



Medical Assisting Program

Student Handbook

2021-2022

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Introduction

This handbook provides information about major policies, procedures and guidelines for the HCCC Medical Assisting Program. Please become very familiar with the handbook. You will be required to sign a statement of understanding pertaining to the information in the handbook.

Welcome!

Welcome to the Hudson County Community College Medical Assisting Program. At HCCC, you will gain knowledge and experience in the art and science of medical assisting. The preparation and education that you will receive at HCCC will assist you to become a member of the medical assisting profession. The faculty and staff are eager and ready to work with you to encourage your personal and professional growth.



MISSION STATEMENT:

Hudson County Community College provides its diverse communities with inclusive, high-quality educational programs and services that promote student success and upward social and economic mobility.

VISION STATEMENT:

As one of the nation's leading and most diverse urban community colleges, we aspire to offer consistently best-practice, transformative educational and economic opportunities for our students and all residents of Hudson County.

VALUES STATEMENT:

Hudson County Community College is committed to these values:

Holistic Services

Understanding through Data

Diversity, Equity, and Inclusion

Student Success

Open to All

National Distinction

Collaboration and Engagement

Academic Excellence

Responsible Stewardship of Resources

Ethical Behavior, Integrity, and Transparency

Support of Innovation and Leadership

PROGRAM PHILOSOPHY

The mission of the Medical Assistant program is to provide high quality technical education to assist our students in becoming competent and employable graduates. The Medical Assistant program develops multi-skilled healthcare practitioners who perform both clinical and administrative duties while working under a supervising health practitioner. The Medical Assistant Program is committed to the advancement of teaching strategies and technology to equip students with opportunities to apply their education and serve the surrounding community.

Program goal

Medical Assisting Program at Hudson County Community College goal is to provide inclusive, high-quality technical education that promotes student success and upward social and economic mobility to serve its diverse communities.

The program is designed to prepare students to become multi-skilled practitioners qualified to provide clinical and administrative in a variety of settings, including physicians' offices, clinics, ambulatory care facilities, and other health care facilities.

Program Objectives

Upon completion of the Medical Assisting program, the graduate will:

- Identify the body structure and the functions of various systems in both health and disease.
- Perform or assist with examinations, vital signs, disinfect and sterilize surgical instruments and equipment, minor office surgery, administration of medications, venipuncture, electrocardiography.
- Apply administrative functions effectively: Appointment scheduling, management and triage of calls, maintenance of medical records, compose and process medical correspondence, billing and coding using CPT and ICD-10.
- Demonstrate the legal and ethical responsibilities of this health care professional and perform within legal guidelines.
- Analyze drugs and drug therapy as a major treatment, sources of drugs, and drug legislation; interpret and calculate medication orders.

Program Outcomes

Hudson County Community College's Medical Assisting Program uses the following criteria as outcome measures of the effectiveness of the program.

1. 60% of those entering the medical assisting degree program will graduate in three years.
2. 60% of graduates will find positive placement in employment as a medical assistant or closely related field.
3. 60% of graduates will become credentialed as a CCMA (NHA).
4. 80% of graduate survey responders will "Strongly Agree" or "Agree" when asked to rate the overall quality of their preparation as a medical assistant.
5. 80 % of employers will "Strongly Agree" or "Agree" when asked "Overall, this graduate is a well-prepared employee?"
6. 90% of students completing the program will Strongly Agree or Agree that the overall quality of the resources supporting the program are adequate.

Admission

➤ College Catalogue

HCCC maintains an open admission policy; anyone 18 years of age or older and those under 18 years of age with a high school diploma may register.

➤ Program Requirements

1. High school diploma or GED
2. College Placement Test-Exit Academic Foundations
3. Proof of health insurance
4. Professional Liability Insurance
5. Essential functions

Pre-Entrance Health Requirements

➤ Program Requirements

PRIOR TO CLINICAL COURSES, all medical assisting students are required to have health insurance, completed physical exam including tuberculin testing, documented titers and immunizations ***through Corporate Screening Institution and Immunitrax***

Students need to schedule a complete physical exam that may include immunizations. It should be completed by the provider at this visit. Students will receive the necessary forms from Medical Assistant Program Coordinator.

- **2-step** PPD regardless of history of having received BCG (You must wait at least 7 days before 2nd PPD is given) *Students who have never been tested for TB or who have not been tested within the past 12 months will be required to have a **TB test**. The two-step method requires an initial test followed in 7-21 days by a second test which is then read and recorded.*

- Please include date placed and date read with mm (millimeters) of induration.
 - For a positive PPD, you must submit the date and size of induration, along with a current (within the past 12 months) chest x-ray.
 - ***Students must submit proof of 2 TB Skin Tests within 12 months, if they do not require a two-step test.*** Students with positive TB tests must be further evaluated and follow the recommendations of the Public Health department.
 - Each student in the program is required to submit yearly result of TB skin test or chest x-ray proving absence of active disease. The test should be in effect through the end of the school year; tests done between May and August will be accepted.
- TDAP Booster (one dose of TDAP if two or more years have passed since the last TD booster dose or since the primary DPT series)
- Titers: Rubella IgG, Mumps IgG, Rubella IgG, Varicella IgG, Hepatitis B Core Antibody and Hepatitis B Surface Antigen. ***All titers must show positive immunity results, if not, vaccines must be administered***
- Annual Flu Vaccination
- COVID-19 Vaccine

- Hepatitis B Vaccine: Must have completed the series or be in the process of having all three (3) required injections at the recommended time intervals. (Discuss your health status with your physician or health care provider before receiving any vaccine.)
 - All students readmitted to the program must submit new medical exams.
 - Significant changes in health status that occur or develop during enrollment in the program must be reported by the student to the Director of Medical Assisting.

➤ **Urine for toxicology**

Students are responsible for retaining copies of their medical form, lab values, proof of immunizations, etc. for their own files and use. ***No copies will be made after the records are submitted to the program coordinator.***

Criminal Background Check : students are required to submit a background check. Students will receive the necessary forms from Medical Assistant Program Coordinator. Students should submit the background check as soon as possible, as the results can take several weeks. Criminal convictions or a documented history of abuse may prevent practicum placement, thus preventing completion of the program.

Provider Level CPR: students are required to complete AHA Health Care Providers BLS for the Professional Rescuer. Previous certification is acceptable if it remains current throughout the program.

Bloodborne Pathogens

Each student will be required to print a copy of the Health Sciences Program's Exposure Control Plan on Bloodborne Pathogens. Each student will sign a statement reflecting that they have received and understand the Bloodborne Pathogen Exposure Control Plan. This statement will be filed in the student's folder located in the Medical Assisting Program Office. Each student will be required to attend bloodborne pathogens training at the beginning of the clinical courses or before starting any invasive procedures.

Health Insurance Portability and Accountability Act (HIPAA) Training and Certification: *Accepted* students are required to complete HIPAA Training. Students will receive the necessary information to complete this training at Medical Assistant Program Orientation.

- ***All documentation listed above must be submitted to Corporate Screening and approved by the Program Coordinator prior to the start date of Externship.***

Change of Health Status

Any student who is hospitalized, has received a recent smallpox vaccine, has surgery, gives birth, fractures a bone, has a communicable disease, etc., must submit a release form from the physician to the coordinator prior to attending class or externship experiences.

Any student whose health status (physical or mental), in the opinion of the faculty, impairs the delivery of medical assisting care, may be required to submit proof of medical/ mental assessment by appropriate physician and/or agency and/or interventions to meet program standards after recommended intervention, the student shall be dismissed from the program.

- Students are responsible for informing the externship instructor prior to the externship experience of health conditions that increase personal risk, i.e., pregnancy, drug or latex allergies, and/or immune diseases.

PERSONAL ASSUMPTION OF RESPONSIBILITY FOR DISEASE OR INJURY:

Students are responsible for provision of their own health care. Should a student contract a communicable disease or become injured in an externship facility through no fault of the facility, the student must assume the cost and responsibility for diagnosis, treatments, and/or appropriate interventions.

Liability Insurance

For the protection of the student, malpractice insurance (student version) must be obtained through ***Healthcare Professionals Services Organization HPSO***
www.hpso.com/individuals/professional-liability/student-malpractice-insurance-coverage-description

Progression

➤ College Catalogue

A “D” grade is the minimally accepted grade for general education courses, but unacceptable for prerequisite and courses in their major.

➤ Program Requirements

Students must maintain at least a 2.0 GPA and a “C” or above in all major courses. In addition, each student must complete 100% of the competencies.

Specific competencies required for each course will be listed on the course syllabus. All competencies must be completed with a score of at least 85% or above or be considered a failure.

