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Welcome

Welcome to the Allied Health Department and the Medical Assisting Program at Walla Walla Community College. We are dedicated to excellence in the education of future healthcare professionals.

Mission

Walla Walla Community College inspires students to discover their potential and to achieve their goals by providing diverse and challenging learning opportunities.

Our mission is reflected in:

Excellence: The environment is characterized by mutual respect and the pursuit of knowledge in an atmosphere grounded in tradition and with a focus on the future.

Student Success: Each student is valued as an individual within a diverse group and is supported to accomplish his/her career goals.

Faculty Support: Our faculty provides quality instruction that promotes critical thinking and analytical reasoning. Life long learning is emphasized.

Partnerships: The college partners with business, industry and other schools to contribute as a partner for economic development and stability.

Medical Assisting Program Goals

1. To prepare WWCC Medical Assisting program graduates as competent entry level medical assistants having the knowledge base necessary for success in credentialing examinations and professional practice.
2. To ensure that WWCC Medical Assisting program graduates are capable of performing the psychomotor skills expected of an entry level medical assistant in all the basic competencies of the profession.
3. WWCC Medical Assisting program graduates will model professional behaviors which are exemplar of the high standards required by industry, their profession, and the larger community of healthcare providers, ensuring success as entry level medical assistants.

NONDISCRIMINATION STATEMENT

“Walla Walla Community College supports equal employment and education opportunities regardless of race, relation, color, national origin, age, gender, veteran status, or disability in accordance with the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, the federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and any other applicable federal and Washington State laws against discrimination.”

HANDBOOK INTRODUCTION

This handbook is published for informational purposes only. Every effort is made to ensure accuracy at the time of printing. However, Walla Walla Community College reserves the right to change any provision or requirement at any time. This handbook does not constitute a contract between Walla Walla Community College and the student.

The student is responsible for understanding and complying with the policies of the Medical Assisting program. If the student is unable to remain within the guidelines the student will be encouraged to seek another program of study, and may be administratively removed from the program. The handbook is subject to change and the student is responsible for any changes upon written notification.

In addition to the Medical Assisting Program handbook, the Walla Walla Community College student handbook is a helpful tool to describe services and assistance to the student. All students should obtain a copy of the WWCC student handbook and review its contents.

Medical Assisting Program Description

The Medical Assisting program prepares students for a career as a Medical Assistant. The program combines instruction in core courses directed toward all healthcare providers with courses specific to Medical Assisting. Completion of the Medical Assisting program will ensure the student has the necessary knowledge base and skills to succeed in an entry level position in Medical Assisting. Medical Assisting courses will combine cognitive learning and practice of psychomotor skills in classroom and laboratory settings. Clinical training through externships in local outpatient clinics and physician offices will allow students to observe and practice skills gained in the classroom and laboratory in actual healthcare settings. Medical Assistants are skilled professionals who have specific training to work in a physician's office or a clinic. Medical Assistants perform administrative functions and basic clerical skills, including writing business letters, compilation and filing of patient records, medical insurance coding and processing third party reimbursement, transcription, reception, and preparing requisitions. Additionally, Medical Assistants perform are trained in many clinical skills, including obtaining vital signs, sterile technique, assisting physicians with diagnostic testing, minor surgical procedures and physical examinations, administering medications orally and via injection, laboratory procedures, phlebotomy, and processing/sterilization of medical equipment by autoclaving or other methods of disinfection.

The Medical Assisting Program may be completed in 4 quarters of full time study, consisting of 62.5 credits of programmatic and related instruction. Depending upon placement testing, students may need to complete additional prerequisite coursework in computer and keyboarding skills.

Working Environment

Medical Assistants work in well-lighted, clean environments. There is a constant interaction with people, either in person or by telephone. Medical Assistants most often work a regular 40-hour week, although part-time, evening, or weekend work may be available.

