prices subject to change from the publisher.
MDCA1313 Medical Terminology	\$87.95	McGraw Hill eBook/Connect Prices subject to change from the publisher.
<b>❖ Second Semester</b>	<b>Cost</b>	<b>Publisher</b>
MDCA1205 Medical Law & Ethics	\$74.42	McGraw Hill eBook/Connect Prices subject to change from the publisher.
MDCA1448 Pharmacology & Administration of Medications	\$74.42	McGraw Hill eBook/Connect Prices subject to change from the publisher.
MDCA1310 MA Interpersonal & Communication Skills	\$74.42	Cengage eBook/Mindtap Prices subject to change from the publisher.
MDCA1417 Procedures in a Clinical Setting	\$40.59	McGraw Hill eBook/Connect Prices subject to change from the publisher.
MDCA1302 Human disease/Patho	\$40.59	McGraw Hill eBook/Connect Prices subject to change from the publisher.
<b>❖ Third Semester</b>	<b>Cost</b>	<b>Publisher</b>
MDCA1254 Medical Assistant Exam Review	\$74.42	McGraw Hill eBook/Connect Prices subject to change from the publisher.
MDCA1560 Medical Assistant Clinical Externship	\$00.00	No book for this class

## Medical Assistant Program Tuition Costs by Semester

Below lists the approximate costs of tuition per semester and is subject to change.

<b>Term</b>	<b>Cost</b>		<b>Books</b>
Fall Semester**	\$1,584.21	Tuition is subject to change and does not reflect student loans, grants or scholarships.	See page 7
Spring Semester**	\$1,248.00	Tuition is subject to change and does not reflect student loans, grants or scholarships.	See page 7
Summer Semester**	\$620.42 plus transportation to clinical externship site. (240 unpaid hours)	Tuition is subject to change and does not reflect student loans, grants or scholarships.	See page 7
Out of District Tuition** Fall, Spring Summer	<a href="https://www.sanjac.edu/admissions-aid/tuition">https://www.sanjac.edu/admissions-aid/tuition</a>	Tuition is subject to change and does not reflect student loans, grants or scholarships.	Intentionally left blank
Dual Credit & Early College High School	All dual credit students get a 75% discount on tuition. The cost will depend on the student's residency status These are the tuition rates after the 75% discount:  In-district-\$19.50/credit hour Out-of-District: \$33.75/credit hour International: \$52.50/credit hour	Intentionally left blank	Intentionally left blank

**\*\*Note:** Refunds of tuition will be made according to college policy. Cost of books, uniforms, supplies and out-of-district fees, etc., are not refundable. This applies to voluntary withdrawal by the student or dismissal by the college. Tuition costs are subject to change in accordance with San Jacinto College tuition policy.



**San Jacinto College - Medical Assisting  
Credit Student Course Sequence**

**Summer Credit**

**Fall Credit**

1 <sup>st</sup> Semester - New Start*	
Summer (10 weeks)	
MDCA 1313 Medical Terminology	
MDCA 1309 Anatomy & Physiology	
MDCA 1343 Medical Insurance	
MDCA 1421 Administrative Procedures	
2 <sup>nd</sup> Semester	1 <sup>st</sup> Semester – New Start
Fall (16 weeks)	Fall (16 weeks)
MDCA 1205 Medical Law & Ethics	MDCA 1309 Anatomy & Physiology
MDCA 1310 Interpersonal & Communication Skills	MDCA 1343 Medical Insurance
MDCA 1302 Human Diseases / Patho	MDCA 1421 Administrative Procedures
POFT 1301 Business English**	MDCA 1313 Medical Terminology
	POFT 1301 Business English**
3 <sup>rd</sup> Semester	2 <sup>nd</sup> Semester
Spring (16 weeks)	Spring (16 weeks)
MDCA 1448 Pharmacology	MDCA 1205 Medical Law & Ethics
MDCA 1417 Procedures in a Clinical Setting	MDCA 1448 Pharmacology and Administration of Medications
	MDCA1310 Medical Assistant Interpersonal and Communication Skills
	MDCA 1417 Procedures in Clinical Setting
	MDCA 1302 Human Diseases / Patho
4 <sup>th</sup> Semester	3 <sup>rd</sup> Semester
Summer (10 weeks) ***	Summer (10 weeks) ***
MDCA 1254 Certification Exam Review	MDCA 1254 Certification Exam Review
MDCA 1560 Clinical Extern	MDCA 11560 Clinical Extern

\* Semester course changes for MA credit students entering summer semester.

\*\* POFT1301 is a required non-MDCA course that is scheduled by the student.

\*\*\* All Credit students enter externship in summer semester regardless of the entering semester.

**San Jacinto College - Medical Assisting  
Dual Credit / Early College High School Sequence**

**Dual Credit (DC)**

**Early College High School (ECHS)**

11 <sup>th</sup> Grade – Junior Year Fall (16 weeks)	10 <sup>th</sup> Grade – Sophomore Year Fall (16 weeks)
MDCA 1313 Medical Terminology MDCA 1310 Interpersonal Comm. Skills MDCA 1205 Medical Law and Ethics POFT 1301 Business English	POFT 1301 Business English MDCA 1205 Medical Law and Ethics
Spring (16 weeks)	Spring (16 weeks)
MDCA 1309 Anatomy and Physiology** MDCA 1343 Medical Insurance MDCA 1421 Administrative Procedures	MDCA 1309 Anatomy and Physiology** MDCA 1313 Medical Terminology
12 <sup>th</sup> Grade – Senior Year Fall (16 weeks)	11 <sup>th</sup> Grade – Junior Year Fall 16 (weeks)
MDCA 1448 Pharmacology MDCA 1302 Pathophysiology MDCA1417 Procedures in a Clinical Setting	MDCA 1302 Pathophysiology MDCA 1343 Medical Insurance
Spring (16 weeks)	Spring (16 weeks)
MDCA 1254 Exam Review MDCA 1560 Clinical	MDCA 1310 Interpersonal & Comm. Skills MDCA 1421 Administrative Procedures
	12 <sup>th</sup> Grade – Senior Year Fall (16 weeks)
	MDCA1417 Procedures in a Clinical Setting MDCA 1448 Pharmacology
	Spring (16 weeks)
	MDCA 1254 Exam Review MDCA 1560 Clinical

<b>ADDITIONAL PROGRAM COSTS</b>
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Medical Assisting Bag**	\$91.53	Purchased from North Shore Medical Supply ONLY. Needed for MDCA1417. Price subject to change by vendor.
Blood Pressure Cuff**	Cost is at your discretion and may be purchased from any vendor of your choosing	Instructor will inform you of type of cuff needed. Manual blood pressure cuff needed w/ manometer. Needed for MDCA1417. May be purchased prior to entering MDCA1417
Stethoscope**	Cost is at your discretion and may be purchased from any vendor of your choosing	Instructor will inform you of the type of stethoscope needed. Dual-head stethoscope. Needed for MDCA1417 and may be purchased prior to entering MDCA1417
Watch with second hand (smart watches are not permitted)**	Cost is at your discretion and can be purchased from any vendor of your choosing	Should be purchased prior to starting the program
Clip Board***	Cost is at your discretion and can be purchased from any vendor of your choosing	Should be purchased prior to starting the program
Black Pen and Notebooks***	Vendor of your choosing	Should be purchased prior to starting the program
Heartcode BLS CPR Online Module**	\$36.00 (cost established by AHA. price subject to change by vendor)	You will be notified when skills testing will be performed by your instructor. Will be purchased and completed in MDCA1417.
SJC Student Program Uniform**	\$92.00 plus tax. Pkg 1 is required. (cost subject to change by vendor)	purchased from NorthShore Medical (cost is established by NorthShore Medical and is subject to change) Should be purchased prior to starting the program
Badge holder / Lanyard or retractable lanyard**	\$10.00 (approx.) Cost is at your discretion and may be purchased from any vendor of your choosing	Student ID must be kept in badge holder and visible at all times. Should be purchased prior to starting the program
Pinning Fee**	\$ 15.00	Will be paid during MDCA1417 in preparation for pinning ceremony at the end of extern
Monthly Planner (style per your discretion)***	Cost is at your discretion and can be purchased from any vendor of your choosing	Should be purchased prior to starting program
CastleBranch (Background check and validation for extern)**	\$106.99 (set by Castlebranch and subject to change by vendor)	This fee is set by CastleBranch and may be subject to change. This will be purchased during MDCA1417.
EHRGo* (must have for each semester)	16wk Subscription \$93.33 40 wk subscription \$146.67 1 yr subscription \$166.67 2 yr subscription \$260.00 3 yr subscription \$285.00	Web-based online application module for HER – prices subject to change by vendor

\* **Required item;** EHRGo used in all courses and semesters. DC and ECHS students will discuss purchase with their affiliated student program advisors.

\*\* **Required item;** You will be informed when to purchase these items during the program.

\*\*\* **Optional items** and not required but advised to have

\*\*NOTE: Dual Credit and Early College Students – Additional Program Costs are handled by their respective High Schools. Please consult your CTE program coordinator for more information.

## MA PROGRAM ADMISSION CRITERIA

Enrollment occurs two (2) times a year, Summer and Fall semesters. See website for application submission times. Twenty-Five (25) seats are available for each enrollment period and are filled on a first-come, first-service basis. Once the 25 seats have been filled, applicants will be placed on a waiting list and will be called upon should a seat become available during the enrollment period. The Medical Assisting Program is only offered at San Jacinto College North Campus.

Medical Assisting Program information may be found at:

<https://www.sanjac.edu/programs/areas-of-study/health/medical-assisting/admission-info>

The Medical Assisting Program student handbook may also be found at this link which contains a wealth of information about the Program.

Requirements to be completed:

1. Must be a current, active student with San Jacinto College and must meet eligibility requirements for San Jacinto College. (see steps below if you are not a current, active student with San Jacinto College)
2. MDCA Application Submission – application may be submitted online from the San Jacinto College Medical Assisting web page. (see link above)
3. Completed Focus 2 Assessment from the student SOS portal. This is usually completed when enrolling to San Jacinto College. You do not have to repeat the Focus 2 Assessment if it was completed during enrollment. A previously completed Focus 2 Assessment is acceptable.
4. Attend new student orientation prior to the semester start

## SAN JACINTO COLLEGE – ADMISSION PROCESS

The following is provided to assist you in completing the steps to apply for admission to San Jacinto College District. It is your responsibility to make sure that the office of Admissions receives your college application, high school transcript, college transcripts, and any other required documentation by the College.

For more information in applying to San Jacinto College can be found at:

<https://www.sanjac.edu/admissions/how-to-apply/>

Questions concerning the college admissions process may be directed to [admissions@sjcd.edu](mailto:admissions@sjcd.edu)

You may also call the following numbers:

Central Campus 281-998-6350 x1044

North Campus 281-998-6350 x2329

South Campus 281-998-6350 x3762

Generation Park Campus 281-998-6350 x7678

**\*\*NOTE:** State Law (Texas Education Code § 51.9192) requires students who will be under age 22 on their first day of class in Texas to provide proof of immunization for bacterial meningitis.

## PROGRAM REENTRY

Students who wish to continue classes after a break in enrollment may be required to show that they meet current requirements for entrance into the program. Students who opt out of Medical Assisting classes for more than a one-year period will need to apply for readmission into the Medical Assisting program and retake the background check, drug screen, & resubmit an updated immunization record.

### **CREDIT BY CERTIFICATION**

San Jacinto Community College District has established equivalent course credit for professional certificates and credentials. Course credit is based on competencies demonstrated through successful completion of the professional certification or certification examinations. Students must provide evidence of an official, current credential or professional certificate to receive credit. Credit is generally awarded for introductory level courses only and will not be awarded for core curriculum. At least 25% of the credit hours required for the degree must be earned through instruction at San Jacinto College.

### **ADVANCED PLACEMENT**

The Medical Assisting Program does not participate in advanced placement nor course credit for employment.

### **PUBLIC INFORMATION STATEMENT**

San Jacinto College District is committed to equal opportunity for all students, employees, and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expressions or identity, genetic information, marital status or veteran status in accordance with applicable federal and state laws.

No person, including students, faculty, staff, or part-time and temporary workers, will be excluded from participation in, denied benefits of, or subjected to discrimination or harassment under any program or activity sponsored or conducted by the San Jacinto College District based on the categories listed.

San Jacinto College does not discriminate based on disabilities in admission or access to its educational programs. The College complies with Section 504 of the Rehabilitation Act of 1972 and the Americans with Disabilities Act (ADA) of 1990. Students with disabilities may be eligible for certain accommodations such as, but not limited to, additional testing time, registration assistance, or interpreting services.

The College's Accessibility Services office assists students who may need accommodations. Students wishing to apply for accommodations should go to <https://www.sanjac.edu/support/accessibility> and apply for assistance.

Inquiries about accessibility services may be addressed to [accessibility.services@sjcd.edu](mailto:accessibility.services@sjcd.edu) or by visiting the [Advising, Career, and Transfer \(ACT\)](#) office on each campus.

Central campus: 281-478-2768

North campus: 281-459-7192

South campus: 281-922-3444

Any student with a question or concern about discrimination or harassment based on disability may file a complaint in accordance with Procedure 300 in the Student Handbook. Individuals who wish to file a complaint may obtain information about the complaint process at <https://www.sanjac.edu/support/personal-support/report-an-incident/types-of-complaints>

Students with disabilities have the right to appeal accommodation decisions made through ACT. To appeal, an individual first needs to have completed the Accessibility Services Accommodation Application.

Individuals wanting to appeal accommodation decisions must do so in writing within 14 days of the notice of the decision. The appeal should include a copy of the original request for accommodation, documentation of disability, the accommodation decision, and the reasons why the individual is appealing the decision. The appeal is to be sent to [accessibility.services@sjcd.edu](mailto:accessibility.services@sjcd.edu) who, after a review, will render a written decision, typically within two weeks.

ACT provide students an opportunity to present information useful to understanding the appeal. ACT may decide to uphold the previous accommodation decision, support the appeal request, decide on an alternative or decide that new information has been submitted that necessitates further review.

### **TEXAS HOUSE BILL 1508**

Texas House Bill 1508 requires colleges to inform students with a criminal background that a criminal record may preclude them from being credentialed or hired for employment for certain professions. For students in this course who may have a criminal background, please be advised that your criminal history could keep you from being credentialed by the State of Texas. If you have a question about your background and credentialing, please speak with your faculty member, program director, or department chair.

