



# **Medical** **Career** & TECHNICAL COLLEGE

*Jump Start Your Career!*

630 University Shopping Center/Eastern Bypass

Richmond, KY 40475

(859) 624-1988

## **STUDENT HANDBOOK**

*Welcome to Medical Career & Technical College! We strive to make your learning experience valuable and enjoyable.*

*Realize that by applying and being accepted into your particular program you have made a commitment and should be proud for taking that first step! The medical program you have chosen requires dedication, hard work, motivation, and compassion for others. Having good attendance and being on time for class is imperative to your success.*

*To become a professional in the healthcare field, it starts with practice now!*

*Our policies in this handbook will help you to practice those professional standards and regulations. All of these attributes will pay off for you to enjoy the opportunity of a medical professional career. Our goal is we graduate competent students who have adopted these professional behaviors.*

The following are requirements for program progression or program completion:

1. CPR certification requirement (Health Care Provider, American Heart Association). You may choose to take the course offered on campus or elsewhere. The instructor fee is \$45 for the CPR course and is available monthly on campus. CPR must be completed by the time you reach the third class. Please provide a copy of your CPR card to the Administrative Office.
2. A Criminal Background check was a requirement for college entry. Due to the nature of the medical profession, it is imperative that you remain free of a criminal background as your future employer may decide employment based on that history.
3. A current TB skin test (within 12 months) must be submitted to the administrative office.
4. The Hepatitis B vaccination series is recommended for all programs. A Hepatitis B Vaccination/Declination form is included in this handbook.
5. Refer to the College Catalog, program faculty, or Director of Education on credentialing exam dates and fees.
6. In addition to college catalog policies, the Student Handbook policies are expected to be followed and practiced.

## **STUDENT PERFORMANCE COMMITMENTS**



### **WORKING/VOLUNTEERING IN FIELD WHILE A STUDENT**

If you currently work or volunteer at a clinic, hospital, or any facility or plan to work or volunteer at a clinic, hospital, or other healthcare facility while you are a student enrolled at Medical Career & Technical College, you are in no way allowed to represent yourself as a clinical student or externship student representing the college. When it is time for the clinical rotation, externship, or ride time, the school provides a coordinator that will work with those facilities on the required paperwork that includes affiliation agreements and providing proof of liability insurance to those facilities. If it is found that you have represented yourself without following proper procedures, you may be dismissed from the school.

### **EXTERNSHIP**

***If you are in a program that includes an externship, you will receive an orientation by an externship coordinator prior to the externship term. This occurs no later than 30 days prior to the start of the externship assignment. The coordinator will discuss all aspects about your required hours as to when, where, how, etc., so please be patient and just focus on one class at a time. The externship is the last course that you will take.***

An externship is an extension of your program and is a supervised, unpaid, and graded experience. Students are not permitted to take the place of staff while completing these hours. Other programs may include a clinical experience and occurs during class time.

Students should plan to spend 30-40 hours per week at their externship site in order to complete the required hours in a timely manner. Students may not extern at their place of employment. Students are assigned locations as approved by an externship coordinator. Students may be required to drive up to a 75-mile radius as some sites may be out of the school area. The extern must begin no later than the next term after your last course is completed.

***It is your responsibility to reach out to your externship coordinator at the beginning of the term prior to the externship course.***

Medical Assistant Externship Coordinator; Jennifer Lyon, CMA (AAMA); [jlyon@medicalcareerandtechnicalcollege.edu](mailto:jlyon@medicalcareerandtechnicalcollege.edu)

Dental Assistant Externship Coordinator; Mary Esarey; [mesarey@medicalcareerandtechnicalcollege.edu](mailto:mesarey@medicalcareerandtechnicalcollege.edu)

Veterinary Assistant Externship Coordinator; Amy Blackburn; [ablackburn@medicalcareerandtechnicalcollege.edu](mailto:ablackburn@medicalcareerandtechnicalcollege.edu)



## STUDENT EVALUATIONS

Students will receive mid-term evaluations in each course evaluating attendance and the mid-term grade average. Students may be given instructions from their instructor in how to improve any deficient items. If you are struggling or have concerns, this is a great time to speak with your instructor.

A student that is in non-compliance with any rules or regulations given by Medical Career & Technical College may be counseled by the instructor and/or administration at any time during the term. If a student is found in violation or continues a certain non-approved behavior, the College reserves the right to provide counsel to that student and/or dismissal.

