



**Medical Assisting Program
Training Contract Agreement**

2023-2024

PURPOSE OF CONTRACT

The purpose of this contract is to highlight specific program policies and procedures above and beyond those in the FCTC Student Handbook.

PROGRAM OVERVIEW

- The content includes but is not limited to communication, transcultural communication in healthcare, interpersonal skills, legal and ethical responsibilities, health-illness concepts, administrative and clinical duties, emergency procedures including CPR and first aid, emergency preparedness, safety and security procedures, medical terminology, anatomy and physiology, and employability skills.

PURPOSE OF THE PROGRAM

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

PROGRAM STRUCTURE

This program is a planned sequence of instruction consisting of 5 occupational completion points.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3) (b), F.S.

The following table illustrates the postsecondary Medical Assisting program structure:

OCP	Course Number	Course Title	Length	SOC Code
A	HSC0003	Basic Healthcare Worker	90 hours	31-9099
B	MEA0002	Introduction to Medical Assisting	250 hours	31-9092
	MEA0501	Medical Office Procedures	75 hours	43-4171
C	MEA0521	Phlebotomist, MA	75 hours	31-9097
D	MEA0543	EKG Aide, MA	75 hours	31-9099
E	MEA0581	Clinical Assisting	230 hours	31-9092
	MEA0530	Pharmacology for Medical Assisting	90 hours	

	MEA0573	Laboratory Procedures	125 hours	
	MEA0506	Administrative Office Procedures	90 hours	
	MEA0942	Practicum Experience	200 Hours	

LABORATORY ACTIVITIES

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools, and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate, and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies should be provided to enhance hands-on experiences for students.

Practicum Experience is subject to additional rules, policies, and procedures. Students MUST transport themselves to/from sites, and hours may vary from classroom program hours.

SPECIAL NOTES

FCTC's Medical Assisting Program meets the Standards and Guidelines of an Accredited Educational Program for the Medical Assistant adopted by the American Medical Technologist (AMT).

This Program Will Also Be In Accordance With Florida Statute Medical Assistants, 458.3485 F.S.

This program meets the Department of Health's education requirements for HIV/AIDS, Domestic Violence and Prevention of Medical Errors.

Program completers of an AMT accredited program are eligible to take the Medical Assistant Certification Examination (RMA). This exam is an additional cost to the student.

LEARNING OUTCOMES

After successfully completing this program, the student will be able to perform the following:

- 01.0 Demonstrate knowledge of the healthcare delivery system and health occupations.
- 02.0 Demonstrate the ability to communicate and use interpersonal skills effectively.
- 03.0 Demonstrate legal and ethical responsibilities.
- 04.0 Demonstrate an understanding of and apply wellness and disease concepts.
- 05.0 Recognize and practice safety and security procedures.
- 06.0 Recognize and respond to emergency situations.
- 07.0 Recognize and practice infection control procedures.
- 08.0 Demonstrate an understanding of information technology applications in healthcare.

- 09.0 Demonstrate employability skills.
- 10.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- 11.0 Apply basic math and science skills.
- 12.0 Demonstrate proper use of medical terminology.
- 13.0 Demonstrate knowledge of legal and ethical responsibilities for medical assistants.
- 14.0 Demonstrate an understanding of anatomy and physiology concepts in both illness and wellness states.
- 15.0 Demonstrate basic clerical/medical office duties.
- 16.0 Demonstrate accepted professional, communication, and interpersonal skills as related to phlebotomy.
- 17.0 Discuss phlebotomy in relation to the health care setting.
- 18.0 Identify the anatomic structure and function of body systems in relation to services performed by a phlebotomist.
- 19.0 Recognize and identify collection reagents supplies, equipment and interfering chemical substances.
- 20.0 Demonstrate skills and knowledge necessary to perform phlebotomy.
- 21.0 Practice infection control following standard precautions.
- 22.0 Practice accepted procedures of transporting, accessioning, and processing specimens.
- 23.0 Practice quality assurance and safety.
- 24.0 Describe the role of a medical assistant with intravenous therapy in oncology and dialysis.
- 25.0 Describe the cardiovascular system.
- 26.0 Identify legal and ethical responsibilities of an EKG aide.
- 27.0 Perform patient care techniques in the health care facility.
- 28.0 Demonstrate knowledge of, apply and use medical instrumentation modalities.
- 29.0 Demonstrate basic office examination procedures.
- 30.0 Demonstrate knowledge of the fundamentals of microbial control and use aseptic techniques.
- 31.0 Demonstrate minor treatments.
- 32.0 Demonstrate knowledge of basic diagnostic medical assisting procedures.
- 33.0 Demonstrate basic radiology procedures.
- 34.0 Demonstrate knowledge of pharmaceutical principles and administer medications.
- 35.0 Perform CLIA-waived diagnostic clinical laboratory procedures.
- 36.0 Demonstrate knowledge of emergency preparedness and protective practices.
- 37.0 Perform administrative office duties.
- 38.0 Perform administrative and general skills.
- 39.0 Perform clinical and general skills.
- 40.0 Display professional work habits integral to medical assisting.