Personal Characteristics

The profession of Medical Assisting requires the ability to multi-task and use critical thinking skills. Prospective students should possess personal integrity, have the ability to pay close attention to detail, be conscientious, and orderly. Physical requirements include the ability to either sit or stand for long periods of time and the strength to lift supplies, lift and move patients, and maneuver heavy equipment. The nature of the career requires adequate vision, hearing and manual dexterity. Additionally, students must be willing to continue their education throughout their career to keep abreast of new developments in the field.

Employment Opportunities

According to the U.S. Bureau of Labor statistics, “Employment of Medical Assistants is expected to grow much faster than average for all occupations through the year 2010 as the health services industry expands because of technological advances in medicine, and a growing and aging population. It is one of the fastest growing occupations” Medical Assistants may be eligible for employment in physician’s offices, clinics, and hospitals.

CERTIFICATE

Upon completion of four quarters of the program the student will receive a certificate of completion in Medical Assisting from Walla Walla Community College.

APPROXIMATE COSTS:

- Tuition, based on current fee schedule
- Laboratory and Technology Fees
- Texts
- Background Checks
- Immunization fees
- Liability insurance and health insurance
- Expenses associated with clinical uniforms
- Travel/transportation expenses

POLICIES and PROCEDURES

COMMUNICATIONS AND CONDUCT

The Medical Assisting program requires dedication and commitment to learning. The student is preparing to enter the professional work world. Behaviors and actions are a reflection on the student, the school, the clinical site, the profession and the community at large. Students are expected to maintain professional relationships. Students are held to the code of conduct of Walla Walla Community College and the Medical Assisting Program's policies. Students are encouraged to meet immediately with the instructor for clarification of any program requirement, school problem or difficulty. Students are expected to maintain open communication with their instructor to promote the highest level of understanding and learning. The instructor contact information will be posted on each syllabus. The Allied Health office is available to the student at 527-4589.

ATTENDANCE GUIDELINES

1. All students are expected to attend and be punctual to all classes, labs and clinical. Failure to do so jeopardizes the student's grade. Permanent attendance records are kept. The student must notify the instructor prior to any absence.
2. Only absences due to extenuating circumstances (e.g. death of immediate family member, acute illness) are excused and require appropriate documentation within three days of return.
3. Three unexcused absences during any single program course will result in the student being withdrawn from that course.
4. The Allied Health Department may initiate withdrawal if the attendance policy is not followed. The student retains the responsibility for dropping/withdrawing from courses through the admissions office.

Classroom & Lab attendance/preparation:

Assignments or testing that was due on a day of absence is due on the day of return; a late penalty may be invoked.

Students are not allowed to make up quizzes missed due to tardiness or absence. It is the student's responsibility to communicate with the instructor to obtain make-up assignments.

The skills lab is a planned experience to provide for demonstration, practice, and evaluation of specific skills. The student is encouraged to practice in the lab during open lab hours which are posted.

Clinical Externship attendance/preparation:

The college reserves the right to place students at clinical sites as deemed necessary for the student to gain progressive experience. The students will perform at least 210 hours of supervised *unpaid* clinical hours.

The student may be required to travel out of town for the clinical experience. Transportation to and from clinical sites is the responsibility of the student. Schedules will be made available to the student prior to the start of the clinical rotation. The student will complete clinical attendance documents as directed for each clinical date. Arriving late or leaving prior to the end of the clinical schedule without permission will be grounds for disciplinary action. Punctuality is a desirable professional behavior and will be expected at all times.

If the student is unable to attend a clinical he/she is required to notify the clinical site and the instructor no less than one hour prior to the missed clinical. Lack of notification will result in a “no call, no show” unexcused absence. At the second clinical absence the student will receive a written warning related to absenteeism. The third clinical absence will result in a meeting with the student, instructor and program director and may result in the student’s withdrawal from the Medical Assisting Program.

Students who are not properly prepared will not be permitted to remain in the clinical area. The student will be removed from clinical for any unsafe and/or unethical practice. Follow-up conferencing will occur and may result in probation or program dismissal.