If an instructor deems it necessary to pull a student from a skill due to safety concerns and after the instructor has consulted with administration, the instructor and/or administration reserves the right to provide counsel to that student. Counsel received may include change of program. Students must be observed during their skills/competency practice by faculty members only. Students are not allowed to help themselves to any lab items without instruction from the faculty member. Students are not allowed in storage areas or the biohazard closet without approval and the presence of an instructor.



## STUDENT APPEARANCE (Must be in uniform first day of class)

**Students will be sent home to return in uniform and counted tardy if not in proper uniform. If the student fails to return to class a full-day's absence will result. Repeated dress code violations may result in termination.**

1. Red scrub top and pant, well-fitting without skin showing when bending or squatting, clean, wrinkle free and cannot pants cannot drag floor. Name badge worn to every class and lab session.
2. Solid black or solid white t-shirt may be worn under the scrub top for warmth. Students may also purchase a Medical Career & Technical College t-shirt to wear in place of the scrub top except at externship.
3. White lab coats are required in certain programs (i.e. Medical Assistant, Dental Assistant, Medical Laboratory Assistant with Phlebotomy)
4. Shoes must be solid black or solid white and made of a non-canvas material (i.e. leather, leatherette, vinyl). They may be lace up or mule style. Crocs are not acceptable.
5. Hair must be clean, neatly styled and off the collar during clinical classes. Weaves, dreadlocks, hair extension, and unnatural hair colors such as pink, purple, blue, green, etc. are NOT acceptable and do not meet dress code.
6. Beards and mustaches must be short and neat in appearance. Mutton chops or excessively long sideburns are not permitted.
7. Fingernails should be clean, short, natural or light in polish color. Acrylic nails are not permitted in the medical field.
8. Avoid colognes and perfumes to prevent allergic reactions in others (deodorant encouraged).
9. Personal daily hygiene expected (smokers be especially aware of odor).
10. Proper dental hygiene to include dentition (smokers be especially aware of odor).
11. Visible tattoos must be covered. No exceptions
12. Acceptable jewelry includes a plain wedding band, a watch with a second hand, and one pair of small earrings if desired. Other jewelry including facial and tongue piercings do not meet dress code.

## STANDARD PRECAUTIONS, BLOODBORNE PATHOGENS, INFECTIOUS DISEASES

Standard precautions involve the use of protective barriers such as gloves, gowns, masks, etc. which can reduce the risk of exposure of the individuals skin or mucus membranes to potentially infectious materials. Personal protective equipment (PPE) for faculty and students must be removed before leaving the lab area and disposed of properly. All students and faculty are to take precautions to prevent injuries caused by needles and other sharp devices. Students are taught bloodborne pathogens and infection control subject matter and skill development prior to utilizing and practicing those methods. Proper hand hygiene, respiratory etiquette, prevention of transmission on desks and equipment, and TB skin testing are recommended to decrease and/or prevent the incidence of infection. The schools written policies can also be found in the Exposure Control Plan located in the administrative and faculty area. In the event of injury, seek your instructor immediately who will complete an incident report with possible recommendation to follow up with your healthcare provider, this at your own expense.



### CLASSROOM AND LABORATORY SAFETY GUIDELINES

1. No eating or drinking in the classroom or lab areas. Bottled water only is allowed during classroom lecture; however, cannot be taken into the labs.
2. Safety regulations for equipment used is stated at the beginning of each session prior to use of the equipment or supplies. It is expected you abide by those safety guidelines.
3. Students are expected to only practice those skills learned and not deviate from those skills learned.
4. Inform faculty of any safety issue of concern such as water on the floor, electrical concerns, etc.
5. At the end of each class, push chair in and pick up trash. If it is a lab day, assist the instructor in the replenishing of supplies and putting away of items used.
6. Students are responsible for the safety of their own belongings.
7. During lab and skill activities, keep back packs, textbooks, etc. out of the isles.
8. As needed, wipe down table areas and exam areas with disinfecting wipes.
9. It is expected for you to follow fire and other safety codes; a Safety Manual is located in the administrative area.

In addition, the schools **Safety & Emergency Preparedness Plan** can be found in the administrative and faculty offices and is available to students. The following are policies from that manual that are pertinent to you as a student:

**Firearms:** To protect the safety of staff and students Medical Career & Technical College prohibits all firearms on school property by any person (student, instructor, administrator, visitor, or parent). Firearms include not only guns, but pellet guns and explosives as well.

**Hazardous Materials:** We use a limited number of chemicals. Do not attempt to use any chemical that is not readily identifiable. Do not use an expired chemical. It is the instructor's/student's responsibility to become familiar with the chemical prior to use by assessing MSDS (Material Safety Data Sheets) manual. The MSDS manual is found in the medical laboratory. Appropriate PPE will be used as indicated. Instructors will monitor the students during the use of chemicals used in the process of training. An eye wash station is located in the phlebotomy laboratory and PPE is located in the medical and phlebotomy laboratory rooms.

