

2023-2024



Allied Health Education Program HANDBOOK

Skagit Valley College provides a drug-free environment and does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs and employment. El Skagit Valley College provee de un ambiente libre de drogas y ninguna discriminación para sus programas ó empleo basados en raza, color, nacionalidad, sexo, discapacidades, orientación sexual ó la edad



Professional / Technical Programs

Dear Allied Health Education Student:

Welcome to Skagit Valley College and the Allied Health Education Department where "Learning Comes to Life!"

You are about to begin an educational experience that will open doors to an exciting, rewarding and productive future. According to Employment Occupation Outlook Reports, the job opportunities in healthcare are predicted to continue to increase faster than average in the foreseeable future, both locally and nationally. Employment opportunities in the area reflect this as there remains a shortage of trained medical personnel in this region.

This Allied Health Education (AHE) Department Handbook has been developed to provide you with general information regarding the AHE department, the various AHE certificates available, and the Medical Assistant AAS degree. The Skagit Valley College (SVC) Student Handbook and the SVC Catalog are available to answer specific questions about the college and college policies.

There is a Student Information form contained at the end of the handbook. *After you have carefully read this handbook, please read and fill out the Student Information form. Please give the form to the Health Sciences program support supervisor as soon as possible.*

The Student Information form requests the following:

- student information
- an academic progress release form
- a release form regarding the use of your likeness
- a statement regarding the AHE Department and Handbook
- a statement relating to the dress code requirements and policies of the AHE Department

Please be sure to carefully read the section regarding the information about required immunizations and the background check/drug screen.

We look forward to working with you and wish you an exciting and rewarding time here at SVC. We strongly encourage all AHE students to set up an advising appointment with one of the Allied Health faculty members sometime during your first quarter and at any time you need to adjust your schedule or need assistance of any kind.

Allied Health Education Faculty and Staff

SKAGIT VALLEY COLLEGE
Allied Health Education Department
Table of Contents

CODE OF ETHICS FOR ALLIED HEALTH PROFESSIONALS	4
Medical Assistant Code of Ethics:.....	4
Pharmacy Technician Code of Ethics:.....	5
Medical Coding Code of Ethics:.....	6
GENERAL INFORMATION	7
SVC Mission Statement:.....	7
SVC Vision Statement:.....	7
SVC Guiding Principles:	7
SVC Core Themes:	7
SKAGIT VALLEY COLLEGE NON-DISCRIMINATION STATEMENT	7
ACCOMMODATIONS	8
AHE PROGRAM GOAL	8
Philosophy:	8
General Expectations:	9
STUDENT EVALUATIONS	10
Skills and Abilities:.....	11
Body Mechanics and Mobility:	11
Vision, Hearing and Smell:.....	11
Communication Skills:	11
Multi-Tasking Ability:.....	11
Professional Attitude:	11
Confidentiality, Honesty and Trustworthiness:	12
STUDENT GRIEVANCES AND COMPLAINTS	12
POLICY ON SMOKING	12
INCLEMENT WEATHER DIRECTIVES	12
PROGRAM INFORMATION	12
Program General Outcomes:.....	14
Science & Lab courses:	14
Immunizations:	14
Permission Only Classes:	14

APPROXIMATE PROGRAM COSTS	15
Tuition and College fee's:	15
Books:	15
Supplies:	15
Course Fees:.....	15
Required Immunizations and Tests: Cost Varies.....	16
Medical and Liability Insurance	16
Tools and Equipment – Estimated out of pocket costs.....	16
PROGRAM ENTRY, DISMISSAL, RE-ENTRY AND REGULATIONS	17
Advance Placement / Credit for Prior Learning	18
Credit for Prior Learning:	18
Waivers:.....	18
Transfer of credit:	18
Dismissal:	19
Re-Entry:.....	19
ACADEMIC INTEGRITY	20
STUDENT RESPONSIBILITIES	20
Attendance:	20
Participation:.....	21
Assignments:.....	21
Tardiness:.....	21
Classroom Conduct:.....	21
CRITERIA FOR EVALUATION OF WRITTEN WORK	22
TESTING AND GRADING POLICIES	22
Incomplete Grade:	23
General Department Testing Policies:	23
DRESS CODE	23
PERSONAL CARE, HYGIENE AND GROOMING STANDARDS	24
ACADEMIC HONOR CODE	24
Policy on Cheating:.....	25
NATIONAL CERTIFICATION	25
STUDENT CLINICAL PRACTICUM	25
Medical Assisting students:	25
Pharmacy Technician students:	26
Prerequisites for clinical placement:.....	26
Clinical Practicum Policies:.....	27
Dress code for students placed at clinic sites follows:	27

Dismissal from Clinical Practicum.....	28
ADDITIONAL PROGRAM INFORMATION	28
LEARNING RESOURCES	30
Responsibility of the student/learner:	31
Assessments:.....	33
IMPORTANT DISPOSITIONS FOR CRITICAL THINKERS	33
STANDARD PRECAUTIONS.....	34
Information about Hepatitis and Vaccines	34
Information about HIV/AIDS	35
Blood and Body Fluids:.....	36
Approved OSHA Definitions:	37
Latex Allergies:	39
ALLIED HEALTH COURSES	40
Planning Sheets	46
Planning Sheet: Medical Assistant AAS Degree & Certificate.....	47
Planning Sheet: Pharmacy Technician Certificate	48
Planning Sheet: Medical Billing and Coding AAS Degree & Certificate.....	49

CODE OF ETHICS FOR ALLIED HEALTH PROFESSIONALS

Medical Assistant Code of Ethics:

The Medical Assisting Code of Ethics sets forth principles of ethical and moral conduct as they relate to the medical profession and the particular practice of medical assisting.

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

- Render service with full respect for the dignity of humanity.
- Respect confidential information obtained through employment unless legally authorized or required by responsible performance of duty to divulge such information.
- Uphold the honor and high principles of the profession and accept its disciplines.
- Seek to continually improve the knowledge and skills of medical assistants for the benefit of patients and professional colleagues.
- Participate in additional service activities aimed toward improving the health and well-being of the community.

THE AAMA CREED

- I believe in the principles and purpose of the profession of medical assisting.
- I endeavor to be more effective. I aspire to render greater service.
- I protect the confidence entrusted to me.
- I am dedicated to the care and well-being of all people.
- I am loyal to my employer.
- I am true to the ethics of my profession.
- I am strengthened by compassion, courage and faith.

Source: <http://www.aama-ntl.org/about/overview#.VA4xEGOOp8E>

Pharmacy Technician Code of Ethics:

Responsibilities Relating to Legal Requirements.

- Act consistent with all legal requirements relating to pharmacy technician practice, including Federal, State, and local laws and regulations.
- Refrain from any behavior that violates legal or professional ethical standards, including all criminal laws, Federal laws and agency regulations, and State laws and regulatory agency rules.
- Refrain from conduct that is threatening, intimidating, harassing, or deceptive when acting within a professional role.
- Maintain good standing with all applicable governmental or quasi-governmental agencies governing pharmacy technician practice.

Responsibilities to PTCB/Compliance with Organizational Policies and Rules.

- Act consistent with all applicable PTCB policies and requirements.
- Provide accurate, truthful, and complete information to PTCB.
- Maintain the security and confidentiality of PTCB examination information and materials, including the prevention of unauthorized disclosure of test items and format and other confidential information.
- Cooperate with PTCB concerning conduct review matters, including the submission of all required information in a timely, truthful, and accurate manner.
- Report to PTCB apparent violations of this Code based upon reasonable and clear factual information.

Responsibilities to the Public and Employers.

- Deliver competent, safe, and appropriate pharmacy and related services.
- Recognize practice limitations and provide services only when qualified, credentialed, and authorized by a supervising pharmacist in accordance with applicable laws and regulations. The credential holder/candidate is responsible for determining the limits of his/her own abilities based on legal requirements, training, knowledge, skills, experience, and other relevant considerations.
- Maintain and respect the confidentiality of sensitive information obtained in the course of all work and pharmacy-related activities, as directed by the supervising pharmacist and consistent with legal requirements, unless: the information is reasonably understood to pertain to unlawful activity; a court or governmental agency lawfully directs the release of the information; the patient or the employer expressly authorizes the release of specific information; or, the failure to release such information would likely result in death or serious physical harm to employees and/or patients.
- Use pharmacy technician credentials properly, and provide truthful and accurate representations concerning education, experience, competency, and the performance of services.
- Provide truthful and accurate representations to the public and employers.
- Follow appropriate health and safety procedures with respect to all pharmacy-related activities and duties.
- Protect the public, employees, and employers from conditions where injury and damage are reasonably foreseeable.
- Disclose to patients or employers' significant circumstances that could be construed as a conflict of interest or an appearance of impropriety.
- Avoid conduct that could cause a conflict of interest with the interests of a patient or employer.
- Assure that a real or perceived conflict of interest does not compromise legitimate interests of a patient or employer, and does not influence or interfere with work-related judgments.
- Avoid conduct that could cause a conflict of interest with the interests of a patient or employer.
- Assure that a real or perceived conflict of interest does not compromise legitimate interests of a patient or employer, and does not influence or interfere with work-related judgments.

Source: <http://www.ptcb.org/resources/code-of-conduct#>

Medical Coding Code of Ethics:

(Abridged version)

It shall be the responsibility of every AAPC member, as a condition of continued membership, to conduct themselves in all professional activities in a manner consistent with ALL of the following ethical principles of professional conduct. Adherence to these ethical standards assists in assuring public confidence in the integrity and professionalism of AAPC members.

- **Integrity, Ethics, and Professionalism**
Ethical standards exist in every profession. Integrity is a key element of what every profession considers appropriate ethical behavior. In professional and/or business relationships, integrity is a much sought after trait. Certainly, no physician would hire a coder lacking integrity, just as no patient would likely choose a physician lacking integrity. Integrity requires strong moral principles: good character, honor, and honesty.
- **Respect**
One of the core ethical principles of professional conduct is respect. Respecting the rights and privacy of others as well as the confidentiality requirements of your workplace, AAPC, or other organizations is an important reflection of your degree of professional conduct. Ethical people treat others with dignity. Finally, respecting your credentials requires continuous diligence in not only maintaining, but improving your level of professional competence. This requires meeting your continuing education requirements and challenging yourself to go beyond the minimum standards.
- **Competence**
AAPC's commitment to core values includes competence. This commitment is reflected in adopted principles for AAPC members to adhere to including, but not limited to:
 - Developing and achieving a skill set that fosters high quality, effective work product, and work process;
 - Maintaining credentials and coding expertise through ongoing continuing education, networking, and professional development; and
 - Maintaining a strong knowledge base of key principles, including an awareness and understanding of applicable laws and regulations surrounding ethical and competent, professional coding.
- **Responsibility**
As healthcare business professionals and an AAPC member, we are accountable for our own professional conduct, and by living up to this obligation, we contribute to the success of our organization and our profession. It requires conformance with all other elements of the Code of Ethics. Being responsible means considering how your personal decisions and actions may affect others, as well as you. All professionals share the obligation of being accountable for their choices and actions. We are responsible primarily for our own work product and our own conduct. We are responsible for being competent and knowledgeable. Acting irresponsibly results in a loss of trust and regaining that trust is difficult, which not only damages the reputation of the individual, but of the profession. For this reason, AAPC members are required to comply with ethical obligations and why sanctions are imposed on those who do not conform to these standards.

<https://www.aapc.com/about-us/code-of-ethics>

GENERAL INFORMATION

SVC Mission Statement:

Skagit Valley College cultivates student learning and achievement; contributes to the educational, personal, and economic success of students; and promotes equitable and thriving communities.

SVC Vision Statement:

The primary focus of Skagit Valley College is student-centered teaching and learning. We are committed to:

- Equitable student outcomes in access, achievement and community;
- Our Guiding Principles;
- Decisions based on strategy and evidence;
- The development of our employees;
- A diverse and inclusive college community where everyone belongs.

SVC Guiding Principles:

- Respect
- Integrity
- Open & Honest Communication
- Collaboration
- Compassion

SVC Core Themes:

Equity in Access. Objectives:

- The College will meet or exceed Strategic Enrollment Management targets.
- The College will meet or exceed the statewide service levels.
- The College minimizes barriers and maximized opportunities for diverse student populations.

Equity in Achievement. Objectives:

- Students will progress toward their educational objectives.
- Transfer students will progress toward their educational objectives.
- Workforce students will progress toward their educational objectives.
- Basic Educations for Adults students will progress toward their educational objectives.
- Students will complete their educational goals.
- Students will demonstrate significant learning related to general education requirements.

Equity in Community. Objectives:

- Students and employees will experience a diverse college community where everyone belongs. (Internal)
- The College will actively engage in mutually beneficial partnerships that promote equitable and thriving communities. (External)

SKAGIT VALLEY COLLEGE NON-DISCRIMINATION STATEMENT

Skagit Valley College (SVC) offers bachelor of applied science degrees, academic transfer pathways, workforce education degrees and certificates, basic education for adults, and lifelong learning opportunities. SVC is committed to equity as its framework in providing access, supporting achievement, and strengthening the community.

It is the policy of SVC to provide a working and learning environment free from discrimination, harassment, and retaliation. SVC provides a drug-free environment and does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, and/or gender identity, pregnancy, genetic information, age, marital status, disability, honorably discharged veteran or military status in its programs and employment. This policy also prohibits retaliation as a result of an individual filing a report of discrimination or harassment or participating in an investigation of a claim of discrimination or harassment.

This policy applies to all programs and facilities, including, but not limited to, admissions, educational programs, and employment. SVC complies with all Washington State antidiscrimination laws (Chapter 49.60 RCW) and the following federal laws relating to equal opportunity: Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

SVC has an open admission policy. Students must apply for admission and register for credit-bearing classes. SVC is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. SVC will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in all educational programs.

Coordination of the compliance efforts of SVC with respect to equal opportunity and disability accommodation regulations is under the direction of Carolyn Tucker, Vice President of Human Resources and Title IX/EEO at 360.416.7794, carolyn.tucker@skagit.edu, 2405 E. College Way, Mount Vernon, WA 98273, for non-discrimination, equal opportunity, affirmative action, or the American with Disabilities Act policies.