Skills Competency/Evaluation of Clinical

Students are expected to demonstrate competency by verbalizing an understanding of the principles and rationale for a skill. They must also competently demonstrate how each skill is performed within defined parameters. The student is responsible to practice to the level of the program education. Students must adhere to the policies and procedures of the clinical agency.

Students are evaluated on their knowledge, skill, and ability within the clinical setting. Evaluation will be documented on a Clinical Competency evaluation form and will become part of the final grade for the course.

Non Students Restriction

To minimize disruptions unregistered persons are not permitted in the classroom, lab, or clinical site; this applies to children and adults alike. A guest must be approved in advance by the instructor.

Testing Guidelines

All testing shall be monitored. There will be no conversation during the testing period. Students who report late will not necessarily be given extra time. If a student is unable to take a test at the designated time the student must notify the instructor in advance. Post test review will be held *after* all students have taken the test. Any concerns regarding the test are to be addressed

at the time of review. Faculty are also available for individual test reviews. Grades are posted by the student identification number in the designated location.

Academic Warning, Probation, Suspension

The Medical Assisting Program follows the academic warning and suspension policy as outlined in the college Student Handbook.

Substance Abuse

For the purposes of this program, substance abuse is defined as: the abuse or illegal use of alcohol and/or drugs, and being under the influence of such, while participating in any school-sanctioned activity.

In accordance with RCW 18.130 (Washington State Department of Health, Regulation of Health Professions, Uniform Disciplinary Act) and the Walla Walla Community College Substance Abuse Policy, the Allied Health & Safety Education department faculty actively oppose the ingestion of any substance that interferes with healthy development and function in the physical, psychological, social, occupational, and spiritual areas. Unauthorized alcohol intake is prohibited on the WWCC campus.

Walla Walla Community College Policies and Washington State laws governing Health Care Providers both consider substance abuse to be a health and safety problem. Substance abuse has significant negative effects on safety and performance. Clients are at risk for serious injury if a student is under the influence of a substance which inhibits performance. **THE SAFETY OF THE CLIENT IS OUR FIRST PRIORITY.**

Expectations

All Allied Health students shall abstain from alcohol and/or drug use within eight hours prior to their practicum and class periods. This includes the use of illegal drugs, the illegal use of prescription drugs, and the abuse or illegal use of alcohol. Attending classes and/or practicum while under the influence of alcohol and/or drugs will be cause for suspension from the program.

If a student takes a prescribed medication, he/she must inform his/her practicum instructor. If the medication causes the student to be sleepy or slow in response, he/she may be sent home. An individual on medications that dull the senses is not considered a safe practitioner. **THE SAFETY OF THE CLIENT IS OUR FIRST PRIORITY.**

ALL REPORTS OF SUBSTANCE ABUSE IN ANY SCHOOL-SANCTIONED ACTIVITY WILL BE ACTED UPON IMMEDIATELY. (See "Procedure" below).

If an Allied Health & Safety Education student should be convicted of a drug-related felony, he/she will be dismissed from the Allied Health & Safety Education Program. Health care facilities will not allow students who have been convicted of a drug-related felony to practice in the practicum area.

The Allied Health & Safety Education Department will assist and support any student who wishes to obtain help for drug-related problems.

Reporting Suspected Substance Abuse

A staff member of the practicum agency who suspects a student of being under the influence of alcohol and/or any other drug should immediately report this observation to the agency supervisor and the WWCC instructor.

A student who suspects a peer of being under the influence of alcohol and/or any other drug should immediately report this observation to the WWCC instructor or the agency supervisor (if instructor not immediately available).

Procedure

An instructor who has received a report of suspected abuse or who suspects a student of being under the influence of alcohol and/or any other drug will immediately remove the student from direct patient care. The instructor will then confer with another instructor or agency staff member to assess, and if possible confirm, the evidence of suspected alcohol or drug use.