In addition, the outcomes below direct and inform FCTC's Medical Assisting curriculum. The importance of each outcome is introduced, emphasized, and reinforced in an organized and thoughtful manner.

1. COMPETENCE

The student will demonstrate competence through the delivery of safe medical assisting care that is based on sound judgment, current evidence and the utilization of up-to-date technology.

2. COMPASSION

The student will show compassion through advocacy and respect for the values, needs and preferences of individual clients and families.

3. CONFIDENCE

The student will develop confidence through inquiry, interdisciplinary collaboration and clinical reasoning in simulated learning environments and varied medical care practice settings to ensure the provision of quality care.

4. CONSCIENCE

The student will apply legal and ethical principles based on professional medical assistant standards while recognizing personal limitations, exhibiting integrity, and valuing the contributions of others.

5. COMMITMENT

The student will demonstrate commitment to excellence through professionalism, leadership, ownership of one's practice, and dedication to lifelong learning.

6. COMMUNICATION

The student will utilize effective forms of communication including networking strategies and informatics to continuously improve the quality and safety of medical care for clients, families, and communities.

7. CULTURE

The student will integrate culturally sensitive and competent medical care through a holistic approach that is client-centered and practiced within the context of family and community.

ACADEMIC SUCCESS

Student grades are not negotiable. Students may always ask for clarification or additional feedback to explain the rationale for a grade.

Grades are posted in FOCUS (the FCTC student information system) in a timely fashion throughout the course. It is the students' responsibility to check FOCUS consistently.

Each *COURSE* in the program *REQUIRES* students to have an overall average of 75%

Students unable to meet the academic requirements will not be able to progress to the next course.

Course Grades:

Classification	Weight
Exams/Homework/Quizzes/Projects	35%
Clinical/Practicum	35%
Affect/Employability Skills (attendance)	15%
Course Final	15%

Assignments must be completed to take a test. A grade of 0 will be given to students who do not complete the test until that test can be taken. Retakes are at the discretion of the instructor and if granted, the highest grade a student can receive is 75%.

Grade	Percentage	Work Ethic	Definition
A	90% - 100%	4	The attitudes and behaviors of the student fully meet occupational expectations. The student participates in most class activities, completes tasks on schedule, cooperates well with the instructor and other students and shows a positive attitude.
B	80% - 89%	3	The attitudes and behaviors of the student meet occupational expectations. The student participates in most class activities, completes tasks on schedule, cooperates well with the instructor and other students and shows a positive attitude.
C	70% - 79%	2	The student shows evidence of meeting minimal occupational expectations. The student participates irregularly, makes variable progress and is sometimes off task. There is some evidence of lack of positive attitude toward training and occupational goals.
D	60% - 69%	1	The student needs to make considerable improvement in attitudes and work habits to meet occupational standards. The student does not participate productively, is often off task and does not take necessary responsibility.
F	Below 60%	0	There are serious questions about the student's work attitudes and behaviors. The student should rethink their personal objectives and career goals.
IP	N/A	N/A	Course in progress; not yet complete.