The following person is the designated Title IX Coordinator: Sandy Jordan, Title IX Coordinator at 360.416.7923, sandy.jordan@skagit.edu or titleix@skagit.edu, or 2405 E. College Way, Mount Vernon, WA 98273, for Title IX/504 compliance.

ACCOMMODATIONS

If you are a student with a disability in need of classroom accommodations, please contact Disability Access Services in the Counseling and Career Services office or by calling (360) 416-7654 or at Whidbey (360) 679-5393.

AHE PROGRAM GOAL

To prepare competent, entry-level Allied Health Care professionals in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains required for each certificate.

Philosophy:

The AHE program is committed to providing education in a pluralistic atmosphere based on the recognition of diversity and acknowledging the difference in group values.

The program strives to provide education at the highest standards in a stimulating environment that optimizes human potential and individual self-worth. Learner-centered education is encouraged. There is a commitment and a collaborative atmosphere of courage, vision and innovation to provide service to students, the profession, and to provide leadership within the community served.

There is a commitment to plan and respond to community labor force needs in a timely and efficient manner; and to strive to maintain and continue to develop a premier AHE program with certificate and degree options benchmarked to industry standards. We endeavor to increase learning options through innovative programming, and to seek to promote a positive career image of the Allied Healthcare professionals employed in the medical field.

General Expectations:

- * Students must maintain a **minimum “C” grade in all required courses** in order to be awarded any AHE certificate or degree.
- * In accordance with the Federal Drug Free Workplace Act of 1988, SVC strives to create a safe and secure learning environment.
- * The program and SVC has a Zero Tolerance Policy with regard to drugs and alcohol.
- * The program expects all students to abide by all SVC rules at all times whether on campus or off campus while participating in any school activity. Violations will not be tolerated and can result in dismissal from the program.
- * Students are responsible for the purchase of textbooks, lab coats, scrubs, protective equipment, and supplies deemed necessary by the instructor.
- * Students must comply with Safety and Standard Precautions at all times. All materials in the lab must be handled appropriately according to OSHA regulations and instructor guidelines.
- * Emails from Allied Health department chairs must be read by AHE students; updates to programs, changes or policies are sent out in email. Students failing to read them may be negatively impacted by changes. Students are responsible for responding to communications as instructed to avoid consequences.
- * Honesty and integrity are expected from all students.
- * Cheating or confidentiality breach will result in dismissal from the program.
- * Late exams, if offered, must be made up as outlined in the course syllabus.
- * Class participation exercises cannot be made up.
- * You are responsible for all missed material. Arrangements to receive missed assignments must be made with the instructor(s) prior to the start of class.
- * Report all injuries immediately to the instructor.
- * Cell phones and electronic devices are always to be turned off during class unless the instructor has approved their use.
- * No artificial nails are allowed while student is participating in any pathway which contains a practicum.
- * No perfumes, colognes, scented deodorants, scented lotions, or strongly scented soaps may be worn during any class. There is zero tolerance for tobacco smoke odor. These products and odors can cause a health hazard to persons with respiratory conditions.
- * With the exception of emergency calls, students should contact or leave messages for instructors by email. Students may also leave messages with the Program Support Supervisor at (360) 416-7045.
- * Students must adhere to course requirements in relation to the use of tape recorders, attendance and course prerequisites. Electronic devices must be turned off unless instructor approval has been given.
- * AHE classes have a strict no cell phone policy. Cell phones must be left in designated areas during class time. **If an instructor makes an exception to this policy for a specific situation:**
 - Cell phones must be set to vibrate
 - Calls cannot be answered in the classroom.
 - Cell phones or other electronic devices cannot be accessed during any assessments.

Background Check and Drug Screening. Each AHE student must pass a multi-state, multi-zip code criminal background check as well as a drug screen/illegal substance screen. The student will need to complete the background check and drug screening process during the designated course in their program of study. If an applicant has not completed the process during the designated course & quarter, there will be a hold placed on the student's account. This means that the student will not be allowed to register in the next quarter's AHE courses. The fee is collected by the online vendor and is the responsibility of the student. Currently this fee is \$79. For students who have lived out of state, there may be an additional fee based on that state(s) and/or county. ***Additionally, Medical Assistant students must complete a second drug screening (currently \$35.00) immediately prior to practicum placement.*** Applicants will obtain copies of their results for their records. *Past checks and screenings conducted by other educational institutions, agencies and/or the military are not acceptable as replacements to this process.* During the designated course for your program, you will receive instructions on how to complete the background and drug screenings. Once your application has been processed by the vendor, you will receive an email on how to complete the drug screening process. This will require visiting a medical laboratory testing site.

Medical Marijuana or Cannabis, information for healthcare workers. Medical use of cannabis is legal in Washington State, and has been since 1998. Recreational use became legal in 2012. Many issues are making the regulation and use of this product complicated for patients, medical professionals wishing to advise patients to use it (currently it cannot be prescribed), and law enforcement officials, to name a few. Federal law still prohibits the use or distribution of cannabis; this has wide spread implication for any institution receiving federal money for services or support. Skagit Valley College does receive federal funding please refer to SVC Code of Student Conduct:

<http://www.mysvc.skagit.edu/news.asp?pagenumber=2725>

Currently, Skagit Valley College Allied Health education programs have no practicum sites that will accept any student if they are using marijuana. There is no exception for medical use, any use is a disqualifier. This means that any student who continues to use marijuana and fails to pass the pre-practicum drug screening will not be placed into a practicum experience. Completion of practicum is required to successfully complete some programs; any student unable to complete the practicum experience would not be able to complete the program or receive a certificate. Additionally, any student who appears to be under the influence of any mind-altering substance or not functioning at full capacity (sleep deprivation can impact ability to perform as well) will not be able to participate in any lab involving invasive procedure practice on fellow classmates.

STUDENT EVALUATIONS

Students will be evaluated on the following skills, along with appropriate course guidelines for grades, as they progress through each course to assure their readiness for graduation and practicum where appropriate:

1. Regular attendance, be on time for class, and participation in class.
2. Cooperative attitude toward work, other students and the instructor, as well as willingness to help.
3. Ability to apply theory in practical exercises.
4. Overall accuracy, neatness, amount of usable work produced, and attractiveness of finished work.
5. Judgment and reliability: ability to work under pressure and follow through to completion.
6. Ability to use critical thinking skills and to make correct decisions independently.
7. Leadership: ability to give constructive criticism and easy-to-follow directions.
8. Personal characteristics: overall appearance, attitude, personality, and integrity.

9. If at any time a student demonstrates gross negligence or unsafe behavior in a particular course, they will be dismissed from the course immediately.

Skills and Abilities:

While a physical examination is not required for admission into AHE courses, students must be physically capable of accurately and safely performing all tasks within the courses in order to meet the expectations of instructors and employers. Students are required to type their homework and to spell correctly. SVC students are required to take placement assessments for math and English placement unless they have previously been successful in attending college level courses, or meet other enrollment criteria for entry into classes. Before entering courses, the student is responsible for self-assessing these abilities and characteristics and recognizing any limitations that may directly affect their ability to succeed in this program of study. Accommodations will be made for students with documented disabilities, however, there are some essential skills related to each program of study that may not be possible to accommodate. Every effort will be made to work with the DAS office and student in each individual situation.

Suggested guidelines for a student's assessment of physical abilities and personal characteristics as related to the medical professions follow:

Body Mechanics and Mobility:

Students should be able to lift and/or carry 25 pounds. When required, students must be capable of assisting patients on and off the examination table and in and out of a wheelchair. A medical professional must have an adequate range of motion in order to perform the requirements of the job in a safe and competent manner. Students must have the ability to stand, sit, bend over, squat or walk for intermittent or prolonged periods of time. Students may be required to reach a computer keyboard or telephone while sitting down. Prolonged and/or intermittent use of the telephone or keyboard for up to eight (8) hours may also be required in some areas of employment.

Vision, Hearing and Smell:

The senses of vision, hearing and smell should be within normal ranges. Normal color vision is required in selected labs in order to perform required skills and assessments in an accurate and safe manner. Corrective devices may be utilized as needed for the safe and competent performance of duties.

Communication Skills:

Medical professionals must be able to read, write and clearly speak English. Being bilingual is an asset. Medical professionals need to possess the ability to communicate with persons from diverse cultures who may have compromised abilities to communicate due to culture or their inability to speak English. Students need to develop the ability to communicate with persons who are developmentally delayed or emotionally or physically disabled. Working successfully with patients requires strong interpersonal skills.

Multi-Tasking Ability:

Medical professionals need to possess or develop the ability to perform multiple tasks simultaneously, accurately and safely. Students must possess or develop the ability to organize and prioritize tasks and arrange the work area for maximum efficiency.

Professional Attitude:

It is mandatory that students have the ability to be flexible in attitude and to adapt to change. Students must be able to manage their time to allow them to attend classes. Do **not** schedule doctor, dental or other non-emergent appointments during scheduled class or lab times.

Confidentiality, Honesty and Trustworthiness:

In this profession, integrity, confidentiality, honesty and trustworthiness are paramount. As a student and Allied Healthcare professional, you will be exposed to confidential personal and business information about patients. You will also handle money and will be in charge of patient medications and property. Students who do not demonstrate the professional characteristics of confidentiality, honesty and trustworthiness, or students who show an inability to attain these professional qualities, may face termination of educational opportunities within the AHE program.

STUDENT GRIEVANCES AND COMPLAINTS

Skagit Valley College (SVC) is committed to protecting you as a student from improper, capricious, or arbitrary actions taken inside or outside the classroom. If you feel that you have been improperly treated by a faculty member, staff member, or student of SVC, there is a process where your concerns can be heard and a remedy sought. To learn more about this process, visit the Counseling office.

POLICY ON SMOKING

The harmful effects of direct smoking or secondhand smoke are well documented. A state directive prohibits smoking in all state buildings and vehicles. It is the intent of SVC, as an educational institution, to follow state regulations and, as a long-range goal, to discourage smoking on the SVC campus. The intent of this policy is to minimize the health hazards of those who choose not to smoke.

- ✓ No smoking shall be permitted in those areas prohibited by law or by state resolution, including all state facilities, buildings, and vehicles in Community College District No.4.
- ✓ Smoking shall be permitted only in designated smoking areas.
- ✓ Observance of this smoking policy is the responsibility of the college. Violations of the smoking policy may be referred to the college security office for enforcement. Students and employees who violate this policy and the Washington Indoor Air Act and state revisions are subject to reprimand and disciplinary proceedings according to appropriate policy.
- ✓ An annual review of the implementation of the smoking policy shall be conducted by the Student Services committee, with specific attention given to the appropriateness of designated smoking areas and enforcement of the policy.
- ✓ No students will be permitted to participate in classes or laboratory sessions if they smell of smoke; there is a zero tolerance for strong odors of any kind during participation in classes, lab sessions or practicum placements.

INCLEMENT WEATHER DIRECTIVES

The decision to close or delay day classes will be made prior to 6:00 a.m. and the media notified. The decision to close evening classes will be made by 3:00 p.m. and reported to the media. To find out if classes have been cancelled, listen to local radio stations for SVC emergency announcements, call (360) 416-7600, or check the website at www.skagit.edu. Class sites on Canvas may have course specific updates from your instructor. You can sign up to receive alerts on your phone at <https://getrave.com/login/skagit>

PROGRAM INFORMATION

All of the certificate and degree options are recognized as offerings at Skagit Valley College (SVC), which is accredited by the Northwest Association of Schools and Colleges and approved by the Washington State Superintendent of Public Instruction. Additionally, the Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education programs (CAAHEP) upon the recommendation

of the Curriculum Review Board of the American Association of Medical Assistant Endowment: CAAHEP, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, Phone: (727) 210-2350, Fax: (727) 210-2354, www.caahep.org and sponsored by AAMA, 20 N. Wacker Dr. Ste. 1575, Chicago, IL 60606, Phone: (312) 899-1500, Fax: (312) 899-1259, www.aama-ntl.org.

The Allied Health Education (AHE) program offers certificates in Medical Billing and Coding, Pharmacy Technician, as well as the Medical Assistant certificate. A Medical Assistant Associate of Applied Science Degree (AAS) or a Medical Billing and Coding Associate of Applied Science Degree (AAS) is available to students who wish to pursue a two-year degree. Students may attend classes on a full-time or part-time basis, however due to cohort schedules and course sequence part-time attendance may not be possible in some programs. Check the planning sheet for your program for additional information and make an appointment with an Allied Health faculty advisor for schedule planning.

- Because of state law, Medical Assistant graduates must also meet the requirements for the state certification in order to be eligible to work in this state. During the practicum portion of the Medical Assistant Program, students must apply to sit for the AAMA National Certification Examination to become nationally certified as a Medical Assistant (CMA) and apply for their state certification.
- Pharmacy Technician graduates who meet the requirements of the Washington State Pharmacy Board are eligible to become Washington State Certified Pharmacy Technicians upon completion of the Pharmacy Technician Certificate.
- Medical Billing and Coding graduates are eligible to take the AAPC CPC national examination to become a Certified Professional Coder Apprentice, CPC-A. Students completing the online practicum course within the program can have the apprentice (A) designation removed from their credential.

Program General Outcomes:

- ***Medical Assistant Certificate and Medical Assistant AAS Degree*** prepares students to become multi-skilled professionals who perform routine clinical tasks, clerical tasks and basic lab tests in the offices of health care providers.
- ***Medical Billing and Coding Certificate and Medical Billing and Coding AAS Degree*** includes billing and coding courses as well as selected clinical and front office courses to increase the student's knowledge base to become a competent entry-level medical biller/coder.
- ***Pharmacy Technician*** prepares students to receive written prescription or refill requests and verify that information is complete and accurate, maintain proper storage and security conditions for drugs, respond to questions or requests from the supervising pharmacist, fill prescribed medications and produce labels, assist customers, and price and file prescriptions.