Should **two agree** that there is observable evidence of substance abuse, the following will occur:

- The student will submit to urine and blood drug testing immediately after signing a consent/release of information form (see “Allied Health Laboratory Test Results Certificate of Agreement” attached). *Failure to submit to the testing and/or signing the Certificate of Agreement form will result in immediate suspension from the program.*
- Every effort should be made to obtain testing within one hour from the initial observation of suspected influence. If the suspected offense occurs at a facility with testing capabilities, testing should occur at that facility.
- If the student is in the classroom or in a practicum setting which does not have testing capabilities, it will be the student’s responsibility to arrange for transportation to the testing facility. Students suspected of substance abuse may not transport themselves. The instructor will contact the testing facility and facilitate expeditious testing, informing them of the student’s impending arrival and need for drug/alcohol testing.
- If the test results are positive or not immediately available, the student will not be allowed to drive and/or leave the testing facility alone. It is the student’s responsibility to arrange for safe transportation home.
- The student will be suspended from all Allied Health & Safety Education Program activities until the Coordinator of Allied Health & Safety Education receives a copy of the test results.
- If the results for alcohol and/or drugs are positive the student will be immediately dismissed from the program.
- All expenses incurred due to mandatory testing and/or required transportation shall be the responsibility of the student.

Readmission

Students dismissed for alcohol/drug problems must provide documentation of substance abuse treatment prior to readmission to any Allied Health & Safety Education Program. In addition, the student will be required to adhere to a plan, developed in conjunction with a counselor, for ongoing evaluation of compliance to the substance abuse policy.

ALLIED HEALTH & SAFETY EDUCATION LABORATORY TEST RESULTS
CERTIFICATE OF AGREEMENT

Under the suspicion of substance abuse, I understand that testing must occur within one hour and, if transportation to a testing facility is required, I may not transport myself.

I hereby authorize _____ to perform a urinalysis and blood tests to determine the use of alcohol and/or controlled substances on specimens provided by me. I authorize Walla Walla Community College Allied Health & Safety Education Program to receive these results and utilize the results of this test to determine suitability for continued enrollment in the Allied Health & Safety Education Program.

Name (Please Print)

Student Identification Number

Signature

Date

Witness

Date

I hereby refuse to agree to the above testing and realize that my refusal **will** result in immediate suspension from the program.

Student Signature

Date

Witness

Date

Witness

Date

Required Grades/Exit/Readmission

Grading Policy

General, Cognitive and Affective Competencies:

Students must earn a minimum of a C in **each** course to be eligible for the Externship (MEDA 191) and the Externship Seminar (MEDA 192). In all non-MEDA required support courses (HO 172, HO 174, HO 110, OT 232, OT 280, WRITE 100), a grade of C is required also.

A student who fails to maintain a 2.0 “C” grade or better in all program and support classes will be not be allowed to progress in the MA program. The individual **must reapply to the program**; all admission criteria must be met. An exit interview will be conducted by faculty to develop a plan for successful reentry. Students must be complete within three years of initial admission to the program. *Readmission will be on a “space available basis”.* After two attempts in the MA program without success the student is dismissed and will be ineligible for re-enrollment.

Psychomotor Competencies:

Psychomotor competencies requiring demonstration of mastery of the skill are graded on a pass/fail basis. Students may repeat the skill after practicing. Failure to demonstrate mastery on the repeat demonstration may result in failure of the course at the discretion of the instructor.

A student who voluntarily withdraws from the program with passing grades but does not seek re-enrollment within two years must reapply for program admission. Students who voluntarily withdraw with passing grades and wish to return within two years may return in the following year/cycle at the beginning of the sequential quarter in which the student left, on a space available basis. Those students who desire readmission after more than two years’ absence will be subject to a transcript review and may be required to repeat any or all courses at the discretion of the Program Coordinator.

Failure to comply with Walla Walla Community College/Allied Health Department/Medical Assisting Program policies may lead to dismissal and ineligibility to re-enroll in the MA program.

Grievance Procedure

Faculty decisions and application of program policy are final. WWCC policy allows students redress by filing a formal grievance. The grievance must be presented in writing and orally within 5 days of the decision or occurrence. The grievance steps should occur in the following order.