**Exposure to Radiation:** Radiology has been recognized as potentially fetotoxic; therefore, certain precautionary measures must be taken in cases of pregnancy in radiation workers, to include the Dental Assisting and Veterinary Assisting professions. It is the responsibility of the student to implement these guidelines and inform the program coordinator if any problems occur. These program students will review the radiation policy and sign the pregnancy policy and release form in their particular program class.

## **ETHICAL AND PROFESSIONAL CODE OF CONDUCT**

- Display professionalism at all times and project a positive attitude
- Be drug and alcohol free
- Perform within ethical and legal boundaries
- Practice within the scope of education and training received
- Work as a team member
- Conduct oneself in a courteous and diplomatic manner
- Protect the patient at all times
- Protect and preserve patient confidentiality
- Achieve the highest degree of honesty and integrity
- Maintain adaptability in action and attitude
- Promote your profession
- Treat instructors, students, and management in a professional manner by demonstrating respect and courtesy for others
- Interpersonal Expectations: there are appropriate and productive ways to handle disagreements and concerns; not via text or e-mail, but in person. It is important to talk with your instructor or classmates in a positive and professional way. In a rare instance you are not able to resolve a disagreement with your instructor, follow the appeals process as stated in the college catalog.

### **STUDENT PROFESSIONALISM**

1. With the nature of the programs and the skills learned at each class session, it is critical you attend class regularly. It is the student's responsibility to contact the instructor personally in advance if class is going to be missed. Instructors will not accept late work without valid reasons and left to the discretion of each instructor. Instructors reserve the right to impose penalties such as requiring attendance to ASSIST Friday's to deducting a percentage from the assignment missed or late.
2. Students should contact their instructor if at any time the student feels they are not achieving the expected level of skill requirement. An instructor may only give "incomplete" grades for emergencies only and when only a minor portion of the assignments and/or skills have not been completed. A one week "incomplete" is the extent and must be approved with the instructor and the Director of Education.
3. When a student is absent, a call must be made to the school prior to 9:00 a.m. to inform the instructor as to the nature of the absence. Externship and clinical rotations will have further specific instructions.
4. Tardiness (refer to College Catalog) results in holding up the class or repeating information that was previously presented. Be on time. All routine doctors and dentists appointments must be scheduled after school hours.
5. Do your own work. Students are expected to complete their own work due prior to the date the assignment is due, not during class time. Give yourself plenty of time to type or print required assignments from the Learning Resource Center (LRC). Waiting until the day it is due is too late.
6. Each instructor may have various teaching styles and grading requirements. It is expected for you to abide by each instructor's policies in regards to grading, assignments, etc.
7. Communication skills and safety skills are required to provide safe and effective patient care. If an instructor deems it necessary for continued practice in these skills, you may be asked to continue the next term in that same class in order to develop those skills.
8. Motor skills and coordination are required aspects for completion of many required learned skills. If an instructor finds that more practice is needed to obtain those skills, you may be asked to continue the next term in that same class in order to develop those skills.
9. Honesty is a core value of the health care profession. In the event it is determined that a student has lied for academic advantage, a violation of academic integrity has occurred.
10. Cheating is a violation of academic integrity.

11. Abide by the “Ethical and Professional Code of Conduct”
12. Violating any safety law as it pertains to OSHA or Blood-borne pathogen standard that may jeopardize the students, faculty, or visitors is a violation.
13. Excessive violations of attendance or tardy policies or those in the college catalog or student handbook may result in student reprimand or dismissal.
14. Students who do not come in proper uniform will be asked to leave and an absence will occur.
15. Students should park in the designated parking area (see College Catalog) without instructors or administration asking them to move their vehicle.
16. Students should smoke in the designated area (see College Catalog) without littering of their cigarette butts.
17. If a student comes to school under the influence of alcohol or the suspicion of drug use, administration reserves the right to ask the student to leave the facility and submit to a drug test at the students’ own expense. If it is deemed a positive result of a drug test or if alcohol is even suspected, the student will be dismissed from the school. The school reserves the right to perform at random drug testing. This is at discretion of administration.
18. The college has the right to refuse a student progression through programs to any student involved in any activity not considered professional or conducive to proper patient care. This includes the student’s own mental stability. If anytime any college official deems any action unsuitable to successfully complete any program, you will be consulted and possibly withdrawn from the program. If at any time any college official notices any form of behavioral symptoms that poses a risk to other students, staff, faculty, or patients, the college may request the student to receive proper notification from student physician acknowledging student is able to continue as a student in their particular program of study.
19. Conduct after school hours is a reflection on the college, the externship or clinical site, and the profession.
20. The school prohibits defamation, libel, or slander or the threat of against another student, school, or school personnel. This is considered a willful act for the purpose of subjecting the person or school to humiliation, intimidation, shame, or disgrace. Students or former students who violate this policy will be subject to penalty.
21. Theft or destruction of any property while at campus or clinical assignment is subject to school dismissal and legal implications.

