

IVC Nursing and Allied Health Department  
Medical Assistant Program Student Handbook



IMPERIAL VALLEY COLLEGE

380 E. Aten Road

Imperial, CA 92251

<http://www.imperial.edu/allied-health-department/medical-assistant>

Imperial Valley College – Nursing and Allied Health Department  
**Medical Assistant Program Handbook**

This handbook is designed to provide the student with or direction to the rules, policies, procedures, and guidelines for performance in the IVC Medical Assistant Program that will result in successful program completion. This handbook was prepared by Medical Assistant Program faculty and staff and is a supplement to the Imperial Valley College Catalog.

The purpose of this handbook is to provide information specifically related to the Medical Assistant Program that is not contained in the regular College catalog or other publications of the College. Medical Assistant students are responsible for reviewing the policies contained within this handbook throughout their educational program and will be asked to verify they have read and understood the contents. New policies will be added to the handbook as they are formulated.

Failure to read the contents of this handbook and linked policies does not excuse the student from the rules and procedures described herein. Personal factors and/or contradictory advice from any source are not acceptable grounds for seeking exemption from these policies, procedures and requirements. While provisions of this handbook will ordinarily be applied as stated, the program reserves the right to change any provision listed in this handbook including, but not limited to the academic requirements for graduation, without actual notice to each individual student.

### **Medical Assistant Program Overview and Graduate Employability**

Imperial Valley College (IVC) is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. The Medical Assistant Program is designed to provide the education necessary, in twelve sequential months of medical assistant courses, for eligibility to take the California Certifying Board for Medical Assistant Exam for certification as a Medical Assistant in California. Once admitted to the MA program, continuance in the program requires completion of all courses with a grade of “C” or better. Due to changes in State funding, the number of students accepting into the Medical Assistant Program will vary. Admissions to the Medical Assistant Program are once a year in July.

The Medical Assistant program prepares students to work under the direction of physicians, physician assistants, nurse practitioners and registered nurses in medical offices and clinics. Students who complete the program will have the knowledge and skills necessary to compete for employment opportunities in the field. Medical Assistant careers are in the top ten fastest growing occupations in Imperial County with a projected growth rate of 27.9% from 2016 to 2026 ([labormarketinfo.edd.ca.gov/data/employment-projections.html](http://labormarketinfo.edd.ca.gov/data/employment-projections.html)).

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## **BACKGROUND CHECK & DRUG SCREEN INFORMATION Medical Assistant**

### **Policy:**

1. The student must have a **CLEAR (Non-flagged)** criminal background check and urine drug screening test by the designated date.
2. The Live Scan is not a requirement for admission to the Medical Assistant program; however, the process must be completed to obtain State clearance and to begin clinical externships.
3. The student assumes all costs.
4. Background checks and Drug Screening will minimally include:
  - 7 years residence/background history
  - Social Security Number Trace
  - Three counties
  - Two names (current legal & one other)
  - Address verification
  - Search through professional certification or licensing agency for infractions if student currently holds a professional license or certification (e.g., respiratory therapist, C.N.A.)
  - Nationwide Sex Offender Registry
  - OIG/GSA-Medicare/Medicaid Excluded List
  - OFAC Database Search
  - 10-Panel Drug Screen with urine sample
5. Students will be unable to attend the externship site for any appropriate reasons, including but not limited to the following convictions:
  - Murder
  - Sexual offenses/sexual assault
  - Felony possession and furnishing
  - Class B & Class A misdemeanor theft
  - Felony assault and/or Felony theft
  - Felony drugs and alcohol offenses
  - Felonies involving weapons or violent crimes
  - Fraud
6. The initial background & drug screen check satisfies this requirement during continuous matriculation through the program; that is, that no break in the program has occurred. Should the educational process be interrupted for more than one semester, or a student is out of the program for more than one semester, a new background check will be required. This includes courses offered during a summer or winter sessions.
7. Receipt of a “flagged or positive” background check, will require student to meet with the Dean of Nursing or designated staff for a face to face interview and for further evaluation of the flagged status. The instructor, program Dean, and the externship site will make a final determination whether the student will be accepted into the facility for required rotations.
8. A “flagged” report means student must submit a handwritten letter explaining and proving specifics of the flagged order. Student is responsible to include documentation for dispositions of the case, regardless of when the case happened, was filed, or tried in court. The letter must include student’s name and signature, school ID number, and current phone number and email address. If this is not possible the student will be unable to attend the site.
9. Failure to complete required concurrent studies in the clinical area will subsequently cause course failure.
10. Students may be denied access to sites based on offenses appearing on the criminal record, which may have occurred more than 7 years ago. Failure to complete required concurrent studies in the clinical area will subsequently cause course failure due to an inability to fulfill required objectives.
11. There should be at least one (1) year of time passed since the completion of any imposed probation or modification of a condition.
12. American Data Bank (ADB), is used to obtain, for the purpose of conducting a background check, a waiver and release of liability wherein the student specifically agrees to allow school/ADB to share the results of the