Science & Lab courses:

Science courses that a student has taken 5 or more years ago cannot be transferred in for credits and must be repeated. This includes, but it not limited to anatomy & physiology, disease pathology, clinical procedure courses, microbiology, pharmacology. Students re-entering an AHE program after more than a one quarter absence will need to follow re-entry procedures and meet with the Allied Health department chair for completion planning.

Medical Coding Courses: ***Medical coding courses that a student has taken 3 or more years ago cannot be transferred in for credits and must be repeated unless students are currently working in the medical coding field and hold an active medical coding credential from the AAPC or AHIMA.***

Immunizations:

Students ***are required*** to provide documentation of at least the first two injections of the Hepatitis B vaccination (HBV) series before entrance will be allowed into the following courses: **AHE 113, 114, and 115.**

Documentation of all vaccinations must be provided to the ***Allied Health Program Support Supervisor*** before the student will be allowed to enroll in the following ***Clinical Practicum*** courses: Medical Assistant Practicum courses (**AHE 116 and AHE 117**), Pharmacy Technician Practicum (**AHE 136, AHE 137, and AHE 138**) and Advanced Medical Insurance Billing Course (**AHE 223**).

Hepatitis B vaccination series information: Please keep in mind - this is a series of injections. The three-shot series takes 7 months to complete. The two-shot series, takes one month to complete.

Permission Only Classes:

Many Allied Health courses have been designated as "***Permission Only***" courses and require permission by the department chair or the instructor of the class. Most often, entry codes can be obtained from the Program Support Supervisor. Students are advised to request codes for their upcoming quarter courses prior to their registration date each quarter.

"Permission only" has been implemented for the student's safety, program cohort tracking and planning, and to ensure all course requirements have been met.

APPROXIMATE PROGRAM COSTS

Tuition and College fee's:

Tuition is the current SVC tuition per quarter. Registration in aggregate courses that total 18+ credits per quarter incur an additional per credit cost. For additional information on non-resident fees and costs, and for fees for military personnel, please see the current college catalog or contact the Registration Office at (360) 416-7700. [Tuition and Fees - Skagit Valley College](#)

Books:

The average cost of books is \$400 per quarter. This is only an *approximate* cost and *varies greatly* by quarter and program pathway.

Supplies:

Supplies can cost *approximately* \$200 per quarter. Supplies include paper, pens, pencils, report covers, notebooks, and uniforms. Students are responsible for ascertaining individual supply costs per quarter. Students enrolled in an AHE pathway, which requires taking a practicum course and includes laboratory courses will also be required to purchase an AHE medical “scrubs” uniform, a wristwatch, appropriate shoes and a BP cuff with stethoscope. Uniforms may only be purchased at the SVC bookstore and must have the Skagit Valley College Allied Health Education patch on the sleeve. (The patch is copyrighted). The appropriate color for a student’s chosen pathway follows:

Medical Assistant Pathway – Nautical Blue Scrubs (dark blue) – patch on sleeve.

Pharmacy Technician Pathway – Green Scrubs – patch on sleeve.

Course Fees:

Many Allied Health courses have fees associated with them for materials used during the course. Examples are: lab supplies, reference books, access to resources, models, equipment or texts the student will use for the course. Below is the course fee schedule for the 23-24 year and included in the total tuition balance:

Dept	Course #	Course Title	23-24 Fee
AHE	101	HEALTHCARE INTERACTIONS	\$20
AHE	105	ELECTRONIC MEDICAL DOCUMENTS AND ADMIN PROCEDURES	\$50
AHE	106	ANATOMY & PHYSIOLOGY	\$75
AHE	107	CLIN NON-STERILE PROCED	\$150
AHE	108	CLINICAL STERILE PROCED	\$125
AHE	110	MEDICAL CODING/INSURANCE	\$50
AHE	113	INTRO TO PHLEBOTOMY	\$125
AHE	114	MICROBIOLOGY/MED LAB PRO	\$150
AHE	115	INJECTION THERAPY	\$125
AHE	117	CLINICAL PRACTICUM	\$350
AHE	132	APPLIED PHARMACOLOGY	\$25
AHE	133	PHARM RECORDS MGMT	\$75
AHE	134	OTC DRUGS	\$25
AHE	135	COMM/HOSP DRUG DISP MGMT	\$75
AHE	201	AHA BASIC LIFE SUPPORT	\$25
AHE	202	FIRST AID/EMERG PROCEDURES	\$50
AHE	203	MENTAL HEALTH FIRST AID	\$25
AHE	221	PROCEDURAL CODING IN OUTPATIENT SETTINGS, ONLINE ACCESS FEE	\$150
AHE	222	DIAGNOSTIC CODING IN OUTPATIENT SETTINGS, AAPC MEMBERSHIP FEE	\$125

AHE	223	ADVANCED MEDICAL INSURANCE BILLING	\$125
AHE	240	CPC PRACTICE EXAMS	\$56
AHE	240	NATIONAL EXAM PREP	\$425
AHE	241	CODIFY ACCESS; ONLINE CODING PRACTICUM	\$200

The current fee for taking the National Medical Assistant Certification Examination and the current fee for taking the AAPC CPC exam can be found at <http://www.aama-ntl.org/> and www.aapc.com. Fees for Pharmacy Technician certification can be found at <http://www.doh.wa.gov/LicensesPermitsandCertificates>. Students are responsible for being aware of changes in fees or additional costs. Some exam fees are included in course fees, where completion of the exam is a requirement of the course.

Required Immunizations and Tests: Cost Varies

- ✓ Diphtheria / Tetanus booster (TDAP) within the last 10 years
- ✓ 2 Measles, Mumps, Rubella (MMR)
- ✓ Varicella (chicken pox)
- ✓ Hepatitis B Vaccination Series
- ✓ Annual seasonal influenza **current during practicum placement**
- ✓ Annual negative TB skin test or negative chest x-ray **current during practicum placement**. Some facilities may require a repeated or two-step TB text.

STUDENTS SHOULD PLAN TO COMPLETE THE IMMUNIZATION REQUIREMENTS AS SOON AS POSSIBLE. Students not meeting requirements will not be allowed to register for certain classes, resulting in inability to progress and complete program as planned.

Students should start the Hepatitis B series as soon as possible if they do not have a positive antibody blood test. Students must have completed at least the first 2 injections before enrolling in AHE 113 (Introduction to Phlebotomy), AHE 114 (Microbiology/Medical Lab Procedures), and AHE 115 (Injection Therapy). The Hepatitis B Vaccination series must be completed before enrolling in AHE 116, 117 (Medical Assistant Clinical Practicum/Seminar) and AHE 136, 137 & 138 (Pharmacy Technician Clinical Practicum)

Medical and Liability Insurance:

✱ ***Personal Medical Insurance***

Students are strongly encouraged to have personal medical insurance. In the event of an accident you are not covered under any SVC insurance.

✱ ***Professional Liability Insurance***

Student liability insurance will be a fee charged when enrolling in AHE 115, AHE 116, and AHE 138. Students need to pay the premium during any quarter including clinical practice courses or placement in healthcare facilities. The professional liability insurance fee is paid through registration as a course fee.

Tools and Equipment – Estimated out of pocket costs

***Estimates only for planning purposes only, textbooks not included*

Fees are required for the following:

- ✓ Selected Immunizations are required for all
- ✓ AHE program courses – Course fees vary, text costs vary.
- ✓ Drug screenings/background check
- ✓ Registering for certification exams or applications to certifying agencies.

MEDICAL ASSISTANT PROGRAM

AHE 103	National background check & drug screen	\$79**
AHE 107, 108	Watch w/second hand	\$60

AHE 107, 108, 113, 114, 115	Uniforms (Cardinal Bookstore)	\$72
AHE 107, 108, 113, 114, 115	Uniform Shoes	\$80
AHE 107, 116	Stethoscope	\$50
AHE 107, 116	Blood Pressure Cuff	\$50
AHE 116	Pre-practicum drug screening	\$35
AHE 201	Ambu-mask (Cardinal Bookstore)	\$20
	*Total Estimated Costs:	\$446.00

*Does not include texts, associated class fees on all required AHE courses or general office supplies.

** Does not include additional fee charged on a state-by-state basis.

PHARMACY TECHNICIAN

AHE 130	National background check & drug screen	\$79**
AHE 130	Washington State Pharmacy Assistant Registration	\$70
AHE 135, 136	Uniforms (Cardinal Bookstore)	\$72
AHE 136, 137	Uniform Shoes	\$80
AHE 201	Ambu-mask (Cardinal Bookstore)	\$20
AHE 136, 137	National exam required to work in Washington	\$130
	*Total Estimated Costs:	\$451.00

*Does not include texts, associated class fees on other required AHE courses or general office supplies.

** Does not include additional fee charged on a state-by-state basis.

MEDICAL BILLING AND CODING PROGRAM

AHE 103	National background check & drug screen	79.00**
AHE 221/222	Texts, workbooks	318.95
Other misc.	Tabs, Markers, Organizational materials	\$100.00
AHE 201	Ambu-mask (Cardinal Bookstore)	\$20.00
	*Total Estimated Costs:	\$517.95

* Does not include texts or associated class fees on other required AHE courses.

** Does not include additional fee charged on a state-by-state basis.

*** Medical Billing and Coding students will sit for the AAPC CPC national exam. The cost of this exam and the associated CPC practice exams are included in fees for AHE 240. AAPC membership and AHE 241 practicum experience and Codify Software are also included in costs (from the AAPC at discounted rates due to SVC affiliation as a training site).

PROGRAM ENTRY, DISMISSAL, RE-ENTRY AND REGULATIONS

Program Entry:

Please apply at Enrollment Services or online at www.skagit.edu “Get Started” to be admitted to Skagit Valley College and receive a student ID (SID). Attend an information session and fill out an Allied Health Education program application (see the Allied Health Education web page for dates: www.skagit.edu/alliedhealth). Admission and registration guidelines are listed in the catalog and on the college website. Some Allied Health Education programs can be completed on a part-time basis. Students must enter some programs only during certain quarters and follow the suggested schedule of courses to complete required course work. Some Allied Health Programs have prerequisite courses that must be completed prior to entering. Registration for Medical Assistant cohort entries takes place in the fall and winter quarter and requires meeting with an Allied Health Education faculty advisor. Some key courses are offered only during specific quarters of the year. Student are required to contact the Allied Health faculty advisors for help preparing their course schedules, as well as fill out the Allied Health Education program application.

It is strongly recommended that students be able to read, write and compute at college level and have basic keyboarding skills. Students lacking this preparation should consult an advisor for appropriate coursework to raise their skill level. Student should review schedules and course descriptions to check for prerequisites when planning their course of study.

It is strongly recommended that applications have either a GED or High School diploma before entry into the program. A GED or High School diploma is a requirement before graduates may take the National Medical assistant Certification Examination. Student must be 18 years of age, have a high school diploma or GED, and be able to pass the background check/drug screen in order to be placed into a practicum. Students should possess good reading, writing and basic computation skills. Knowledge of keyboarding and a typing speed of 30 wpm are required to enter selected courses. Although not required to enter the program, an appropriate placement test score or grade of C or better in ENGL 99 is required to enroll in ENGL 101. Also, an appropriate placement score or grade of C or better in MATH 96 is required to enroll in AHE 118.

Advance Placement / Credit for Prior Learning:

Skagit Valley College and the Allied Health program recognize some students may have significant industry experience or prior learning, and will work with the student to assess whether credit for certain courses can be given to the student. The department issuing the credit will be required to assess the experience or learning and work with the student to document it. In other words, an English course would require the English department's approval.

Credit for Prior Learning:

(CPL) for Allied Health courses will require the student to provide documentation of training, classes, or work experience in addition to completing a form indicating how each learning outcome for the course being considered for CPL credit. The burden is on the student to provide enough detail and documentation to support credit and show that all learning outcomes for the course have been obtained during previous work. Letters from previous employers or coworkers and certificates for training or course completion, as well as professional memberships and employment records are all supportive documentation to consider. The Allied Health department chair will meet with the student and assess the student's knowledge. A verbal or written exam, or skill competency demonstration may be given to further assess knowledge of the outcomes for the course. An assessment of learning outcomes form will be filled out by the department chair, documenting the assessment of knowledge. Students are required to submit all documentation and payment per credit (currently \$60.00 per credit) to the registration / cashier. There is no guarantee of credit, and funds are non-refundable if credit is not awarded. Allied Health advisors can work with the student initially to give input regarding possible courses to consider for CPL. Skagit Valley College Dean of Workforce Education must approve the credit award.

Waivers: Waivers may be possible on some courses in certain certificate programs and students should discuss this with the AHE advisor.

Transfer of credit: Transcript evaluations are done through the SVC transcript evaluations office in enrollment services. Evaluators will work with the AHE department chair if there are questions regarding the equivalency of a specific course. All credits transferred in must be from a regionally accredited institution of higher learning.

Dismissal:

Students who interrupt their studies, or complete core sequence or lab courses more than four quarters prior (1 year) to their clinical practicum, will be required to be reassessed on theory and clinical skills and complete remediation as prescribed by AHE department chair(s). Advising from AHE faculty advisors is highly recommended to enable students to obtain the most benefit from classes. After being advised, students are responsible for checking times of classes in the published quarterly class schedule to ensure there are no class conflicts. Students may be required to participate in courses based on changes to curriculum, national standards, program standards, or time away from coursework; variable credit in AHE 199 with individualized contracts may be used to maintain competency.

Students must perform in a safe and competent manner in clinical facilities and comply with the rules and regulations of the AHE program and its affiliates at all times. Failure to do so may result in immediate dismissal from the AHE program. Unsafe practice in the clinical setting will result in a failing grade in the clinical practicum course. Unsafe practice in course laboratory sessions may result in immediate dismissal from the course, and program. A student dismissed from the AHE program is not automatically dismissed from Skagit Valley College unless academic and/or disciplinary procedures result in dismissal from SVC as well.

Re-Entry:

Students who withdrew or were dismissed from SVC for academic or disciplinary reasons, or former Allied Health Education students who are not currently enrolled in AHE courses and wish to reenter a program of study, must petition for readmission to the AHE program.