1. Meet with the Instructor/Program Coordinator
2. Meet with the Program Coordinator and Allied Health Coordinator
3. Meet with the Allied Health Coordinator and the Director of the Health Science Education Division
4. Meet with the Vice President of Instruction for Workforce Education

Academic Dishonesty (Cheating)

The Health Science Division/Allied Health Department faculty adhere to the policies described in the WWCC Student Handbook under the Student Code of Conduct (section heading on plagiarism/cheating). Provided are websites which describe plagiarism and academic dishonesty. <http://www.wvcc.edu/CMS/index.php?id=1617> <http://library.acadiau.ca/tutorials/plagiarism/>

Student Conferences

Communication and feedback are essential components of the MA program. Conferences are an integral part of communication and feedback to discuss the student's academic and clinical progression. Conferences are documented and signed by the instructor and student. An action plan will be developed for the student who is not satisfactorily progressing in the program.

Clinical Externship Dress Code:

What a student "looks like", "smells like", and "behaves like" communicates messages to clients, families, coworkers, and prospective employers about the value the student places on Medical Assisting practice and the student's career in Medical Assisting. Clients and their families frequently judge the quality of care provided based on the student's appearance. Prospective employers note the student's appearance while they are in practicum agencies and may use this data in employment decisions. The following protocols shall be followed:

1. WWCC Medical Assisting Student name tags must be worn while at the clinical site.
2. Students must be clean, neat and well groomed; personal hygiene is mandatory
3. The student will follow the agency and program dress code for each clinical experience.
4. Professional, comfortable shoes are mandatory for duty shoes-to be worn only during clinical.
5. Hair must be clean and professional in appearance. Hair that droops around your eyes, around your face, on your shoulders or into your work field is not acceptable.
6. Fingernails are to be kept clean and cut below the ends of the fingertips. Neutral color nail polish may be worn. No artificial nails or overlays.
7. Jewelry is limited to a watch, one pair of pinhead post earrings. Engagement/wedding ring may be worn when not scrubbed. Additional visible jewelry must be removed.
8. Avoid odors that may be offensive-foods with strong odors, tobacco, colognes or other strongly scented personal hygiene items.
9. Visible tattoos will be covered when working in the practicum site.

Students are expected to maintain a professional appearance and demeanor in class, lab, and clinical. Non-uniform professional dress may be required for some clinical. Professional dress to and from the clinical site is required. Failure to adhere to the dress code will result in a warning, possible removal from clinical and/or the program.

Statement of Suspension for Medical Assisting Students

Purpose

To allow a period of not more than five (5) instructional days (excluding weekends) for purposes of investigation of any issue which may compromise student's ability to provide safe, competent care to clients.

Protocol

During the investigative proceedings the student may continue with theory and/or practicum depending on the infraction. It is possible that the infraction would warrant suspension from both theory and practicum.

Procedure

1. The instructor will formulate a statement regarding the infraction (serious concerns/accusations related to improper demonstration of skills, client safety or legal/ethical issues). This statement will be given to the Coordinator of Allied Health & Safety Education who will then submit it to the Director of Health Science Education.
2. A formal recommendation will be submitted to the Vice President of Workforce Education for final approval if such a suspension is warranted.
3. The student would then be notified in person and in writing of the suspension. A copy of the instructor's statement and suspension protocol will be given to the student at this time.
4. The investigation will proceed. Information will be gathered from all parties concerned including the student.
5. Results of findings will determine students' continuation in the program or dismissal.
6. A student may contest or appeal such at any time during this process, and is due the same consideration for appeal that applies to student termination or dismissal.

Professional Behavior

Students who have chosen the Medical Assisting profession are expected to demonstrate professional behavior and judgment both inside and outside of the academic setting. The student's behavior reflects character, personal integrity, and respect for others. Students should anticipate a possible letter grade drop and/or dismissal from the course or program for behaviors including, but not limited to the following:

Falsification of documents

Lying and/or cheating

Plagiarism

Performing skills outside of the student's scope of practice

Violating confidentiality or HIPAA laws.