### **FAMILY EDUCATION RIGHTS & PRIVACY (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school record be corrected which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

## **CLINICAL EXTERNSHIP PRACTICUM**

Clinical experience is an essential part of the medical assisting student's education. Clinical education is an unpaid learning experience of 240 clinical hours. The student must be able to demonstrate during each clinical course the safe, competent practice of medical assisting care to patients and clients. Minimum skills performance must be demonstrated in the lab before being assigned to client care. At the beginning of each clinical course, the student will receive a copy of the course objectives/requirements, critical behaviors, medical assisting skills, competencies, case studies, medical assisting processes/concept map, clinical evaluation tools, and math competencies required to pass the course. Students may be assigned to a clinical experience during day, and/or evening hours. All clinical experiences will be supervised by San Jacinto College practicum coordinator or a designated preceptor at the clinical site. Students that are unable to successfully demonstrate/perform any psychomotor skill, for which they have been previously trained in the lab, safely and competently, in the clinical setting, will be sent back to the college for remediation but will not be allowed to return to the clinical site until the practicum coordinator documents successful remediation.

### **EXTERNSHIP SITES**

The Medical Assistant Program has several affiliations in our greater Houston area; however, the selection is limited depending on the availability. Towards the end of the program and before the clinical externship semester starts, the Practicum Coordinator will begin to assign sites that best fits the student.

### **TRANSPORTATION**

Individual transportation is required, and long-distance driving may also be required. Students may have to pay for parking depending on parking availability at the clinical site.

### **\*\*IMPORTANT NOTICE FOR ALL DUAL CREDIT and EARLY COLLEGE HIGH SCHOOL STUDENTS**

Dual credit and Early College High School students are responsible for their own transportation during their spring extern semester (January – May). Students must be able to drive in all types of traffic, which could include local, feeder and freeway. Students are expected to work until close of business of the site they are attending and will not be leaving early or arriving late due to school events. Students will need to show their clinical instructor a copy of their driver license or provide the necessary proof that they will have transportation to and from their site daily.

### **CLINICAL SCHEDULES**

All clinical rotation schedules will be assigned by the clinical affiliation site. As a precaution, we advise externship students to be available Monday to Friday, 8:00am to 5:00pm. Depending on the site, Saturday office hours may be available. Often time, clinical schedules may conflict with days that San Jacinto College campus may be closed. If it is a day off for the College district BUT your site is open, you must continue to fulfill your clinical schedule commitment. You do not get the day off. For example, Spring Break Week.

### **EMPLOYMENT**

Students are strongly advised not to work during clinical externship. Externship sites schedules are usually based on a 30 to 40-hour work week, Monday thru Friday. However, if an externship student decides to work during their clinical externship, the student work schedule may, in no way, conflict with the student's externship site schedule, NO EXCEPTIONS. The work schedule will need to be altered to accommodate the clinical externship site schedule.



## **HEALTH INSURANCE**

It is strongly advised that externship students maintain health insurance during their externship. Externship students will constantly be in contact with ill patients and exposed to communicable diseases while on extern due to the healthcare setting. Health insurance is the financial responsibility of the extern student and may be purchased from a resource of your choosing. Any medical treatment needed or required by the extern student during clinical rotation is the financial responsibility of the extern student.

Some clinical externship sites require extern students to have health insurance during their clinical externship rotation and proof may be requested for validation prior to beginning the externship rotation. This is a requirement of the site and cannot be waived. If an extern student is unable to provide proof of health insurance coverage, this may prohibit an extern in attending that site for clinical rotation. An extern will be notified prior to externship if a clinical site requires health insurance coverage during externship rotation.

## **REIMBURSEMENT**

San Jacinto College may provide reimbursement for externship clinical travel expenses which include reimbursement for mileage, parking fees, and tollway fees through Carl Perkins Grant funding. It should be noted that reimbursement is handled on a first-come, first-served bases and reimbursement may not be available once funding has been exhausted. An application will need to be filled out and reimbursement occurs at the end of the clinical rotation semester. More information will be made available prior to externship rotation.

## **IMMUNIZATIONS/VACCINES**

### \*\*Immunization Requirements and Policies of Clinical/Externship Learning Sites\*\*

Students enrolling into San Jacinto College programs with external learning experiences (i.e., clinical, practicum, externship, cooperative, etc.) will be required to comply with the immunization requirements and policies of the clinical/external learning sites to engage in all clinical/external learning experiences. Vaccination requirements at clinical/external learning sites are implemented pursuant to the independent authority of such facilities and are not mandated by San Jacinto College. Failure to meet the immunization requirements mandated by clinical/external learning sites may limit a student's ability to complete the program and/or may delay the student's graduation date. San Jacinto College does not process exemptions, and students should address potential vaccination exemptions directly with the clinical/external learning site

## **PRACTICUM COVID-19 STATEMENT**

Student are required to provide to San Jacinto College proof that students meet all clinical requirements, with the exception of the COVID-19 vaccination status. Consistent with state law, San Jacinto College does not mandate the COVID-19 vaccination. Students have the choice to voluntarily disclose or not disclose their COVID-19 vaccination status through their SJC Castlebranch account.

However, most healthcare facilities do require the vaccine as a condition of employment, volunteering, or student clinical placement. If a student chooses not to disclose their COVID-19 vaccinations status or is not vaccinated, San Jacinto College may not be able to place the student in clinical rotations. The Practicum Coordinator will work to place such students into a clinical site that does not require the vaccine, provided such a site is available and San Jacinto College has an active affiliation agreement in place that meets the necessary conditions to provide an appropriate learning opportunity for the student. However, San Jacinto College cannot guarantee that clinical sites that do not require COVID vaccine will be available at the time the student requires placement. At this time, many healthcare facilities are not accepting religious or medical exemptions for the COVID-19 vaccine for clinical students.

If a student chooses not to receive or to provide proof of COVID-19 vaccination and not clinical sites are available to accept the student that do not require the COVID-19 vaccination, the student's progression in the program and graduation will be delayed or stopped all together. If a student cannot be placed in a qualifying clinical site, a student may not be able to complete the program. Our affiliate partners' expectations are the same for our students as they would be when our students ultimately become employees in their chosen field.

### **CONTROLLED SUBSTANCES**

A student taking a controlled substance (a drug classified under the CONTROLLED SUBSTANCE ACT OF 1970) may not be allowed to participate in the clinical setting or may cause a student extern to fail drug screening required for clinical externship rotation. Examples included, but are not limited to Demerol, amphetamines, barbiturates, Tylenol w/ codeine, valium.

Student externs taking controlled substances should voluntarily inform the Program Director of such fact and should be discussed on a case-by-case basis prior to clinical externship rotation.

### **PRACTICUM CONFIDENTIALITY POLICY**

Clients and family members have the right to confidentiality of all records and communications, written or verbal, between patient and health care providers.

Medical Assistant students will follow these standards:

1. Students will hold in trust all confidential information regarding the clinical site according to clinical affiliate standards
2. Students will not reveal (to anyone other than their instructor) any confidential information that may come to their knowledge in the course of their work/studies.
3. Students will hold in confidence all personal matters and all family affairs in which the student has been made aware of during caring for the individual clients.
4. Students will never identify a client by name in any written work, i.e., weekly journal
5. Students **will** be dismissed from the program for any breach of confidentiality.
6. Students signing the Medical Assisting Handbook Acknowledgement form confirm that they have received this information, both written and verbal.

### **CRIMINAL BACKGROUND CHECK/DRUG SCREEN FOR CLINICAL EXTERNSHIP**

In compliance with the clinical practice agreement between San Jacinto College and practice facilities, a criminal background check and drug screen is now required for all students attending clinical practicum. The enforcement of this new policy is in conjunction with the hospital's compliance with the Joint Commission on Accreditation of Healthcare Organization (JCAHO) standards which requires criminal background checks on anyone providing care, treatment, or services.

The purpose of this requirement is to:

1. Promote and protect patient/client safety.
2. Comply with clinical affiliates who may require a student background check and/or drug screen as a condition of their agreement.
3. Provide early identification of students who may have difficulty meeting eligibility requirements for credentialing and hiring.

All students assigned to a practicum affiliation facility will be required to have a criminal background check prior to starting the clinical experience. Results of the criminal background check and drug screen will be made available to the program director, instructor of record, and to the student. The program director and instructor of record will validate that the student has passed a criminal background check and drug screen prior to be released for entering clinical practicum. Cost for the background check and drug screening is included in the cost upon registering for Castlebranch. Failure to comply with this mandate may result in the student not being accepted into a health science program or being withdrawn

from their present program. The student will sign a consent form indicating knowledge of this policy and their belief that they do/do not have any criminal history that would disqualify them from clinical practice.

Failure to pass a criminal background with felony and/or failed drug screen will prevent an applicant from being released for clinical externship based on departmental requirements. A current student with a significant criminal background check and/or drug screen will be required to withdraw from their present program.

A significant criminal background screen means a conviction for any matter listed in the Texas Occupations Code, Section 301.452, Subsection (b), noted by any program accredited agency, or affiliate.

## RECORD KEEPING

All criminal background information will be kept in confidential electronic files by the investigating agency and archived for at least five years. The program department chairman and/or program director will have access to these files.

## STUDENT RIGHTS

If the student believes their background information is incorrect, the student will have any opportunity to demonstrate the inaccuracy of the information to the investigating agency. The search of court records and documents is the responsibility of the student. The student will not be able to participate in a clinical practicum until the matter is resolved and could prevent a student from meeting course objectives and result in failure of the Program.

## CONSENT FOR RELEASE OF INFORMATION

Students will sign an acknowledgement form that gives the program director the right to receive their criminal background check and/or drug screen information from the investigative agency.

Pursuant to the requirements of the Fair Credit Reporting Act,

- I acknowledge that a credit report, consumer report<sup>2</sup> and/or investigative consumer report<sup>3</sup> may be made in conjunction with my application for clinical privileges (including contract for services).
- I understand that these investigative background inquiries may include credit, consumer, criminal, driving, prior employment and other reports.
- These reports may include information as to my character, work habits performance and experience, along with reasons for termination of past employment from previous employers.
- Further, I understand that I may be requesting information from [CASTLEBRANCH.COM](http://CASTLEBRANCH.COM), various federal, state, and other agencies which maintain records concerning my past activities relating to my educational/school records, driving, credit, criminal, civil and other experiences, as well as claims involving me in the files of insurance companies.

I authorize, without reservation, any party or agency contacted by [CASTLEBRANCH.COM](http://CASTLEBRANCH.COM) to furnish the information mentioned above. A photocopy of this authorization shall have the same effect as the original.

I understand the information obtained will be used as one basis for extension or denial of clinical privileges. I hereby discharge, release and indemnify the prospective employer, their agents from [CASTLEBRANCH.COM](http://CASTLEBRANCH.COM) and all parties that rely on this release and/or the information obtained with this release from any and all liability and claims arising by reason of the use of this release and dissemination of information that is false and untrue if obtained from a third party without verification.

I hereby give permission to [CASTLEBRANCH.COM](https://www.castlebranch.com) to disclose the contents of the report to my CASTLEBRANCH.COM report as part of my clinical education.

It is expressly understood that the information obtained using this release will not be verified by [CASTLEBRANCH.COM](https://www.castlebranch.com). The authorization granted herein expires one year from the date hereof.

I have read and understood the above information and assert that all information provided by me is true and accurate.

If you are denied clinical privileges, either wholly or partly because of information contained in a consumer report, a disclosure will be made to you of the name and address of the investigative agency making such report. Upon your written request within a reasonable period of time, the investigative agency compiling the report will make a complete and accurate disclosure of the nature and scope of the investigation.

[CastleBranch.com](https://www.castlebranch.com) • phone: 888.723.4263

<sup>1</sup> *The Age Discrimination in Employment Act of 1987 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age. This information is for consumer report purposes only.*

<sup>2</sup> *A "Consumer Report" may consist of employment records, educational verification, licensure verification, driving record, previous address and public records relative to criminal charges.*

<sup>3</sup> *An "Investigative Consumer Report" means a consumer report or portion thereof in which information on a consumer's character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with persons having knowledge.*

## **CASTLEBRANCH REQUIREMENTS**

To be placed in a clinical educational experience, student must comply with the guidelines and requirements of San Jacinto College clinical sites, including health and wellness directives. Most clinical sites require background checks, health testing and physical exams, drug screens, and immunizations, and may include COVID-19 vaccinations and boosters.

Students are required to provide to San Jacinto College proof that students must comply with the guidelines and requirements of San Jacinto College and clinical affiliated site, including wellness and health directives. This is accomplished utilizing the Castlebranch web-based clinical screening application. This company is also the placeholder for your medical records where students will upload medical documents to Castlebranch such as vaccination documentation, CPR certification, physical examination, and vaccination requirements. Consistent with state law, San Jacinto College does not mandate the COVID-19 vaccination and students have the choice to voluntarily disclose their COVID-19 vaccination status through their SJC Castlebranch account. However, keep in mind that healthcare facilities may require the vaccine as a condition for externship and/or employment. Please refer to the PRACTICUM COVID-19 STATEMENT under the Clinical Externship Practicum section.

Castlebranch will be initiated upon entering the MDCA1417 Clinical Procedures Course. Package codes and the web link will be distributed to students by their instructor of record. Upon registration, there is an \$106.99 charge that is the financial responsibility of the student.

The following is a pictorial representation of the SJC Castlebranch requirements for externship. Clinical Requirements are as follows:

<p>1. Measles, Mumps &amp; Rubella (MMR)  <a href="#">Merged-TDL-Files--20220421145508.pdf</a>            Enter Results: Vaccine            Enter Interpretation: 2 Vaccines            Administered Date Vaccine #1: 05/01/2001            Administered Date Vaccine #2: 12/17/2003  <a href="#">Override</a></p>	<p>6. CPR Certification  <a href="#">Merged-TDL-Files--20220420091805.pdf</a>            Administered Date: 04/14/2022            Renewal Date: 04/30/2024  <a href="#">Override</a></p>
<p>2. Varicella (Chicken Pox)  <a href="#">Merged-TDL-Files--20220421145908.pdf</a>            Administered Date: 12/10/2010            Enter Results: Vaccine            Enter Interpretation: 2 Vaccines  <a href="#">Override</a></p>	<p>7. Influenza  <a href="#">Merged-TDL-Files--20220426172006.pdf</a>            Administered Date: 04/26/2022            Enter Results: Vaccine            Renewal Date: 04/26/2023  <a href="#">Override</a></p>
<p>3. Hepatitis B  <a href="#">Merged-TDL-Files--20220421150310.pdf</a>            Enter Results: Vaccine            Administered Date Vaccine #1: 05/17/2000            Administered Date Vaccine #2: 07/19/2000            Administered Date Vaccine #3: 05/01/2001  <a href="#">Override</a></p>	<p>8. Physical Examination            Due Date: 11/30/2018</p>
<p>4. Tuberculosis (TB)            Due Date: 11/30/2018</p>	<p>9. Orientation Quiz  <a href="#">Merged-TDL-Files--20220421144710.pdf</a>  <a href="#">Override</a></p>
<p>5. Tetanus, Diphtheria and Pertussis (Tdap)  <a href="#">Merged-TDL-Files--20220426171906.pdf</a>            Administered Date: 04/25/2022            Renewal Date: 04/25/2032  <a href="#">Override</a></p>	<p>10. COVID-19 Vaccination  <a href="#">Merged-TDL-Files--20220421144008.pdf</a>            Enter Results: Vaccine            Administered Date Vaccine #1: 03/13/2021            Administered Date Vaccine #2: 04/10/2021            Vaccine lot#: 038A21A            COVID-19 Vaccine Manufacturer: Moderna            Vaccine 2 Lot #: 025B21A            COVID-19 Vaccine Manufacturer (Vaccine 2): Moderna  <a href="#">Override</a></p>

## DRUG TEST

Drug testing instructions are distributed via SJC Castlebranch account. Drug testing is limited to certain locations which can be found in the SJC Castlebranch account directory. The drug test is included with the registration costs. A requisition will be printed to take with you to the testing center. It is advised to contact the drug testing site to ensure no appointment is needed.