Prior students not currently enrolled in the program who wish to re-enter must petition for readmission. Prior students who have not attended school for two or more quarters must meet with the department chair before continuing in the program. Select courses may need to be repeated before a student will be placed in a clinical practicum. Students out of attendance for four quarters prior to practicum placement will be required to retake clinical, core program, or science courses with regularly updated curriculum. AHE 199 may be used in place of required repeated course-work at the Department Chair and Program Director's discretion. Recommendations and requirement for re-admission will be established on an individual basis by departmental review with final approval by the Dean of Nursing and Allied Health and the AHE Department Chair(s). Re-entry is based on a first come, first served basis providing the AHE program has approved the student as eligible for re-entry and there is room in the requested courses. Students will be assessed based on past and current performance, experience, and length of time lapsed. Curriculum updates required by industry standards and accrediting agencies may also impact required coursework for students to be prepared for a practicum placement. Students will be given an individualized remediation plan of courses to become practicum eligible. Practicum placement may be delayed due to full cohorts; students reentering may plan on being placed into the next available open practicum cohort group.

Upon re-admittance to the program, former students who have not attended courses in the AHE program for two quarters or more will be required to meet the current accreditation standards. If the time a student has been out of school exceeds five years, all lab and science courses will need to be repeated. If the time since the background check and initial drug screening is three years or more, these will also need to be repeated.

If a student fails to achieve a minimum grade of "C" twice in any Allied Health Education (AHE) course, they will not be allowed to reenter classes in the AHE program without *express* written permission from the Department Chair(s) of the AHE program. Clinical courses are not appealable for

a 3rd attempt – specifically AHE 107, AHE 108, AHE 113, AHE 114 and AHE 115. *The student is to follow the steps below to apply for possible readmission:*

- a. The student is to meet with the Department Chair to discuss the possibility of submitting a “Petition for Readmission” form to Registration. In this meeting the student must come prepared with a typed, planned success strategy of how they will be successful if accepted back into the program (the student can obtain help with this by working with an AHE advisor or other counselor).
- b. If approved by the Department Chair, the student shall submit the “Petition of Readmission” form to the Registrar.
- c. If the Registrar approves the petition, the student’s record will be annotated “Readmitted on Probation.”
- d. If the Registrar denies the petition, the Skagit Valley College policy regarding the student’s right to appeal will be followed.
- e. If a student fails to earn a “C” grade or better in a course a third time, there is no process of readmission or appeal available to the student.

ACADEMIC INTERGRITY

Unless previously arranged with your instructor to work in a group, you are expected to do your own work. This means your work should not be copied from an Internet source, a previous or current student, or out of a textbook or information sheet from an organization. Any time you quote another source you must recognize that source and identify it with quotation marks or footnotes. The information you present in your assignments should be accurate and not made up or fabricated. It is expected that a reference is included with all reports. Any student found to be in possession of work completed by another student, copies of exams, quizzes, homework in any form; or a student who submits work done by another student, will be dismissed from the course and referred to the Student Conduct officer for violation of SVC policies. The student providing their work to another will receive the same sanctions as the student submitting it. A second infraction will result in dismissal from the AHE program.

It is the official policy of Skagit Valley College that cheating, plagiarism, fabrication and other forms of academic misconduct are grounds for disciplinary action. The student accused of academic dishonesty will be reported to the appropriate school officials for initiation of disciplinary proceedings, which could result in disciplinary actions ranging from a warning to expulsion from the college.

STUDENT RESPONSIBILITIES

Attendance:

If you do not attend a class within the first three days, you can be dropped from the class. If you stop attending a class in which you are enrolled, you must withdraw from the class through the registration office or you may receive a failing grade for that class. You may withdraw from a course during the first two weeks of the quarter without a notation on your permanent record. From week three through the Friday before finals week, you may officially withdraw from a course with a “W” noted on your permanent student records. Students may do a complete withdrawal from all courses and from the college at any time during the quarter. The last day to do a complete withdrawal from all SVC courses is the last day of the quarter by 3:00 p.m.

Students who miss class are responsible for getting information and copies of class handouts from other students. If previous arrangements were not made to have another student collect copies of class handouts, students are responsible for making their own copies of class handouts. Also, students are responsible for any announcements or additional information given to students during their class

absence. Due to participation in hands on skills learning, many AHE courses have strict attendance requirements; students who miss more than one lab session will not be able to successfully pass the course. See course syllabus for specific course requirements.

Participation:

Several classes require students to participate in activities during the regularly scheduled class time. There is no way to make up these class activities. Students will lose points for not participating in these activities and may be unable to pass the course. See course syllabus for specific course requirements.

Assignments:

If assignments are due on a day that you miss class, the instructor is not under any obligation to give you additional time for completing and/or turning in your assignments. You are responsible for making arrangements to see that your assignments are turned in on time. Read the course syllabus to check for an individual instructor's class policies concerning class work. Communicating with the instructor before missing an assignment is highly recommended.

Tardiness:

If a tardy student disrupts the activities of a class, they may not be allowed to participate in class activities that day. If an instructor determines that a student's class absences or tardiness interferes with a student meeting class objectives, the student may be asked to withdraw from the course.

Classroom Conduct:

1. **Attendance is expected.** If an absence is unavoidable, it is your responsibility to notify the instructor in advance if possible. It is also your responsibility to find out from other students what material was covered and if any assignments were distributed during your absence.
2. When the instructor is ready to begin class, you should stop noise and conversation without having to be called to order. Always be punctual for all class sessions and appointments.
3. **Please do ask questions**, but avoid dominating class time with long personal stories. Respect every student's question or comment by listening attentively and respecting diverse viewpoints.
4. **DO NOT side talk while your instructor or another student is speaking** during class lecture or discussion periods. It is rude to the instructor and other students, and you will be asked to leave class.
5. **Do not begin noisily putting books away** and putting coats on before the instructor is finished lecturing.
6. **Wear appropriate dress to class and on field trips.** Do not wear any clothing that may offend others or make them feel uncomfortable around you.
7. If you need to **speak with your instructor** on an individual basis, **please make an appointment** with him or her during office hours.
8. Continual tardiness or absences may result in the student not being allowed to continue in the class for the remainder of the quarter.
9. Always come to class having completed all assignments and readings. **You are responsible for knowing the due dates.** Work may not be accepted when late.
10. **Complete uniforms must be worn to all lab classes.**
11. **No artificial nails may be worn** while the student is enrolled in any AHE pathway that contains a practicum, or during laboratory classes involving procedures or any kind.
12. **No perfumes, colognes, scented deodorants, scented lotions, or strongly scented soaps may be worn during any class.** These products can cause a health hazard to persons with respiratory conditions. The AHE program has zero tolerance for smoke smell from tobacco products.

13. **Some instructors allow snacking during class**, while some do not. OSHA laws may apply to some lab classes in regards to food. Students should not bring large meals or plates of food to classes – if snacks are allowed, disruptions and distractions from them must be minimal.

CRITERIA FOR EVALUATION OF WRITTEN WORK

All written work is expected to be written in APA format with works cited.

Superior Paper-A:

A superior paper is written at a level far above the minimum standards. Avoidance of error is not the sole criterion of evaluation. In addition to being clearly stated, a superior paper expresses ideas that show originality, maturity, and serious consideration of the topic. It also demonstrates a sense of language that is forceful as well as appropriate to the subject and audience. Organization of a paper should be logical and evolve naturally, not mechanical.

Very Good Paper-B:

A very good paper falls a little short of the superior one. Its content also has positive merit, but one or more other qualities may be lacking. Although the paper develops an idea accurately, for example, it may lack full awareness of the complexities of the subject matter. The organization may be somewhat mechanical or there may be occasional instances of defective form or unclear meaning.

Satisfactory Paper-C:

A satisfactory paper meets minimum standards for content, organization, and technical control. Its ideas may, however, be underdeveloped, its organization faulty, its logic unconvincing or its word choice imprecise. Its sentences may be unconvincing or ineffective because they lack subordination, emphasis or variety. Sometimes superior content is flawed by errors or form.

Unsatisfactory Paper-D:

An unsatisfactory paper, while it shows some effort, does not meet the minimum standards or the basic requirements of the assignment. Characteristically, the paper has little to say. The development is repetitious, inadequately supported or disorganized and/or it is filled with major errors of form.

Totally Unacceptable Paper-F:

A totally unacceptable paper is far below the minimum writing standard or fails completely to meet the requirements of the assignment, e.g. length, topic, or form. Plagiarized papers are unacceptable.

TESTING AND GRADING POLICIES

Students will receive a syllabus from the instructor for each course. Included in the syllabus are the testing dates, frequency, and testing methods for that course. Additional information on grading is included in the syllabus. The general grading schedule follows; each course syllabus has specific grading criteria, many AHE courses have participation and lab skills attendance requirements. Students will not be able to pass any course without completing all required course outcomes successfully. The Pharmacy Technician certificate program of study has specific requirements.

A = 95-100 %
A- = 90-94.99%
B+ = 87-89.99%
B = 84-86.99%

B- = 80-83.99%
C+ = 77-79.99%
C = 74-76.99%
C- = 70-73.99%

D+ = 67-69.99%
D = 64-66.99%
D- = 61-63.99%
F = 61% and below

Incomplete Grade:

An incomplete grade is limited to special circumstances. Incomplete grades are not given for simply missing class and/or getting behind in class work. This grade is considered when unforeseen circumstances of an emergent nature prevent a student from taking a final examination or submitting a final project. A written contract between the instructor and the student is required to be submitted to Registration before this grade can even be considered. See course syllabus for specific course requirements, not all courses have an incomplete option.

STUDENTS MUST EARN A GRADE OF “C” OR HIGHER IN ALL REQUIRED COURSES TO EARN A CERTIFICATE OF COMPLETION OR SERVE AS A PREREQUISITE.

General Department Testing Policies:

If a student is late to class on the day of a scheduled assessment, they will need to make arrangements to make up the assessment if allowed by the instructor. All assignments must be turned in within the time allotted for that assessment.

Students need to check the syllabus to see how many, if any, assessments may be made up if missed for individual courses. Students will receive a percentage of their grade achieved on any makeup assessment. Generally, after being absent, makeup assessments are required to be scheduled and completed within one week of returning to class. If not completed within this time frame, the student will receive a score of 0 for the missed assessment. Check the syllabus for course policies.

The *student is responsible* for making an appointment with the counseling center to make up an assessment. The student must inform the instructor of the time of the makeup assessment so that the instructor has ample time to take a copy of the makeup exam to the testing center.

Information on the location of the College Testing Center may be obtained from Counseling. A student will be required to bring the following to the College Testing Center when making up an assessment: (1) late test fee receipt, (2) picture ID, (3) pencil with eraser, (4) “Scantron” sheet, if required, (5) any other items required to complete your assessment.

DRESS CODE

Starting the second week of the quarter, a student may not be allowed to participate in the labs where uniforms or lab coats are required if they are not properly attired.

- ✔ **No white jeans, pants or skirts are to be worn as uniforms.**
- ✔ **No men’s T-shirts are to be worn as uniform tops.**
- ✔ **Clean, new, walking shoes are acceptable but must be approved by the instructor. No cloth shoes of any kind or sandals are permitted. Shoes must be completely enclosed on all sides.**
- ✔ **Freshly laundered medical scrub uniforms are to be worn in the lab. All scrubs must have the SVC Allied Health logo on them.**
- ✔ **Anklet socks, crew socks or knee socks may be worn with scrubs.**
- ✔ **Your name badge is to be worn on the left side of your uniform top.**
- ✔ **If your hair is long enough to touch your collar, you must wear it up off your collar. Hair must be pulled up and fastened above the collar. Ponytails that can touch your collar or just pulling your hair back is not acceptable. Your hair must not be able to touch your collar.**
- ✔ **All ear and facial piercings must adhere to the practicum site standards.**

- ✔ All jewelry must adhere to the practicum site standards.
- ✔ A cardigan sweater may be worn with your uniform. Do not wear pullover sweaters or pullover sweatshirts over your scrub tops.
- ✔ Check with your microbiology instructor regarding lab coat regulations for that course.
- ✔ Uniforms are required in all lab sections of the Allied Health program courses.
- ✔ No artificial nails may be worn while the student is enrolled in any AHE pathway that contains a practicum or during laboratory sessions.
- ✔ No perfumes, colognes, scented deodorants, scented lotions, or strongly scented soaps may be worn during any class. Any strong odors will result in a warning and possible dismissal from the class, or course. Many products can cause a health hazard to persons with respiratory conditions.
- ✔ Tattoo coverage must adhere to the practicum site standards. Practicum sites MAY require tattoos to be covered per the practicum site standards.
- ✔ Student hair color must adhere to the practicum site standards. Practicum sites MAY require hair color to be of a *natural color* during practicum placements; for example but not limited to – blue, pink, or green hair will not be allowed. If a student with auburn hair colors their hair blond or black that is acceptable since black, and blond are naturally occurring hair colors.

PERSONAL CARE, HYGIENE AND GROOMING STANDARDS

Every student is expected to practice daily hygiene and good grooming including:

- ✔ Bathing and Showering
- ✔ Hair care
- ✔ Nail care
- ✔ Dental/Breath care

Medical assistants work in close proximity to patients and fellow staff members and must be conscious of personal hygiene and grooming at all times. Personal hygiene means keeping the body clean which helps prevent the spread of germs. Personal grooming is caring for fingernails and hair. Examples of grooming would be styling hair, shaving, trimming and cleaning fingernails. Maintaining good health also includes the following areas: Nutrition, leisure/recreation opportunities, sleep, and exercise. Feeling and looking good are important to each individual's emotional and physical well-being.

ACADEMIC HONOR CODE

All students of Skagit Valley College are responsible for knowing and adhering to the Academic Honor Code of this institution found at <http://www.mysvc.skagit.edu/news.asp?pagenumber=2725>. Violations of this code include, but are not limited to: Cheating, plagiarism, aid of academic dishonesty, fabrication, lying, bribery, and threatening behavior. All incidents of academic misconduct are reported to the student conduct officer. Students found to be in violation of the Academic Honor Code are subject to academic consequences up to and including failure of the course. Students may also be subject to college disciplinary sanctions up to and including expulsion from the college.