Master Competency Checklist

Psychomotor & Affective Competencies
I Anatomy & Physiology
1. Measure and record:
a. blood pressure
b. temperature
c. pulse
d. respirations
e. height
f. weight
g. length (infant)
h. head circumference (infant)
i. pulse oximetry
.2. Perform:
a. electrocardiography
b. venipuncture
c. capillary puncture
d. pulmonary function testing
3. Perform patient screening using established protocols
4. Verify the rules of medication administration:
a. right patient
b. right medication
c. right dose
d. right route
e. right time
f. right documentation

5. Select proper sites for administering parenteral medication
6. Administer oral medications
7. Administer parenteral (excluding IV) medications
8. Instruct and prepare a patient for a procedure or a treatment
9. Assist provider with a patient exam
10. Perform a quality control measure
11. Obtain specimens and perform:
a. CLIA waived hematology test
b. CLIA waived chemistry test
c. CLIA waived urinalysis
d. CLIA waived immunology test
e. CLIA waived microbiology test
12. Produce up-to-date documentation of provider/professional level CPR
13. Perform first aid procedures for:
a. bleeding
b. diabetic coma or insulin shock
c. fractures
d. seizures
e. shock
f. syncope
1. Incorporate critical thinking skills when performing patient assessment
2. Incorporate critical thinking skills when performing patient care
3. Show awareness of a patient's concerns related to the procedure being performed
II Applied Mathematics
P.1. Calculate proper dosages of medication for administration
P.2. Differentiate between normal and abnormal test results
P.3. Maintain lab test results using flow sheets
P.4. Document on a growth chart
A.1. Reassure a patient of the accuracy of the test results
III Infection Control
P.1. Participate in bloodborne pathogen training
P.2. Select appropriate barrier/personal protective equipment (PPE)
P.3. Perform handwashing
P.4. Prepare items for autoclaving
P.5. Perform sterilization procedures
P.6. Prepare a sterile field
P.7. Perform within a sterile field
P.8. Perform wound care
P.9. Perform dressing change
P.10. Demonstrate proper disposal of biohazardous material
a. sharps

b. regulated wastes
A.1. Recognize the implications for failure to comply with Center for Disease Control (CDC) regulations in healthcare settings
IV Nutrition
P.1. Instruct a patient according to patient's special dietary needs
A.1. Show awareness of patient's concerns regarding a dietary change
V Concepts of Effective Communication
P.1. Use feedback techniques to obtain patient information including:
a. reflection
b. restatement
c. clarification
P.2. Respond to nonverbal communication
P.3. Use medical terminology correctly and pronounced accurately to communicate information to providers and patients
P.4. Coach patients regarding:
a. office policies
b. health maintenance
c. disease prevention
d. treatment plan
P.5. Coach patients appropriately considering:
a. cultural diversity
b. developmental life stage
c. communication barriers
P.6. Demonstrate professional telephone techniques
P.7. Document telephone messages accurately
P.8. Compose professional correspondence utilizing electronic technology
P.9. Develop a current list of community resources related to patients' healthcare needs
P.10. Facilitate referrals to community resources in the role of a patient navigator
P.11. Report relevant information concisely and accurately
A.1. Demonstrate:
a. empathy
b. active listening
c. nonverbal communication
A.2. Demonstrate the principles of self-boundaries
A.3. Demonstrate respect for individual diversity including:
a. gender
b. race
c. religion
d. age
e. economic status
f. appearance
A.4. Explain to a patient the rationale for performance of a procedure
VI Administrative Functions
P.1. Manage appointment schedule using established priorities
P.2. Schedule a patient procedure
P.3. Create a patient's medical record
P.4. Organize a patient's medical record
P.5. File patient medical records

P.6. Utilize an EMR
P.7. Input patient data utilizing a practice management system
P.8. Perform routine maintenance of administrative or clinical equipment
P.9. Perform an inventory with documentation
A.1. Display sensitivity when managing appointments
VII Basic Practice Finances
P.1. Perform accounts receivable procedures to patient accounts including posting:
a. charges
b. payments
c. adjustments
P.2. Prepare a bank deposit
P.3. Obtain accurate patient billing information
P.4. Inform a patient of financial obligations for services rendered
A.1. Demonstrate professionalism when discussing patient's billing record
A.2. Display sensitivity when requesting payment for services rendered
VIII Third Party Reimbursement
P.1. Interpret information on an insurance card
P.2. Verify eligibility for services including documentation
P.3. Obtain precertification or preauthorization including documentation
P.4. Complete an insurance claim form
A.1. Interact professionally with third party representatives
A.2. Display tactful behavior when communicating with medical providers regarding third party requirements
A.3. Show sensitivity when communicating with patients regarding third party requirements
IX Procedural and Diagnostic Coding
P.1. Perform procedural coding
P.2. Perform diagnostic coding
P.3. Utilize medical necessity guidelines
A.1. Utilize tactful communication skills with medical providers to ensure accurate code selection
X Legal Implications
P.1. Locate a state's legal scope of practice for medical assistants
P.2. Apply HIPAA rules in regard to:
a. privacy
b. release of information
P.3. Document patient care accurately in the medical record
P.4. Apply the Patient's Bill of Rights as it relates to:
a. choice of treatment
b. consent for treatment
c. refusal of treatment
P.5. Perform compliance reporting based on public health statutes
P.6. Report an illegal activity in the healthcare setting following proper protocol
P.7. Complete an incident report related to an error in
A.1. Demonstrate sensitivity to patient rights
A.2. Protect the integrity of the medical record
XI Ethical Considerations
P.1. Develop a plan for separation of personal and professional ethics

P.2. Demonstrate appropriate response(s) to ethical issues
A.1. Recognize the impact personal ethics and morals have on the delivery of healthcare
XII Protective Practices
1. Comply with:
a. safety signs
b. symbols
c. labels
2. Demonstrate proper use of:
a. eyewash equipment
b. fire extinguishers
c. sharps disposal containers
3. Use proper body mechanics
4. Participate in a mock exposure event with documentation of specific steps
5. Evaluate the work environment to identify unsafe working conditions
A.1. Recognize the physical and emotional effects on persons involved in an emergency situation
A.2. Demonstrate self-awareness in responding to an emergency situation
6. Demonstrate proper use of the following equipment:
a. Eyewash
b. Fire extinguishers
c. Sharps disposal containers
7. Participate in a mock environmental exposure event with documentation of steps taken
8. Explain an evacuation plan for a physician's office
9. Demonstrate methods of fire prevention in the healthcare setting
10. Maintain provider/professional level CPR certification
11. Perform first aid procedures
12. Use proper body mechanics
13. Maintain a current list of community resources for emergency preparedness
14. Recognize the effects of stress on all persons involved in emergency situations
15. Demonstrate self-awareness in responding to emergency situation

Retention

It is a focus of Hudson County Community college to assist the individual student to successfully complete their academic program. To this goal the medical assisting faculty will provide activities to enhance each student's opportunity for academic success.

Appeals Guidelines

The purpose of the Appeals Guidelines is to settle individual complaints or grievances regarding academic or externship issues related to medical assisting courses at Hudson County Community College.

This process is intended to encourage resolution of a complaint at the earliest stage. When an informal resolution is not possible, the process provides for a formal review of a situation.

No complaint will be honored unless the steps of the appeals policy are followed.

STEP 1

The student should attempt to settle the discrepancy with the involved faculty member(s) by requesting a meeting no later than 3 contact days following the incident being appealed. (A contact day is a day when the student/instructor have class/externship).

STEP 2

If the complaint/grievance is unresolved, the student must submit a written statement to the Associate Dean within 3 days. The student should discuss the results of the first step and why the complaint/grievance remains unresolved.

The Associate Dean will meet with the student and involved faculty within 3 days after receiving the request. Following this meeting, if the complaint/grievance remains unresolved to the satisfaction of the student, the student may request a hearing by the Grievance Committee.

STEP 3

To appear before the Grievance Committee the involved student must submit, to the Chairperson of the Grievance Committee, a written presentation of the problem that has occurred. This document must be submitted within 3 days of the meeting with the Associate Dean. The Grievance Committee will schedule a hearing within 3 contact days of receiving the student's complaint.

GRIEVANCE COMMITTEE MEMBERSHIP

- ❖ Chairperson: Medical Assisting Program Director
- ❖ Faculty Member
- ❖ 2 Elected Class Representatives

PROCEDURE

- ❖ The involved student and faculty will appear individually before the committee to present the discrepancy and answer any questions the committee may have.
- ❖ The committee allows for a closed discussion period.
- ❖ A closed ballot is taken and majority vote of this committee will constitute a final decision. The chairperson of this committee is a nonvoting member, except in the case of a tie.
- ❖ The chairperson of the Grievance Committee will write the decision of the committee. This written notification of the decision will be sent to the involved student and faculty, and the Associate Dean.

If the student is not satisfied at the completion of the three steps Appeals Process, he/she may take their concerns to the Dean of Arts and Sciences, the Vice President for Academic Affairs, then the President of Hudson County Community College, as per the General Grievance Procedure at Hudson County Community College.

HCCC Academic Integrity Policy

Academic integrity is central to the pursuit of education. For students at HCCC, this means maintaining the highest ethical standards in completing their academic work. In doing so, students earn college credits by their honest efforts. When they are awarded a certificate of degree, they have attained a goal representing genuine achievement and can reflect with pride on their accomplishment. This is what gives college education its essential value.