ACADEMIC POLICIES

Students are expected to adhere to the highest standards of integrity, professionalism, and scholarship. Cheating in any form is a despicable act in a community of scholars and represents an egregious violation of the values of FCTC. Students suspected of cheating on either an exam or the research paper will be fully prosecuted according to the standards, policies, and process outlined in FCTC's Student Handbook and will be referred for Administrative Review.

Academic and Other Required Course Materials:

Required textbooks for program: available for purchase at the online campus bookstore (<https://www.bkstr.com/fctcstore>)

Other Mandatory Course Materials:

- Stethoscope
- Watch with second hand

ADULT ATTENDANCE POLICY

It is encouraged and expected that all students enrolled in the program attend regularly, to derive maximum benefit from the instructional program and develop habits of punctuality, self-discipline and responsibility. Our faculty and staff are committed to prepare our students with the diverse skill set necessary to be successful in the workforce. Effective work habits are paramount to students' success and all our programs include an employability criteria checklist within their grading policy.

FCTC students are expected to attend all class sessions. **Class begins at 8:00 AM and ends at 3:00 PM.** Lunch is 30 minutes. **Students MUST sign in and out for each scheduled class to receive credit for any hours present.**

STUDENTS MAY NOT SIGN ANOTHER STUDENT IN OR OUT. This is considered fraud and the student may face disciplinary action including, but not limited to, dismissal from the program. A student is expected to be on time for the start of the class. If a student is late for class and/or from lunch, the clock hours will be calculated upon the sign in and clock in time and the tardy will count against their Employability Skills grade.

Step 1) If a student misses 6% of the program instructional hours, the instructor will meet with the student to review the student handbook attendance policy. The instructor will be proactive and provide problem-solving options for the student to be on time and improve their attendance. The instructor will notate in the student information system referral tab the summary of the meeting and plan.

Step 2) If a student misses 12% of the program instructional hours, the teacher will meet with the student to review the attendance policy and support the learner. The teacher will develop a pro-social action plan for the student and determine if the student should also meet with the career specialist. The Teacher will notate in the student information system, in the referral tab, summary of the meeting and plan of action. If the teacher or career specialist decide that the student may need additional outreach support from the student advisor, the teacher will direct the student to the student advisor. The student advisor will meet with the student and provide necessary outreach information to support student attendance success. If the student advisor provides additional attendance and or outreach support to the student, the student advisor will also notate that within the students the student information system referral tab.

Step 3) If a student misses 18% of the program instructional hours, or a student has six (6) consecutive absences, the instructor will notify the career specialist. The career specialist will meet with the student to provide and offer options to improve their attendance. The career specialist will determine if the student will be reviewed by the attendance review committee to discuss dropping the student from the program. If a student is involuntarily withdrawn due to attendance, the re-enrollment policy must be followed.

Students must complete 80% of the program hours.

When it is necessary to be absent due to illness or emergency situations, students **MUST** notify the instructor on or before the date of the absence.

Course material and assessments missed due to absences are the responsibility of the student. Make-up work is due, and assessments must be taken the next class day, unless the instructor has agreed to an alternate schedule.

Students with absences could be subject to penalties such as lower grades and withdrawal from the program. **If students do not complete 80% of their program, students are responsible for and need to pay for additional hours.**

DUAL ENROLLMENT STUDENT ATTENDANCE POLICY

First Coast Technical College (FCTC) encourages and expects all students enrolled in programs to attend regularly, to derive maximum benefit from the instructional program, and develop habits of punctuality, self-discipline, and responsibility. Our faculty and staff are committed to prepare our students with the diverse skill set necessary to be successful in the workforce. Effective work habits are paramount to students' success and all our programs include an employability criteria checklist within their grading policy. Please note the mastery of content is the key for successful completion of our non-licensure and licensure programs.

Student Attendance Procedure

Step 1) If a student misses 3 consecutive unexcused days, per grading period, of the CTE program instruction, the instructor will meet with the student to review the student handbook high school attendance policy. The instructor will be proactive and provide problem-solving options for the student to be on time and improve their attendance. The student advisor will notify the student's home high school registrar and/or school counselor of instructor/student meeting.