## BACKGROUND CHECK

Students who are accepted into the Medical Assisting program must pass a criminal background check with no felonies. Upon registration in Castlebranch, the background check is automatically initiated. The cost of the background check is included in the registration fee. If a student has any questions concerning the background check, please speak with your MDCA1417 instructor of record. Student externs must pass a background check prior to externship rotation. If student extern has concerns of a background check, it should be discussed with the instructor of record or Program Director.

## MEASLES, MUMPS, AND RUBELLA (MMR)

### VARICELLA (CHICKEN POX)

Proof of two (2) documented vaccinations must be presented and uploaded. If a student does not have vaccination documentation, a serum titer may be submitted in lieu of vaccination documentation provided that the titer results show immunity. Students also have the option of having the vaccinations administered provided that the two (2) vaccinations are documented and occur prior to the start of externship. Costs for vaccines or titer is the financial responsibility of the student.

## HEPATITIS B

All students who are accepted into the Medical Assisting program must document that they have received the full series of three (3) Hepatitis B vaccinations. Students also have the option of a serum titer drawn to confirm complete immunity to Hepatitis B. If a student prefers to have the three (3) vaccine series administered, the student must show documentation of two (2) vaccines completed prior to starting clinical externship. The complete series takes approximately six to seven (7) months to complete. Applicants who are aware that they do not have documentation of the Hepatitis B series are encouraged to begin the series as soon as possible or have a serum titer test performed. If a student extern decides to

have the Hepatitis-B (Dynavax) vaccine, this 2-dose vaccine series must be completed prior to clinical externship rotation. All costs of vaccine administration and serum titer testing is the financial responsibility of the student.

### **MANTOUX TB (tuberculosis) TESTING**

All applications must provide documentation of a negative Mantoux TB (tuberculosis) test prior to externship. This must be the Mantoux TB skin test. The Interferon TB lab test is not accepted. TB skin test must have been performed and dated within one (1) year of the Castlebranch submission. The documentation must have the placement date, the result date, and the result or the documentation will not be accepted by Castlebranch. Costs for TB skin test is the financial responsibility of the student.

If a student has a positive TB skin test, a chest x-ray will need to be submitted. If a student knows that they will result in a positive TB skin test, a chest x-ray may be submitted in lieu of a TB skin test provided it is within 1 year of the Castlebranch submission. If chest x-ray result is older than one (1) year a chest x-ray will need to be repeated. Costs for the chest x-ray is the financial responsibility of the student.

### **TETANUS, DIPHTHERIA, AND PERTUSSIS (Tdap)**

All students who are accepted in the Medical Assisting Program must have documented vaccinations for Tdap. Please do not confuse this vaccine with Td or DTaP. It must be the Tdap vaccine, or it will not be accepted by Castlebranch. Five (5) vaccines must be documented for this vaccine. If the 5<sup>th</sup> documented vaccine is more than 10 years old, a Tdap booster is required and submitted to Castlebranch. No serum titer is available for this vaccine. Costs for the vaccine is the financial responsibility of the student.

### **CPR CERTIFICATION**

All students accepted into the program must successfully complete an American Heart Association (AHA) Heartcode BLS CPR Provider course and certification administered by San Jacinto College which will occur during the MDCA1417 Clinical Procedures course. No other CPR certification cards will be accepted. You must obtain a CPR certification by San Jacinto College. The CPR online and skills testing may be waived provided that CPR BLS certification was administered by AHA and San Jacinto College and within two (2) years of the date beginning and ending clinical rotation. Proof of certification must be provided to the instructor of record for verification.

CPR certification occurs in two (2) parts. The theory portion is a web-based online course purchased by the student. You will be given the web link and the due date by your instructor of record and is a cost of \$36.00. Once the online course has been completed, a completion certificate must be given to your instructor of record. The second part is the skills testing practicum. This will be administered by your instructor of record as well as the date of the skills testing. There is no charge for the skills testing portion and included in MDCA1417 tuition costs.

### **INFLUENZA (Flu) VACCINE**

All students are required to submit documentation for the Flu vaccination. Date of the vaccine must be within one (1) year of the date of clinical externship rotation. There is no serum titer for this vaccine. Costs for the vaccine is the financial responsibility of the student.

### **PHYSICAL EXAMINATION**

Applicant shall present evidence of being in good physical and mental health. A physical exam will be required and must be documented on the Medical Assisting Program physical form. Any physical exam documentation submitted via Castlebranch must be documented on the San Jacinto College physical examination form and must be within one (1) year from the date of clinical externship rotation. (form included in handbook). This form must be completed and signed by your health care provider. If an

applicant should fail the physical exam, they will be unable to attend the extern practicum portion of the MDCA program. Costs for the physical examination if the financial responsibility of the student.

### **ORIENTAITON QUIZ**

All students are required to submit a completed Castlebranch orientation quiz. This quiz contains questions pertaining to the Castlebranch web site. It is constructed to familiarize yourself with Castlebranch. Quiz is distributed by your MDCA1417 instructor of record.

### **COVID-19 VACCINATION**

Consistent with state law, San Jacinto College does not mandate the COVID-19 vaccination. Students have the choice to voluntarily disclose or not disclose their COVID-19 vaccination status through their SJC Castlebranch account. However, keep in mind that some healthcare facilities may require the vaccine as a condition for externship and/or employment. Please refer to the PRACTICUM COVID-19 STATEMENT under the Clinical Externship Practicum section which includes a COVID-19 booster vaccine. If a student is vaccinated for COVID-19, submission of your vaccine documentation is requested.



## CERTIFICATION CREDENTIAL

All graduating MDCA students are required to sit for a national medical assisting credentialing exam at the end of the Medical Assisting Program. In the MDCA program, you will be sitting for the American Medical Technologists (AMT) national credentialing examination for the Registered Medical Assistant (RMA) credential. The cost for the first attempt of the credentialing exam is included in the cost of tuition in the MDCA1254 course. All graduating MDCA students will register for the RMA credentialing exam during the clinical extern practicum. Further information for this credentialing exam may be found at <https://americanmedtech.org/>

**\*\*NOTE:** For Dual Credit (DC) and Early College High School (ECHS) students, RMA exam scores are released to the respective high school.

San Jacinto College retains the right to access and track the student RMA exam scores and each student agrees to supply a copy of the RMA exam score to the Program Director. The RMA exam score is used to collect and analyze results to improve the MDCA program. RMA test scores are not published in any form and identification will not be viewed or used in any way without consent of the Program Director. MDCA students will be notified when the registration meeting will take place for the credentialing exam.

There are other credentialing exams available:

- CMA (Certified Medical Assistant) administered by the AAMA (American Association of Medical Assistants) <https://www.aama-ntl.org/>
- NCMA (National Certified Medical Assistant) administered by NCCT (National Center for Competency Testing) <https://www.ncctinc.com/>
- CCMA (Certified Clinical Medical Assistant) administered by National Healthcareer Association [https://www.nhanow.com/certification/nha-certifications/certified-clinical-medical-assistant-\(ccma\)](https://www.nhanow.com/certification/nha-certifications/certified-clinical-medical-assistant-(ccma))
- NRCMA (Nationally Registered Certified Medical Assistant) administered by National Association for Health Professionals (NAHP)

**\*\*NOTE:** The costs for credentialing exams other than the RMA credentialing exam is the financial responsibility of the student.

## PROFESSIONAL ORGANIZATION

Following certification, the RMA credential student must renew the credential every 3 years. This means keeping abreast of new developments in the health care delivery field by submitting 30 approved continuing education units (CEU) pertaining to the various aspects of Medical Assisting. There is also an annual membership fee due annually. Every organization requires a CEU commitment. See the credentialing web site for CEU requirements and any other requirements needed to stay current with your credential.

## SAFETY GUIDELINES

### CLIENT WITH COMMUNICABLE DISEASE

Caring for clients with communicable diseases is an occupational/professional challenge in medical assisting program. As a student, you will be instructed in protocols and procedures to reduce your risk for acquiring an infection or communicable disease. However, all areas of health care practice have inherent risks and no area is completely risk free. Your signature on a “statement of understanding” will be required as documentation, both written and verbal, of receiving Standard Precaution & Blood borne Pathogens information

## PROFESSIONAL RISKS

In this course, students will be given information regarding known risks for various communicable diseases and provided necessary skills to implement precautions. Standard Precautions, prescribed by the Center for Disease Control, will be taught to all students and must be strictly adhered to. Additionally, it will be the responsibility of the student to implement Standard Precautions appropriately when performing laboratory exercises in the student lab and while providing care to patients in the clinical external learning experience. The student is also expected to follow all SJC policies as well as all clinical facility policies.

## USE OF STANDARD PRECAUTIONS

Since medical history and examination cannot reliably identify the infectivity of all patients' blood and body fluids, precaution against exposure must be followed for all patients. The concept of **Standard Precautions** (sometimes called **Universal Precautions**) was first introduced in 1987 by the Centers for Disease Control & Prevention (CDC) to decrease the occupational risks of blood-borne diseases such as Acquired Immunodeficiency Syndrome (AIDS) and hepatitis B to healthcare workers. Standard Precautions basically combine Universal Precautions (which cover blood and body fluids and are concerned with reducing the risk of exposure to Blood Borne Pathogens) and body substance isolation (designed to reduce the risk of transmission from moist body substances). Universal precautions go beyond the Standard Precautions. Standard and Universal Precautions refer to:

- Blood
- All body fluids except sweat (regardless of whether the fluid contains visible blood)
- Non-intact skin
- Mucous membranes
- Any item soiled or contaminated with any of these substances

The application of Standard and Universal Precautions are continually evolving and all healthcare workers consider all body fluids as contaminated under universal precautions for it is easier to remember than specific fluids.

Currently, this is consistent with most practices. Several regulatory policies are in place to protect the health care provider. The **OSHA Blood Borne Pathogen Standard** describes PPE that must be used to protect the healthcare worker and to minimize occupational risks. The Clinical Laboratory Sciences Standards (CLSS) provides guidelines for safe and accurate performance of laboratory procedures by anyone, in any setting. Experts in laboratory procedures developed the standards. The standards incorporate the OSHA and CDC guidelines and goes beyond these in protecting the health care worker who is performing invasive procedures such as phlebotomy and point-of-care testing.

Guideline summary for implementation of Standard Precautions:

- Wash your hands before/after performing procedures.
- Always wear gloves during phlebotomy.
- Wear Personal Protective Equipment.
- Do not recap used needles. Use the Safety needle system provided.
- Do not remove used needles.
- To clean blood spills wear gloves, PPE and use 10% bleach solution.
- Refrain from direct client/patient contact when exudative lesion or weeping dermatitis is present.

## SAFETY RECOMMENDATIONS FOR PHLEBOTOMY

- Use barrier protection routinely to prevent skin and mucous membrane contamination with blood or other body fluids.
- Wear gloves:
  - When cuts, scratches, or other breaks in skin are present.
  - When performing phlebotomy.
  - When collecting capillary blood specimens.
  - When handling blood or any body fluids.
  - Anytime it appears that contamination of the hands may occur.
- Change gloves after each patient contact or when visibly contaminated with blood.
- Wear a mask, special eyeglasses, goggles, and/or a face shield during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of the mucous membranes of the mouth, nose, and eyes.
- Wear a fluid-resistant gown when there is a potential for splashing or spraying of blood or other body fluids.
- Wash hands or other skin surfaces thoroughly and immediately if contaminated with blood or other body fluids.
- Wash hands immediately after gloves have been removed even when no external contamination has occurred.
- Handle laboratory instruments, especially needles and lancets, with extreme caution.
- Place used needles, disposable syringes, skin lancets, scalpel blades, and other sharp items into a puncture-resistant biohazard container for disposal.
- Needles should NOT be recapped, purposely bent, cut, broken, removed from disposable syringes, or otherwise manipulated by hand.
- Exudative lesions or weeping dermatitis should be covered with an occlusive dressing to prevent contamination.
- All specimens of blood and body fluids should be put in well-constructed containers with secure lids to prevent leaking during transport.
- Use mechanical pipettes for manipulating all liquids (including body fluids, chemicals, or reagents) in the laboratory.
- Decontaminate all laboratory work areas with an appropriate chemical germicide after a spill of blood or other body fluids and when work activities are completed. A fresh solution of 10% household bleach or a comparable product is effective against HIV and hepatitis B. Pour 10% bleach on the blood spill and allow it to disinfect for at least 15 minutes. Use fresh gloves, wipe up.
- Pregnant laboratory workers are thought to be at greater risk of infection than others in the laboratory. If an infection does develop during pregnancy or if the mother is a carrier prior to the pregnancy, the infant is at risk of infection by perinatal transmission. Therefore, pregnant laboratory workers should be especially aware of Standard and Universal Precautions.
- Use proper hand washing technique, as demonstrated by the instructor.
- Wear closed toe shoes from material other than cloth (leather).

## PERSONAL EXPOSURE PLAN

Anticipate an accident! In the event of exposure to a blood borne pathogen follow the action plan given by the instructor.

**NOTE:** SJC does not provide routine health insurance coverage and is not responsible for any illness or injury to students, each student is strongly urged to carry health insurance. Health insurance is available to the student at the student's own expense. Any medical treatment needed and/or required is the financial responsibility of the student.