Violations of the principle of academic integrity include:

- Cheating on exams
- Reporting false research data or experimental results
- Allowing other students to copy one's work to submit to instructors
- Communicating the contents of an exam to other students who will be taking the same test
- Submitting the same project in more than one course, without discussing this first with the instructor
- Submitting plagiarized work. Plagiarism is the use of another writer's words or ideas without properly crediting that person. This unacknowledged use may be from published books or articles, the Internet, or another student's work

Written Assignments

All written assignments, unless otherwise specified, are to be typed, double-spaced, and presented in a neat and organized manner on the date specified by the course faculty. Students are encouraged to use the American Psychological Association (APA) or MLA writing guidelines for style. It is expected that students seek out and use the appropriate resources for the completion of assignments. It is expected that students will submit their own work with citations. Academic dishonesty, such as plagiarism and cheating will not be tolerated in the MDA program, and students can be subject to disciplinary actions for violations of academic integrity. (Please see Hudson County Community College student handbook).

Course Syllabus

Students receive a syllabus for each course during the first week of the term. The syllabus contains the instructor's name and office hours, a general description of the course and its contents, a statement of learning outcomes, descriptions of the instructor's attendance and grading policies, the academic integrity policy, arranging for disability accommodations, and a list of major assignments.

Testing and Grading

➤ **Medical Assisting Examinations**

1. Assistant courses may have quizzes, exams and a comprehensive final examination
2. Students must pass all courses each semester with a grade of "C" or better before progressing to the next semester of courses.
3. Methods of evaluation for grade calculation will be explained in each course syllabus.
4. Medical Assistant courses may have quizzes, exams and a comprehensive final examination.
5. Desk tops will be cleared of all papers, books, notebooks, carry-bags, food dishes and all electronics. The only acceptable objects on the desk are a writing device, eraser and a sealable beverage. The owner of any other material on the desk top will not be allowed to test.

➤ **Make-up Examinations**

Students are expected arrive on time for all scheduled course examinations. Only students with excused absences, determined by the course instructor, will be allowed to take a make-up examination. Excuses must be presented to the course instructor prior to the missed examination when possible. True emergencies must be reported in a timely manner. ***Students who miss an exam without a valid excuse will receive a "0%" for that examination.***

➤ **College Catalogue (non-medical assisting courses)**

Grades of A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0), D (1.0) and F (0.0) are included in attempted credits, earned credits and the cumulative average.

➤ **Program Guidelines**

Students must achieve a minimum grade of C in each medical assisting course in order to proceed to the next medical assisting course.

Grading for the Medical Assisting Courses:

A = 90-100

A- = 88-89

B+ = 83-89

B = 80-82

B- = 78-79

C+ = 75-77

C = 70-74

Below 70= F

Readmission

➤ College Catalogue

Students who have been dismissed for academic reasons must wait one full semester before applying for readmission.

➤ Program Requirements

Students who withdraw from the medical assisting program in good standing may apply for readmission within three years. Beyond three years the student must start the program from the beginning.

Dismissal

➤ College Catalogue

If performance indicates two consecutive semesters of failure to meet the minimum standards, those students will be dismissed.

Minimum Standards:

1.5 GPA for up to 20 attempted credit hours

1.7 GPA for 21 to 38 attempted credit hours

1.9 GPA for 39 to 48 attempted credit hours

2.0 GPA for 49 or more attempted credit hours

➤ Program Requirement

Three Medical assisting course failures/attempts constitute a program dismissal.

Transfer & Advanced Credit

➤ College Catalogue

Applicants who wish to transfer credits may be granted up to 30 credits. An official copy of their prior college credits must be submitted to the Office of Enrollment Services.

➤ Program Requirement

Transfer of prior medical assisting credits beyond general education (or of major courses) courses is not permissible.

Medical Assistant courses are generally not transferable from other institutions.

Graduation

➤ College Catalogue

Diplomas will be issued when all course requirements and financial obligations have been met.

➤ Program Requirement

- A student must fulfill all financial obligations, complete all course requirements and, have satisfactory externship evaluations.

RECOMMENDED SEQUENCE OF COURSES

FIRST SEMESTER

Course Number	Course Name	Credits
BIO 111	Anatomy & Physiology I	4
CSS 100	College Student Success	1
ENG 101	College Composition I	3
MAT 102	Math for Health Sciences.	3
PSY 101	Intro to Psychology	3

SECOND SEMESTER

Course Number	Course Name	Credits
BIO 211	Anatomy & Physiology II	4
CSC 100	Introduction to Computers	3
ENG 102	College Composition II (or ENG 103 or ENG 112)	3
HUM 101	Cultures & Values	3
MDA-106	Medical Terminology	3

THIRD SEMESTER

Course Number	Course Name	Credits
HLT 112	Pathophysiology	3
HLT 110	Culture, Diversity & Health	3
MDA-113	Clinical Procedures I	3
MDA 114	Medical Office I	3
HLT-115	Dynamics of Health	3

FOURTH SEMESTER

Course Number	Course Name	Credits
HLT 210	Medical Law and Ethics	3
MDA 214	Medical Office II	3
MDA 211	Clinical Procedures II	3
MDA 224	Pharmacology	3
MDA 231	Medical Assisting Externship	3

Total Number of Credits for the A. A. S. Degree in Medical Assisting: 60
(Catalog Year 2020 - 2021)

STUDENT CONDUCT

Practicum Standards of Professional Practice

In all situations, students are expected to demonstrate responsibility and accountability as professional nurses, with the ultimate goal being health promotion and prevention of harm to others. The following standards of Professional Practice must be followed at all practicum experiences. Students must not take any action that:

- Jeopardizes patient/client safety
- Compromises patient/client confidentiality
- Practices outside the scope of practice
- Violates agency policy and/or procedures
- Does not uphold standards of the medical assisting profession

Professional Confidentiality and HIPPA

The importance of confidentiality cannot be overemphasized. All students must adhere to all HIPPA (Health Insurance Portability and Accountability Act) standards. Discussion of patients must be limited to pre-and post-conference and medical assisting classes. At no time are patients to be discussed on breaks, elevators or outside of school. Patient's charts and other information are confidential records and may not be photocopied. When completing written assignments following externship experiences, students are NOT allowed to use the client's name on any documentation. Only the client's initials or room number may be used. Every effort should be made to maintain the client's confidentiality. Students demonstrate respect for clients by protecting their privacy and only reporting and recording information that is relevant to their care and well-being. A violation of these standards may warrant dismissal from the program.

Cell Phone and Electronic Devices

The HCCC Medical Assisting Program mandates that all students turn-off and refrain from using their cellular phones, pagers and other electronic devices while at the school. In addition, cell phones and other electronic devices must NOT and may NOT be brought into any externship agency environment. The use of electronic devices is strictly prohibited because (i) concerns that signal might interrupt the operation of life-saving medical equipment and (ii) they may be distracting to others. In the rare case that a student must have access to a telephone for a pending personal/family emergency, the student should inform his/her instructor, who will advise them on the appropriate course of action. Students should instruct their family members and others that in cases of emergencies they can contact the Division of Nursing & Health Sciences at 201-360-4338 and the administration will work with them to locate the student.

HCCC Email

Hudson County Community College Medical Assisting Program utilizes the HCCC college email as a means to disseminate information and communicate with students. *The student should access their HCCC email account on a daily basis.*

Student Behavior

Each student has the responsibility to behave in a respectful and courteous manner toward the faculty, staff and students while enrolled in the Medical Assisting program.

- All faculty and staff are to be addressed by their title and last name.
- Loud talking or yelling in the hallways is not permitted.
- No congregating or “hanging out” in hallways, on steps, entrance doors, etc.
- Behavior of any kind that is disruptive or disrespectful of persons or property will not be tolerated or allowed. Examples of this type of behavior are:
 - - Individual conversations during classroom lectures
 - - Argumentative behavior or attitude with faculty, staff or students
 - - Destruction or defacement of school property
 - - Sleeping in the classroom
 - - Use of profanity in any manner toward any person
 - ***NO FOOD OR DRINK IN THE CLINICAL OR COMPUTER LAB***

Academic Dishonesty

Academic dishonesty is defined as cheating of any kind, including misrepresenting one’s own work, taking credit for the work of others without appropriate authorization or credit, and the fabrication of information. Please see attached college policy.

Classroom Behavior

The goal of the HCCC Medical Assisting Program and its faculty and students is to foster a dynamic environment of higher learning where all students develop analytical skills, learn to think critically and communicate effectively, promote inquiry, pursue knowledge, and prepare for productive careers. Behavior in the classroom that impedes teaching and learning and creates obstacles to this goal is considered disruptive and therefore subject to disciplinary action. Students have the responsibility of complying with behavioral standards.

At the classroom level, clear guidelines for behavior and early intervention are the foundation for an intellectually stimulating experience for students and instructors alike. Examples of improper behavior in the classroom may include, but are not limited to, the following:

- Repeatedly arriving after a class has begun or leaving class early
- Monopolizing discussions
- Persistently speaking out of turn
- Distractive talking or activities, including cell phone ringing, emailing or text messaging

- Refusal to comply with instructor directions
- Employing insulting language or gestures
- Sleeping in class
- Verbal, psychological, or physical threats, harassment, and physical violence
- Dressing in inappropriate attire, wearing clothing other than designated uniforms and violating the program's dress policy

Dress Policy and Personal Appearance

To maintain a professional environment, the HCCC Medical Assisting Program has adopted the policy below. The faculty and administration reserve the right to discipline any student who does not fulfill this standard for dress code, including, but not limited to, dismissal for the day or requiring the student to conform with this policy prior to admittance into class/externship. Good grooming is one of the several factors which help the nurse gain the trust and confidence of clients, faculty and peers.