Step 2) If a student misses 5 consecutive unexcused days, per grading period, of the CTE program instruction, the instructor will meet with the student to review the attendance policy and support the learner. The instructor will develop a pro-social action plan for the student. The student advisor will notify the student's home high school registrar and/or school counselor of instructor/student meeting and plan of action.

Step 3) If a student misses 10 consecutive unexcused days, per grading period, of the CTE program instruction, the instructor will notify the student advisor. The student advisor will email the student's home high school registrar/ and or guidance counselor and program instructor of program dismissal.

Step 4) If a student misses 15 total unexcused absences within the school year, the student will be reviewed by the review committee. If the review committee makes the decision to drop the student from the program, the student will be withdrawn from their program. The student advisor will email the student's home high school registrar/ and or guidance counselor and program instructor of program dismissal.

For all high school tests scheduling to include exam week(s), students are required to attend their FCTC dual enrollment course(s) if there is no conflict with their high school exam schedule.

Anytime an instructor or career specialist is concerned about a student's attendance and determines that the student may need additional outreach support from the student advisor, the instructor and/or career specialist will direct the student to the student advisor. The student advisor will meet with the student and provide necessary outreach information to support student attendance success. If the student advisor provides additional attendance and/or outreach support to the student, the student advisor will also notate that within the students FOCUS referral tab (for dual enrollment students) and will contact the student's home high school counselor/ registrar.

Tardiness

Students are required to report to class on time. Students with excessive tardiness will be referred to administration. Tardiness and absences will also impact grades and required program hours. Attendance concerns, outreach support, etc. will be communicated to the student's home high school by the Dual enrollment student advisor.

NOTE: Full-time dual enrollment students will follow the adult attendance policy.

STUDENT CODE OF CONDUCT (CLASSROOM AND LAB SETTING)

FCTC students are expected to conduct themselves in a professional adult manner. When a student's conduct seriously affects the college's operation or property in a negative way, the student will be disciplined according to FCTC regulations up to and including dismissal from the college and/or payment for damaged property.

The primary goal of FCTC is to provide an educational opportunity for all students. For this to be accomplished, it is necessary that the school environment be free from disruptions that interfere with the student's right to learn and the instructor's responsibility to teach. To maintain order in the school, rules are established for the good of all.

FCTC expects all students to uphold the six pillars of character as outlined in Character Counts! of St. Johns County (<https://ccstjohns.com/>)

TRUSTWORTHINESS

Be honest • Don't deceive, cheat, or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country

RESPECT

Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

RESPONSIBILITY

Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others

FAIRNESS

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly

CARING

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need • Be charitable and altruistic

CITIZENSHIP

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer

Career Ready Practices:

Career Ready Practices describe the career-ready skills that FCTC seeks to develop in their students. While these practices are taught and reinforced in the medical assisting program, we expect students to hold these skills with the highest of regards and practice them in the classroom and clinical setting as they progress through the program.

Students will be evaluated on these Career Ready Practices and they are a part of their grade.

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social, and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership, and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

Safety:

There are several potential health and safety hazards associated with the service skills within Medical Assisting. To this end, it is vital to follow all safety rules, regulations, policies, and procedures as outlined and explained by the instructor. Students will not operate any equipment and/or work with tools until properly instructed to do so without permission from the instructor.

Examples of Unsafe Practices:

1. Unorganized work.
2. Not being familiar with patient history and record prior to care.
3. Guessing at answers.
4. Refusing to ask for help.
5. Discussing patients with outsiders.
6. Refusing to accept constructive criticism.
7. Not following the accepted procedure.
8. Concealing errors and/or making excuses for errors.
9. Not using proper disposal facilities for contaminated dressings, syringes, etc.
10. Using poor judgment in measures concerning patient safety.
11. Not notifying proper personnel of changes in patient status.
12. Failure to assist any patients not assigned when they need/call for help.
13. Not completing assignments, and not notifying the proper person.
14. Leaving a patient who requires student's presence.
15. Taking shortcuts to the detriment of patients.
16. Attempting a procedure without understanding the what, how and why of the procedure.
17. Failure to report off to primary resource professional.