WAC 132D-120-050 Violations state, “Any student found to have committed, or aided or abetted others to commit, any of the violations appearing in the Code of Student Conduct is subject to the disciplinary

sanctions outlined within said code.” All students must agree to abide by all portions of the Skagit Valley College “Code of Student Conduct” including, but not limited to:

1. Use, possession, distribution or being demonstrably under the influence of narcotics or other controlled substances, except as expressly permitted by law.
2. Use, possession, distribution or being under the influence of alcoholic beverages, except as expressly permitted by law and college regulations.

Policy on Cheating:

It is mandatory that students read the Skagit Valley College (SVC) Student Handbook and become familiar with College policies, regulations and procedures. As stated in the SVC Student Handbook, “academic dishonesty is defined as “meaning plagiarism, cheating on examinations, fraudulent representation of a student’s work product or other similar act of academic dishonesty.” The AHE program has a “zero” tolerance policy for cheating. Expectations are that a student does his/her own work. Students who cheat will be disciplined according to the disciplinary policy of SVC. This disciplinary policy is outlined more fully in the SVC Student Handbook. Consequences for cheating may range from a student failing a particular assignment or assessment, failing a course, or being dismissed from the AHE Program. When cheating has occurred, all parties involved will be disciplined. For example, if you allow someone to copy your paper for an assignment, you are as guilty of cheating as the person who copies your paper. Maintain security on your work at all times.

Your instructors need to know if you are having difficulty. Help can only be offered if instructors are aware that you are having problems with an assignment or a project, etc. Communicate with your instructors if you are struggling in a course.

NATIONAL CERTIFICATION

- ❖ Upon successful completion of all coursework and practicum, medical assistant students are eligible to apply for the Certified Medical Assistant examination as offered by the American Association of Medical Assistants. It is the student’s responsibility to pursue application of this examination process. Certification exam fees are solely the responsibility of the student. Reimbursement arrangements are not available through Skagit Valley College. Passing a national examination is required to qualify for certification and employment as a medical assistant in Washington State.
- ❖ Upon successful completion of all coursework and practicum pharmacy technician students may attempt the PTCB national examination. A national credential is required for Washington State certification as a pharmacy technician.
- ❖ Medical Billing and Coding graduates are eligible to take the AAPC CPC national examination to become Certified Professional Coder Apprentice, CPC-A. Completion of the AAPC CPC Practicode Practicum will remove the –A designation on the credential.

STUDENT CLINICAL PRACTICUM

Medical Assisting students:

MA responsible for completing all prerequisites for a Medical Assistant Clinical Practicum by the sixth week of the quarter prior to practicum. This is necessary to allow enough time to make arrangements with sites for the clinical practicum experiences. Students will also be required to attend a mandatory meeting regarding placement; failure to attend may result in inability to be placed.

Pharmacy Technician students:

PT must have completed all prerequisites and pharmacy courses to be eligible for a Pharmacy Technician practicum experience. All pharmacy practicum experiences take place during summer quarter and must be arranged with the Pharmacy director/instructor. Science course prerequisites older than five (5) years will need to be repeated. Any pharmacy technician candidate who does not successfully complete the practicum experience the summer quarter immediately following completion of the core curriculum will be required to follow re-entry procedures.

Prerequisites for clinical placement:

In order to be placed in the required Medical Assistant, or Pharmacy Technician unpaid Clinical Practicum/Experience, candidates must complete all required courses with a “C” grade or better. A Medical Assistant AAS and Certificate or Pharmacy Technician Certificate is awarded to those students who satisfactorily complete all required courses and clinical practicum with a minimum “C” grade.

- * Students must have a current American Heart Association BLS certification and current First Aid certification as well as present evidence of a current (within one year), negative TB test (some facilities may require a repeat or two-step TB test).
- * No other AHE courses (some non AHE required courses may be approved to be completed concurrently) may be taken by students during practicum unless approved by the department chair.
- * Students must present evidence of the completion of the following immunizations or exceptions: Tetanus-Diphtheria; Measles, Mumps, Rubella (MMR), Varicella (Chickenpox), TB, current annual influenza; and the Hepatitis B series vaccination series.

The requirement regarding the MMR may be met by the following:

1. Submitting proof of a positive Rubella Titer. This is a blood test.
 2. Being vaccinated by receiving the *two* MMR vaccines.
 3. Submitting a copy of your medical record showing that a physician diagnosed you as having Measles, Rubella and Mumps.
- * Students must notify the AHE Department chair of his/her intention to participate in a clinical practicum no later than the third week of the quarter prior to the practicum quarter (or other designated date) in order to be placed. This must be done the quarter prior to participating in practicum. Students must also attend the mandatory meeting which will be announced via email in order to be placed into a practicum.
 - * The department chair/program assistant will check your file to be sure the following are on file:
 - ✓ Required immunizations.
 - ✓ Satisfactory completion of Background/Drug Screening.
 - ✓ Current American Heart Association BLS Provider card and First Aid Card.
 - ✓ Mental Health First Aid Certification.
 - ✓ Professional Liability Insurance (a fee attached when you register for the practicum course).
 - ✓ Unofficial copy of transcript.
 - ✓ Student Information form. (This form is found at the end of the handbook).

Medical Assistant and Pharmacy Technician students must have the permission/ endorsement of the practicum coordinator before placement in a clinical practicum experience. The practicum coordinator selects the medical facilities used for clinical practicum sites and places qualified students.

Clinical Practicum Policies: If it is unavoidable for a student to be absent from an assigned clinic, they must:

- * Let the clinic know 24 hours in advance.
- * Call the AHE Department at (360) 416-7045. Call your practicum coordinator as well. You may leave a message 24 hours a day. **Email your Instructor immediately.**

If a student is absent from the clinic, they must make arrangements with the preceptor to make up these days. A written plan must be submitted to the instructor and the department chair for approval no later than the next seminar following the absence. Failure to do so will result in an unexcused absence. If a student is continually absent, they will be removed from the clinical assignment. They may also be removed from their program.

Do not make appointments for yourself or family members where you need to transport them for medical care during assigned clinic hours. Non-emergent appointments will be counted as unexcused absences and may result in you being removed from your clinical assignment and/or your certificate program.

Clinic hours are typically 8:30 a.m. to 5:30 p.m. There may be some flexibility with certain clinics concerning hours. All students must be in the clinic a minimum of 7½ hours per day – not including lunchtime. You will be required to observe the clinic’s policies regarding coffee breaks and lunch breaks. You are expected to follow all clinic policies. It is recommended that you discuss these policies with your preceptor as soon as possible. Continual tardiness will not be tolerated. Tardiness or failure to observe clinic policies will result in immediate removal from a clinic site.

Call the assigned clinic prior to the first day of your practicum. Make an appointment to meet with the office manager and your preceptor. This is your opportunity to ask any questions that you may have concerning parking, the rotation schedule etc.

Dress code for students placed at clinic sites follows:

- * **All students are required to wear their scrubs. The color of the required uniform is determined by the individual certificate.**
- * Your school name badge is required to be worn on the upper left side of your uniform at all times.
- * **Clean, new, walking shoes are acceptable but must be approved by the instructor. No cloth shoes of any kind or sandals are permitted. Shoes must be completely enclosed on all sides.**
- * Collar length hair is to be worn up and fastened.
- * All jewelry must adhere to the practicum site standards.
- * Pharmacy Technician students may also wear short lab coats.
- * No artificial nails may be worn while the student is enrolled in any AHE pathway that contains a practicum.
- * No perfumes, colognes, scented deodorants, scented lotions, or strongly scented soaps may be worn. Tobacco smoke odor will result in dismissal from the site and inability to complete the practicum.
- * Tattoo coverage must adhere to the practicum site standards. Practicum sites MAY require tattoos to be covered per the practicum site standards.
- * Student hair color must adhere to the practicum site standards. Practicum sites MAY require hair color to be of *a natural color* during practicum placements; for example but not limited to – blue, pink, or green hair will not be allowed. If a student with auburn hair colors their hair blond or black that is acceptable since black, and blond are naturally occurring hair colors.
- * All ear and facial piercings must adhere to the practicum site standards.

Failure to comply with the above dress code will result in immediate removal from a practicum site.

You will be required to complete all evaluations outlined in the course syllabus. Forms for these evaluations are found in your course syllabus. Also, members of the clinic staff, the practicum preceptor, and the faculty supervisor will write evaluations. Failure to complete all required evaluations will result in a failing grade for practicum courses.

Weekly forms containing information on clinical experiences are required to be turned in to your instructor during your weekly seminar. These forms are included in the AHE 117 or 138 syllabus.

You will be required to keep a daily journal of clinical experiences. The journal is due to the instructor on the date designated in the course syllabus.

Students are not to receive remuneration (payment of any type) during their practicum experience. There are two identical policy forms and two identical confidentiality forms in your practicum packet. One copy of each form must be signed and dated and returned to the department chair before being allowed to participate in the clinical practicum experience. The second copy of each form is for your records.

Dismissal from Clinical Practicum:

Any student dismissed from practicum placement will automatically fail to pass all practicum courses and seminar for that quarter. The student will be required to meet with the program director and department chair(s) to develop a remediation plan prior to entering the next available practicum cohort with space. Remediation will consist of enrolling in AHE 199 credit(s) for participation and successful completion of all skills identified by the practicum preceptors as being deficient. Contracts will be developed between each instructor and the student, and approved by the program director. A student not successfully and completely remediating all skills identified as unacceptable in the clinical setting, and passing them at 100%, will not be eligible to participate in an additional practicum placement.

If a student is asked to leave the assigned practicum site and not return for any reason, the student will automatically fail the practicum class and will not be allowed to continue in AHE 116 and 117 or AHE 136, 137 & 138. Depending on the reason for dismissal, the student may not be allowed to continue in any AHE program that contains a practicum component. Any accusation of a crime committed, (i.e. theft, etc.), will be cause for automatic dismissal from the program and the student may be referred to the proper authorities.

ADDITIONAL PROGRAM INFORMATION

Students are expected to have read, been aware of, and agree to abide by the information in the Skagit Valley College and Allied Health program handbooks. Please ask your instructor or the department chair if you have any questions about their content. The standards listed in the information about plagiarism will be strictly followed. Please read it carefully. AHE students must understand certain basic information in order to prevent injury to the patients that could affect their quality of life. Medical Assistants are expected to be able to assist health care providers to provide the best medical care possible.

Pharmacy Technician Program Progression:

The program courses are sequential, culminating in the practicum experience. Upon entry into the program sequence all components of the program **must** be taken in the order listed and no more than four quarters prior to practicum placement. All required courses must be complete prior to registering for practicum. If all coursework is not complete or if a "C" has not been attained in all required courses, the student will not be allowed to start practicum. Any additional requirements must also be complete.

Other Program Pathway Progression Notes:

The components and courses of the program should be taken in the sequence listed; otherwise, availability of courses may not be possible. Many program courses have prerequisites and some courses are only offered once per year. All required courses must be complete prior to registering for practicum experience which occurs at the end of the program. If coursework is not complete, or if a grade less than a “C” has been attained in any of the required courses, the student will not be allowed to start practicum. All additional requirements, such as immunizations, must also be completed.



LEARNING RESOURCES

Responsibility of the student/learner:

The courses in the AHE program are designed for active participation by students and the instructor who share the responsibility for the learning process. Various modes of teaching/learning activities will be employed during these courses, including lectures/discussions, small group work sessions, simulation, clinical laboratory experiences, and postings on discussion forums or online learning systems.

Each person is responsible for her or his own learning. Course competencies stated in the course outline set minimum standards for what students should be able to do at the completion of each course. Students are responsible for thinking, problem-solving, and working in this program.

- * The instructor is the facilitator for the course who will guide students through the course subject content. The instructor's responsibilities follow:
 - ✔ Present, introduce and guide discussion of topics, ideas, or concepts and challenge the students to think.
 - ✔ Provide ideas and opinions during discussions and listen and learn from the students.
 - ✔ Work diligently to have all students actively participate, learn about the topics, share and exchange ideas and information, reach course competencies, and develop thinking ability.
 - ✔ Maintain a respectful, engaging learning environment, supportive of diverse learning styles.
 - ✔ Hold students responsible for their own learning.

- * The student is an active participant in the teaching and learning activities. The student's responsibilities follow:
 - ✔ Actively listen to the instructor and others. Think, make comments, discuss ideas, ask questions, read, write, talk, participate, observe and listen for understanding.
 - ✔ Respect others' ideas, work to understand others' points of view, encourage others, learn from others, use and build on ideas and opinions.
 - ✔ Contribute to learning of the group by using experience and knowledge and sharing information and relevant life experiences.
 - ✔ Do the best work possible in all course work by active participation, writing tasks, homework, individual study, contribution to class learning and group work effectiveness.
 - ✔ Avoid relying on the instructor for learning...learning is an individual responsibility.
 - ✔ Complete homework. This work needs to be done to prepare for each class or session. It may be reading, studying, thinking and/or writing. The quality of this homework usually determines how well a person can contribute to the class and group work discussions and activities. Most assignments will be made available at the beginning of each course, module or topic and will usually include written and reading assignments. Homework is preparing for what each person needs to do to be ready for each session, discussion and class activities. It is expected that all students will do what is needed to be ready for each session.

- ✎ AHE program courses are not designed to present “answers.” It is intended that each student work through and develop his/her own “answers.” This is a crucial element in learning. The instructor works to facilitate this learning process.
- ✎ Critically consider subject or course content. This means that students do not “blindly” accept what is written in the text or what the instructor and others say is “the only way.” Learning is difficult to comprehend but it does include listening to, and thinking about, the idea or statement. Learning requires one to ask questions such as:

- 1) “What is said or written?”
- 2) “What is meant by that?”
- 3) “What do I think about it?”
- 4) “What does it mean to me?”
- 5) “Can I modify or change it in any way?”
- 6) "How can you use it?"
- 7) “What are my conclusions about it?”
- 8) “Why is this important?”

* Student activities during various teaching/learning activities follow:

- ✎ **Class Discussion** – Instructor will facilitate a discussion of a specific topic.