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background check with clinical sites to which student may apply or be assigned. The student shall further agree that such information may be used to deny the student from participating in externship.

13. Schools shall indemnify and hold externship sites harmless from any and all actions or claims that may be asserted by students arising out of externship sites' rejection of any student based on the results of a criminal background check or any claim that such a background check was conducted improperly. ADB shall be solely responsible for conducting background checks in accordance with applicable laws and regulations, including but not limited to California Civil Code Section 1786, et seq.
14. Re-entry students out of the program 1 calendar year for any reason must repeat the background and drug check.
15. Failure to submit any of the clearance requirements by the designated date will result in dismissal from the program.

**Procedure**

The student shall create an account at Imperial Valley College website [www.ivcbgbackground.com](http://www.ivcbgbackground.com) and order background check and drug screening. Once paid for, student will receive an electronic authorization form and a drug screen collection site. After submitting order, all information will be sent via email to address provided. A drug Screen is required to be completed within 30 days of beginning the process, otherwise student will need to reorder and repay for another drug screen.

Make sure to check SPAM and Junk Mail folders if you haven't received your Electronic Authorization Form within a few hours of placing your online order or you may call 1-800-200-0853.

## **Alcohol and Drug Abuse Policy**

### **I) Explanatory Statements**

- A) Many drugs, legal and illegal, including alcohol, have the potential to become multi-system toxins and central nervous system or mind-altering with the ability to affect mood, behavior judgment, concentration, fine motor skills and consciousness. Use and abuse of alcohol and other drugs can lead to accidents, injury and other medical emergencies
- B) Being under the influence of alcohol and/or drugs or abusing the use of alcohol or drugs while enrolled in the IVC MA program is not acceptable

### **II) Suspicion of Abusing or Being Under the Influence**

An “impaired” student shows objective signs they have abused substances such as, but not limited to, odor of alcohol on breath or about person, behavior such as slurred speech, poor coordination, impaired judgment, decreased level of consciousness or unusual behavior that may be boisterous, combative, argumentative or inappropriate.

Abuse of substances includes prescription and over-the-counter drugs, CNS depressants, narcotics, illicit drugs, alcohol and other chemicals. Student will need to present documentation from MD if taking prescribed substances.

#### **The concern of the Nursing & Allied Health Faculty is two-fold**

1. The safety of the patients in the clinical setting
2. Assisting in the recovery of the impaired student

The instructor will approach the student suspected of being under the influence.

**On Campus**, the student will be dismissed from class; security will escort the student to the Dean of Student Affairs and Enrollment Services.

**In the Clinical setting**, if the student is suspected of being under the influence they will be dismissed from clinical setting and authorities may be called.

#### **Consequences**

1. Student will meet with Dean of Student Affairs and Enrollment Services to discuss any violation to the Student Code of Conduct (IVC Catalogue)
2. The Associate Dean of Nursing & Allied Health will be notified. Parents of students under age 21 will also be notified.
3. When student is able, the student must meet with the faculty team to discuss the situation and a plan of action or dismissal as appropriate.
4. The student may be dismissed from the Medical Assistant program.
5. The student can apply for readmission only after completing the recommended formal plan of action.

### **I) CPR (Cardio-Pulmonary Resuscitation) Requirements**

- A) Students are **required to have and maintain** a current American Heart Association Basic Life Support (BLS) Health Care Providers card to practice in any externship site
  - 1) It is the student’s responsibility to maintain certification and submit copies of CPR renewals to the Divisional Office
- B) CPR classes are offered at local American Heart Association (AHA) training centers in the Valley; fees are required. Only AHA classes are accepted

Instructor David Barham – 760-960-1046

Instructor Nick Guzman – 760-455-3832

## **Minimum Physical and Mental Demands**

The demands of clinical medical assisting require minimal physical and mental abilities. The student should assess their own capabilities in meeting the demands for medical assisting prior to entering the program.