Cell Phones:

Cell phones are prohibited from the classroom and laboratory. Cell phones may only be used with instructor approval. All personal calls will be taken on student personal time.

DRESS CODE

The following, which **MUST** be followed to participate in the program, is in accordance with accepted standards in the health care profession, including health and safety requirements.

- Designated uniforms must be clean and neat. The medical assisting students will wear the designated FCTC uniform. All students must wear white or black leather, vinyl, polymer flat shoes with white socks, which must be clean. Students may wear the designated lab coat. Uniforms should be washed daily. All aspects of the uniform must be in good repair. Underclothes may not protrude from the uniform.
- Proper hygiene is required regarding bathing, using deodorant, and maintaining oral hygiene.
- Tattoos must always be covered.
- False eyelashes of any kind are not permitted.
- Smoking odor of any kind is not allowed in uniform.
- All visible piercings must be removed.
- No perfumes or colognes are permitted.
- Make-up is worn modestly.
- Hair must be worn off the collar, neatly arranged, off the face, shoulders and out of the eyes. No extreme style may be worn in the clinical/practicum area. Color must be natural. Hair may not be higher than two inches above the scalp at top of head. Hair clips / ties should be modest and the color of student's hair.
- Natural fingernails must be short and clean with no polish. No acrylic, artificial or SNS nails are permitted.
- A wristwatch with a second hand is required. No other visible jewelry is to be worn.
- Current FCTC picture identification badge is always required.

WEAPONS PROHIBITED

Students found to have committed one of the following offenses on FCTC property or during a school sponsored activity shall be expelled and be referred to the criminal justice or juvenile justice system:

- a. Bringing a firearm or weapon as defined in Chapter 790, Florida Statutes, to school, any school function, or possessing a firearm at school.
Pursuant to FS 790.06, section 12(a), a license to carry a concealed weapon does not permit a firearm on campus.
- b. Making a threat or false report as defined in Sections 790.162 and 790.163, Florida Statutes, respectively, involving school or school personnel's property or a school-

sponsored activity.

TOBACCO FREE POLICY

All FCTC campuses are smoking and tobacco free facilities. Tobacco products include the use of any product, whether intended to be lit or not including smoking cigarettes, cigars, pipe tobacco, smokeless tobacco including snuff, dip, chewing tobacco, smokeless pouches, and any other form of loose-leaf or smokeless tobacco. The use of electronic cigarettes is prohibited.

ALCOHOL AND ILLEGAL SUBSTANCES POLICY

The FCTC campuses have a zero-tolerance policy for consumption and/or sale of alcohol beverages and illegal substances. If a student, instructor, or FCTC staff member suspects a student of being under the influence of any drug, he/she will be reported to FCTC Administration and campus police immediately for further action. Please see the FCTC Student Handbook for further clarification.

HEALTH AND SAFETY

DRUG SCREENING and BACKGROUND CHECKS

Before any student can participate in clinical training, he/she must have a background check by Student Check (information is in the program application). The information received regarding any offense will be handled on an individual basis and an offense of a serious nature could result in inability to complete the program.

In addition, a urine drug screen will be required by Student Check (information will be given the first day of class by the instructor). The student will be contacted by the Medical Review Officer should the test results indicate a positive reading for illegal substances or prescription drugs. If the substance is illegal, or the student does not have a valid prescription for the drug detected, the student will be immediately dismissed from the program.

HEALTH REQUIREMENTS

Each student must provide evidence of immunity prior to their participation in externships and **MUST** comply with the list below. Students who do not meet compliance prior to externships will not be in jeopardy of progression and program completion.

- Physical exam – physical exam to remain current throughout MA program
- Immunizations – student must have proof of immunity or proof of immunization for:
- Measles – documentation of two immunizations
 - Mumps – documentation of two immunizations
 - Rubella – documentation of two immunizations
 - Tdap – within 10 years
 - Varicella – documentation of two immunizations, titer, or documentation of disease from physician - 28day requirement between doses
 - TB/PPD – within 1 year must remain current while in the program or CXR within 3 years
 - Hep B – documentation of three immunizations
 - CPR – Current Healthcare Provider must stay current through program (this certification is included in the first course of this program)
 - Background Check – completed with application

- Drug Screening – See Precheck sheet for instructions
- COVID precautions – according to facility request

OCCUPATIONAL EXPOSURE RISKS

Medical Assistants are front-line health care providers who must balance occupational risks of exposure to infectious diseases, toxic substances, and radiation with providing quality care to all clients/patients.