### **BULLYING POLICY**

The Medical Career & Technical College believes that all students have a right to a safe and healthy school environment and therefore practices zero tolerance for bullying. The school, its students, staff, and faculty have an obligation to promote mutual respect, tolerance, and acceptance and adhere to a code of conduct that includes resolving disputes without resorting to violence or bullying and students help fellow students resolve problems peaceably.

Behavior that infringes on the security of any student will **not** be tolerated. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Medical Career & Technical College expects students and/or staff to immediately report incidents of bullying to the instructor. Any staff or faculty members who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, during breaks and the lunch period, whether on or off campus, and during a school-sponsored activity.

Students will be made aware of this policy and assured they need not endure any form of bullying during orientation and is addressed in the student handbook. Students who bully are in violation of this policy and are subject to disciplinary action from counseling, probation, and possible expulsion.

**Policy for Conflict Resolution:** The Medical Career & Technical College believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others. Prevention is key in conflict resolution, so develop a new way to communicating, understanding, and acceptance of different values and cultures within a learning environment will help to ensure a safe and healthy atmosphere.

***DISCLAIMER: The Student Handbook is subject to change at any time.***

**MEDICAL CAREER & TECHNICAL COLLEGE**  
**STUDENT PERFORMANCE COMMITMENT**

I have read and been orientated on the Student Handbook Policies and Performance Commitment. I choose to abide by its policies. I have made every attempt to have items of misunderstanding clarified. I also understand its importance for the program I choose to apply these policies and commitments as stated in the handbook to the best of my knowledge and abilities. I also understand that if I don't abide by the policies, I will receive reprimand and possible school termination.

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

Print Name \_\_\_\_\_ Program \_\_\_\_\_

**MEDICAL CAREER & TECHNICAL COLLEGE**

**WAIVER OF LIABILITY AND INFORMED CONSENT**

STUDENT NAME \_\_\_\_\_ PROGRAM \_\_\_\_\_

- I WILLINGLY CONSENT TO PARTICIPATE IN ALL LAB ACTIVITIES AND SKILLS PRACTICE FOR EDUCATIONAL PURPOSES. IT IS MY RESPONSIBILITY TO REPORT ANY INFORMATION OF MEDICAL ISSUES OR CONCERNS THAT WILL LIMIT ME FROM PARTICIPATION.
- AS A STUDENT, I AGREE TO NOT HOLD LIABLE THE SCHOOL, ITS STAFF AND FACULTY, STUDENTS, OR EXTERNSHIP SITES LIABLE FOR PROCEDURES PERFORMED ON ME BY ONE OF THE STUDENTS FOR THE PURPOSE OF EDUCATION AND TRAINING. I AM AWARE THE STUDENTS WILL BE UNDER SUPERVISION OF THE INSTRUCTOR OR THE EXTERNSHIP SITE. I UNDERSTAND ALL STUDENTS ARE EXPECTED TO PARTICIPATE IN PRACTICE OF REQUIRED PROFESSIONAL SKILLS AS IT PERTAINS TO A PARTICULAR PROGRAM.
- I CONSENT TO APPEAR IN PHOTOS OR VIDEOS FOR EDUCATIONAL AND INFORMATION PURPOSES AT MEDICAL CAREER & TECHNICAL COLLEGE.
- I CONSENT TO PARTICIPATE IN SIMULATED (PATIENT) INTERVIEWS USED FOR EDUCATIONAL PURPOSES IN LAB AND LECTURE DEMONSTRATIONS.
- I UNDERSTAND INFORMATION LEARNED IN REGARDS TO OTHER STUDENTS OR INSTRUCTORS IN THE CLASSROOM THAT MAY HAVE BEEN OVERHEARD OR USED IN THE CLASSROOM FOR EDUCATIONAL PURPOSES IS TO REMAIN CONFIDENTIAL AND NOT SHARED OUTSIDE OF THE CLASSROOM.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE (if applicable) \_\_\_\_\_