\*\*United States Department of Labor Occupational Safety and Health Administration  
Bloodborne Pathogens and Needlestick Prevention <https://www.osha.gov/bloodborne-pathogens>

### **CHAIN OF COMMAND**

All Students follow the chain of command should any issues or concerns arise during the MDCA program. Your Chain of Command is as follows:

1. Instructor of Record
2. Program Director
3. Department Chair
4. Dean

If you do not feel comfortable speaking to your instructor of record, a student may contact the Program Director directly. The Program Director should be notified that you did not speak with your instructor of record upon speaking directly to the Program Director.

### **CLASS / CLINICAL ATTENDANCE POLICY**

Regular attendance is crucial for academic success. Therefore, students are expected to attend all scheduled, lecture, laboratory, and clinical (MDCA1560) classes. Excessive absences may hinder a student's ability to successfully complete course requirements. This policy outlines the conditions under which a student may be withdrawn from a course due to excessive absences.

It will be the students' responsibility to make up any missed assignments and/or tests per discretion of the instructor of record. If a student is absent, at any time, during the course, it is the students' responsibility to obtain any notes and/or lecture notes from their classmate.

Please note that students may only make up one test per course per semester or per discretion of the instructor of record due to an absence.

If this is a competency-based course and a student is absent on the day a competency is scheduled to be completed, this will result in a first attempt fail for that competency. It will be the responsibility of the student to communicate with their instructor of records to schedule any missed competencies.

Attendance during clinical externship rotation will be documented by the submitted time sheet. Further information will be discussed during the externship orientation concerning absences from a clinical externship site.

There will be a designated sign-in sheet distributed for each class day provided by the instructor of record. Each student is required to sign-in for each class day. If a student is present in class and did not sign in, it is possible a student may be noted as absent. The student signature accounts for that day's attendance in class. Students may not sign in for any other student than themselves. If this is an online modality class, the instructor of record will record attendance at the beginning and ending of the class to ensure student accountability of attendance.

Students are advised not to schedule appointments during class times or class schedules. If appointments are scheduled during class times or class schedules, it is advised that students obtain an excuse. Excuses should be given to the instructor of record where the excuse will be saved to the student file. Although a student may obtain an excuse, it does not excuse the student from the accounted absence. Excuses are reviewed by the faculty review committee to determine "extenuating circumstances" which determines if a student will be withdrawn from as course due to excessive absences. It will be the students' responsibility to obtain an excuse and/or note for their accountability and discuss with their instructor of

record.

Students may not miss more than 10% total contact hours of instruction per course per semester. Students will be advised and receive a written warning from the instructor of record when 10% of total contact hours has been reached. The advising will outline the number of absences, the consequences of further absences, and any recommended actions to improve attendance.

After an attendance advising, if absences continue, the student must attend a meeting with the Program Director and instructor of record. A student will be placed on an attendance contract outlining requirements and expectations for continued enrollment in the course and could lead to attendance probation.

Prior to withdrawal, a faculty review committee, consisting of all faculty members and Program Director, will determine if any of the absent hours may be considered “extenuating circumstance” by reviewing all excuses and communications submitted by the student. If the faculty review committee agree that the allowed hours of absence have been exceeded and not “extenuating circumstances”, the student will receive official notice of the withdrawal and be advised to withdraw from that course.

If a student exceeds the allowed number of contact hours despite intervention efforts, they may be withdrawn from the course despite a student having a passing grade in the course. If a student does not withdraw from the course, the student would receive the grade of “FX”, i.e., failed the course due to attendance, not academic standing.

Students withdrawn from a course due to excessive absences may re-enroll in future terms, subject to meeting all other enrollment requirements. A student may repeat a course one time per course per semester and may have to meet with the Program Director to develop a plan for improving attendance upon re-enrollment.

Should a student disagree with the withdrawal process, a student may appeal a decision by contacting the [Center for Advising, Career, and Transfer](#).

A student may also send an email to: [advising@sjcd.edu](mailto:advising@sjcd.edu)

### **TARDIES AND LATE TO CLASS**

All tardies and late to class is handled per the discretion of the instructor of record. Tardy policy will be discussed during the course orientation by the instructor of record.

Three (3) tardies will result and convert to one (1) day absence upon the third (3) tardy in a class period. Students should be advised that a tardy may be counted as an absence per the discretion of the instructor of record.

If you are tardy for more than one (1) hour of any scheduled class period, you will be counted absent for that day regardless of if you remain in the class for the remainder of the class period.

Once class has started, the instructor may close the door and not allow further entrance until break time or until the instructor acknowledges approval to enter. If you arrive late to class and the classroom door is closed, a student is advised to knock on the door and wait until the instructor acknowledges your presence and conveys their approval for you to enter the classroom.

## DRESS CODE

On and off campus you are representing the San Jacinto College Medical Assisting Program. You are expected to demonstrate the requisite attitude, attire, demeanor and behaviors in accordance with the professional image our program strives to maintain.

Dress code applies to both classroom setting and clinical site environments.

Students who are inappropriately dressed or violating dress code may be asked by faculty to leave the instructional or clinical site and a student advisement report will be made. The MDCA uniform code applies to attire, grooming or the lack thereof, inappropriate and/or offensive behaviors, uncorrected/continuing offensive odors and/or aromas emanating from the student.

Students who report to clinical sites with a non-professional appearance or poor hygiene may be sent home with the loss of a clinical day.

### **NAME BADGE**

An official San Jacinto College student identifying name badge will be a picture ID, taken by the school, designating them in the Medical Assisting Program and must be worn and visible at all times while on campus and clinical site. Student ID badge is required anytime the student is at the clinical site.

### **SCRUBS/LAB COAT**

San Jacinto College standard issue student scrub apparel is required while in the Medical Assisting Program and should be purchased from the designated medical supply store. It must bear the embroidered San Jacinto College logo and consist of the required colored scrub top, bottom and logo-embroidered white lab coat.

Scrub uniforms are the responsibility of the student and are to be kept clean and regularly laundered for cleanliness. Scrubs should be clean and not wrinkled. Scrub top and bottom should be loose-fitting for extended movement and must loosely cover the hip area (males and females alike).

No other garment can be substituted for the lab coat, i.e., sweaters, jackets, hoodies, etc., in the classroom and/or in the client area. During inclement weather, front-zippered sweaters, jackets, or hoodies may be worn.

White lab coats do not need to be worn in the classroom; however, the white lab coat **MUST** be worn while in the simulation clinic lab.

You may wear a black or white long-sleeve undershirt with no logos or writing on it if needed and/or during inclement weather periods.

### **SHOES/SOCKS**

Shoes should be **ALL-WHITE**, standard, rubber-sole, leather-upper, tennis shoes or all-white standard, rubber-sole leather nursing shoes and cover the entire foot and heel. No other type of rubber-sole shoe will be permitted while in the medical assisting program to include, but not limited to, flip flops, sandals, crocks, Sperry's, or any type of canvas shoe that does not cover the toes and heel. If you have questions about a shoe, speak with your instructor of record.

**ALL WHITE SOCKS** are the only permitted foot cover while in the program. Nude color hose may be worn underneath, if preferred, but white socks must be worn over the hose. Cleanliness should be maintained.

**HAIR**

Hairstyles are expected to be conservative, in good taste, clean, and well-kept with a professional appearance and should be out of the face and pinned back. Hair must be worn off the collar and out of the face in a manner that does not require constant rearrangement so that it will not come in contact with the patient and/or interfere with patient care. Hair worn in a ponytail must be affixed to the head and may not swing freely.

In the classroom, hair must also be pinned up and pulled back in a ponytail and out of the face.

***Hair color should be*** of a ***natural hair*** color and tone. If a student should want to color their hair for any reason, it must be colored back to a natural hair color prior to returning to the program and/or classes.

No hair ornaments, hats, scarves, ribbons, hair coverings are allowed while in uniform. If required head cover is needed because of disease or pathological functions, or conditions warranting medical intervention, said interventions are to be in writing from a medical provider and on file with the MDCA Program.

For men, sideburns are to be neat, well-trimmed and should be level with the opening of the ear, no longer. Mustaches and beards are not permitted while in the program or clinical rotations in response to the dress codes of the clinical facilities with which the *Medical Assisting Program* has affiliations.

**EYELASHES**

Artificial eyelashes and/or extensions are not permitted while in the program. If artificial eyelashes and/or lash extensions are wanted by the student, lashes must be removed prior to returning to class. This includes lash implants and lash strips.

**NAILS**

Nails should be trimmed, cleaned, kept short and should be no longer than the tip of the finger. No type of artificial nail, nail extension, overlay, nail tips, or gels, nor nail polish, not even clear polishes, should be worn while in the medical assisting program to include clinical externship. This is in accordance with the CDC (Center for Disease Control and Prevention) guidelines.

If, at any time, manicured nails are wanted by any student while in the program, **nails MUST BE removed** prior to returning to class while in the program.

**\*\*\*RULE OF THUMB:** Hold hand at eye level with palms facing you. If you can see the nail over the fingertip, nail is too long and must be trimmed.

**MAKE-UP/COSMETICS**

Cosmetics and/or make-up may be used moderately and attractively applied and should not be applied heavily.

**EARRINGS/OTIC ACCESSORIES**

Earrings should be limited to one (1) pair stud earrings no larger than 5mm size and should be in the lobe of the ear. No hoop or loop earrings, ear clips, and/or ear bars are permitted while in the program, regardless of size.

For nose piercings, non-ornamental, clear plugs may be used.

Gages are not permitted and must be removed. Non-ornamental, clear spacers may be used while in class and/or in uniform.

For men, no type of earring is permitted while in the Medical Assisting Program and while in uniform, in the classroom, and/or the clinical externship site.

**BODY/FACIAL PIERCING ELEMENTS**

Any facial piercings, i.e., to include but not limited to nose, eyebrow, lip, tongue, cheek, chin, etc., are not permitted while in the Medical Assisting program and while in uniform to include piercings in the face and neck area.

For men, no type of facial jewelry is permitted in the Medical Assisting Program while in uniform, in the classroom, and/or the clinical externship site.

**RINGS/DIGITAL JEWELRY**

It is recommended that only wedding/engagement rings be worn, and that all other digital jewelry be left at home/not worn while in uniform or in the classroom.

**MISCELLANEOUS JEWELRY**

Bracelets or ornamental pins are prohibited. Necklaces are limited to one and should be delicate, dainty, and thin. Students wearing large ornamental or multiple necklaces will be asked to have the necklace(s) removed.

**WATCHES**

A watch is permitted provided that it is a second-hand watch ONLY. Smart watches, i.e., google watches, iWatches, or any other digital or electronic time pieces are not permitted at any time while in the program.



**TATTOOS**

Tattoos must always be covered and invisible to the naked eye while in uniform, in the classroom, or in the clinical area to include the clinical site. Black or white undershirts may be worn to cover arm tattoos or tattoo sleeves. Flesh tone band-aids may be used to cover tattoos as well. Makeup may be purchased to cover tattoos.

**BODY ODORS/HYGIENE**

All students must be free from excessive aromatic fragrances, perfumes, and/or after-shaves. Deodorant/antiperspirant is expected to be used. There is zero tolerance for offensive body odors. Dental and personal hygiene are mandatory. In a clinical environment, clients and patients are particularly sensitive to strong fragrances.

If said emanating aromas are the result of disease, infection, pathological body functions, or conditions warranting medical intervention, said interventions are to be in writing and on file with the MDCA Program.

During certain scheduled learning experiences, the student may wear appropriate business or casual attire. Appropriate non-visible undergarments should be worn. During these events, instructors will dictate the dress code. Whether in uniform or not, you will continue to represent San Jacinto College and the medical assisting program/profession.

For example, for business casual events, female students may wear slacks and blouse or dress. Male students may wear slacks and collared shirt. No jeans, shorts, or T-shirts will be permitted.

**CELLULAR DEVICES**

Personal cellular phones usage is prohibited in the classroom and/or the clinical area. All cellular phone devices should be silenced and put away during classes unless otherwise noted by the instructor and/or clinical site. If personal cellular phone usage is needed, students are to excuse themselves from the area to use their personal cellular phone devices.

Personal cellular phone devices are NOT permitted while at the clinical site during externship rotation and/or during clinical externship hours. Student externs will adhere to clinical site personnel cellular phone usage guidelines.

## ASPECTS OF PROFESSIONAL BEHAVIOR

Professional behavior/conduct is a critical aspect of the medical assisting program. Professional behavior is mandated for all students while in class or clinical. Unprofessional behavior or conduct will **NOT** be tolerated in this program. Infraction of the policy of San Jacinto College *Medical Assisting Program* will lead to suspension from class/clinical and/or dismissal from the program. Instructors will document a students' unprofessional behavior/conduct on an advising form.

Medical Assisting students shall always express an awareness of and display the following qualities while participating in all educational experiences including classroom, clinical, and at any time while representing the college.