- ***During clinical classes and EXTERNSHIP, Medical Assisting Program uniform consists of Teal Scrub Top and Pants, Black Close Toe Shoes.***
- Uniforms must always be clean, pressed (i.e., wrinkle-free) and in good condition (i.e., not torn, ragged, or disheveled).
- Students must wear white socks that are clean and in good condition with their uniform.
- Students must wear white closed toe and heel leather shoes or white sneaker type shoes that are clean in good condition.
- Only plain white and appropriate undergarments may be worn under the uniform and such undergarments should not be visible to others.
- School issued identification is required to be worn at all times.
- Students are prohibited from forms of dress, ear, nose, tongue, eyebrow and body jewelry, hairstyle, visible tattoos or other adornment that draw attention to oneself in a manner that may be disruptive to the educational process and care-provider environment.
- Hair must be up and off of the collar and face.
- Artificial nails are strictly prohibited. This includes gels, acrylics, or any type of wrap. Fingernails must be clean and no longer than the end of the fingertip. Students should avoid colored nail polish.
- The only jewelry which may be worn include a watch, ring (plain bands only), and small stud earrings. Necklaces and/or chains are not permitted. Jewelry can be hazardous in laboratory and externship settings.
- Students must not wear heavy perfume, aftershave or cologne.
- All visible tattoos must be covered.

Externship Expectations

The practicum is designed to provide students with the opportunity to utilize the newfound knowledge and skills gained throughout the program in classes under the supervision of medical professionals. Through this system of performance and feedback, students are expected to acquire confidence and viable experience to complement their classroom training.

The practicum will consist of 200 hours training in a clinical site, usually completed within an academic term. In addition to the off-site practicum hours, students are required to attend 15 hours on-campus seminars. Each student is expected to accommodate the regular hours of the practicum site. A student in a practicum observes the regularly scheduled office hours of the site assigned, rather than the College's vacation, holiday, or snow hours.

Since a prescribed number of hours is required for practicum, the student is responsible for making up all hours missed due to hours cancelled by the office. Students must remain at the site for the duration of their scheduled practicum.

Since the practicum period is a culmination of the student's program and permits the student to practice in a realistic work setting prior to graduation, it is a prerequisite for a student to satisfactorily complete most courses within the program prior to enrolling in the practicum course.

Students will not receive compensation/payment, monetary or otherwise, for the practicum experience. Although practicum sites may hire a student, under no circumstances are they ever obligated to do so.

Externship sites

Attendance

Medical Assistants as health professional are expected to be committed to attending and actively participating in all the course classes, labs and Externship hours. For this reason, Hudson County College has placed emphasis on class attendance. Students are not allowed to miss more than three classes during the whole semester for emergency. Students are advised to contact the instructor prior to class for absence.

A student who is absent from classroom, laboratory, group dynamics meeting and / or externship experiences (including lab) is responsible for obtaining the missed work i.e., notes

from fellow students, handouts, audiovisual materials, and announcements from the faculty. Students who miss skills lab time will be required to make up the time and the skills performed.

Tardiness

Being on time for class is a behavior that is important to the student, the teacher, other students, and any employer. Students are expected to be on time for class. ***If a student is tardy more than two times, the Instructor will have a conference with that student.*** The written conference will become a part of the student's permanent file. Students who miss 30 minutes of class will be marked absent. Students who are late for exams may enter quietly and must complete the exam in the remaining time allotted the class.

Substance Use and Abuse

- The misuse or abuse of substances is inconsistent with the ideals of health care.
- Students are expected to reflect the professional / ethical standards of their chosen course of study
- HCCC is a drug free educational and work environment.
- When asked to comply with substance abuse screening, a student must comply or the student will be dismissed from the program of study.
- Results of screening may result in the dismissal of a student from the program of study.
- A student who fails to disclose used substances which are documented by the screening may be dismissed from the program of study.

Disciplinary Action

Students violating the Program's student conduct policies will be subject to, among other things, the following disciplinary actions:

- Oral or Written Disciplinary Warning: a warning or reprimand shall consist of either an oral or written statement for the program explaining the reasons for the disciplinary action. A permanent record of the violation will be retained in the student's file.
- Suspension: termination of student status for a specified period of time, including an academic term or terms with reinstatement subject to specified conditions, the violation of which may be cause for further disciplinary action, normally in the form of dismissal.
- Dismissal: termination of student status in the Medical Assisting program.

*****The HCCC Medical Assisting Program reserves the right to make changes in course materials, schedules, assignments, etc. as needed. Students will be notified regarding any changes in a timely fashion. *****

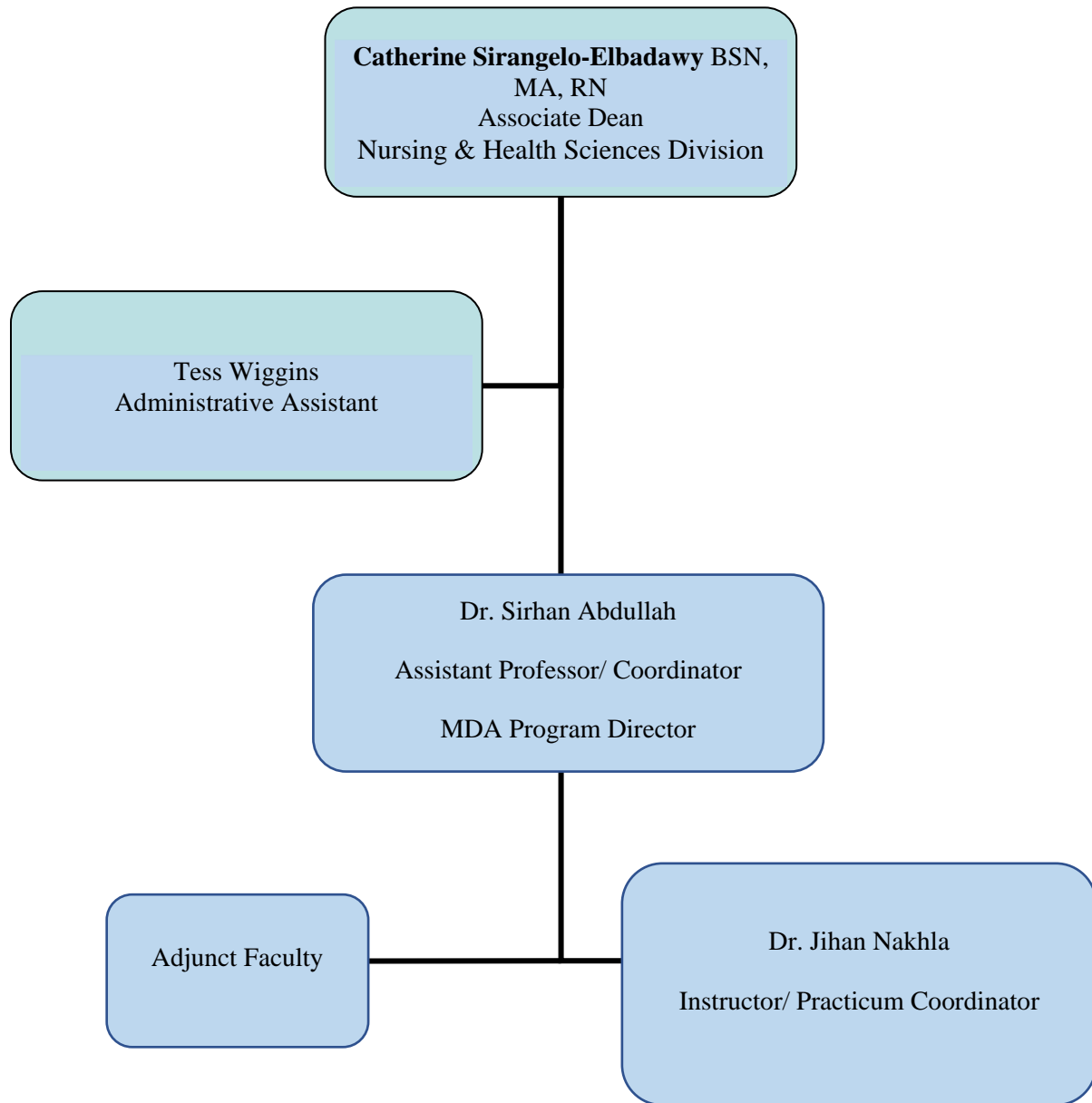
Career Services

Hudson County Community College provides a variety of career development and employment assistance services through the Career Services Department. The Career Services Department includes various career professionals who assist students in identifying and pursuing employment opportunities.

During their first term, a career counselor introduces students to the services offered by the department. This begins the partnership between students and career specialists and provides students with a forum to explore career opportunities.

Individual assistance with resume preparation and job interviewing strategies is another integral part of the educational program. Career Fairs, on-campus employer presentations and interviews, seminars, and workshops are organized regularly to help students identify employment opportunities as well as assist them with their professional development.