Discussing personal issues with patients and/or developing social relationships with patients or families

Refusing to follow instructions of agency staff or instructors

Threats of violence or retaliation toward others.

The use of abusive language in any format (written, verbal, or otherwise), or disruptive behavior directed toward peers, staff, faculty, or agency personnel.

Students should be aware that using internet social networking sites to discuss classmates, instructors, or the medical assisting program in negative terms is unacceptable. Sharing **ANY**

patient information or clinical experiences/stories outside of the classroom setting may be a HIPAA violation and is grounds for disciplinary action and/or dismissal from the course and/or program.

CELL PHONES/OTHER ELECTRONIC DEVICES

Electronic devices, including cell phones, may **only** be used in the learning environment with prior instructor approval. Emergency messages may be routed through the allied health department contact number.

Calculators must be simple, non-programmable calculators and may not be shared between students. Cell phones may not be used as calculators.

Patient Confidentiality

All patient information is confidential. Patient information is never discussed outside of the appropriate case reports, conferences, or other controlled environment as assigned within the MA program. Failure to comply with the policy for confidentiality will lead to dismissal from the program.

Accidents/Incidents

If the student is involved in any kind of incident at the clinical site, the clinical site Supervisor is notified immediately as well as the assigned Clinical Externship Preceptor. The clinical policy will be followed regarding incident/accident reports. The student is required to complete a “Practicum Incident Report/Conclusions” form.

Student Services

Student Services assist students in many areas. In addition to information within this handbook the Walla Walla Community College student handbook provides information to assist the student. These are some of the student services outlined within the college student handbook:

Disabled Student Services

Food Service

Housing

Multicultural Services

On-Campus Child Care

Testing Services

Transfer Center

TRIO

Tutoring

Women’s Center

Disability Support Services

It is the policy of Walla Walla Community College to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Walla Walla Community College is committed to providing equal access and promoting an atmosphere conducive to academic success for all who can benefit from a post-secondary education. This

includes assisting individuals with disabilities to achieve their full potential as students. Students with disabilities who need accommodation should contact the Disabilities Coordinator in the Student Development Center 527-4543

Financial Aid

The financial aid office provides information to students on the four sources of aid: grants, loans, work study, and scholarships. Refer to the college catalog, student handbook and/or phone the financial aid office at 527-4301 for assistance.

Insurance

Students are responsible for providing their own injury and illness insurance. The student may purchase health insurance through the college business office.

INFORMED CONSENT // ACKNOWLEDGMENT OF INSURANCE AVAILABILITY

I am aware that during the practicum and/or lab experience in which I am participating under the arrangements of Walla Walla Community College, certain dangers may occur, including, but not limited to, the following:

Infectious conditions, needle punctures, allergic reactions, musculo-skeletal injuries, etc...

In consideration, and as part payment for the right to participate in this practicum and/or laboratory experience and the other services of Walla Walla Community College, I have and do hereby assume all the risks involved and will hold the State of Washington, Walla Walla Community College, its employees, agents, and assigns, harmless from any and all liability actions, causes of action, debts, claims, demands of every kind and nature whatsoever, which may arise from or in connection with participation in any activities arranged for me by Walla Walla Community College. The terms thereof shall serve as a release and assumption of risk for the heirs, executors, administrators, and members of my family, including minors.

By my signature on this document, I acknowledge that I have been informed and further that I understand that I should have either personal health insurance prior to enrolling in this program or that I should enroll in student health insurance. My preference is shown by my initials in the boxes next to the choices below:

Personal Health Insurance

Student Health Insurance

I am refusing to enroll in any health insurance program even though I am fully aware of the risks and dangers to my personal health, which may occur during my practicum/laboratory experience arranged for me by Walla Walla Community College.

Date

Signature of Student

Printed Name of Student

The Health Science Education Division Faculty have informed me of the above.

The college and the practicum agencies do not assume any financial responsibility for student accidents occurring during the course of their studies.

Each student is required to complete and sign the "Statement of Responsibility" form.