The First Coast Technical College Medical Assisting Program strictly adheres to the CDC recommended precautions to prevent the spread of infections in healthcare settings: [Standard Precautions](#) and [Transmission-Based Precautions](#). Standard Precautions are based on a risk assessment and make use of common-sense practices and personal protective equipment use that protect healthcare providers from infection and prevent the spread of infection from patient to patient. Transmission-Based Precautions are used in addition to Standard Precautions for patients who may be infected or colonized with certain infectious agents for which additional precautions are needed to prevent infection transmission.

FCTC students in externships in health care facilities are at risk for injuries, clinical incidents and potential exposure to infectious diseases such as:

- | | |
|---------------------|--------------|
| • Hepatitis B (HBV) | • Measles |
| • Hepatitis A | • Mumps |
| • Delta hepatitis | • Rubella |
| • Hepatitis C | • Influenza |
| • Tuberculosis | • HIV (AIDS) |
| • MRSA | • COVID-19 |

If a student suffers an injury or incident, the student should immediately report it to the FCTC instructor, complete an agency “incident report” and an FCTC student accident report. The instructor will submit all forms to the FCTC Career Program Specialist for appropriate submission and follow-up. The student may be responsible for costs of screening and follow-up care.

FCTC does not carry personal health insurance on students. Students are personally responsible for their own accident/health insurance. All students enrolled in the medical assisting program purchase medical liability and accident insurance, which is included in the program fees, but this insurance **only** protects students while they are participating in official school activities.

DECLARATION OF INTENT

First Coast Technical College’s mission is to provide career, technical, and adult education to meet the changing needs of students, businesses, and the workforce. We expect that our students will attain certification and/or licensure appropriate for their field. However, there are times when students enroll in our career courses for reasons other than certification and/or employment. In that case, students must declare his or her intent to enroll for personal reasons, waiving their commitment to attain certification and/or licensure.

ADMINISTRATIVE REVIEW AND DISCIPLINE

Student conduct and discipline is based on School Board rules, which adhere to Florida Law, Chapter 1006.07(2) F.S., Code of Student Conduct. Students are required to read and understand the rules and responsibilities as

stated in the FCTC Student Handbook and the Medical Assisting Program Training Contract Agreement.

Any breach of the FCTC Student Handbook and/or the Medical Assisting Program Training Contract Agreement is subject to administrative review and discipline. Depending on the student infraction, the student may face disciplinary action including, but not limited to, dismissal from the program.

Students who feel their rights have been denied are entitled to due process. Please refer to the Due Process and Grievance Procedure in the Student Handbook.

READMISSION TO PROGRAM

If a student has left or been dismissed from the program, to re-enter, the student must request to re-enter by submitting an email to the Admissions Specialist and Career Program Specialist. If the request is approved, the student will be allowed to enroll in the next available course on a space available basis. Student must reapply as a new admission to the program. In addition, students approved to re-enter a program may be required to demonstrate retention of essential prerequisite knowledge and skills before re-entry.



**I AM AWARE THAT THE FCTC STUDENT HANDBOOK AND
THE MEDICAL ASSISTING TRAINING CONTRACT AGREEMENT
ARE AVAILABLE ON THE FCTC WEBSITE**

I AM PERSONALLY RESPONSIBLE FOR THE INFORMATION CONTAINED THEREIN

I, (student name) _____, understand I am held fully responsible for:

- following the rules, regulations, and policies as written in the FCTC Student Handbook
- following the rules, regulations, and policies as written in the FCTC Medical Assisting Training Contract Agreement

Important Contract Reminders:

- Course materials – textbooks and other required material
- Proper dress code
- Cell phones
- Academic policies
- Attendance policies
- Course and program completion requirements

Additional Agreements:

- I consent to participate in practicing services as a human subject (client). It is my responsibility to disclose any information or medical issues that will limit or bar me from participation to instructor in a timely manner.