Organizational Chart



Tuition and Fees

College Catalogue

A signed registration form creates a contract with the College by which HCCC commits to hold class seats for students. This contract automatically produces a financial obligation to the College. Students can reduce or cancel this obligation upon written notice in accordance with the Cancellation/Refund Policy of the College.

Full payment of tuition and all fees is due on the day of registration. The College accepts payment in cash, check, money order, MasterCard, Visa, American Express, Discover and debit cards. Students can also pay by WEB-check or credit card by logging on to www.hccc.edu/selfserve.

A Deferred Payment Plan is offered to HCCC students to assist in the payment of tuition and fees. There is a \$25 Deferred Payment Fee per semester to cover the cost of administering this program. Students must arrange all Deferred Payment Plans with the Bursar's office to avoid de-registration for non-payment. Deferred Payment Plans cannot be arranged online, and are not available for summer semesters. More information is available in the Bursar's Office at 70 Sip Avenue, First Floor.

Students expecting to receive financial aid to help cover the cost of tuition should consult, as soon as possible, with the Office of Student Financial Assistance to ensure that all completed paperwork is on file by the deadline dates to guarantee timely payment of their tuition accounts. The inability to secure expected financial aid does not cancel students' indebtedness to the College.

The College reserves the right to prohibit students from re-enrolling in classes until all outstanding accounts have been settled with the Bursar's Office. In no case will students be allowed to register who have outstanding balances from a prior term. Students will be responsible for payment of all charges (i.e., collection agency fees, attorney fees, etc.) necessary for collection of past due accounts. Please see the official tuition/fee schedule for the academic year.

MEDICAL ASSISTING- AAS**Effective 2019SU2****GENERAL EDUCATION REQUIREMENTS AND ELECTIVES****TUITION / FEE SCHEDULE****FOR SCHOOL YEAR 2021-2022**

COURSE	DESCRIPTION	CREDITS	TUITION AND PER CREDIT FEES	LAB FEE	TOTAL
<u>HUDSON COUNTY RESIDENTS</u>					
CSS 100	College Student Success	1	223.50		223.50
ENG 101 OR ENG 102	College Comp. I or College Comp. 2	3	620.50		620.50
ENG 103	Technical Report Writing	3	620.50		620.50
CSC 100	Introduction to Computers & Computing	3	620.50	38.00	658.50
HUM 101	Cultures & Values	3	620.50		620.50
BIO 111	Anatomy & Physiology I	4	819.00	38.00	857.00
BIO 211	Anatomy & Physiology II	4	819.00	38.00	857.00
Major Requirements and Electives					
MDA 106	Medical Terminology	3	620.50	45.00	665.50
MDA 113	Clinical Office procedure I	3	620.50	45.00	665.50
MDA 114	Medical Office Procedure II	3	620.50	45.00	665.50
MDA 211	Clinical Office Procedures II	3	620.50	45.00	665.50
MDA 214	Medical Office Procedure II	3	620.50	45.00	665.50
MDA 224	Pharmacology	3	620.50		620.50

MDA 231	Medical Assisting Externship	4	819.00		819.00
HLT 110	Culture, Diversity & Health	3	620.50		620.20
HLT 112	Pathophysiology	3	620.50		620.20
HLT 115	Dynamics of Health Science	3	620.50		620.20
HLT 210	Medical Law & Ethics	3	620.50		620.50
MAT 102	Mathematics for the Health Science	3	620.50		620.50
PSY 101	Introduction to Psychology	3	620.50		620.50
TOTAL CREDITS AND COST		61	12,385.00	39.00	12,724.00

NON-RESIDENTS

CSS 100	College Student Success	1	372.50		372.50
ENG 101 OR ENG 102	College Comp. I or College Comp. 2	3	1,067.50		1,067.50
ENG 103	Technical Report Writing	3	1,067.50		1,067.50
CSC 100	Introduction to Computers & Computing	3	1,067.50	38.00	1,105.50
HUM 101	Cultures & Values	3	1,067.50		1,067.50
BIO 111	Anatomy & Physiology 1	4	1,415.00	38.00	1,453.00
BIO 211	Anatomy & Physiology 2	4	1,415.00	38.00	1,453.00
Major Requirements and Electives					
MDA 106	Medical Terminology	3	1,067.50	45.00	1,112.50

MDA 113	Clinical Office procedure I	3	1,067.50	45.00	1,112.50
MDA 114	Medical Office Procedure I	3	1,067.50	45.00	1,112.50
MDA 211	Clinical Office Procedures II	3	1,067.50	45.00	1,112.50
MDA 214	Medical Office Procedure II	3	1,067.50	45.00	1,112.50
MDA 224	Pharmacology	3	1,067.50		1,067.50
MDA 231	Medical Assisting Externship	4	1,415.00		1,415.00
HLT 110	Culture, Diversity & Health	3	1,067.50		1,067.50
HLT 112	Pathophysiology	3	1,067.50		1,067.50
HLT 115	Dynamics of Health Science	3	1,067.50		1,067.50
HLT 210	Medical Law & Ethics	3	1,067.50		1,067.50
MAT 102	Mathematics for the Health Science	3	1,067.50		1,067.50
PSY 101	Introduction to Psychology	3	1,067.50		1,067.50
TOTAL CREDITS AND COST.		61	21,697.50	339.00	22,036.50

INTERNATIONAL / OUT OF STATE

CSS 100	College Student Success	1	514.50		514.50
ENG 101 OR ENG 102	College Comp. I or College Comp. 2	3	1,493.50		1,493.50
ENG 103	Technical Report Writing	3	1,493.50		1,493.50
CSC 100	Introduction to Computers & Computing	3	1,493.50	38.00	1,531.50
HUM 101	Cultures & Values	3	1,493.50		1,493.50

BIO 111	Anatomy & Physiology 1	4	1,983.00	38.00	2,021.00
BIO 211	Anatomy & Physiology 2	4	1,983.00	38.00	2,021.00
Major Requirements and Electives					
MDA 106	Medical Terminology	3	1,493.50	45.00	1,538.50
MDA 113	Clinical Office procedure I	3	1,493.50	45.00	1,538.50
MDA 114	Medical Office Procedure I	3	1,493.50	45.00	1,538.50
MDA 211	Clinical Office Procedures II	3	1,493.50	45.00	1,538.50
MDA 214	Medical Office Procedure II	3	1,493.50	45.00	1,538.50
MDA 224	Pharmacology	3	1,493.50		1,493.50
MDA 231	Medical Assisting Externship	4	1,983.00		1,983.00
HLT 110	Culture, Diversity & Health	3	1,493.50		1,493.50
HLT 112	Pathophysiology	3	1,493.50		1,493.50
HLT 115	Dynamics of Health Science	3	1,493.50		1,493.50
HLT 210	Medical Law & Ethics	3	1,493.50		1,493.50
MAT 102	Mathematics for the Health Science	3	1,493.50		1,493.50
PSY 101	Introduction to Psychology	3	1,493.50		1,493.50
TOTAL CREDITS AND COST		61	30,359.50	339.00	30,698.50

Appendix A

Medical Assistant Program Essential Functions

All students who apply to Medical Assistant Program in HCCC must be able to perform these essential functions with or without reasonable accommodations.

Vision requirements:

- Ability to read instruments, scales, charts and graphs, prepare and maintain records.
- Ability to see in color, read fine print on labels, medication orders, instrument measurements, medical charts and computer monitors.
- Assess patient physical condition, recognize emergency situations and be able to take effective and appropriate action.

Hearing/Speech Requirements:

- Sufficient/correctable hearing ability to interview and take patient histories, respond to patients and co-workers, and provide medical instruction.
- Ability to accurately hear patient heart/blood pressure sounds.

Motor Skills:

Fine motor Functions

- Students should manifest skills necessary to carry out diagnostic and clinical procedures.
- Ability to manipulate clinical and laboratory instruments and syringes with sufficient fine motor control to operate in a safe manner to avoid patient injury.
- Manual dexterity to perform phlebotomy, electrocardiography and medication administration safely and accurately.

Gross Motor Functions:

- Ability to support patients when ambulating and assist patients in and out a wheelchair and on and off an exam table.
- Ability to stand, walk and sit for long periods of time; ability to bend, stoop, kneel, squat, twist, pull and reach equipment and patient supplies.
- Physically be able to respond to emergency situations in a timely fashion.
- Physical strength needed to perform CPR for an extended period of time.

Communication Skills:

- Ability to demonstrate sensitivity, confidentiality and respect when speaking with patients, peers, faculty and staff.
- Ability to handle difficult interpersonal situations in a calm and tactful manner.
- Utilize strong patient assessment skills, including assessing nonverbal communication.
- Ability to obtain and document patient history and current complaints.
- Effectively communicate in spoken and written English with patients and members of the health-care team, using correct grammar, punctuation and spelling.
- Communicate effectively via phone, receiving, organizing, prioritizing and transmitting important information, and perform medical transcription.
- Ability to understand and work under the direction of the physician and carry out written and verbal instructions.

Intellectual and Cognitive Abilities:

- Ability to measure, calculate, reason, analyze, synthesize, integrate and apply information.
- Ability to problem solve clinical situations.
- Ability to work independently.
- Ability to read and understand technical and professional materials.