*INTEGRITY* Ethical and Professional (to instill confidence and trust)

- 1) Character
- 2) Projection of a professional image
- 3) Honesty and forthrightness
- 4) Trustworthiness
- 5) Professional maturity and conduct
- 6) Proper manners
- 7) Confidence

*EXCELLENCE AND INNOVATION* (to achieve quality results through application of knowledge, skill, insight, and imagination)

- 1) Pressing for excellence
- 2) Displaying continual improvement

*STUDENT SUCCESS AND ACCOUNTABILITY* (to achieve goals through commitment and outcomes)

- 1) Being responsible and accountable
- 2) Doing what is right
- 3) Following instructions

*DIVERSITY* (to celebrate the diversity of ideas and cultures)

- 1) Show appreciation, respect, and understanding of all others

*SENSE OF COMMUNITY* (to care for those we serve and for ourselves)

- 1) show genuine concern for the well-being of our community and the community you serve
- 2) show genuine concern for yourself

*COLLABORATION* (to work together for the benefit of one-another and for those to whom we give care)

- 1) Being a team player

**MEDICAL ASSISTING – ESSENTIAL FUNCTIONS**

It is the policy of San Jacinto College Medical Assisting Program to define essential capacities or abilities as follows:

<b><u>Functional Capacity</u></b>	<b><u>Standards (Tasks)</u></b>
<b><u>Psychomotor</u></b>	<b><u>Psychomotor Skills</u></b>
<b><u>Gross Motor</u></b>	<p>Assist patients/clients with body positioning.            Reach above shoulders and below waist to access equipment and patient/client supplies.            Sit and maintain balance.            Stand and maintain balance.            Respond to emergencies in a timely manner.            Administer cardiopulmonary procedures</p>
<b><u>Fine Motor</u></b>	<p>Pick up, grasp, squeeze and/or twist small and medium sized objects (e.g., withdraw solution using a syringe, calibrate equipment, operate a fire extinguisher, etc.).            Use specific equipment that may require calibration and manipulation of dials, switches, and knobs.            Carry out diagnostic and clinical procedures, and manipulate instruments and equipment (e.g., safely and accurately perform phlebotomy, electrocardiography, and medication administration).            Perform physical assessment and engage in skills performance.            Demonstrate basic secretarial skills.            Key/type and otherwise operate common desktop computer accessories.            Prepare and maintain records.</p>
<b><u>Physical Strength &amp; Endurance</u></b>	<p>Tolerate physically taxing workloads and function effectively under stress.            Stand for at least six (6) hours, or more per day.            Support patients/clients when ambulating.            Assist patients/clients into and out of a wheelchair.            Assist patients/clients onto and off an exam table.            Push and pull a minimum of 50 pounds (e.g., positioning and transferring patients).            Operate equipment, including ability to lift up-to 40 pounds.</p>
<b><u>Mobility</u></b>	<p>Move from room to room, place to place in several physical settings.            Move around patient/client care environments, workspaces, and treatment areas.            Maneuver in small places and around equipment, to assist patients/clients with care needs.            Move independently (e.g., respond rapidly to emergencies).</p>

	Assist with patient/client mobility and ambulation.
<b><u>Cognitive Skills</u></b>	<b>Cognitive Skills</b>
<b><u>Critical &amp; Analytical Thinking</u></b>	<p>Measure, calculate, reason, analyze, and integrate information.</p> <p>Demonstrate synthesis and application of knowledge, skills, and values learned through cumulative coursework.</p> <p>Utilize computer programs for electronic medical records.</p>
<b><u>Safety</u></b>	<p>Recognize safety issues, emergencies, and respond with appropriate actions in a timely manner.</p> <p>Protect self and others from environmental risks and hazards.</p> <p>Manage and maintain environment that is safe for the individual, family, groups, and health care personnel.</p> <p>Frequently perform handwashing.</p> <p>Use germicides, and bodily fluid precautions.</p> <p>Abide by safety policies and procedures in classroom, laboratory, and clinical facility settings.</p> <p>Maintain awareness of alarms and emergency signals, and respond appropriately (e.g., monitors, fire alarms, etc.).</p>
<b><u>Observation</u></b>	<p>Recognize readings on instruments, scales, charts, and graphs.</p> <p>Discern medication orders.</p> <p>Distinguish medication measurements.</p> <p>Assess physical condition of patients/clients.</p> <p>Review and understand document information in both printed and digital formats.</p> <p>Recognize small print on medication packaging, properly and safely prepare and administer medications and treatments.</p>
<b><u>Perception</u></b> (hearing, vision, touch, smell)	<p>Recognize and appropriately respond to alarms and emergency signals (e.g., monitors, fire alarms).</p> <p>Respond to alarms, patients'/clients' requests for assistance (e.g., use of call bells) auscultatory sounds, cries for help, tape recorded transmissions, oral reports, etc.</p> <p>Obtain readings of physical vital signs (e.g., blood pressure).</p> <p>Discriminate different sounds from physical assessment to recognize changing condition.</p> <p>Effectively respond to members of the health care team.</p> <p>Use tactile sensory to perform therapeutic interventions (e.g., phlebotomy,</p>

	<p>electrocardiography, injections, etc.). Smell to detect significant environmental and client odors</p>
<b><u>Interpretation</u></b>	<p>Interview and record patient histories. Receive, organize, prioritize, and transmit information. Interpret messages not solely based on visual cues (e.g., physical, emotional, and psychological responses from patients/clients). Recognize and understand content printed in English. Perform medical transcription/scribing. Respond to patients'/clients' changing health conditions through effective observation.</p>
<b><u>Social -Behavioral Skills</u></b>	<b><u>Social -Behavioral Skills</u></b>
<b><u>Communications</u></b>	<p>Converse effectively and sensitively in order to elicit patient information. Assess nonverbal communication and transmit information to all members of the healthcare team. Instruct patients with special needs. Instruct patients during emergencies. Demonstrate English language proficiency with patients and members of the healthcare team (e.g., use communication that is clear and easy to understand). Use proper communication techniques (e.g., correct grammar, punctuation, and spelling in printed and typed correspondence). Correspond via telephone using proper technique and etiquette.</p>
<b><u>Adaptability</u></b>	<p>Recognize emergency situations and take effective and appropriate action. Adapt to changing environments, demonstrate flexibility, and learn to function in the face of uncertainties and ambiguities inherent in the clinical problems of many patients. Demonstrate flexibility and learn to function in the face of uncertainties and ambiguities inherent in the clinical problems of many patients/clients.</p>
<b><u>Emotional Stability</u></b>	<p>Carry out responsibilities that can often be taxing and stressful, and function effectively under stress (e.g., stressful issues can include human suffering, threats to personal safety, conflict, disagreements, and the need for collaboration in working as a member of the health care team). Demonstrate consistency in exercising good judgement. Express and understand qualities like compassion, integrity, and concern for others are</p>

	<p>assessed during the admission and education processes.</p> <p>Focus sustained attention and concentration on tasks.</p> <p>Monitor and appropriately regulate own emotions to maintain composure, without prompting from others (e.g., control anger and avoid aggressive behavior, even in very stressful or demanding situations).</p> <p>Recognize criticism and performance feedback as avenues for improvement</p>
<p><b><u>Interpersonal Skills</u></b></p>	<p>Develop and maintain mature, sensitive, and effective relationships with patients/clients, families, other students, faculty, and members of the healthcare team under all circumstances, especially those situations that are highly stressful.</p> <p>Maintain positive interactions with individuals, families, and groups from diverse socioeconomic and cultural backgrounds.</p> <p>Manage difficult interpersonal conflict in a calm and tactful manner.</p> <p>Demonstrate empathy, altruism, integrity, honesty, responsibility, and tolerance.</p> <p>Foster rapport in a therapeutic environment using effective communication.</p>
<p><b><u>Ethics &amp; Professionalism</u></b></p>	<p>Promptly complete all responsibilities attendant to the diagnosis and care of patients.</p> <p>Demonstrate respect for self and others.</p> <p>Perform in an ethical and professional manner in all dealings with peers, faculty, staff, and patients.</p> <p>Understand and respect working as part of a trans-professional team to manage and coordinate care.</p> <p>Respect intrapersonal boundaries with self, staff, members of the healthcare time, and patients</p> <p>Adhere to professional, moral, and ethical standards.</p> <p>Protect patients'/clients' privacy and confidential information (e.g., adhere to HIPAA restrictions).</p>

## GRADING POLICY

Each course syllabus defines the student learning outcomes, general learning objectives (cognitive) and performance objectives required for successful completion. Our courses are competency based that include psychomotor and affective domains. Students are responsible for completion (pass) of the MAERB Master Competencies to complete and graduate the program. Exit criteria for completers/graduates are based on successful completion of outcomes for each course and successful completion of the learning outcomes for the practicum-external learning experience. Practicum-external learning experience competencies are based on the occupational analysis of the medical assisting profession. The practicum is an unpaid external learning experience. The instructional methodology utilized in our MDCA Program is student-oriented, with emphasis on measurable outcomes.

The following grade equivalency is established for all classes:

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

A grade below “C” or a 70% total average is not acceptable as a passing grade; therefore, grades of “D” and “F”, averages below 70% are not passing. Failed courses must be repeated prior to progressing in the program. A student may only repeat a failed class one time within two years. Faculty will determine and make known to students of the grading system at the beginning of each course.

Test scores will not be rounded until the final course grade calculation. Rounding will be performed using the Rule of Rounding. Grades will be carried to the first decimal place, using the hundredths place to determine whether to round up or to round down. If the digit in the hundredths place is less than 5, the number will not be rounded up and left as is; if the digit in the hundredths place is 5 or greater, the number will be rounded up to the next digit. A number will only be rounded once.

**Example:** 66.66 = 66.7; 85.33 = 85.3

It is the responsibility of the student to keep up with all assignments and due dates that are distributed by the course instructors. It is the responsibility of the student to seek information and clarification if there are any questions on all assignments.

At a minimum, those students with a failing average or in danger of failing a course during the course while in the Program will receive a written advisement on their academic performance.

If needed, student may receive a Review of Performance plan which is a plan of action, detailing the student’s strengths and weaknesses thereby outlining what steps the student needs to take to be successful which will be coordinated by the Program Director.

In-class assignments and tests due must be turned into the requesting instructor of record on the date assigned. Failure to do so will result in a loss of points and/or non-acceptance of late assignments per instructor discretion. If the student is absent on the due date, the student will submit the assignment to the requesting instructor of record on the day they return to campus or the next class day, whichever comes first.

Online assignments and tests due must be turned into the requesting instructor of record on the date assigned. There are no exceptions to online assignments since they do not have to be given directly to

the instructor but submitted online.

Per the discretion of the instructor of record, extensions and due date reassignments may occur due to uncontrollable circumstances.

It is the responsibility of the student to discuss any late assignments or extensions with the instructor of record. Any make-up tests will be announced and are at the discretion of the instructor of record.

**\*\*NOTE:** Final and semester exams cannot be made up.

### **SEMESTER EXAM EXEMPTION**

During the program, you will have the opportunity to be exempt from semester exams in courses.

To earn an exemption, you must meet the following requirements:

- Must have a semester average of 85% or above
- Must have completed all course assignment and test within the specified due dates
- Must have no more than 1 absence during the course during the semester
- Must have no more than 3 tardies during the course during the semester
- Must have no advising and/or corrective actions during the course, academic/ professional conduct, dress code, attendance, etc.
- Must meet college financial obligations

In lieu of a semester exam grade, the current semester average will be used as the semester exam grade. If you choose to take the semester exam, the grade you receive for the semester exam will be your semester exam grade. It will not be replaced by the current semester grade average.

It is the student's responsibility to inform the instructor of record of their exemption and must be discussed prior to the semester exam day. After a review of the exemption criteria, the instructor of record will have the final approval of the semester exam exemption.

An exemption is non-transferable and must be used in the semester in the course it was earned, i.e., must be used in the current course and semester and cannot be transferred to another course or semester. Extra credit cannot be submitted or used to meet the semester exam exemption requirements.

Dual Credit and Early College Students are expected to follow the same exemption policy as all other students.

### **COMPETENCIES (*capacities or abilities*)**

Areas of competency for entry-level Medical Assistants are included in the following courses:

- MDCA1343 Medical Insurance
- MDCA1421 Administrative Procedures
- MDCA1417 Clinical Procedures
- MDCA1448 Pharmacology
- MDCA1302 Human Disease and Pathophysiology

All MDCA students are expected to demonstrate the required competencies listed on the MAERB Core Curriculum Standards 2022 Master Competency List and Cognitive Objectives. All competencies for each course may be found listed in all MDCA course syllabi. These competencies will also be referenced by the instructor of record for each course. Practice sessions will occur with the instructor of record throughout the competency-based course. Each instructor of record will announce when the competency



testing occurs.

All students must pass ALL required clinical skills and competencies within 3 attempts as follows:

- If the student completes a competency on their first attempt meeting all necessary requirements, the student will earn a grade of 100%. Failure to meet the skill level necessary to pass the competency in the first attempt will review the competency with instructor through remediation, practice, and set a date for a second attempt.
- If the student completes a competency on their second attempt meeting all necessary requirements, the student will earn a grade of 90%. Failure to meet the skill level necessary to pass the competency in the second attempt will review the competency with instructor through remediation, practice, and set a date for a third attempt.
- If the student completes a competency on their third attempt meeting all necessary requirements, the student will earn a grade of 80%. Failure to meet the skill level necessary to pass the competency in the third attempt the student will be required to withdraw from the indicated course and repeat the course.

All competencies in the MDCA program must be passed with an 80% or higher.

### STUDENT ADVISING

The San Jacinto College Medical Assisting Program is designed to help each student develop a knowledge and skill base in the medical office. This rapid expansion of knowledge requires continuous, planned, personal diligence to attain and maintain competence. Students are required to continually demonstrate progressive application of the medical assisting process, critical thinking, and medical assisting competency skills before they advance to the next level of success. Students are encouraged to continue a professional appearance and behavior during the program. Therefore, continued monitoring of a students' performance will continue throughout the program by each instructor.

In accordance with monitoring student performance throughout the program, instructors will be advising students one on one when a violation has occurred during the program. These advising may consist of, but not limited to, professional conduct, academic concerns and/or performance, absence from class, etc.

Whenever **faculty has a concern** regarding student performance and is advised, the advising must include a planned corrective action with a written plan of improvement completed. Students will be aware of such documents and asked to acknowledge them by signature. This applies to any situation that influences the students' continuance in the program.

Once a student has received 3 advising, instructor of record should notify Program Director. Students will meet one-on-one with the Program Director for further advising and/or disciplinary actions.

Students are free to seek additional advising/counsel throughout the program for personal and/or professional standards. The Center for Advising, Career, and Transfer may be reached at 281-998-6150. Written requests for advising may also be requested at [advising@sjcd.edu](mailto:advising@sjcd.edu)

## SUSPENSION, DIMISSAL, AND WITHDRAWALS

Suspension\* will follow documented evidence of, but not limited to:

- Failure to submit written clinical requirements when due.
- Unprofessional conduct. Unprofessional conduct may include but is not limited to the use of abusive or profane language or gesture; sexual, social, or ethnic slurs; loud boisterous or disruptive behavior.
- Failure to adhere to and follow the student handbook policies and procedures
- Repeated dress code violations
- Violations occurring at the clinical externship site

\*Suspension is defined as removal from class or the clinical externship site until further notice.

The First Occurrence will result in:

- Placement of advising form in the student folder **and**;
- Meet with the Program Director for further consultation **and**;
- Referral to the Department of Student Services, if advised and needed **and**;
- Immediate suspension from class or clinical for the remainder of the day and/or until further notice

The Second Occurrence will result in:

- Placement of advising form in student folder **and**;
- Immediate suspension from class or the clinical externship site with a mandatory review of the incident by medical assisting faculty and student services, within 2 working days, that may terminate into immediate dismissal from the program.

Should a student exceed the allotted class/clinical hours due to the suspension, a faculty review committee will determine if any of the absent hours may be considered an “extenuating circumstance”. If the faculty review committee agree that the allowed hours of absence have been exceeded the student will be dismissed from that course. (See withdrawal process below)

San Jacinto College Student Handbook may be found at this link.