The student must have liability insurance, which is charged with registration fees.

Professional Association Membership

Medical Assisting Program students are encouraged to belong to their professional association, the American Association of Medical Assistants (AAMA). The core values supported by the AAMA are expressed by the code of ethics and creed listed below:

AAMA Medical Assistant Code of Ethics

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

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

- A.** render service with full respect for the dignity of humanity;
- B.** respect confidential information obtained through employment unless legally authorized or required by responsible performance of duty to divulge such information;
- C.** uphold the honor and high principles of the profession and accept its disciplines;
- D.** seek to continually improve the knowledge and skills of medical assistants for the benefit of patients and professional colleagues;
- E.** participate in additional service activities aimed toward improving the health and well-being of the community.

AAMA Medical Assistant Creed

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

I endeavor to be more effective.

I aspire to render greater service.

I protect the confidence entrusted to me.

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

I am loyal to my employer.

I am true to the ethics of my profession.

I am strengthened by compassion, courage and faith.

More information about the AAMA is available online at:

<http://www.aama-ntl.org/index.aspx>

Walla Walla Community College Medical Assisting Program Invasive Procedures Policy

General Information:

During the nursing program you will be participating in laboratory activities in which learning by students requires the use of human subjects as part of the training procedures. As part of your learning activities you may be asked to perform specific skills or be asked to be the subject of specific skill practice by other students.

Learning activities that use human subjects shall be conducted under the supervision of the instructor who has been assigned to teach the course.

Before involvement as a human subject, a student must give informed consent. If under the age of 18, informed consent must be obtained from the parent or the legal guardian unless the participant is determined to be an emancipated minor.

Benefits:

The experiences listed below have been selected because they are skills essential to the learning process and the faculty believes that realistic practice is essential for optimum learning. Participation will enhance the learning process and the acquisition of technical skills. An alternative experience may not provide as realistic an opportunity to practice and therefore may result in less effective learning. Specific benefits are listed below.

Risks/Discomforts:

Participation may create some anxiety for you. Some of the procedures may create minor physical or psychological discomfort. Specific risks/discomforts are listed below.

Your Rights:

You have the right to withhold consent for participation and to withdraw consent after it has been given. If you withhold consent, you will be required to participate in an alternative learning experience. If you do not participate in either the planned or the alternative activity, you will not be able to successfully complete the course. You may ask questions and expect explanations of any point that is unclear.

<u>Learning Activities</u>	<u>Specific Benefits</u>	<u>Specific Risks/Discomforts</u>
1. Finger stick to check glucose	Appreciation for what it feels like to give and/or receive a finger stick	Minimal exposure/discomfort, bruising, infection
2. Subcutaneous injections	Appreciation for what it feels like to give and/or receive an injection	Discomfort related to use of a needle, bruising, minimal exposure to blood, infection
3. Intradermal injections	Appreciation for what it feels like to give and/or receive an injection	Discomfort related to use of a needle, bruising, minimal exposure to blood, infection
4. Intramuscular (IM) injections	Appreciation for what it feels like to give and/or receive an injection	Discomfort related to use of a needle, bruising, minimal exposure to blood, infection
5. Blood drawing	Appreciation for what it feels like to draw blood.	Discomfort related to use of a needle, bruising, exposure to blood, infectio

**Walla Walla Community College
Medical Assisting Program
Medical Assistant Student Acceptance Statement**

I have received a copy of the Medical Assisting Program Student Handbook and I understand and accept the responsibilities of my role as a Medical Assistant Student at Walla Walla Community College. I agree to abide and be bound by the policies as a condition of enrollment in and completion of the program. I have had an opportunity to have my questions satisfactorily answered by the Medical Assistant Program Coordinator and the Allied Health Department Coordinator.

Student Name (Print)

Student Signature

Date

I have also been informed that the Medical Assisting Program is not currently accredited. I have been informed that I will receive notification when the program has completed the accreditation process so that I can apply for and take the AAMA certification exam.

Student Signature

Date