- 1) **The instructor** - presents and discusses ideas, topics, and concepts; makes comments and expresses own ideas/opinions; asks questions to generate student thinking about the issue.
- 2) **The learners** – Think about ideas, discuss the ideas, topics, and concepts presented; make comments and express opinions; ask questions for understanding and clarification; discuss their own experiences related to the topic.
- 3) **The activity** – This activity is an exchange of ideas, thoughts, and comments between everyone. It is *not* “straight lecture” with the instructor doing **all** the talking. It is “sharing” in the discussion by all.

- ✎ **Group Work Activity (3–5 members)** – Sharing ideas to create a collaborative point of view. The tasks will be to develop a group response or solution of an assigned task, project or question.

- 1) Each member will be active in the discussion and will present ideas, comments or opinions. This is usually developed individually during homework. All members will work to think about and understand the **meaning** of each person’s ideas or opinions during this discussion.
- 2) The team is effective when the response created by the team includes all good ideas of members, but is better than any one member could have done alone – this is a “synergistic” effort.

- ✎ Simulation and clinical laboratory experiences.

- 1) Successful participation in these activities depends upon the student’s completion of assigned homework to include viewing of audio visual materials, critical study of procedures, and preparation of patient’s related materials.
- 2) The student must demonstrate critical thinking in problem solving.

Assessments:

Assumptions:

- * Students will have read all of the assigned material prior to coming to class.
- * Students will receive a copy of the course objectives, schedule, and content outline at the beginning of the course (a syllabus).
- * All test questions are based on the objectives.
- * All handouts, class activities, assigned reading, and media are sources of test questions.
- * All of the course outline (contents and required readings/media) may not be covered in class, but will be considered testable material.

Instructor's Role

- * Provide the content in the course outline and indicate which additional content, readings, and media are considered testable material.
- * Make available all required media for review.
- * Present additional/supplementary material, when available.
- * Provide a guideline of content in the exam prior to the test date.

Suggestions for Test-Taking

- * Read a book on test-taking skills.
- * Take each objective – line up content of outline that is relevant to it. Look up page numbers in the book that covers it. Make your own outline of material.
- * Look at any review books that would let you practice answering questions; if this is an area in which you are weak.
- * Do some relaxation techniques to help you feel less overwhelmed by the volume of material.
- * Student Services personnel can be of assistance to you if you are having test-taking problems.

IMPORTANT DISPOSITIONS FOR CRITICAL THINKERS

- * Seek a clear statement of the thesis or question.
- * Seek reasons.
- * Try to be well informed.
- * Use credible sources and mention them.
- * Take into account the total situation.
- * Try to remain relevant to the main point.
- * Keep in mind the original or basic concern.
- * Look for alternatives.
- * Be open-minded:
 - ✓ Consider seriously points of view other than your own (“dialogical thinking”).
 - ✓ Reason for premises with which one disagrees – without letting the disagreement interfere with one’s own reasoning (“suppositional thinking”).
 - ✓ Withhold judgment when the evidence and reasons are insufficient.
- * Take a position (and change a position) when evidence and reasons are sufficient to do so.
- * Seek as much precision as the subject permits.
- * Deal in an orderly manner with the parts of a complex whole.
- * Be sensitive to the feelings, level of knowledge, and degree of sophistication of others.
- * Use critical thinking/problem-solving abilities.

STANDARD PRECAUTIONS

Information about Hepatitis and Vaccines

The Disease and the Risks:

Hepatitis B is a viral infection caused by the Hepatitis B virus (HBV) which causes death in 1-2% of infected patients. Most people with Hepatitis B recover completely, but approximately 5-10% become chronic carriers of the virus. Most of these people have no symptoms, but can continue to transmit the disease to others. Some may develop chronic active hepatitis and cirrhosis. HBV also appears to be a causative factor in the development of liver cancer. Thus, immunization against Hepatitis B can prevent acute hepatitis and reduce sickness and death from chronic active hepatitis, cirrhosis and liver cancer.

Risk of Exposure:

Medical and paramedical personnel are at increased risk of contracting hepatitis depending upon the degree of exposure to the blood or body fluids (e.g., urine, saliva, other body secretions) of patients infected with Hepatitis B (known or unknown). Hepatitis B is spread by direct contact of broken skin or mucous membranes with the blood or body fluids of a person who has Hepatitis B or is a carrier of the disease. Routine, frequent handling of blood or contaminated tissue products constitutes significant risk because of the ease of transmission of the disease, and the fact that many people with Hepatitis B have no symptoms and do not know they have the disease.

The Vaccines.

1. Heptavax-B:

Heptavax-B vaccine is produced from the plasma of chronic HBV carriers. The vaccine consists of highly purified, formalin-inactivated Hepatitis B antigen (viral coating material). It has been extensively tested for safety and efficacy in large-scale clinical trials with human subjects. A high percentage of healthy people who receive two doses of vaccine and a booster achieve high levels of surface antibody (anti-HBs) and protection against Hepatitis B. Persons with immune system abnormalities, such as dialysis patients, have less response to the vaccine, but over half of those receiving it do develop anti-bodies. Full immunization with three doses of vaccine over a six-month period provides immunity in 96% of the individuals tested. There is no evidence that the vaccine has caused Hepatitis B. However, persons who have been infected with HBV prior to receiving the vaccine may go on to develop clinical hepatitis in spite of immunization. The duration of immunity is unknown at this time.

2. Recombivax HB:

Recombivax HB (Hepatitis B Vaccine (Recombinant), MSD) is a non-infectious subunit viral vaccine derived from Hepatitis B surface antigen (HBsAg) produced in yeast cells. A portion of the Hepatitis B is produced from cultures of this recombinant yeast strain. The vaccine against Hepatitis B, prepared from recombinant yeast cultures, is free of association with human blood or blood products.

High percentages (approximately 96%) of healthy individuals vaccinated with the recommended three doses achieve high levels of Hepatitis B surface antibody and protection against Hepatitis B. Immunocompromised and immunosuppressed persons respond less well than do healthy individuals. Full immunization requires three doses of vaccine over a six-month period. An initial dose, a second dose one month later, and a third dose six months after the first. There is no evidence that the vaccine has ever caused Hepatitis B. However, persons who have been infected with Hepatitis B prior to receiving the vaccine may go on to develop clinical hepatitis despite immunization. The duration of the protective effect of the vaccine is unknown at present.

OSHA states that it is clear that HB vaccines prevent serious disease and possibly death. The vaccine is required for all students prior to entry into courses with risk of exposure and the practicum.

Possible Vaccine Side Effects:

The incidence of side effects is very low. No serious side effects have been reported with the vaccine. Tenderness and redness at the site of the injection may occur. Low-grade fever may occur. Rash, nausea, joint pain, and mild fatigue have also been reported.

References:

To read or receive more detailed Hepatitis B information, please view the following website for the Center of Disease Control in Atlanta: <http://www.cdc.gov/vaccines/vpd-vac/hepb/default.htm><https://www.cdc.gov/hepatitis/hbv/index.htm>

Information about HIV/AIDS

The Disease and the Risks:

Acquired Immune Deficiency Syndrome (AIDS) is caused by HIV. HIV is an infectious virus, which affects the body's immune system. HIV is a blood-borne, sexually transmitted disease that is not spread by casual contact. However, students may run the risk of exposure to patients or to the blood and body fluids of patients affected with this disease. A virus called T-Lymphotropic Virus Type III or Human Immunodeficiency Virus (HIV) carried in the blood and body secretions of infected persons, causes AIDS.

The Center for Disease Control (CDC) has received several reports of Human Immunodeficiency Virus (HIV) infection in healthcare workers. The occupational risk of acquiring HIV for healthcare workers is very low and is estimated to be less than 1% in those who have potential contact via needle stick with blood of infected patients.

Risk of Exposure:

Since medical history, physical examination and laboratory testing cannot always reliably identify all patients infected with HIV **blood and body fluid precautions** should be consistently used for all patients. This approach of "universal blood and body-fluid precautions" or "universal precautions" should be used in the care of **all** patients, especially including those in emergency-care settings in which the risk of blood exposure is increased.

Universal precautions are intended to minimize healthcare workers' risk of exposure to blood-borne pathogens by preventing potential (needle stick), mucous membrane, and no intact skin contact with blood and other body fluids. Blood is the single most important source of HIV, HBV, and other blood-borne pathogens in the occupational setting. There are no vaccines for HIV protection. Universal Precautions also apply to semen and vaginal secretions. Although both of these fluids have been implicated in the sexual transmission of HIV and HBV, they have not been implicated in occupational transmission from patient to healthcare worker. Outside the human body, HIV is a fragile virus that is easy to destroy with common disinfectant. Environmental contamination of surfaces or equipment by blood and body secretion has not been a means of transmitting HIV to healthcare workers.

Reference

Centers of Disease Control in Atlanta <https://www.cdc.gov/hiv/library/>

Blood and Body Fluids:

(Guidelines for the Practice of Standard Blood and Body Fluids Procedures)

One of the roles of a medical assistant student is helping others. Sometimes performing or practicing the duties in lab or clinical experience may put your own health at risk. One such risk is exposure to blood borne pathogens-microorganisms such as the hepatitis B virus (HBV) and the human immunodeficiency virus (HIV) which causes AIDS. Your chance of being directly exposed to blood borne pathogens on the job is small but keeping that chance to an absolute minimum is essential. Specifically, treat all blood and other potentially infectious materials as if they **ARE** infectious.

1) **Wear Gloves**

- * Whenever there's a possibility of contact with blood and/or other body fluids.
- * When handling items or surfaces soiled with blood and/or body fluids requiring Standard Precautions.
- * During invasive (body entering) procedures including the starting of intravenous access lines, the drawing or processing of blood specimens and administering injections.
- * Gloves are supplied in every classroom as well as many other highly populated areas (library, cafeteria, etc.) on all SVC campuses.

- 2) Wear other appropriate protective clothing and equipment (PPE) as needed. This may include masks, face shields, goggles, gowns, aprons and/or glasses with side shields.
- 3) Perform frequent and thorough hand washing immediately after exposure to infectious materials and after removing gloves or other personal protective equipment.
- 4) Use extreme caution to prevent needle sticks and/or other sharps related injuries.
- 5) Dispose of used sharps in puncture-proof containers immediately after use.
- 6) If equipment or clothing becomes contaminated, follow proper cleaning, decontamination and/or disposal procedures.
- 7) Take special care when you collect, handle, store or transport blood or other potential infectious materials. Use appropriate containers labeled with biohazard symbol.
- 8) Handle all "red bag" waste per recommendations. Waste saturated with blood and body fluids must be placed into a red biohazard bag for off-site autoclaving/incineration.
- 9) Hepatitis B Vaccine (Required for all AHE certificates). If you have exposure to blood borne risks, it is your best protection against disease. Contact your physician with any questions or to request further information about this immunization.
- 10) Report any exposure to infectious materials, e.g., needle stick injuries, appropriately and promptly to ensure proper medical follow-up.
- 11) Use clean-up kit designed solely for cleaning up spills/messes involving blood and/or body fluids on SVC property.

Approved OSHA Definitions:
(OSHA BLOODBORNE PATHOGENS STANDARD)

To provide all healthcare workers with the approved definitions of the components of the OSHA Blood Borne Pathogens Standard.

Reference: OSHA 29 CFR 1910.1030 Blood Borne Pathogens Standard

Date of Origin: 06/01/1992

Reviewed/Revised: 02/01/1999

Blood:

Human blood, human blood components, and products made from human blood.

Blood borne Pathogens:

Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV), Hepatitis C virus (HVC) and human immunodeficiency virus (HIV).

Contaminated:

Presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item/surface.

Contaminated Laundry:

Laundry, which has been soiled with blood or other potentially infectious materials.

Laundry, which may contain contaminated sharps.

Contaminated Sharps:

Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes and exposed ends of dental wires.

Decontamination:

Use of physical or chemical means to remove, inactivate, or destroy blood borne pathogens on a surface item to the point where they are no longer capable of transmitting infectious particles and the surface item is rendered safe to handling, use or disposal.

Engineering Controls:

Controls that isolate or remove blood-borne pathogens hazards from the workplace, e.g., sharps disposal containers.

Exposure Incident:

A specific eye, mouth, or other mucous membrane, non-intact skin, or potential contact with blood or other potentially infectious materials that results from the performance of an employee's job duties and responsibilities.

Hand Washing Facilities:

A facility providing adequate supply of running potable water, soap and single use towels or hot drying machines to facilitate proper hand washing.

Human Body Fluids:

Human body fluids, tissue or organs.

Other Potentially Infectious Materials (OPIM):

Semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental fluids in situations where it is difficult or impossible to differentiate between body fluids.

Human Tissue/Organs:

Any unfixed tissue or organ, other than intact skin, from a human being, living or dead HIV-containing cell or tissue cultures, organ cultures, and HIV, HCV, or HBV containing culture medium or other solutions. In addition, blood, organs, or other tissues from experimental animals infected with HIV, HBV, or HCV.

Occupational Exposure:

Reasonably anticipated skin, eye, mucous membrane, or potential contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Personal Protective Equipment (PPE):

Specialized clothing or equipment worn by an employee for protection against a hazard.

General work clothes, e.g., uniforms, pants, shirts or blouses, not intended to function as protection against a hazard, are not considered personal protective equipment.

Regulated Waste:

Liquid or semi-liquid blood or other potentially infectious materials. Contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological wastes containing blood or other potentially infectious materials.

Standard Precautions:

An infection control approach that treats all human blood and certain body fluids as if known to be infectious for HIV, HBV, HCV or other blood borne pathogens.

Work Practice Controls:

Controls that reduce the likelihood of exposure by altering the manner in which a task is performed, e.g., prohibiting recapping of needles.

PLEASE TAKE THE TIME TO BE SAFE.

Think ahead and protect yourself by using the safety equipment made available to you. *Do not gamble with your life.* For more information see the following.