Any breach of the FCTC Student Handbook and/or the Medical Assisting Training Contract Agreement is subject to administrative review and discipline. Depending on the student infraction, the student may face disciplinary action including, but not limited to, dismissal from the program.

Human Services Program Specialist Signature

Date

Student Signature

Date

PARENT/GUARDIAN RESPONSIBILITY (Required if student is under 18 years of age).

Parent/Guardian's Signature

Date

This signature page will be kept in each student's official file.



Hepatitis B Immunization Health History Form

Name: _____
Last First MI

Date of Birth: _____ Student ID Number: _____
Month/Day/Year

Hepatitis B Health History Information

First Coast Technical College requires that each student complete and sign a waiver form provided by the institution that includes detailed information about the disease. The required information below includes the risk factors and dangers of the disease as well as information on the availability and effectiveness of the vaccine for persons who are at-risk for the disease. The information concerning Hepatitis B is from the Centers for Disease Control and the Florida Department of Health.

The law does not require that students receive the vaccination for enrollment. Furthermore, the institution is not required by law to provide vaccination and/or reimbursement for the vaccine.

Hepatitis B (HBV) is a serious viral infection of the liver that can lead to chronic liver disease, cirrhosis, liver cancer, liver failure, and even death. The disease is transmitted by blood and or body fluids. Many people will have no symptoms when they develop the disease. Hepatitis B is completely preventable. Hepatitis B vaccine is available to all age groups to prevent Hepatitis B viral infection.

A series of three (3) doses of the vaccine is required for optimal protection. Missed doses may still be sought to complete the series if only one or two have been acquired. The HBV vaccine has a record of safety and is believed to confer lifelong immunity in most cases.

____ I hereby certify that I have read this information and I have received the complete three dose series of the Hepatitis B vaccine. Date of completion of the Hepatitis B vaccination series: ____/____/____

____ I hereby certify that I have read this information and I have elected to receive the Hepatitis B vaccine and/or I am in the process of receiving the complete three (3) dose series of the Hepatitis B vaccine.

____ I hereby certify that I have read this information and I have elected not to receive the Hepatitis B vaccine.

Signature of Student or Parent/Guardian (if student is under 18):

_____ Date: _____



Confidentiality and Privacy of Patient Information

As a student who will be completing an externship in a health care setting and office practice, you have a legal and ethical duty to keep patient information confidential. Federal law Health Insurance Portability and Accountability Act of 1996 (HIPAA) forbids healthcare providers from disclosing patients protected health information, except upon written authorization by the patient or as otherwise permitted by law.

Under the HIPAA Security and Privacy Regulations healthcare providers are required to have the capacity to determine who is accessing their patient's protected health information and to protect the privacy of that information. Failure to maintain patient confidentiality, accessing patient information without a need to do so or any other violation of policy, may result in disciplinary action against the student.

I have received and reviewed the information given about patient privacy and confidentiality. I understand there are rules regarding the use and disclosure of patient protected healthcare information, and I agree to abide by such rules. I understand there are both educational and legal punishments if I violate this policy. I recognize that I may be immediately removed from the program, if I do not comply with this Confidentiality and Privacy Agreement.

Print Name

Signature or Parent/Guardian (if student is under 18)

Date



Dual Enrollment Student Contract

As a dual enrollment student of the Medical Assisting program, you are held to the same standards as the adult students, except for the attendance policy. All dual enrollment students must meet the same requirements, including grades, as outlined in the Medical Assisting Training Contract Agreement. Failure to meet the requirements will result in a failing grade and dismissal from the program.

I have received, read, and understand the Medical Assisting Training Contract Agreement. By signing, I agree to abide by the policies and regulations with the understanding that this a condition of acceptance and continuance in the program.

Student Print Name

Student Signature

Date

PARENT/GUARDIAN (required if student is under 18 years of age).

I have carefully read and understand the Medical Assisting Training Contract Agreement. By signing, I agree to abide by the policies and regulations with the understanding this a condition of acceptance and continuance in the program.

Parent/Guardian's Signature

Date