<https://publications.sanjac.edu/student-handbook/>

### DISMISSAL

Immediate Dismissal from the program will follow documented evidence of any one or more of the following infractions but not limited to:

- Willful lying or deceit.
- Verbal or physical abuse of patients, faculty, peers, clinical/administrative staff.
- Falsification of records.
- Cheating, plagiarism, stealing.
- Patient neglect of any kind.
- Failure to acknowledge and honor patient’s rights.
- Failure to successfully pass psychomotor, cognitive, affective skills as outlined in the syllabus.
- Misuse of drugs and/or alcoholic beverages and/or abusive substances.
- Inability to render safe competent patient care.
- Giving any form of medication without direct supervision of the instructor or designated preceptor.
- Any fighting/physical or verbal confrontation with faculty, peers, or clinical staff
- Breach of confidentiality

- Signing another student's name to any document
- Leaving the clinical setting without prior and proper notification to a faculty member, Practicum Coordinator, and/or Program Director

In addition to the reasons for immediate dismissal listed above. Refer to the College Catalog under Code of Student Conduct

San Jacinto College Student Handbook may be found at this link.

<https://publications.sanjac.edu/student-handbook/>

**WITHDRAWAL:**

The Medical Assisting Director has the right to initiate the administrative withdrawal of any student whose attendance, conduct, or scholastic standing makes it inadvisable for the student to continue in the program. This right exists regardless of grades. The primary concern of the program and the college shall be client safety and program competence.

Due process is offered through an appeal procedure and may be found in the San Jacinto College Student Handbook in accordance with Procedure VI.6002.A.a, Academic Suspension Appeal.

San Jacinto College Student Handbook may be found at this link.

<https://publications.sanjac.edu/student-handbook/>

See withdrawal procedures for attendance and excessive absences.

## HEALTH SERVICES

1. It is highly advised that students obtain an active health/medical insurance policy.
2. Due to an ethical responsibility to the affiliating clinical agency and the client, a student may be sent home if there is evidence of a medical condition (fever, cough, cold sores, etc.).
3. Students are responsible for their own medical needs.
4. If a student needs to make an appointment for medical/health treatment and/or care, it is expected the student will schedule such appointments so that they do not conflict with class or clinical experience hours.
5. Students are NOT to discuss personal medical problems with physicians while on clinical externship unless otherwise specified by the clinical externship site
6. If the student is injured or exposed to a communicable disease while in the clinical setting, the instructor will be notified immediately. An incident report will be completed and filed with appropriate parties involved. Generally, immediate first aid is rendered at no cost to the student. However, there is no guarantee to this effect and the student should be prepared to pay the costs involved. Any health care costs are the responsibility of the student. It is the policy of the Medical Assisting Program that students should contact their own physician or clinic for treatment and/or follow-up care.
7. A student taking any prescription, non-prescription, or homeopathic drug (s) is advised to inform the instructor of record, giving the indication, drug name, dosage, dosage times, and length of prescription.
8. Should a student experience surgery and/or extended illness during the course of the Program, a release from the student's physician is required before the student may return to class or clinic. The release must state the student is able to participate in all activities stated in the course syllabus. If the student exceeds the absences for that semester due to surgery/illness, the student is subject to withdrawal from the program for that semester. Illness of two (2) days or more requires a return to class/clinic release from a physician. It must be an original signed release by the physician. No copies, stamps, or electronic signatures are permitted.

### **PREGNANCY**

In the event of a pregnancy, the student will continue to be expected to meet the essential medical assisting curriculum for each course. Any pregnancy matters should be discussed with the Program Director.

A medical release form must be completed and placed in the student's file **each trimester** stating that there are no physical restrictions for continuance in the program. The initial physician's medical release should confirm the pregnancy and state the student is under a doctor's care along with the due date of the pregnancy. Anytime a student submits a medical release, the original signed release must be provided each trimester to the Program Director. No copies or electronic signatures will be accepted.

Should a gestation period end conflicting with a schedule program course and/or clinical externship rotation, the student should discuss a plan of action with the Program Director prior to the start of that course which may alter the date of course completion and clinical externship rotation.

Prior to clinical externship, if the student will continue to be in a state of gestation, the student will be required to obtain a medical release from the medical provider stating that the student is medically sound to participate in the externship practicum.

If a pregnant student is unable to meet the immunization requirements due to pregnancy, the student will be prohibited from attending clinical externship until those requirements are met which may alter the date of course completion and clinical externship rotation. All students are required to meet the

immunization requirements prior to the externship practicum.

Absenteeism will be discussed and assessed on a case-by-case basis. It is important to make note that the maximum amount of missed class/instructional time is 10% of total contact hours per course per semester. Any missed class/instructional time during the course of the pregnancy will be discussed with the student and instructor of record to devise an action plan to makeup missed class/instructional time which will include, but not limited to, assignments, tests, and/or competency skill testing which may alter the date of course completion and/or clinical practicum rotation.

A physician's medical release to return to the program, **post-partum**, will be required and placed in the student's file. Class/instructional time missed due to post-partum needs will be discussed and assessed on a case-by-case basis. It is important to make note that the maximum amount of missed class/instructional time is 10% of total contact hours per course per semester. Any missed class/instructional time due to post-partum needs during the course will be discussed with the student and instructor of record to devise an action plan to makeup missed class/instructional time which will include, but not limited to, assignments, tests, and/or competency skill testing which may alter the date of course completion and/or clinical practicum rotation.

### CLIENT CARE INCIDENT/VARIANCE REPORTS

Client care incidents involving a student in any way will be reported to the instructor of record, IMMEDIATELY! The client's physician will be notified. A report will be completed according to the policies of the affiliating agency. One copy will remain with the agency and one copy will be placed in the student's file.

1. The Director of the Medical Assisting *Program* must be notified within 6 hours of an incident.
2. The Variance Report must be completed by the student and instructor and turned into the Program Director within one week of the occurrence.
3. The Variance Report will be kept in the student file.

### HONESTY POLICY, CHEATING, AND PLAGIARISM

As defined in the Student Handbook and Catalog of the San Jacinto College District

#### **Cheating defined as:**

“Dishonesty of any kind on examinations and written assignments, illegal possession of examinations, possessing crib notes during an examination, whether used or not, illegally obtaining information during an examination from the examination paper or from another student, assisting others to cheat, alteration of grade records and illegal entry or presence in any office is instances of cheating. Complete honesty is required of the student in the presentation of any and all phases of course work as his/her own. This applies to examinations of whatever length, as well as to final examinations, daily written reports, and term themes.”

#### **Plagiarism defined as:**

“Offering the work of another as one's own without proper acknowledgment is plagiarism. Therefore, any student who fails to give credit for ideas or material he/she takes from another, whether fellow student or a resource writer, is guilty of plagiarism.”

To ensure quality education and equality to all students in the Medical Assisting program, the following conditions will apply during testing situations:

1. All cell phone and electronic devices will be silenced and stored during a testing situation.
2. All testing situations will only be allowed on electronic devices provided to the student by the

College.

3. The instructor controls the options of, but not limited to seating arrangement movement, leaving the room, starting/stopping an exam.
4. All books, papers, notebooks, and personal belongings will be placed at the front of the classroom or other designated areas per the instructor before entering a testing situation.
5. Any information found on, or in the immediate vicinity of the individual during a testing situation will be grounds for termination of the testing and dismissal of the individual(s) involved. A grade of “0” (zero) will be recorded and averaged into the final grade which may also be grounds for receiving a grade of “F” in the course.
6. Any verbal or nonverbal communication between students during a testing situation will be grounds for termination of the testing. A grade zero will be recorded and averaged into the final grade. This may also be grounds for receiving a grade of “F” in the course.
7. Infractions of the honesty policy will be grounds for dismissal from the program. Any student dismissed from the program for infractions of the honesty or cheating policy of the department or college, will not be allowed to re-enter the Medical Assisting Program at San Jacinto College District. Due process is offered through an appeals process.

## SEXUAL HARASSMENT

It is the policy of the San Jacinto College District to provide an educational, employment, and business environment free of sexual harassment. Sexual harassment in any situation is reprehensible and, in many situations, it is illegal and grounds for termination from the program. It subverts the mission of the College and threatens the careers of students, staff, and faculty. Sexual harassment will not be tolerated. The College will take appropriate preventative, corrective, and/or disciplinary action for any condition or behavior that violates this policy or the rights and privileges it is intended to protect.

Any faculty knowing of any sexual harassment is required to report the misconduct per College policy.

Please refer to Board Policy III.3006.D and Procedure III.3006.D.a, both of which are available in the College student handbook website at <https://publications.sanjac.edu/student-handbook/>

Further detail information and reporting may be found at <https://publications.sanjac.edu/student-handbook/safety-security/campus-sexual-assault-policy/>

## CONCEALED HANDGUN LAW

Texas Senate Bill No. 11 (S.B.11), popularly known as the “campus carry” law. S.B. 11 amended Texas Government Code S411.2031 to allow the concealed carrying of handguns by license holders on the campuses of certain institutions of higher education, including the San Jacinto College District.

This allows license to carry holders to generally carry concealed handguns at San Jacinto College and other public community colleges in Texas. The law and the San Jacinto College policy can be found online at <https://www.sanjac.edu/student-life/campus-safety/campus-carry.php>

Here are a few key points about the law:

- The open carry of handguns on campus is prohibited.
- License to carry holders must carry their handguns on or about their person or secure their handguns in a locked motor vehicle at all times while on campus. There may be times that students and faculty may not be able to keep a backpack or handbag near their person at all times

during a class. One example is during test times when you may be required to be separated from your backpack or handbag.

- Remember to make the necessary arrangements to legally store your handgun in a locked motor vehicle in advance. San Jacinto College does not provide any storage for handguns. It is a violation of the law if your handgun is not on or about your person.
- There are areas designated as exclusion zones on each San Jacinto College campus. The concealed carry of a handgun is prohibited in these designated exclusion zones. These areas are clearly marked by signage notifying license to carry holders that entry with a concealed handgun is prohibited.

Questions about the law and the San Jacinto College policy can be directed to the San Jacinto College Police Department at 281-476-9128 or via email at <https://www.sanjac.edu/student-life/campus-safety/campus-carry.php>



# NORTHSHORE MEDICAL SUPPLY

375 MAXEY ROAD HOUSTON, TX 77013 713-451-4462 713-451-8330 FAX  
Hours Monday-Friday 9am-6pm Saturday 10am-3pm

## PRICE LIST UNIFORM PRICE LIST FOR SJC NORTH CAMPUS MA PROGRAM

### PACKAGE #1

#### WOMEN'S & MEN'S REQUIRED PKG

- 1 - TOP - (GRP) W/ LOGO
- 1 - PANT - (GRP) W/ NO LOGO
- 1 - JACKET - (WHT) W/ LOGO

**TOTAL PKG PRICE W/DISC \$92.00+TAX**

### ADDITIONAL ITEMS

<b>TOPS: (GRAPE) W/ LOGO &amp; DISC INCL</b>	<b>\$31.00 +TAX EA</b>
2 POCKET TOP XXS-5XL (WOMEN'S)	
1 POCKET TOP XXS-5XL (MEN'S)	
<b>PANTS: (GRAPE) W /NO LOGO &amp; DISC INCL</b>	<b>\$25.00 +TAX EA</b>
CARGO PANT XS-5X (WOMEN'S)	
CARGO PANT XXS-5XL (MEN'S)	
<b>JACKET: (WHITE) W/ LOGO &amp; DISCOUNT INCL</b>	<b>\$36.00 +TAX EA</b>
JACKET XXS-5XL (UNISEX)	

#### ACCESSORIES: (DISCOUNT INCLUDED)

BLOOD PRESSURE CUFF (AD776Z)	\$19.99	RETRACTABLE	Starting at \$2.80 and UP
ADC STETHOSCOPE (619)	\$31.43	BADGE HOLDER	\$2.20
STETHOSCOPE (AD670)	\$14.00		
3M LITTMAN LIGHTWEIGHT	\$62.90		

### **PAYMENT DUE AT TIME OF FITTING**

#### **EXCEPTIONS FOR PAYMENTS:**

**Workforce Students ONLY**

(Come and Get Fitted During Fitting Dates to Receive Your Quote- Uniforms will not be ordered until we receive payment- (THIS IS THE STUDENT'S RESPONSIBILITY TO FOLLOW UP ABOUT PAYMENT STATUS) If you do not get your voucher on time for class you will need to buy your uniforms out of pocket.)

### **NO APPOINTMENT NEEDED.**

**FITTING DATES & TIMES (4/11/2024 – 5/17/2024)**

**MONDAY - FRIDAY 9AM-4:30PM SATURDAY 10AM-1:30PM**

**PLEASE GIVE US APPROXIMATELY 2 TO 3 WEEKS TO HAVE YOUR UNIFORMS READY. WE SUGGEST YOU COME IN AS SOON AS POSSIBLE OR WITHIN THE TIME FRAME GIVEN BY YOUR INSTRUCTOR.**