Technical attitude:

- Ability to use multi-line telephones, computer, fax, and copier
- Strong keyboarding skills (35+wpm) and Microsoft Windows
- Ability to quickly learn to use hospital clinical equipment
- Proficiency in charting, documentation and using electronic health record systems.

Environmental Safety:

- Ability to protect self and others from environmental risks and hazards.
- Ability to follow proper handwashing, germicide and bodily fluid precautions and techniques.

Professional Attitude and Demeanor:

- Demonstrate professional demeanor and behavior, exhibiting compassion, integrity and concern for others.
- Perform duties in an ethical manner in all dealings with peers, faculty, staff and patients.
- Possess the emotional and mental health necessary to effectively apply knowledge, and exercise appropriate judgment in the care of patients.
- Learn to function effectively under stress and face the uncertainties and ambiguities inherent in clinical/patient situations.
- Ability to present a professional appearance.
- Ability to self-evaluate and implement measures to maintain own physical and mental health and emotional stability.
- Ability to demonstrate flexibility and adaptability in changing environments.
- Develop mature, sensitive and effective relationships with patients and other healthcare workers.
- Ability to demonstrate respect for individuals of diverse ethnic backgrounds, religion and/or sexual orientation

Accessibility and Accommodations:

Qualified applicants with disabilities are encouraged to apply to the program. If a student cannot demonstrate the above-mentioned technical standards/essential functions, it is the responsibility of the student to request information and appropriate accommodation through the Office of Disabled Students. If qualified under the American with Disabilities (ADA), provide a letter of accommodation from the Disability Support Service at (201) 360-4157, as soon as possible to better ensure that such accommodations are implemented in a timely fashion

The attached listing has been prepared to assist you in understanding the essential functions/technical standards of the Medical Assistant program in order to affiliate in clinical/practicum agencies and ultimately practice the profession. The essential functions/technical standards as stated here are not conditions of admission to a program of study. Rather, they reflect performance abilities that are necessary for a student to successfully complete the requirements of specified health programs. It should be noted that under the American with Disabilities Act “A qualified person with a disability is who can perform the essential function of a job with or without reasonable accommodation.”

By signing below, you have read and understand the Essential Functions/Technical Standards established for the Medical Assistant Program you are enrolled in.

Print Name Student ID#

Signature

Exposure Control Plan (Bloodborne Pathogens)

ECP

29 CFR 1910.1030

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 - A. Category I job Classification? Expected Exposure List**
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 - C. Sharps Injury Log**
 - D. Personal Protective Equipment/Task List**
 - E. Cleaning and Decontamination Schedule**
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I. OBJECTIVE

Hudson County Community College is committed to provide a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following Exposure Control Plan (ECP) is to comply with the Occupational Safety and Health Administration's (OSHA) Bloodborne Pathogens Standard, 29 CFR 1910.1030, and to eliminate or minimize employee, Instructors and students occupational exposure to blood, certain other body fluids, or other potentially infectious materials as defined below:

- Blood means human blood, human blood components, and products made from human blood.
- Bodily fluids means semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, urine, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.
- Other potentially infectious materials means any unfixed tissue or organ (other than intact skin) from a human (living or dead), and human immunodeficiency virus (HIV)-containing cell or tissue cultures, organ cultures, and HIV- or hepatitis B virus (HBV)-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV

BACKGROUND AND SCOPE:

Hudson County Community College is committed to providing a safe and healthy environment for all employees, students and visitors. Although some provisions of the standard apply only to employees, the use of Universal Precautions and sound Infection Control procedures apply in all areas. This document is to be reviewed annually by the Chemical Hygiene coordinator and Chemical Hygiene Committee or as changes occur.

ASSIGNMENT OF RESPONSIBILITY

○ Program Administrator

Chemical Hygiene Coordinator shall manage the Blood borne Pathogen Exposure Control Plan for **HCCC**, and maintain all records pertaining to the plan

○ Management

HCCC will provide adequate controls and equipment that, when used properly, will minimize or eliminate risk of occupational exposure to blood or other potentially infectious materials. These shall be provided at no cost to the employees. **HCCC** management will ensure proper adherence to this plan through periodic audits.

○ Supervisors

Supervisors shall themselves follow and ensure that their employees are trained in and use proper work practices, universal precautions, the use of personal protective equipment, and proper cleanup and disposal techniques.

○ Employees

Employees and faculty members are responsible for employing proper work practices, universal precautions, and personal protective equipment and cleanup/disposal techniques as described in this plan. Employees are also responsible for reporting all exposure incidents to **Chemical hygiene Coordinator, Health Science Dean and coordinators** immediately.

EXPOSURE DETERMINATION

All job classifications and locations in which employees may be expected to incur occupational exposure to blood or other potentially infectious materials, based on the nature of the job or collateral duties, regardless of frequency, shall be identified and evaluated by **Chemical hygiene & Health Science Coordinators and Dean**. This list shall be updated as job classifications or work situations change. Exposure determination shall be made without regard to the use of personal protective equipment (**employees are considered to be exposed even if they wear personal protective equipment**).

- **Category I**

Job classifications in which employees are exposed to blood or other potentially infectious materials on a regular basis, and in which such exposures are considered normal course of work, fall into Category I. **Chemical Hygiene Coordinator and Health Science Department** shall maintain a list of these types of jobs and the locations in which the work will be performed (see Appendix A).

- **Category II**

Job classifications in which employees may have an occasional exposure to blood or other potentially infectious materials, and in which such exposures occur only during certain tasks or procedures that are collateral to the normal job duties, fall into Category II. **Chemical Hygiene Coordinator and Health Science Department** shall maintain a list of these types of jobs and the locations in which the work may be performed (see Appendix B).

IMPLEMENTATION SCHEDULE AND METHODOLOGY

- **Compliance Methods**

- **Universal precautions**

Universal precautions shall be used at **HCCC** to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials shall be considered infectious, regardless of the perceived status of the source individual.

- **Engineering Controls**

The engineering and work practice controls listed below shall be used to minimize or eliminate exposure to employees at **HCCC**.

The new needle stick rule and safety needles comes under this section and need to be addressed. Engineering controls will be used in preference to other control methods to eliminate or minimize worker exposure to blood or to other

potentially infectious materials. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. The following engineering controls will be utilized at various facilities or areas within the College.

Schedule shall be followed to review the effectiveness of the engineering controls.

- **Each control is to be reviewed before the starting of any given semester and annual review.**
- **Annual review of new equipment and/or technologies present at the workplace; and**
- **Chemical Hygiene coordinator and all Coordinators of the related courses and supervisors of related departments are responsible to review the effectiveness of each control.**

Where occupational exposure remains after institution of these controls, personal protective equipment shall also be used.

▪ **Needles**

Except as noted below, contaminated needles and other sharps shall not be bent, recapped, removed, sheared, or purposely broken. Contaminated sharps shall be placed immediately, or as soon as possible, after use into appropriate sharps containers. All disposable sharps containers shall be puncture resistant, labeled with a biohazard label, and leak-proof.

At **HCCC**, the following procedure(s) require a contaminated needle to be recapped or removed with a mechanical device or one-handed technique, and no alternative is feasible.

▪ **Containers for Sharps Disposable:**

Disposable sharps are to be placed in the puncture-resistant containers which have been provided expressly for this purpose. These containers are

located strategically in all areas where sharps are or may be used. Containers are retrieved on a regular basis by the designated contractor employees for disposal.

▪ **Sharps injury Log:**

A needle stick or sharps injury log (see Appendix C) shall be maintained (for employers that keep records under 29 CFR 1904), and shall include the following information for each incident:

- Period of time the log covers;
- Date incident is entered on the log;
- Date of incident;
- Type and brand of device involved;
- Department or area of incident; and
- Description of incident.

The log shall be retained for five years after the end of the log year.

▪ **Hand Washing Facilities**

Hand washing facilities shall be made available and readily accessible to all employees who may incur exposure to blood or other potentially infectious materials. Where hand washing facilities are not feasible, HCCC will provide an antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. After removal of personal protective gloves, employee shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water. If employees incur exposure to their skin or mucous membranes, then those areas shall be washed or flushed with water as appropriate as soon as feasible following contact.

▪ **Work Area Restrictions**

In work areas where there is a reasonable risk of exposure to blood or other potentially infectious materials, employees shall not eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages shall not be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials may be present. Mouth

pipetting or suctioning of blood or other potentially infectious materials is prohibited. All processes and procedures shall be conducted in a manner that will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials. Methods which will be employed at this facility to accomplish this goal include:

Covers on Centrifuges, Fume hoods, and Splash guards.

- **Specimens**

Each specimen of blood or other potentially infectious material shall be placed in a container that will prevent leakage during the collection, handling, processing, storage, and transport of the specimen. Specimen containers shall be labeled or color-coded in accordance with the requirements of the OSHA standard. Employers should note that the OSHA standard provides for an exemption to specimen container labeling/color coding if a facility uses universal precautions in handling of ALL specimens AND the containers are easily recognized as containing specimens. This exemption applies only while the specimens remain in the facility.