### **MINIMUM physical demands required for medical assisting practice**

1. Frequently work in a standing position and frequent walking
2. Lift and transfer patients (adult and child) up to six inches from a stooped position, then push or pull the weight up to three feet with assistance if necessary
3. Lift and transfer patients (adult and child) from a stooped to an upright position and accomplish bed-to-chair and chair-to-bed transfers with assistance if necessary
4. Apply up to 10 pounds of pressure to a site of bleeding and for chest percussion in performing CPR which requires use of hands and arms
5. Respond and react immediately to auditory instructions, patient requests, and monitoring equipment
6. Perform exams with auscultation without auditory impediments
7. Move freely and maneuver in small spaces
8. Perform close (< 20 inches) and distant (> 20 feet) visual activities involving objects, calibrated scales, persons, and paperwork, as well as discriminate depth and color perception
9. Have sufficient fine motor skills and eye-hand coordination to use small instruments and equipment
10. Discriminate between sharp/dull and hot/cold using hands

### **MINIMUM mental & emotional demands required for medical assisting practice**

1. Function under pressure, varying/unpredictable situations, emergencies and with interruptions
2. Receive and respond to critique appropriately
3. Think critically, differentiate, and analyze
4. Perform mathematical calculations in a timely manner
5. Communicate effectively, orally, in writing, and on computer using appropriate grammar/vocabulary in English language to ensure safety of self and others
6. Comprehend and carry out verbal and written directions
7. Develop the ability to analyze and respond to changes in the condition of a patient, changes in physician orders, or treatments/ interventions in a timely manner
8. Sufficient judgment to prevent harm, injury, or death of a patient
9. Prioritize tasks and transfer knowledge from one situation to another
10. Problem solve and sequence information

### **Malpractice Insurance**

- A) Malpractice insurance coverage is provided by the College to students who are currently enrolled in the Medical Assistant program. If student withdraws at any time from the program or attends the clinic as a volunteer after completing the externship hours, student is no longer covered.
- B) A copy of the current Certificate of Liability is provided to externship agencies and available in the Nursing and Allied Health Education office.

## **II) Physical Exam**

The Student Health Center is located south of the library in office #1536. For appointments or questions regarding immunization please call (760) 355-6310.

The student must be in adequate health to perform the duties of a Medical Assistant and meet the minimum physical, mental and emotional abilities. A physical exam is acceptable if completed within six (6) months prior to the first day of class. Some clinical facilities may require an annual physical exam. The **IVC Student Health Center (SHC)** is available to conduct basic physical exams, and service is covered under the 'Health Services Fee' paid by the student. Students can visit their personal health care practitioner but all paperwork is verified through the SHC. When the physical exam is deemed 'Complete' by the SHC, a copy is submitted to the Nursing & Allied Health office.

The SHC recognizes that wellness is essential to academic success. Services and programs include: wellness screening, health fairs, referral for health services, basic first aid during hours of operation, selected immunizations, physicals for nursing students, weight control, lactation room and breastfeeding resources.

### **Immunizations**

The required immunizations while in the Program are: Influenza (flu), MMR (Measles, Mumps, Rubella), Tuberculin Skin Test (TB), Tdap (Diphtheria, Tetanus, Pertussis), Hepatitis B (3 series), and Varicella.

- Influenza – Required during flu season (October and March). The vaccination expires after March and required the next flu season
- MMR – two (2) step injection required
- Tuberculin (TB) Skin Test – two (2) step test required every 12 months – If positive, a chest x-ray will be required
  - PPD Skin test or Negative chest x-ray or TB Questionnaire, **OR**
  - QuantiFERON ®- TB Gold Test (QFT)
    - More information on the PPD skin test is available online <http://www.cdc.gov/tb/publications/factsheets/testing/skintesting.htm>
  - Per Centers for Disease Control guidelines, the PPD is considered safe and valid throughout pregnancy
- Tdap – One dose required
- Hepatitis B – All 3 shots required
  - Hepatitis B shots will incur a cost. It is a series of 3 doses taken within a specific timeframe as directed by the healthcare practitioner. Students may start the program if not all shots received but must follow completing the series.
- Varicella (Chickenpox) – 2 doses required, or had disease
  - The Varicella vaccine will incur a cost. Students who have had the disease will need to verify in writing and only by a healthcare practitioner or doctor, the month and year of occurrence. If no record is available, the vaccine will be required.