US Dept. of Labor / OSHA: https://www.osha.gov/SLTC/bloodborne pathogens/bloodborne_quickref.html

OSHA Fact Sheet: https://www.osha.gov/OshDoc/data_BloodborneFacts/bbfact01.pdf

Latex Allergies:

Summary Statement: Natural rubber latex allergies are a serious medical problem for a number of patients and a disabling occupational disease among health care workers. The allergic response from latex is caused by one or more allergens in the protein component of natural rubber latex. Allergic reactions to latex range from skin disease to asthma and anaphylaxis that can result in chronic illness, disability, career loss, hardship, and death. There are no treatments for latex allergy except for complete avoidance of latex.

The immediate intervention is to reduce the risk of latex sensitization. Latex medical gloves are the most prominent source of allergen exposures. Therefore, it is essential that glove users wash their hands between glove changes and after removal and avoid touching objects or latex-sensitized persons with latex gloves or unwashed hands. Airborne particles of powder and protein may remain suspended for up to 5 hours. Therefore, health care providers are encouraged to use powder free gloves and areas contaminated with latex dust should be cleaned frequently. It is advised not to use oil-based hand care products or medications to treat skin conditions as this increases your exposure to allergens and microorganisms. These ingredients may degrade the molecular structure of latex and release protein and chemicals.

Latex sensitized persons must never wear latex gloves. The symptoms of latex allergy are skin rashes, hives, flushing, itching, and nasal, eye, or sinus symptoms, asthma, and shock. It is important to facilitate early identification, diagnosis, and treatment of problems with hand dermatosis or symptoms of latex allergies. Therefore, the following questionnaire is included to assist you in identifying risk factors.

- * Do you have swelling or itching of your lips after blowing up balloons?
- * Have you ever experienced any swelling or itching after dental, vaginal or rectal exams?
- * Have you ever experienced any swelling or itching with use of a condom?
- * Do you have a history of eczema or dermatitis of the hands?
- * Do you have any food allergies?
- * Do you have any history of unexplained nasal congestion, itchy watery eyes or chest congestion when in a health care setting?
- * Have you had multiple surgical procedures as an infant?
- * Have you experienced an unexplained anaphylactic reaction during or after a surgical procedure?
- * Do you wear latex gloves regularly or are you otherwise exposed to latex on a regular basis?
- * Do you have a rash, itching, cracking, chapping, scaling, or weeping of skin after wearing latex gloves?

If the answers to the above questions are yes or upon evaluation, you are concerned that you may have a latex allergy, a doctor should be consulted for further evaluation.

Acknowledgments

- * NIOSH alert, June 1997 Preventing allergic reactions to natural rubber latex in the workplace
- * Wisconsin Indianhead Technical College Medical Assisting Handbook
- * ANA Position Statements: Latex allergy
- * The Johns Hopkins Hospital
- * Fox Valley Technical College, Latex sensitivity Questionnaire
- * Dr. G. Sussman and Dr. FE Hargreave, Medical Device Bureau, Health Protection Branch, Health Canada Task Force on Latex Allergies January 1994
- * Some information was provided or based upon information from Barbara Dahl CPC, CMA
- * <http://acaai.org/allergies/types/skin-allergies/latex-allergy>
- * Bylaws of the American Association of Medical Assistants, Revised 10/98



ALLIED HEALTH COURSES

Prerequisite: AHE 102 or equivalent with minimum C grade and department chair permission required.

AHE 107 Clinical Non-Sterile Procedures (6)

Definition and theory of medical asepsis; information on non-sterile procedures/tests, i.e., temperature, pulse, respiration, blood pressure, electrocardiograms, audiograms, visual acuity, colorblindness, spirometry, height and weight, physical examinations, charting and documentation. Awareness of universal precautions to protect the patient and the healthcare professional. Discussion of cultural beliefs and expectations concerning health care interactions. Includes lab practice of selected non-sterile procedures.

Prerequisite: Concurrent enrollment in AHE 108.

AHE 108 Clinical Sterile Procedures (6)

Theory of surgical asepsis and proper disposal of biohazardous and contaminated materials. Discussion of body mechanics and rehabilitative medicine. Principles of nutrition and diet therapy. Awareness of culture, ethnicity, and economics regarding patient compliance. Accurate charting and documentation principles. Includes lab practice of selected sterile procedures.

Prerequisite: Concurrent enrollment in AHE 107.

AHE 109 Medical Disease & Pathology (4)

Overview of the many diseases and conditions affecting the human body. Includes discussions of how cultural perceptions and influences affect medical disease and pathology.

Prerequisite: AHE 106 or equivalent with minimum C grade and department chair permission.

AHE 110 Introduction to Medical Coding and Insurance (5)

Use of the Current Procedural Terminology (CPT) and International Classification of Diseases (ICD) manuals to properly code and process government and private insurance forms. Other procedure/diagnosis coding systems include: Diagnosis Related Groups (DRGs), Healthcare Common Procedure Coding System (HCPCS), Resource Based Relative Value Scale (RBRVS); and managed care referrals and pre-certifications.

Prerequisite: AHE 102 (or AHE 160 and 161) and OBT 162 with a C or higher.

AHE 112 Basic Pharmacology (5)

Introduction to drugs: sources, schedules, forms, uses and actions, side effects, adverse effects and classifications. Contributions of different cultures to drug therapy. Information regarding medication orders and prescriptions.

Prerequisite: AHE 102 with a C or higher or concurrent enrollment.

AHE 113 Introduction to Phlebotomy (3)

Review government regulations concerning blood products. Perform venipunctures and capillary punctures. Perform selected blood tests. Discussion of cultural/religious beliefs concerning blood products.

Prerequisite: AHE 108 with a grade of C or higher; and concurrent enrollment in AHE 114. Must provide documentation of first two injections of Hepatitis B vaccination series prior to registering for class. Instructor permission required.

AHE 114 Microbiology/Medical Lab Procedures (5)

Methods of collecting, processing, preparing, and preserving lab specimens. Discussion of government regulations and cultural beliefs concerning specimens. Urinalysis, pertinent hematology, immunology and microbiology tests and procedures are presented.

Prerequisite: AHE 108 with a grade of C or higher; and concurrent enrollment in AHE 115. Must provide documentation of first two injections of Hepatitis B vaccination series prior to registering for class.

AHE 115 Injection Therapy (4)

Procedures of oral administration of drugs. Familiarization with equipment and supplies for parenteral administration of medications. Theory and practice of reading the medication order, drawing up of medications and parenteral administration of medications, and theory of IV therapy. Cultural aspects of medication

administration are discussed. Upon successful completion of AHE 115, each student must meet all requirements for practicum placement.

Prerequisite: *AHE 108 and AHE 118 with grade C or higher; and concurrent enrollment in AHE 114. Must provide documentation of first two injections of Hepatitis B vaccination series prior to registering for class.*

AHE 116 Medical Assistant Clinical Practicum (6)

Supervised practicum in an approved medical facility for medical assistant students. Application of knowledge learned in previous courses; experience to increase understanding and appreciation of other cultures. Interact with other health care professionals and patients to enhance the development of a professional demeanor.

Prerequisite: *Complete each course in the AHE certificate with a minimum C grade; have current American Heart Association Basic Life Support (BLS) card; have current First Aid card; have completed immunization requirements; present evidence of a current negative TB test; and submitted evidence of attending the required 7-hour AIDS prevention seminar. Must have permission/endorsement of the department chair to enroll. Concurrent enrollment in AHE 117 required.*

AHE 117 Medical Assistant Clinical Practicum Seminar (1)

Discussion and critical analysis of student experiences in their various practicum placements. Topics include legal concepts, professionalism, and aspects of culture and application of front office and clinical skills. Includes a community service project and sitting for the CMA (AAMA) exam.

Prerequisite: *Concurrent enrollment in AHE 116.*

AHE 118 Drug Dosage Calculations (5)

Application of arithmetic skills and metric system to the calculating of ratios and percentages related to drug dosages.

Prerequisite: *MATH 96 or equivalent with a C or higher.*

AHE 130 Introduction to Pharmacy Practice (4)

Introduction and orientation to the influence that medication laws, standards and regulations have on pharmacy practice and the concept of quality assurance and its procedures. Focuses on the patient care continuum and the pharmacy technician's role in its delivery with emphasis on the different roles of pharmacists and technicians.

Prerequisite: *Concurrent enrollment in AHE 131, 132; completion of AHE 102 and AHE 112 and AHE 118 and OBT 162 or higher with minimum C grade. Instructor permission required.*

AHE 131 Pharmacy Technician Terminology (3)

Emphasis on specific medical terminology and mathematics related to pharmacy. Focuses on how to interpret prescription or medication orders, including how to interpret medical abbreviations, terminology, pharmaceutical equations and solutions.

Prerequisite: *Concurrent enrollment in AHE 130.*

AHE 132 Applied Pharmacology I (5)

Topics include pharmacodynamics, pharmacokinetics, mechanism of action, indications, side effects, common auxiliary warnings, routes of administration, and storage of medication of the current top 200 medications and over the counter medications with a focus on antibiotics, antiretroviral, antifungals, analgesics, cardiovascular, respiratory, and GI medications.

Prerequisite: *Concurrent enrollment in AHE 130 and 131.*

AHE 133 Pharmacy Records Management (4)

Purchasing pharmaceuticals, devices and supplies, including acquisition in emergency situations. Controlling inventory of medications, equipment, and devices according to an established plan. Introduction to the concept of troubleshooting, maintenance and repairing pharmacy equipment, devices and facilities. Use of various forms of technology for storing, accessing and recording pharmacy data. Includes specialized terminology, filing rules and systems, paper-based and electronic files management, records security, ethical concerns with emphasis on pharmaceutical practical records and applications; regulations regarding tracking and tracing drug shipments.

Prerequisite: *Concurrent enrollment in AHE 134.*

- AHE 134 Applied Pharmacology II (5)**
Continuation of Applied Pharmacology. Topics include pharmacodynamics, pharmacokinetics, mechanism of action, indications, side effects, common auxiliary warnings, routes of administration, and storage of medication of the current top 200 medications and over the counter medications with a focus on musculoskeletal, endocrine, CNS agents, antianxiety, antidepressants, anticonvulsants, hormone therapy, chemotherapy agents, and urinary medications.
Prerequisite: Concurrent enrollment in AHE 133 and AHE 135.
- AHE 135 Community & Hospital Drug Dispensing/Management (4)**
Introduction to the role of pharmacy technicians in the community and hospital pharmacy setting. Filling orders under the supervision of a registered pharmacist. Use of hospital based equipment for the processing of sterile and non-sterile dosage forms. Discussion and demonstration of sensitivity when working with a multicultural population.
Prerequisite: AHE 132 and 133 with a C or higher and concurrent enrollment in AHE 134.
- AHE 136 Community Clinical Experience/Pharmacy Technician (3)**
Practical experience in the role of a pharmacy technician in a community setting to integrate knowledge and enhance skills.
Prerequisite: AHE 134 and 135 with minimum C grade; concurrent enrollment in AHE 137 and 138.
- AHE 137 Hospital Clinical Experience/Pharmacy Technician (3)**
Practical experience in the role of a pharmacy technician in a hospital setting to integrate knowledge and enhance skills.
Prerequisite: AHE 134 and 135 with minimum C grade, department chair or instructor approval, and concurrent enrollment in AHE 136 and 138.
- AHE 138 Pharmacy Technician Clinical Experience Seminar (1)**
Discussion and critical analysis of student experiences in their various clinical experience placements. Topics include legal concepts, professionalism, and aspects of culture and application of various pharmacy skills. Job search readiness including finding jobs, completing applications, developing effective resumes and interviewing skills.
Prerequisite: AHE 134 and AHE 135 with a C or higher.
- AHE 201 Basic Life Support (1)**
Prepares students to recognize, respond and manage cardiac emergencies. An American Heart Association Basic Life Support for Healthcare Providers card will be issued upon completion of written test and skills demonstration.
Prerequisite: None
- AHE 202 First Aid (1)**
Prepares students to recognize, respond and manage First Aid emergencies. A First Aid certificate will be awarded after successful completion of the course.
Prerequisite: None
- AHE 203 Mental Health First Aid (1)**
Learn how to identify, understand, and respond to the risk factors or warning signs of mental health crisis and substance use disorders safely and responsibly. Create an action plan to help those who are experiencing mental health crisis or substance disorder. Learn the steps and tools to assess the risk, respectfully listen to the individual in crisis, and identify the appropriate professional for help.
Prerequisite: None
- AHE 221 Procedural Coding in Outpatient Settings (5)**
Application of professional skills in abstracting medical records and assigning appropriate CPT and HCPCS procedural codes for data retrieval and claims processing in outpatient health care settings.

Prerequisite: AHE 106 and 110 with a C grade or higher. Concurrent enrollment in AHE 222 required.

AHE 222 Diagnostic Coding in Outpatient Settings (5)

Application of professional skills in abstracting medical records and assigning appropriate ICD-10-CM diagnosis codes for data retrieval and claims processing in outpatient health care settings.

Prerequisite: AHE 106 and 110 with a C or higher. Concurrent enrollment in AHE 221 required.

AHE 223 Advanced Medical Insurance Billing (6)

Application of professional skills in evaluating medical records for accuracy and completeness in various health care settings. Preparing UB-04 and CMS-1500 claims for health insurance plans.

Prerequisite: AHE 221 and AHE 222 with a C or higher.

AHE 230 Advanced Outpatient Coding and Auditing (5)

Advanced application of the principles of diagnostic and procedural coding and auditing practice using ICD-10-CM, CPT, and HCPCS codes in coding exercises and abstracted medical records in various healthcare settings.

Prerequisite: AHE 221 and AHE 222 with a C or higher. Concurrent enrollment in AHE 240 required.

AHE 240 National Exam Preparation (4)

Practice and preparation to apply skills and acquired knowledge for taking the national CPC exam from the American Academy of Professional Coders (AAPC).

Prerequisite: AHE 221 and AHE 222 with a C or higher. Concurrent enrollment in AHE 230 required.

AHE 241 Online Coding Practicum (6)

Code immersive real redacted medical records using the American Academy of Professional Coders (AAPC) Practicode web-based practicum. Students successfully completing Practicode Practicum are eligible to remove the -A apprentice from their CPC-A credential.

Prerequisite: AHE 230 and AHE 240 with a C or higher.