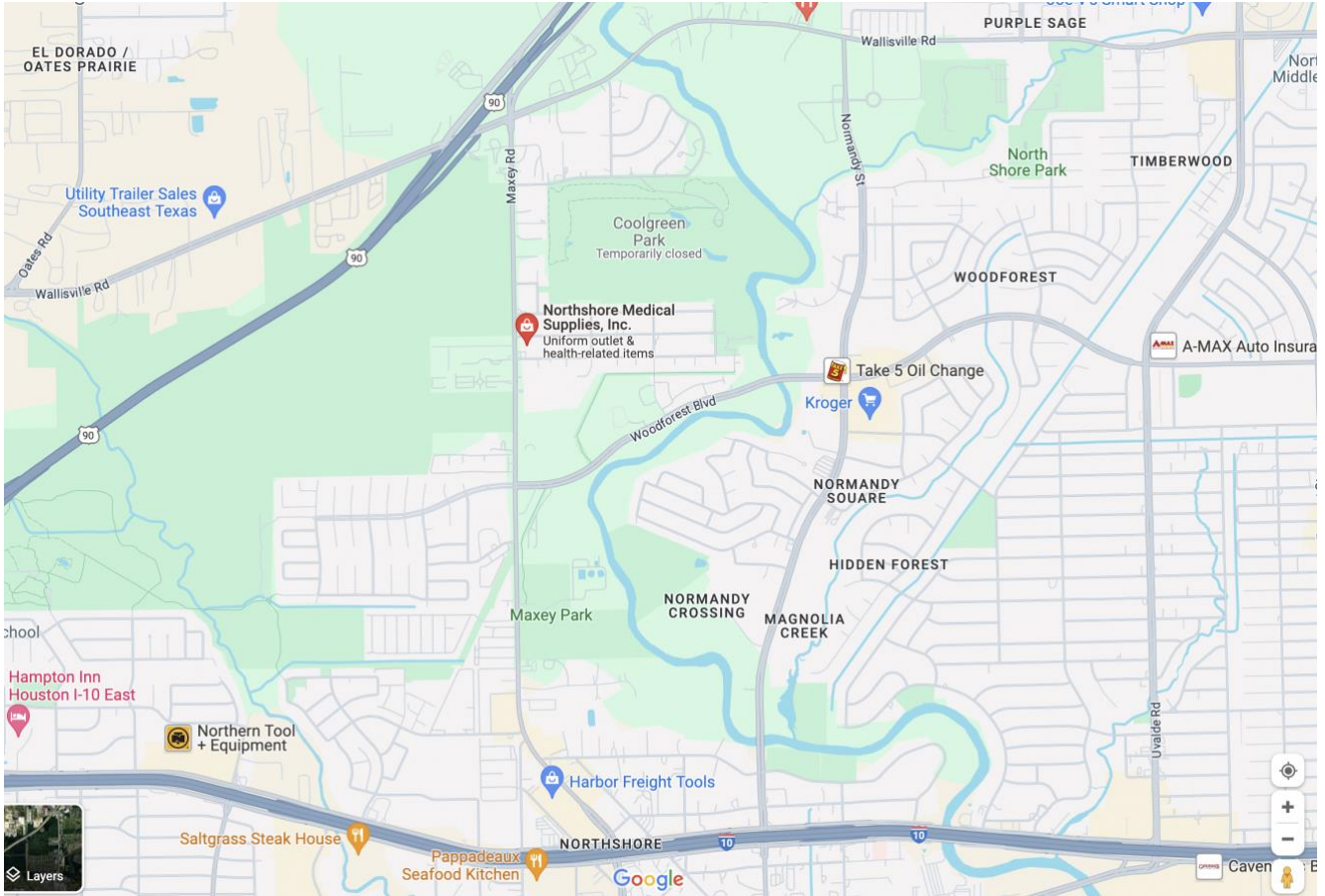
REVISED 04/19/2023





# NORTHSHORE MEDICAL SUPPLY

375 MAXEY ROAD HOUSTON, TX 77013 713-451-4462 713-451-8330 FAX  
Hours Monday-Friday 9am-6pm Saturday 10am-3pm



## SAN JACINTO COLLEGE AND MDCA INFORMATIONAL LINKS

### **Student Rights and Responsibilities**

San Jacinto College students, upon enrollment, neither lose the right nor escape the duties of citizenship. The student-citizen must exercise liberty with responsibility. The enumeration of the following rights and responsibilities shall in no way be interpreted as being all-inclusive or denying the existence of other rights and responsibilities that a student holds as a student or citizen.

<https://publications.sanjac.edu/general-information/student-information/student-rights-responsibilities/>

### **Student Handbook for San Jacinto College**

<https://publications.sanjac.edu/student-handbook/>

### **SJC Catalog**

<https://publications.sanjac.edu/catalogcontents/>

### **San Jacinto College Student Life**

<https://www.sanjac.edu/student-life/>

Get a fantastic experience at San Jacinto College! Our vibrant campus life offers a range of student services and resources, activities, events, and more. Whether you're looking for academic, cultural, or social experiences, San Jac has something for everyone.

### **Admission Advisors**

<https://www.sanjac.edu/admissions/>

Admissions advisors walk students through the admissions process all the way up until registration, admissions advisors review program information with students to assist in the selection of which program is the best fit for them. Admissions also makes any student record updates (such as address changes, residency updates, transcript intakes, and document intake)

### **Advising, Career, and Transfer (ACT)**

<https://www.sanjac.edu/about/contact-us/index.php>

Advisors are available to help formulate a degree plan and keep students on track. Educational Planners ensure that students are progressing correctly through their degree plan towards graduation and answer any questions regarding their educational journey and assist in career decision making. A degree evaluation tool (GPS) is available for students to view in their student portal to also see their degree progress and take part in their class planning.

### **Personal Counseling**

<https://www.sanjac.edu/support/health-support/mental-health-resources/index.php>

San Jacinto College provides free online mental health screenings for all San Jacinto College students. Free short-term counseling and resource information is available by contacting Educational Planning, Counseling & Completion at any of the three campuses. Counselors can provide services that include academic and personal counseling, time management and study skills assistance, learning style assessments, career assessments and counseling, strategies for personal growth and development, adjustment to life crisis, and referrals to outside agencies for needed services.

### **Student Success Services**

<https://www.sanjac.edu/support/academic-support/student-success-center/#:~:text=We%20offer%20free%20tutoring%20to,what%20we%20have%20to%20offer!>

Here at San Jacinto College, our people are your people. We have Student Success Centers (SSC) staffed with tutors to help you achieve your academic goals. We offer free tutoring to all registered San

Jacinto College students on a variety of subjects all year long. Come and take advantage of what we have to offer.

### **Financial Aid/Student Loan Resources**

<https://www.sanjac.edu/admissions/paying-for-college/financial-aid/>

The financial aid office provides assistance to different types of aid like grants, federal student loans, scholarship information, Texas exemption and waivers, work study and childcare assistance.

### **Health Support Services**

<https://www.sanjac.edu/support/health-support/index.php>

### **Perkins Grant Funding**

<https://www.sanjac.edu/admissions/paying-for-college/financial-aid/types/grants/perkins>

Every year, San Jacinto College awards Perkins grants to students in special circumstances to help them pay for costs associated with career and technical education programs. Browse Perkins funding opportunities.

### **Computer Resources**

IT is currently providing students loaner laptops and loaner webcams. Students can use computers in our open labs & library. Students have access to Microsoft 365 which includes (Word, Excel, PowerPoint, OneNote, Sharepoint, Teams)

SJC also offers Free Wi-Fi internet access on designated campus areas.

[Loaner Laptop Process — San Jac ITS](#)

More Information Technology Support information may be found at

<https://www.sanjac.edu/support/technology-support/>

### **San Jacinto College Library**

<https://www.sanjac.edu/library>

This gives the students access to the databases (journals, magazines, newspapers and some eBooks), access to the college's physical holdings (books, hard copy journals, magazines and newspapers, reserve items), and libguides (instructions to help with doing research and citations). All the above is to assist with research.

### **Online Academic Resources- Open Books Plus Program**

<https://www.sanjac.edu/support/academic-support/textbook-support#:~:text=Open%20Books%20Plus&text=It%20includes%20the%20lowest%20price,information%20in%20the%20class%20schedule.>

### **Career Services**

<https://www.sanjac.edu/support/career-support/>

If you've ever searched for a job before, you know it's not easy. And if you haven't, then you will want all the help you can get. We partner with employers, our faculty and staff directly, and the community to bridge our academic programs with real career opportunities.

Career Services offers medical assisting students assistance with job preparation such as job search strategies, resume assistance, and mock interviews. Grad Cast software also utilized to assist with job opportunities.

## Publications and Disclosure

	Where is it published (catalog, student handbook, brochure, webpage, other misc.)?	Page numbers or specific website address
Medical Assisting Program		<a href="https://www.sanjac.edu/programs/areas-of-study/health/medical-assisting/">https://www.sanjac.edu/programs/areas-of-study/health/medical-assisting/</a>
Medical Assisting Program Admission Information		<a href="https://www.sanjac.edu/programs/areas-of-study/health/medical-assisting/admission-info">https://www.sanjac.edu/programs/areas-of-study/health/medical-assisting/admission-info</a>
Medical Assisting Program Student Handbook		<a href="https://www.sanjac.edu/programs/areas-of-study/health/medical-assisting/medical-assisting-student-handbook.pdf">https://www.sanjac.edu/programs/areas-of-study/health/medical-assisting/medical-assisting-student-handbook.pdf</a>
Institutional Accreditation status, including name, address, and phone number of the accrediting agency	College website: <a href="http://www.sanjac.edu">www.sanjac.edu</a>	<a href="https://www.sanjac.edu/transparency/accreditation#:~:text=San%20Jacinto%20College%20is%20accredited,award%20associate%20and%20baccalaureate%20degrees">https://www.sanjac.edu/transparency/accreditation#:~:text=San%20Jacinto%20College%20is%20accredited,award%20associate%20and%20baccalaureate%20degrees</a>
Program Accreditation Status, including name, address, website address and phone number of the accrediting agency	College Website: <a href="http://www.sanjac.edu">www.sanjac.edu</a>	<a href="https://www.sanjac.edu/programs/areas-of-study/health/medical-assisting/admission-info">https://www.sanjac.edu/programs/areas-of-study/health/medical-assisting/admission-info</a>
Academic Calendar	College Website: <a href="http://www.sanjac.edu">www.sanjac.edu</a>	<a href="https://www.sanjac.edu/academic-calendar/index.php">https://www.sanjac.edu/academic-calendar/index.php</a>
Admissions policies and practices	College Website: <a href="http://www.sanjac.edu">www.sanjac.edu</a>	<a href="https://www.sanjac.edu/admissions/">https://www.sanjac.edu/admissions/</a>
Technical Standards, if used by the program	College Website: <a href="http://www.sanjac.edu">www.sanjac.edu</a>	<a href="https://publications.sanjac.edu/general-information/educational-programs/technical-degrees-certificates/">https://publications.sanjac.edu/general-information/educational-programs/technical-degrees-certificates/</a>
Policy on Advanced Placement	College Website: <a href="http://www.sanjac.edu">www.sanjac.edu</a>	<a href="https://publications.sanjac.edu/general-information/student-information/student-grades-records/credit-examination/">https://publications.sanjac.edu/general-information/student-information/student-grades-records/credit-examination/</a>
Policy on Transfer of Credits	College Website: <a href="http://www.sanjac.edu">www.sanjac.edu</a>	<a href="https://publications.sanjac.edu/general-information/student-information/student-grades-records/transfer-credit/">https://publications.sanjac.edu/general-information/student-information/student-grades-records/transfer-credit/</a>
Policy on Experiential Learning	N/A	N/A
Criteria for graduation	College Website: <a href="http://www.sanjac.edu">www.sanjac.edu</a>	<a href="https://publications.sanjac.edu/general-information/graduation-requirements/">https://publications.sanjac.edu/general-information/graduation-requirements/</a>
Apply for Graduation	College Website: <a href="http://www.sanjac.edu">www.sanjac.edu</a>	<a href="https://www.sanjac.edu/support/commencement.php">https://www.sanjac.edu/support/commencement.php</a>

Student Complaint Procedure	College Website: <a href="http://www.sanjac.edu">www.sanjac.edu</a>	<a href="https://publications.sanjac.edu/general-information/student-information/student-rights-responsibilities/complaint-procedures/general-complaints/">https://publications.sanjac.edu/general-information/student-information/student-rights-responsibilities/complaint-procedures/general-complaints/</a>
Student Awareness Prevention Training	College Website: <a href="http://www.sanjac.edu">www.sanjac.edu</a>	<a href="https://www.sanjac.edu/student-life/campus-safety/student-awareness-prevention-training">https://www.sanjac.edu/student-life/campus-safety/student-awareness-prevention-training</a>
Sexual Misconduct and Title IX	College Website: <a href="http://www.sanjac.edu">www.sanjac.edu</a>	<a href="https://www.sanjac.edu/support/personal-support/report-an-incident/">https://www.sanjac.edu/support/personal-support/report-an-incident/</a>
Policies and processes for refunds, drops, and grading deadlines	College Website: <a href="http://www.sanjac.edu">www.sanjac.edu</a>	<a href="https://www.sanjac.edu/admissions/paying-for-college/refunds-drops-grading-deadlines">https://www.sanjac.edu/admissions/paying-for-college/refunds-drops-grading-deadlines</a>
Student grievance policy	College Website: <a href="http://www.sanjac.edu">www.sanjac.edu</a>	<a href="https://www.sanjac.edu/admissions/paying-for-college/refunds-drops-grading-deadlines">https://www.sanjac.edu/admissions/paying-for-college/refunds-drops-grading-deadlines</a>

**SAN JACINTO COLLEGE**  
**MEDICAL ASSISTING PROGRAM**  
 Physical & Immunization Form

This form should be filled out by a licensed physician, Nurse Practitioner or Physician Assistant.

Name of Applicant: \_\_\_\_\_  
 (Miss, Mrs. or Mr.)                      Last                      First                      Middle

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Allergies: include medications, latex and environmental: \_\_\_\_\_  
 \_\_\_\_\_

In keeping with the Americans with Disabilities Act guidelines, the following essential functions, physical or mental abilities are pertinent for Medical Assisting.

The MDCA student should be able to:

1. Lift at least 20 pounds:
2. perform extended walking during tour of duty;
3. possess normal or corrected vision and hearing;
4. possess manual dexterity
5. demonstrate an ability to work under stress and with multiple supervisors;
6. Be free from color blindness for phlebotomy (with or without accommodations).

Qualifying individuals under the ADA and the Rehabilitation Act of 1973 (Section 504) guidelines who requires reasonable accommodations should report to the counselors of the Office of Special Populations at San Jacinto College.

Medical History of applicant - Does patient have any of the following: Please answer yes or no and provide additional information when applicable.

	No	Yes
1. Shortness of breath on moderate exertion	_____	_____
2. Hoarseness, excessive coughing	_____	_____
3. Tuberculosis	_____	_____
4. Seizure disorder	_____	_____
5. Mental disorders / emotional instability	_____	_____
6. Frequent headaches	_____	_____
7. Diabetes	_____	_____
8. Heart disease	_____	_____
9. Hay fever / sinus infections	_____	_____
10. Asthma	_____	_____
11. Muscular-skeletal problems	_____	_____

Please discuss any significant issues listed above on the following page.

12. Childhood diseases, list if significant \_\_\_\_\_

13. Medical conditions, list if significant \_\_\_\_\_

14. Surgeries, list if significant \_\_\_\_\_

15. Injuries, list if significant \_\_\_\_\_

**Physical Examination**

Please note any abnormalities of the following systems.

1. Vision \_\_\_\_\_

2. Hearing \_\_\_\_\_

3. Cardiovascular \_\_\_\_\_

4. Respiratory / Lungs \_\_\_\_\_

5. Muscular-skeletal \_\_\_\_\_

6. Neuro \_\_\_\_\_

7. GI/GU \_\_\_\_\_

8. Reproductive \_\_\_\_\_

**Recommendations**

1. Do you consider the applicant mentally and physically able to undertake the program? \_\_\_\_\_  
Is the applicant fit with No restrictions? \_\_\_\_\_

2. Do you recommend the applicant for admission to the Medical Assisting Program? \_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Provider Printed Name with title

\_\_\_\_\_  
Provider Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
DATE OF PHYSICAL

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone Number of Provider

## Immunizations

Applicants Name \_\_\_\_\_ Date \_\_\_\_\_

Please use the following guidelines for immunizations

- Tdap** All students must show proof of at least one dose of **Tdap** within the past ten years. Only the Tdap will be accepted.
- Rubella All students must show proof of **one dose** of Rubella vaccine administered on or after their first birthday or serologic confirmation of immunity to Rubella.
- Measles All students born since January 1, 1957 must show proof of **two doses** of measles vaccine administered since January 1, 1968 and on or after their first birthday and at least 30 days apart or serologic confirmation of immunity to measles.
- Mumps All students born since January 1, 1957 must show proof of **one dose** of mumps vaccine administered on or after their first birthday or serologic confirmation of immunity to mumps.
- Tuberculin skin test All students must show proof of a negative Tuberculin skin test or a negative chest x-ray. This must be confirmed yearly unless otherwise required.
- Varicella All students must confirm varicella immunity by one of the following.  
 a) Student, parent or physician validated history of varicella illness (chickenpox).  
 b) Serologic confirmation of varicella.  
 c) Varicella vaccine – 2 doses unless first dose was received prior to thirteen years of age.
- Hepatitis B Vaccine All students receive a complete series (3) of Hepatitis B vaccine or show serologic immunity prior to direct patient care.