Any specimens that could puncture a primary container shall be placed within a secondary puncture-resistant container. If outside contamination of the primary container occurs, the primary container shall be placed within a secondary container that will prevent leakage during handling, processing, storage, transport, or shipping of the specimen. In an emergency, the college Safety director and Chemical hygiene coordinator should be contacted.

- **Contaminated Equipment**

Equipment that has become contaminated with blood or other potentially infectious materials is examined prior to servicing or shipping. Contaminated equipment shall be decontaminated, unless decontamination is not feasible. Contaminated equipment shall be tagged and labeled as such.

- **Personal Protective Equipment (PPE)**

All personal protective equipment used at this facility will be provided without cost to employee and faculty, students must purchase some equipment. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment shall be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach an employees' clothing, skin, eyes, mouth, or other mucous membranes under normal and proper conditions of use and for the duration of time that the equipment will be used.

Chemical Hygiene & Health Science Coordinators and supervisors shall ensure that college employees' faculty and students use appropriate PPE, and that appropriate PPE in the necessary sizes is readily accessible at the work site.

Examples of PPE are:

1. Impervious Rubber Gloves
2. Lab Coat
3. Face Shield
4. Clinic jacket
5. Protective eyewear (with side shields)
6. Surgical Gown
7. Shoe covers
8. Utility Clothes
9. Examination Gloves
10. Emergency ventilation devices

PPE Cleaning, Laundering and Disposal

All PPE shall be cleaned, laundered, and disposed of by **HCCC** at no cost to the employees. **HCCC** will also make all necessary repairs and replacements at no cost to employees.

All garments penetrated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible. All PPE shall be removed before leaving the work area. When PPE is removed, it shall be

placed in appropriately designated areas or containers for storage, washing, decontamination, or disposal.

- **Housekeeping**

College facilities shall be cleaned and decontaminated regularly and as needed in the event of a gross contamination. See Appendix E for cleaning schedule and required cleaning materials. All contaminated work surfaces, bins, pails, cans, and similar receptacles shall be inspected and decontaminated regularly as described in Appendix E.

Any potentially contaminated glassware shall not be picked up directly with the hands. Reusable sharps that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires employees to reach by hand into the containers where sharps are placed. Cleaning is generally to be performed with disinfectants which are registered with the Environmental Protection Agency as being tuberculocidal, bactericidal, veridical and fungicidal such as Unicide-128 or TBQ.

Where spills of blood or other potentially infectious materials may occur, decontamination will be performed with a 1:10 dilution of household bleach (5.24% sodium hypochlorite) or other EPA approved germicides.

Spills are generally the responsibility of the user, but gross spills may be referred to train personal who have been identified. All bins, pails, cans, and similar receptacles intended for reuse which have reasonable likelihood for becoming contaminated with blood or other potentially infectious materials shall be cleaned and decontaminated immediately or as soon as feasible when visible contamination is observed.

Any broken glassware which has the possibility of being contaminated will not be picked up directly with the hands. Instead, mechanical aids, such as brooms and dustpans shall be used. The broken glass is to be placed in an impenetrable cardboard container for subsequent disposal and shall be labeled as containing broken glass. If the glass is potentially contaminated with blood or other potentially infectious materials, the impenetrable container should be placed into a red bag and placed in the appropriate regulated medical waste staging area for removal by trained personnel.

- **Regulated Waste Disposal**

Disposal of all regulated waste shall be in accordance with applicable federal, state, and local regulations.

Sharps

Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are closable, puncture resistant, leak proof on sides and bottom, and labeled or color-coded. During use, containers for contaminated sharps shall remain upright throughout use, shall be easily accessible to employees, and shall be located as close as feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (including laundry areas). **Chemical Hygiene coordinator** shall replace sharps containers routinely and not allow them to overfill. When moving sharps containers from the area of use, the containers shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping. Sharps containers shall be placed in a secondary container if leakage of the primary container is possible. The second container shall be closeable, constructed to contain all contents, and shall prevent leakage during handling, storage, transport, or shipping. The secondary container shall be labeled or color-coded to identify its contents.

Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner that would expose employees to the risk of percutaneous injury.

The box should be labeled with the following information:

1. College's name
2. College's address
3. Date shipped
4. Transporter's name and permit number.
5. Identification of contents as "Medical Waste".

Once materials are determined as “Infectious” or “Regulated Medical Waste” HCCC cannot remove them from their containers. From this point HCCC is considered a generator of medical waste and must comply with proper disposal procedures.

Before it is transported from the generator’s facility, regulated medical waste contained in disposable containers shall be placed for storage or handling in disposable or reusable pails, cartons, drums, or portable bins.

The containment system shall be leak-proof, have tight fitting covers, and kept clean and in good repair. The containers may be of any color and shall be conspicuously labeled with the word “Infectious” or the words “Regulated Medical Waste”.

The college should has a written agreement with a licensed medical waste service agency about potentially hazardous regulated medical wastes they would need to transport for disposal.

Under state laws, the management of regulated medical waste is dependent upon the amount produced and shipped off-site in each calendar month:

- a. Less than 50 pounds per month: if the facility produces and ships off-site for disposal less than 50 pounds of regulated medical waste in a calendar month, this facility is a “small quantity generator”. Each facility in the college is considered a separate generator and can be considered small generator.
- b. College facilities may store regulated medical waste as long as they dispose of it to the accepting disposal site before waste weighs 50 pounds. If Regulated Medical wastes has potential for becoming putrescible (spoiling), it must be refrigerated.

➤ ***Hepatitis B Vaccines and Post-Exposure Evaluation and Follow Up***

○ **General**

HCCC will require the Hepatitis B vaccine and vaccination series to employees, faculty and students who have the potential for occupational exposure, as well as post-exposure follow up to employees who have experienced an exposure incident.

Chemical Hygiene Coordinator shall ensure that all medical evaluations and procedures involved in the Hepatitis B vaccine and vaccination series and post-exposure follow up, including prophylaxis are:

- Made available at no cost to the employee;
- Made available to the employee at a reasonable time and place;
- Performed by or under the supervision of a licensed physician or other licensed healthcare professional; and
- Provided in accordance with the recommendations of the United States Public Health Service.

An accredited laboratory shall conduct all laboratory tests at no cost to the employee.

○ **Hepatitis B Vaccination**

Chemical hygiene Coordinator shall manage the Hepatitis B vaccination program. **HCCC** has contracted with **Healthcare Provider/Laboratory Name** to provide this service.

▪ **Category I Employees**

The Hepatitis B vaccination shall be made available to an affected Category I employee after he or she has received training in occupational exposure and within 10 working days of initial assignment to job duties that involve exposure. Exceptions to the administration of the Hepatitis B vaccination include situations where an employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

Participation in a pre-screening program shall not be a prerequisite for an affected employee to receive the Hepatitis B vaccination. If an employee initially declines the Hepatitis B vaccination, but later decides to accept the

vaccination and is still covered under the OSHA standard, the vaccination shall then be made available.

All employees who decline the Hepatitis B vaccination shall sign a waiver indicating their refusal (Appendix F), as required by OSHA. If the United States Public Health Service recommends a routine booster dose of Hepatitis B vaccine, this shall also be made available free of charge to affected employees.

- **Category II Employees**

The Hepatitis B vaccination series shall be made available and administered to Category II employees no later than 24 hours after an exposure incident (as per OSHA Letter of Interpretation, November 1, 2000). All employees who decline the Hepatitis B vaccination shall sign a waiver indicating their refusal (Appendix F).

- **Post-Exposure Evaluation and Follow Up**

All employees must report all exposure incidents to **Chemical Hygiene Coordinator** immediately or as soon as practical. **Chemical Hygiene Coordinator** shall investigate and document each exposure incident. Following a report of an exposure incident, the exposed employee shall immediately receive a confidential post-exposure evaluation and follow up, to be provided by **Healthcare Provider/Laboratory Name**. The post-exposure evaluation and follow up shall include the following elements, at a minimum:

- Documentation of the route of exposure, and the circumstances under which the exposure occurred.
- Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law.
- The source individual's blood shall be tested and documented as soon as feasible and after consent is obtained (if consent is required) in order to determine HBV and HIV infectivity. If consent cannot be obtained, **Chemical Hygiene Coordinator** shall

establish and document that legally required consent cannot be obtained.

- When the source individual is already known to be infected with the Hepatitis B virus (HBV) or human immunodeficiency virus (HIV), testing for the source individual's known HBV or HIV status need not be repeated.
- Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
- The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
- The exposed employee shall be offered the option of having their blood tested for HBV and HIV serological status. The blood sample shall be preserved for up to 90 days to allow the employee to decide if their blood should be tested for HBV and HIV serological status.

Names of employees that contract HIV, Hepatitis, or tuberculosis shall not be recorded on the OSHA 300 log.

○ **Information Provided to the Healthcare Professional**

After an exposure incident occurs, **Chemical Hygiene Coordinator** shall ensure that the healthcare professional responsible for the exposed employee's Hepatitis B vaccination, as well as the healthcare provider providing the post-exposure evaluation, if different, are provided with the following:

- A copy of 29 CFR 1910.1030, OSHA's Bloodborne Pathogen Standard, with emphasis on the confidentiality requirements contained therein
- A written description of the exposed employee's duties as they relate to the exposure incident

- Written documentation of the route of exposure and circumstances under which the exposure occurred
- Results of the source individual's blood testing, if available
- All medical records relevant to the appropriate treatment of the employee, including vaccination status.