CMST& 210 Interpersonal Communication: D (5)

Uses theory and practice to develop self-awareness, confidence, and skill in communicating effectively, building healthy relationships with others, and managing conflict. Explores the impact of self-concept, perception, language, emotions, and nonverbal behavior on communication.

Prerequisite: Grade of 2.0 or higher in ENGL 097, or AESL 098, or appropriate test score.

ENGL& 101 English Composition I (5)

The study of fundamental writing skills and varied writing strategies leading to the planning, organizing, writing, and revising of academic essays.

Prerequisite: ENGL 099 with a C or higher (or placement into ENGL& 101).

OBT 162 MS Office Basics (3)

Introduction to the Microsoft Office suite of software for PCs: Word, Excel, PowerPoint, and Access. Provides familiarity with the programs; for more training see OBT 122, 132, and 134.

Prerequisite: Basic computer skills and the ability to type by touch are strongly recommended.

CSS 103 First Quarter Experience (2)

An orientation to college life and specific resources to succeed in attaining educational goals. Topics include: identifying interests and occupational choices, engaging in "college knowledge" and planning for financing college costs and a degree timeline.

Prerequisite: None



Planning Sheets

- Students must attend an enrollment session and complete an application for entry into Allied Health Programs.
- If required or you have questions, make an appointment with an Allied Health Education advisor.
- Students who do not have appropriate placement scores or previous education will require additional coursework to develop necessary skills for entry into class.

Planning Sheet: Medical Assistant AAS Degree & Certificate

1. **Complete the Allied Health Education department application. COMPLETE STEP 1 FIRST.**
2. **Please set up an appointment with Brianna Sommer (Brianna.Sommer@skagit.edu) or Tami Mattox (Tami.Mattox@skagit.edu) as soon as possible; during your first quarter if an enrollment services advisor or navigator helped you your first quarter.**
3. **English 99 level and Math 96 level will be needed to complete program English and Math courses.**
4. **Additional requirements will be addressed in specific program courses, such as background and drug screenings, immunizations, facility requirements, and department of health licensing.**
5. **Prior to completion of all pre-program requirements, students will need to submit an application to the Medical Assistant program for winter quarter entry into the core cohort program. Allied Health faculty will be monitoring progress and reaching out to program candidates.**

Note: All courses require a grade of C or higher to meet degree, certificate, and prerequisite requirements.

Completing English and Math requirements should be prioritized to avoid delays in progression and increase student success.

Course	Title	Credits	AAS	Cert	Quarter	Grade
AHE 101	Health Care Interactions: D	3	x	x		
AHE 102	Basic Medical Terminology	5	x	x		
AHE 103	Law, Ethics & Professionalism in Healthcare	5	x	x		
AHE 105	Electronic Medical Documents and Administrative Procedures	6	x	x		
AHE 106	Anatomy and Physiology	6	x	x		
AHE 107	Clinical Non-Sterile Procedures	6	x	x		
AHE 108	Clinical Sterile Procedures	6	x	x		
AHE 109	Medical Disease and Pathology	4	x	x		
AHE 110	Medical Coding and Insurance	5	x	x		
AHE 112	Basic Pharmacology	5	x	x		
AHE 113	Introduction to Phlebotomy	3	x	x		
AHE 114	Microbiology/Medical Lab Procedures	5	x	x		
AHE 115	Injection Therapy	4	x	x		
AHE 116	Medical Assistant Clinical Practicum	6	x	x		
AHE 117	Medical Assistant Clinical Practicum Seminar	1	x	x		
AHE 118	Drug Dosage Calculations	5	x	x		
AHE 201	Basic Life Support	1	x	x		
AHE 202	First Aid	1	x	x		
AHE 203	Mental Health First Aid	1	x	x		
CMST 210	Interpersonal Communication: D	5	x			
CSS 103	College Success Skills	2	x	x		
ENGL 101	English Composition I	5	x	x		

OBT 162	MS Office Basics	3	x	x		
	Total Credits	93				

*Students may need additional courses prior to taking English 101 or AHE 118 depending on English and Math placements.

Note: All prerequisite courses require a C grade or higher to allow entry into the next course. All courses must be completed with a C or higher to fulfill degree requirements.

Planning Sheet: Pharmacy Technician Certificate

- 1. Complete the Allied Health Education department application. COMPLETE STEP 1 FIRST.**
- 2. Please set up an appointment with Brianna Sommer (Brianna.Sommer@skagit.edu) as soon as possible; during your first quarter if an enrollment services advisor or navigator helped you your first quarter.**
- 3. English 99 level and Math 96 level will be needed to complete program English and Math courses.**
- 4. Additional requirements will be addressed in specific program courses, such as background and drug screenings and department of health licensing requirements.**
- 5. Prior to completion of all pre-program requirements, students must submit an application to Pharmacy Technician program for winter quarter entry into the core cohort program. Allied Health faculty will be monitoring progress and reaching out to program candidates.**

Note: All courses require a C grade or higher to meet degree, certificate, and prerequisite requirements. See current catalog and AHE faculty advisors for education planning.

Completing English and Math requirements should be prioritized to avoid delays in progression and increase student success.

Course	Title	Credits	Cert.	Quarter	Grade
AHE 101	Health Care Interactions: D	3	x		
AHE 102	Basic Medical Terminology	5	x		
AHE 106	Anatomy and Physiology	6	x		
AHE 112	Basic Pharmacology	5	x		
AHE 118	Drug Dosage Calculations	5	x		
AHE 130	Orientation to Pharmacy Practice	4	x		
AHE 131	Pharmacy Technician Terminology	3	x		
AHE 132	Applied Pharmacology I	5	x		
AHE 133	Pharmacy Records Management	4	x		
AHE 134	Applied Pharmacology II	5	x		
AHE 135	Community & Hospital Drug Dispensing/Management	4	x		
AHE 136	Community Clinical Experience/Pharmacy Tech.	3	x		

AHE 137	Hospital Clinical Experience/Pharmacy Tech	3	x		
AHE 138	Pharmacy Technician Clinical Experience Seminar	1	x		
AHE 201	Basic Life Support	1	x		
AHE 202	First Aid	1	x		
AHE 203	Mental Health First Aid	1	x		
CSS 103	College Success Skills	2	x		
MATH 96 (if needed)	Pre-algebra	5	x		
ENGL 101	English Composition I	5	x		
OBT 162	MS Office Basics	3	x		
	Total Credits	74			

Planning Sheet: Medical Billing and Coding AAS Degree & Certificate

1. Complete the Allied Health Education department application. **COMPLETE STEP 1 FIRST.**
2. Please set up an appointment with Carolyn Dorothy (Carolyn.Dorothy@skagit.edu) as soon as possible; during your first quarter if an enrollment services advisor or navigator helped you your first quarter.
3. English 99 level and Math 96 level will be needed to complete program English and Math courses.
4. Additional requirements will be addressed in specific program courses, such as background and drug screenings and department of health licensing requirements.
5. **Prior** to completion of all pre-program requirements, students must submit application to the Medical Billing and Coding program for winter quarter entry into the core cohort program. Allied Health faculty will be monitoring progress and reaching out to program candidates.

Note: All prerequisite courses require a grade of C or higher to allow entry into the next course. All courses must be completed with a C or higher to fulfill degree requirements.

Course	Title	Credits	AAS	Cert.	Quarter	Grade
AHE 101	Health Care Interactions: D	3	x	x		
AHE 102	Basic Medical Terminology	5	x	x		
AHE 103	Law, Ethics & Professionalism in Healthcare	5	x	x		
AHE 105	Electronic Medical Documents and Administrative Procedures	6	x	x		
AHE 106	Anatomy and Physiology	6	x	x		
AHE 109	Medical Disease and Pathology	4	x	x		
AHE 110	Medical Coding and Insurance	5	x	x		
AHE 112	Basic Pharmacology	5	x	x		
AHE 118	Drug Dosage Calculations	5	x	x		

AHE 201	Basic Life Support	1	x	x		
AHE 202	First Aid	1	x	x		
AHE 203	Mental Health First Aid	1	x	x		
AHE 221	Procedural Coding in Outpatient Settings	5	x	x		
AHE 222	Diagnostic Coding in Outpatient Settings	5	x	x		
AHE 223	Advanced Medical Insurance Billing	6	x	x		
AHE 230	Advanced Outpatient Coding and Auditing	5	x	x		
AHE 240	National Exam Preparation	4	x	x		
AHE 241	Online Coding Practicum	6	x	x		
CMST 210	Interpersonal Communication: D	5	x			
CSS 103	College Success Skills	2	x	x		
ENGL 101	English Composition I	5	x	x		
OBT 162	MS Office Basics	3	x	x		
	Total Credits	93				



Student Forms

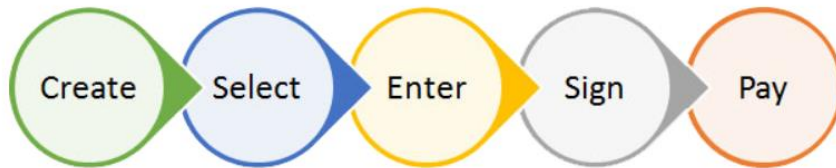
<https://skagitvalley.complio.com/default.aspx>

Welcome to Skagit Valley College's Complio Website

Complio is American DataBank's comprehensive tool for student screening, immunizations and compliance. The **Complio Screening** process is simple and straightforward with just five basic steps to complete. The process should take less than 20 minutes.

EXISTING USERS
Click Here to Login

NEW USERS
Create An Account



complio
by American DataBank

1 Create your Account & Subscribe



Click **Create an Account** to get started. Complio will send an email to the address used during account creation. Click on the **Activation Link** within the message.

2 Select A Screening Package



Login in and follow **Create Order**. Follow the prompts and answer the questions. Select a screening **Package**.

3 Enter Information



Enter the **Personal Information** required to complete your screening. Add your **Residential History**.

4 Sign Forms

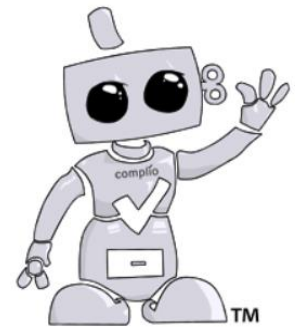


Use your mouse to sign the **Disclosure & Authorization Form** and authorize the background check.

5 Submit Payment



Enter **Payment Details**. Please read our **Refund Policy**. **Submit** your order. American DataBank will immediately begin processing your background check.



Complete. Compliant. Complio.

Additional Steps Needed Once You've Placed Your Order

Along with ordering the background check you will need to complete the following:



Drug Screening

After you have submitted your order, **please access your email account that you provided with your order** to obtain the Electronic Authorization Form and drug screen collection site location that you selected. You may also obtain a copy by logging into your Complio account.

Please visit the **Drug Screen Information page** for further instructions.

[Drug Screen Information](#)

INSTRUCTIONS FOR BACKGROUND CHECK/DRUG SCREEN

- The cost for completing the Background Check and Drug Screen is \$79. Registration is done online and will need to be paid with debit or credit card.
- Anyone who is funded through the Workforce Office should contact the office to see if you qualify for cover for the cost of this requirement.
- *Make sure you have typed in your email address correctly.* This is important because your email address is how Complio will contact and communicate with you.
- Complio will email you with the code for the drug screen, please print the entire email and bring it with you to the lab. The lab will need that code so that they can communicate with Complio. Please check your junk mail folder if you do not receive an email within 24-36 hours of submitting payment and information to Complio.
- The email will give you addresses of labs in your area to go to for the drug screen. Testing is completed through Lab Corp or Quest.
- You will receive an email once the results of both the background and drug screen have been completed. A copy of the report will also be emailed to the Allied Health Department. You don't need to turn in a copy of the emailed results. If there is a problem with either the background check or drug screen, the Allied Health Department Chair(s) will look over the report and discuss the results with you if there is something that will prevent you from working in healthcare or make it difficult to find employment in your chosen career. Approximate time for completed report to come is about one week after everything has been completed.
- The background check/drug screen needs to be completed during the designated course for your program before you will be able to register for the next quarter. If you haven't done it by the time next quarter registration starts, a hold will be put on your name in the registration system and you won't be able to register until the results have been received.
- Contact the Allied Health Program Support Supervisor at 360-416-7045 if you have already completed this process for a program at Skagit Valley College. You don't need to do it again if has been three years or less and it was performed for SVC.

(Page intentionally left blank)

SKAGIT VALLEY COLLEGE
Allied Health Education Program
STUDENT INFORMATION SHEET

Personal Information:		Student ID Number: _____ - _____ - _____	
Name: _____			
Last	First	Middle	Previous Last Name
Address: _____			
Street			
_____		Phone: () _____ (home)	
City	State	Zip	Alternate: () _____ (cell)
Birthday: mm/dd/yyyy ____/____/____	Gender: (please circle) Male Female	In case of emergency, contact: Name: _____ Phone: (____) _____	
E-Mail Address			

When you have finished reading the AHE Department Handbook, please sign the statements below and return the signed page to the Program Assistant.

STATEMENT REGARDING ALLIED HEALTH DEPARTMENT

I have read and I agree to abide by the requirements and policies of the Allied Health Education Program as defined in the AHE handbook. I understand communications by email from Department Chairs are required to be read by me. I have been informed I need to communicate with my Allied Health Advisor if I must make any modifications to my educational plan.

Student Signature: _____

PROGRESS RELEASE

I give my permission for documents regarding my academic progress to be released to the Allied Health Education (AHE) department chair.

Student Signature: _____

STUDENT RELEASE FOR USE OF LIKENESS

Pictures may be taken of students participating in activities in the classroom, clinical facilities or walking on campus. The occasion may arise when these pictures are used to promote the Allied Health Education Program. **I GIVE MY PERMISSION TO SKAGIT VALLEY COLLEGE TO USE MY LIKENESS TO PROMOTE THE ALLIED HEALTH EDUCATION (AHE) PROGRAM.**

Student Signature: _____

DRESS/HYGIENE CODE

I have read and I agree to abide by the requirements and policies of the dress and hygiene codes as defined in the allied health education program handbook. I understand that uniforms will be worn for all lab classes and clinical practicums.

Student Signature: _____