### Immunization Record

Immunization	Date
1. Tdap	_____
2. Rubella (MMR)	_____
3. Measles ( <b>1st dose</b> ) (MMR)	_____
Measles ( <b>2nd dose</b> ) *or	_____
Serological confirmation	_____
4. Mumps (MMR) (or)	_____
Serological confirmation	_____
6. TB skin test given	_____



Results\_\_\_\_\_

7. If TB Test is positive a chest x-ray is required, and you must provide the measurement of the reaction. positive or negative result will not be accepted.

Chest x-ray is required \_\_\_\_\_  
(Attach copy of report)

8. Varicella

a) Validated history of disease \_\_\_\_\_

b) Serological confirmation (titer) \_\_\_\_\_

c) Vaccine 1<sup>st</sup> dose \_\_\_\_\_

2<sup>nd</sup> dose \_\_\_\_\_

9. Immunization

Hepatitis B #1 \_\_\_\_\_

Hepatitis B #2 \_\_\_\_\_

Hepatitis B #3 \_\_\_\_\_

10. Influenza (flu) \_\_\_\_\_

\_\_\_\_\_  
Provider Printed Named with title

\_\_\_\_\_  
Provider Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
DATE OF REVIEW

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone Number of Provider



San Jacinto College District – North Campus  
Medical Assistant (MDCA) Program



I acknowledge by signing this that I did receive an electronic copy of the MDCA Program handbook through online located on the San Jacinto College Medical Assistant Website (<https://www.sanjac.edu/program/medical-assisting>). I acknowledge, also, access to the San Jacinto College Student Handbook on the website (<https://publications.sanjac.edu/student-handbook/#indexaztext>).

I understand that this manual contains information regarding SJC/Medical Assisting rules, regulations and student services at SJC. I acknowledge that I have read and understood San Jacinto College Medical Assisting Handbook policies, procedures and student services by initializing each of the following:

I understand and agree that it is my responsibility to save a copy of the MDCA Student Handbook so I may have access to the MDCA Program rule and policies throughout my time as an SJC MDCA student. I, also, understand there is a “hard copy” of the MDCA Student Handbook in the Medical Assistant office, suite 2105, to include all faculty instructor offices. I further understand that if I need to receive instructional accommodation as indicated by the ADA, I must contact the Accessibility Services prior to each course in the MDCA Program and notify the instructors of each individual course that the ADA process is being initiated. <https://www.sanjac.edu/student-services/student-support-services/accessibility-services>

I also understand that San Jacinto College and the Medical Assisting program may revise, supplement or rescind policies, procedures or student services described in the manual, with or without notice.

By my signature, I agree to abide by the guidelines so stipulated in the MDCA Program Handbook and the SJC Student Handbook and Catalog.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
G Number

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Signature of Department/Faculty

\_\_\_\_\_  
Date Signed

PHOTO RELEASE FORM

I, \_\_\_\_\_ (printed name of parent/guardian), give Permission to the College to Use Photographs that were taken of \_\_\_\_\_ (printed name of child), a minor, on the dates and at the locations listed below, in any and all College Publications. I give Permission to the College to identify my child by name when using the Photographs and to offer the Photographs for use or distribution in other non-college publications, electronic or otherwise, without notifying me. I hereby waive any right to inspect or approve the finished Photographs, and I waive any right to Monetary Payment, now and forever, for the Use of the Photographs.

I agree to release and hold the College harmless for Publishing and Distribution of the Photographs from and against any claims, damages or liability arising from or related to the Use of the Photographs. I am the parent/guardian of the child named above and I have legal authority to sign this release. I have read this full page before signing and I understand it.

\_\_\_\_\_  
Location of Photograph(s)

\_\_\_\_\_  
Date(s) of Photograph(s)

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone number

“College” means San Jacinto Community College District and its agents and/or employees.

“Permission” means an unrestricted and irrevocable right.

“Photographs” include images, photographs, and sound and/or voice recordings, including negatives, transparencies, prints, film, video, tapes, or other digital information, in all forms of media now or hereafter known, and in all manner including electronic media, as well as printed or electronic matter that may be used or generated by the College in conjunction with the Photographs now or in the future, whether that use is known or unknown.

“Publishing and Distribution” includes but is not limited to publishing and/or distributing the Photographs, in whole or part, whether on paper, electronic media, web sites or social media.

“College Publications” include but are not limited to brochures, newsletters, banners, schedules, catalogues, advertisements, magazines, recruiting publications, display boards and any other finished product, and include electronic versions of the same publications and finished products, as well as College web sites or other electronic forms or media.

“Monetary Payment” includes all types of legal monetary compensation, including royalties or other compensation.

“Use” of the Photographs includes but is not limited to use, re-use, publishing, re-publishing, and copyrighting, and includes misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the Photographs, as well as Publishing and Distribution of the Photographs.

\_\_\_\_\_  
Name of photographer

\_\_\_\_\_  
Event

<b>COMPETENCY ACKNOWLEDGEMENT</b>
-----------------------------------

**MDCA1343 Medical Insurance**  
**MDCA1421 Administrative Procedures**  
**MDCA1417 Procedures in a Clinical Setting**  
**MDCA1448 Pharmacology**  
**MDCA1302 Human Disease & Pathophysiology**

Clinical Instructor:

---

(Each clinical instructor is responsible for record keeping of assigned student's skills and grades.)

Student Name:

G#

---

(Print neatly)

Skill performance is an essential part of the above-mentioned courses, and all students must pass ALL required competency skills within 3 attempts.

- Failure attempt #1 student will meet with instructor to review skill through remediation, practice, and set a date to preform attempt #2.
- Failure attempt #2 students will meet with instructor to review skill through remediation, practice, and set a date to preform attempt #3.
- Failure at #3-attempt student is required to withdraw from above-mentioned courses and can only repeat course one more time.

Grading as follows:

- If the student completes a competency on their first attempt, the student will earn a grade of 100%.
- If the student completes on their second attempt, the student will earn a grade of 90%.
- If the student completes on their third attempt, the student will earn a grade of 80%.

Should the competency not be passed with an 80% or higher, the student will be required to withdraw from above-mentioned courses and will be required to repeat the course.

---

Student signature

---

Date

## MCGRAW-HILL PROCTORIO

Policy for all on-line testing with Proctorio-McGraw Hill or Blackboard.

When testing online I will follow the guidelines set forth by the MDCA program and San Jacinto College.

**\*\*NOTE:** If you do not have a camera on your computer or a working camera you will need to purchase one for Proctorio to work.

Guidelines when utilizing Proctorio during testing:

- My full face must always be visible during testing. Full face is from the top of your head to your chin. (to include your forehead, eyes, lips and chin)
- Camera must be on and not covered
- Camera must be in front of the student (not placed on a side view of the face)
- No talking during the exam
- Do not turn and look behind you during the exam (multiple times during an exam)
- Do not use your cell phone during the exam
- Do not stare at your keyboard during a multiple-choice exam
- Do not stare to the side of your computer screen during the exam
- Do not stare above the camera during the exam
- There should be proper lighting during the exam, so the student is visible

**Place initials in the line provided on the left after reading each statement.**

- \_\_\_\_\_ I understand and agree to adhere to all bulleted points above.
- \_\_\_\_\_ I will update my computer so that it can run software required for the course: By clicking on the link provided I can review the student handbook- Technology
- \_\_\_\_\_ Review Student handbook found online by clicking on the following link:  
Cheating, Plagiarism, Collusion and Fabrication
- \_\_\_\_\_ I understand that I am responsible for my WIFI connection. I further understand that if I do not have reliable WIFI I have the use of campus WIFI, which can be accessed at all three of our campuses.

**Technical issues policy:**

If you encounter technical issues while taking your exam you will need to contact McGraw Hill (if a Connect/McGraw Hill test) Blackboard Exam: Contact Blackboard General, IT concerns: Contact IT

\_\_\_\_\_ Contact Tech Support for Assistance Tech Support Information Technology Services (ITS) ensures the functionality of the network and technology hardware and software across the College. The services provided include technical support and client services, data and web management, and infrastructure services. **TechSupport@sjcd.edu 281-998-6137**

\_\_\_\_\_ Blackboard Support A team of Support Specialists are available to assist you when you experience functionality and/or technical issues within the Blackboard system. Phone and email support are available. **BbSupport@sjcd.edu 281-542**

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\_\_\_\_\_ McGraw Hill Support: [https://mhedu.force.com/CXG/s/article/Technical-Support-Troubleshooting?dc=Student\\_Resources](https://mhedu.force.com/CXG/s/article/Technical-Support-Troubleshooting?dc=Student_Resources)

By signing below, I am stating that I understand the testing policies and procedures for the MDCA Program.

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Student Signature

Date \_\_\_\_\_

## **Medical Assisting Creed**

I believe in the principles and purpose of medical assisting.

I endeavor to be more effective.

I aspire to render greater service.

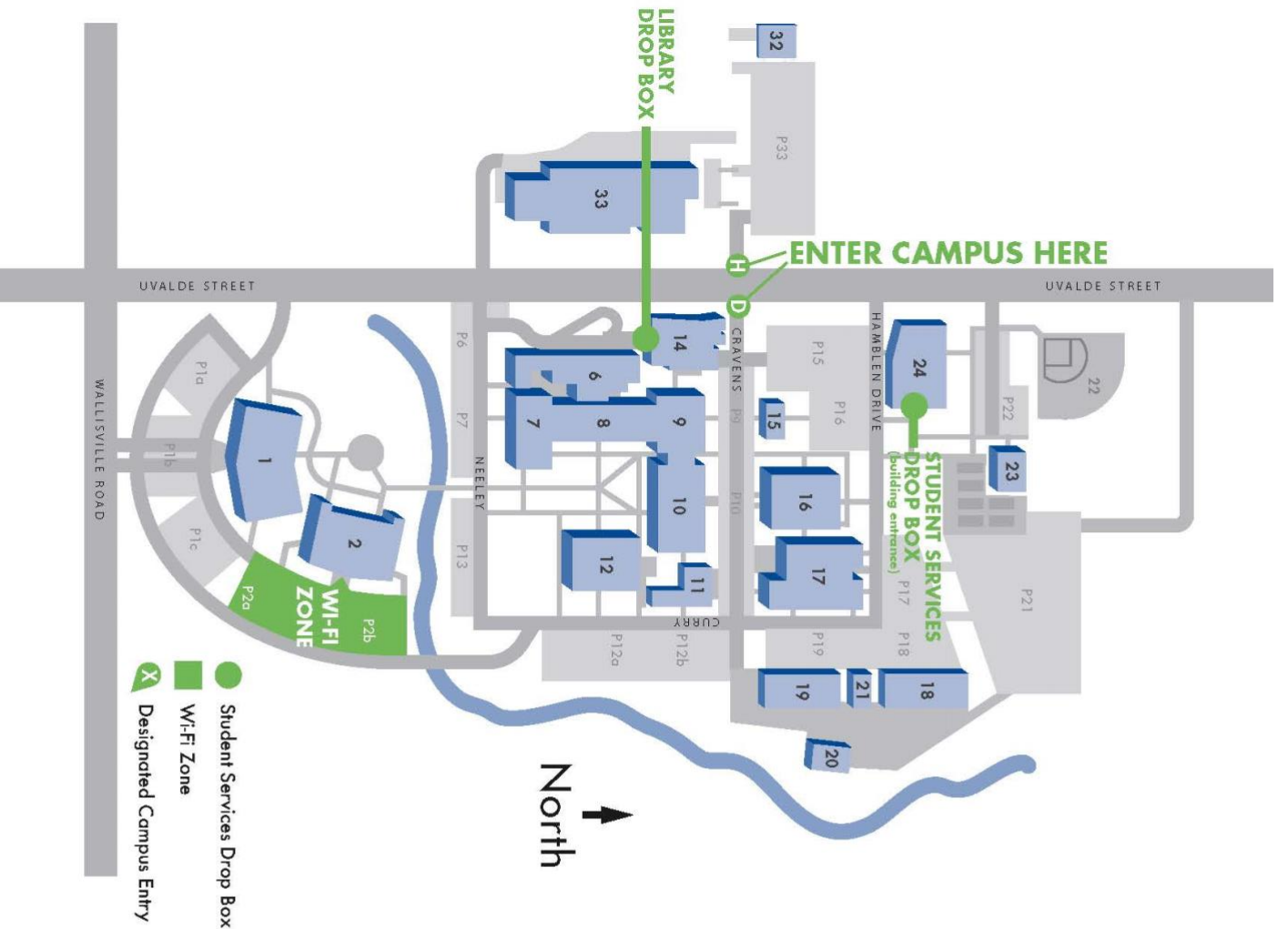
I protect the confidence entrusted in me.

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.



# SAN JACINTO COLLEGE

## NORTH CAMPUS

- N-1 Fine Arts Center
- N-2 Interactive Learning Center
- N-6 Welcome Center
- N-7 Burleson Classroom
- N-8 Spencer Building
- N-9 Brightwell Technical
- N-10 Wheeler Technical
- N-11 Children Center-Lab School
- N-12 Student Center/Bookstore
- N-14 Library
- N-15 North Chiller Plant-Main Campus
- N-16 Gymnasium
- N-17 Science and Allied Health
- N-18 Industrial Technology-Auto Collision
- N-19 Industrial Technology
- N-20 Industrial Technology
- N-21 Support Services Center/Deliveries
- N-22 Baseball Field
- N-23 Baseball Training Facility
- N-24 Cosmetology and Culinary Center
- N-32 North Chiller Plant-CIT
- N-33 Center for Industrial Technology

5800 Uvalde Rd.  
Houston, Texas 77049  
281-998-6150

An Equal Opportunity Institution  
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