○ **Healthcare Professional's Written Opinion**

Chemical Hygiene Coordinator shall obtain and provide the exposed employee a copy of the evaluating healthcare professional's written opinion within 15 days of completion of the evaluation.

The healthcare professional's written opinion for HBV vaccination shall be limited to whether HBV vaccination is indicated for the employees, and if the employee has received said vaccination.

The healthcare professional's written opinion for post-exposure follow up shall be limited to ONLY the following information:

- A statement that the employee has been informed of the results of the evaluation; and
- A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials that require further evaluation or treatment.

Other findings or diagnosis resulting from the post-exposure follow up shall remain confidential and shall not be included in the written report.

Labels and Signs

Chemical Hygiene Coordinator shall ensure that biohazard labels are affixed to containers of regulated waste, refrigerators, and freezers containing blood or other potentially infectious

materials. Labels shall also be affixed to any other containers used to store, transport, or ship blood or other potentially infectious materials.

The labels shall be fluorescent orange or orange-red, and shall include the universal biohazard symbol. Red bags or containers with the universal biohazard symbol may be substituted for labels. However, regulated wastes must be handled in accordance with the rules and regulations of the entity with jurisdiction. Blood products that have been released for transfusion or other clinical use are exempted from these labeling requirements.

Training

Chemical Hygiene Coordinator shall ensure that training is provided at the time of initial assignment to tasks where occupational exposure to blood or other potentially infectious materials may occur. Training shall be repeated every 12 months, or when there are any changes to tasks or procedures affecting an employee's occupational exposure. Training shall be tailored to the education level and language of the affected employees, and offered during the normal work shift. Training shall be interactive and shall include:

- A copy of 29 CFR 1910.1030, OSHA's Bloodborne Pathogen Standard
- A discussion of the epidemiology and symptoms of bloodborne diseases
- An explanation of the modes of transmission of bloodborne pathogens
- An explanation of **HCCC** Bloodborne Pathogen Exposure Control Plan, and how employees can obtain a copy of the plan
- A description and recognition of tasks that may involve exposure
- An explanation of the use and limitations of the methods employed by **HCCC** to reduce exposure (such as engineering controls, work practices, and personal protective equipment)
- Information about the types, use, location, removal, handling, decontamination, and disposal of personal protective equipment

- An explanation of the basis of selection of personal protective equipment;
- Information about the Hepatitis B vaccination (including efficacy, safety, method of administration, and benefits), as well as an explanation that the vaccination will be provided at no charge to the employee
- Instruction on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials
- An explanation of the procedures to follow if an exposure incident occurs including the method of reporting and medical follow up
- Information on the post-incident evaluation and follow up required for all exposure incidents
- An explanation of signs, labels, and color-coding systems.

The person conducting the training shall be knowledgeable in the subject matter.

Recordkeeping

- **Medical Records**

Chemical Hygiene Coordinator shall maintain medical records as required by 29 CFR 1910.1020 in **Designated Location**. All records shall be kept confidential and shall be retained for at least the duration of employment plus 30 years.

Chemical Hygiene Coordinator shall also ensure that all contracts with **Healthcare Professional/Laboratory Name** for Hepatitis B vaccinations and post-exposure evaluations and follow ups stipulate any OSHA recordkeeping and retention requirements.

Medical records shall include:

- Name and social security number of the employee
- A copy of the employee's HBV vaccination status, including the dates of vaccination

- A copy of all results of examinations, medical testing, and follow-up procedures
- A copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to an exposure incident, and documentation of the routes and circumstances of an exposure.

- **Training Records**

Chemical hygiene Coordinator shall maintain training records for three years from the date of training. Records shall be kept in **Designated Place**, and shall include:

- The dates of the training sessions
- An outline describing the material presented
- The names and qualifications of persons conducting the training
- The names and job titles of all persons attending the training sessions.

- **Availability of Records**

Whenever an employee (or designated representative) requests access to a record, **HCCC** shall provide access to said employee's records in a reasonable time, place, and manner in accordance with 29 CFR 1910.1020(e). An employee (or designated representative) will only be given access to his or her own records.

- **Transfer of Records**

If **HCCC** ceases to do business and there is no successor employer to receive and retain the records for the prescribed period, **Chemical Hygiene Coordinator** shall contact the Director of the National Institute for Occupational Safety and Health (NIOSH) three months prior to cessation of business for instruction on final disposition of the records.

- **Evaluation and Review**

Chemical Hygiene Coordinator shall review this Bloodborne Exposure Control Plan for effectiveness at least annually and as needed to incorporate changes to the standard or changes in the work place.

Appendix A

Category I Job Classification/Expected Exposure List

HCCC

Date

At <u>HCCC</u> , the following job classifications are expected to incur occupational exposure to blood or other possibly infectious materials:	
Job Classification	Department/Location
Nurse	
Nursing assistant	
Biology /Chemistry Lab Tech	
Janitorial Staff	

Appendix B

Category II Job Classification/Possible Exposure List

HCCC

Date

At <u>HCCC</u> , the following job classifications may incur occupational exposure to blood or other possibly infectious materials during certain tasks or procedures:		
Job Classification	Task/Procedure	Department/Location
Administrative Staff	Assisting in cleaning up blood spills	
Janitorial Staff	Assisting in cleaning up blood spills	
First Responders	Responding to medical emergency in a non-healthcare environment	
Faculty Members		
Lab Tech		

Appendix C

Sharps Injury Log

HCCC

For Period Ending: _____

Date Entered	Date & Time of Incident	Type & Brand of Device	Department or Work Area Where Incident Occurred	Description of Incident

Retain Until _____ (five years after end of log year)

Appendix D

Personal Protective Equipment/Task List

HCCC

Date

Job Classification	Task/Procedure	Type of PPE to be Used	PPE to be Issued By

Appendix E

Cleaning and Decontamination Schedule

HCCC

Date

The following schedule describes work areas at HCCC that should be decontaminated, decontamination frequency and method, and required types of cleaning. Information concerning usage of protective coverings used to help keep surfaces free of contamination (such as plastic wrap) should be included.

Work Area/Equipment	Cleaning and Decontamination Frequency	Type of Cleaners or Supplies to be Used	Method of Cleaning to be Used	Responsible Person

Appendix F

Hepatitis B Vaccine Declination

I understand that, due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring the Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to me. However, I decline the Hepatitis B vaccination at this time.

I understand that by declining this vaccine, I continue to be at risk of acquiring the serious disease Hepatitis B.

If, in the future, I continue to experience occupational exposure to blood or other potentially infectious materials and I wish to be vaccinated with the Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Signature

Date

Chemical Hygiene Coordinator

Date

Hudson County Community College
Medical Assisting Program
Laboratory Procedures Agreement

I, the undersigned, volunteer for venipuncture and micro collection procedures to be performed on me as part of the MDA-211 Clinical Procedure class. I am aware that these are invasive procedures and there are risks such as hepatitis, HIV, and other diseases. I have no knowledge of having any communicable disease such as hepatitis, HIV, or other disease such as anemia, cancer, TB, etc.

I understand that I may only perform venipunctures and microcollections within the lab/practicum setting and under the supervision of the instructor(s) or practicum supervisor(s).

I do not hold College, faculty, or classmates responsible for any untoward effect from these procedures.

I agree to follow all lab rules and procedures as explained in the Medical Assisting Handbook and I acknowledge the additional rules that I received in the ***Blood Borne Pathogen Training*** listed below for my protection and the safety of others.

- Wear PPE (Personal Protective Equipment) when handling any biohazard specimen or chemical
- Disinfect the work area before and after procedures, immediately if there is a spill
- Discard all contaminated materials into an appropriate labeled biohazard container. A rigid puncture-proof container, (Sharps), must be used for disposal of any object that would puncture a garbage bag, i.e. needles and lancets
- Wear safety goggles when working with chemicals or when splashes are likely to occur
- Avoid testing, smelling, or breathing chemicals
- Follow the manufacturer's instructions for operating equipment
- Handle equipment with care and store chemicals properly
- Report any broken or frayed electrical cord to your instructor
- Discard any broken glassware into a "Sharps" container
- Use appropriate chemical spill kits to clean up spills
- Report any accident to your instructor

Student name: _____

Date: _____

**Hudson County Community College
Nursing & Health Sciences Division
Medical Assisting Program
Student Handbook-Signature**

I have read the HCCC Medical Assisting Student Handbook and the course policies. I clearly understand the policies contained in each and hereby agree to abide by these policies as long as I am a student in this program. I understand the consequences if I do not abide by these policies.

Printed Name

Advisor's Name

Student Signature

Date

I authorize the release of information to externship agencies, other medical assisting programs, and/or potential employers regarding my name, address, social security number, and my performance in medical assisting school. I further certify that I will not hold liable the medical assisting instructor, the HCCC Medical Assisting Program or Hudson County Community College for the release of such information.

Student Signature

Date

Instructions: After reading the HCCC Medical Assisting Student Handbook and the course policies, sign this form, date it, and turn it in