### **Refusal of Immunizations, Vaccinations, Titers and/or TB requirements**

1. Waiver/Refusal Form for the **Influenza or other vaccinations** must be completed noting rationale for refusal.



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**Refusal must be approved by the Department.** If refusing, the student understands the following:

- The student must indicate that they understand the Program and will make a reasonable effort to secure alternative clinical experiences, but these experiences may not be available.

Lack of available concurrent clinical experiences may result in dismissal from the Program as the student must scan 'Physical Exam and Immunizations' paperwork to their program secretary for completion prior to clinical rotation.

IVC Student Health Center (SHC) Clinical Mental Health Counselor is located south of the library, Office #1536, and hours of operation are posted, for an appointment please call (760) 355-6310.

Counseling services at the IVC Student Health Center is a free resource for currently enrolled students. Short-term individual, couples, family and group counseling services are provided by licensed clinicians and interns. Support and information is provided regarding anxiety/stress, continued sadness/depression, relationship/family issues, parenting issues, anger management, plus links to community resources and services are available.

### **Pregnancy and Surgery**

Students who have surgery or become pregnant during the academic year will inform the instructor and bring a written release from the attending physician stating that the student may continue in the academic and clinical setting. After delivery of the baby, the student will bring a written release from the physician stating that the student is capable of meeting the course objectives of class and clinical.

### **Clearance Requirements for Clinical Placement**

- 1) Cleared Physical & Immunizations
- 2) Cleared Background check & Drug Screen
- 3) Valid CPR card
- 4) IVC Student ID Badge
- 5) Acknowledgement/Agreement Sheet
- 6) COMPLIO compliance (optional)

**Clinical Placement** – Clinical placement is a temporary practical learning experience as part of the course of study. The site is assigned by the instructor during the semester. This may vary depending on the availability of Health Care Agencies participating current semester. Changes with Health Care Agencies can occur anytime which might affect changes in the assignments of student's clinical rotation.

### **Requesting to add a NEW externship**

Approval of a NEW externship site requires District approval, which requires at least a two-month notice. Business card information needs:

- Agency name
- Address
- Phone# and fax#
- Name of Supervisor signing clinical agreement
- Email address of contact person signing agreement

### **Class Syllabus**

Grading System:

1. A= 90%-100%
2. B= 80%-89%
3. C= 70%- 79% (> 70 % OR better minimal requirement to pass this class)
4. D= 60%- 69%
5. F= 59% > (below)

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- Student is responsible for the information in the class syllabus and changes given by instructor

**Attendance**

I) Student Attendance is critical due to volume of material and the necessity to ensure patient safety

A. Students are responsible for complying with attendance and tardiness rules:

- 1) As outlined in the Imperial Valley College Catalog **AND**
- 2) Attendance expectations shall be further defined by the instructor's syllabus and may be an element in course grade.
- 3) Limit absences for each class to no more than one theory and one clinical day. Non-attendance on the first day may result in being dropped from the class.

B. Consequences of exceeding maximum allowable absences:

- 1) The student must meet with the teaching team to discuss the situation
- 2) The student may be considered for dismissal from the course

C. Tardiness

- 1) Repeated tardiness is disruptive to the class and interferes with learning
- 2) Arriving to class assignment after the scheduled start time is considered tardiness
- 3) Tardiness three (3) times in any class will be considered an absence and will count toward total absences for the class

D. Instructor, Student & Staff Communication

- 1) No personal email will be used or accepted
- 2) Announcements and interaction will be via IVC student email or/and Canvas
- 3) Canvas link- [Canvas](#)
- 4) For Login Help: [IVC Log in help](#) or call Admission and Records Office at 760-355-6101 .
- 5) For other issues please call the IT service desk at 760-355-6300 .
- 6) Don't know your Student Email? Try our Student Email Lookup tool:  
<https://www.imperial.edu/students/student-email-lookup/>  
Student Email Information page:  
<https://my.imperial.edu/login?return=aHR0cDovL215LmltcGVyaWFsLmVkdS9zdHVkZW50LWVtYWls>

II) Student Clinical Attendance

- 1) Students are responsible for reporting any health condition that may interfere with his/her performance
  - (a) Continuance in the program will be based on
    - (i) Recommendations of the attending physician
    - (ii) Number of absences needed to address health condition
- 2) Two (2) missed or unexcused externship days is justification for removal of externship and failure of course.
- 3) If externship site is closed, the students must make every reasonable effort to contact the instructor as directed in the syllabus

III) Instructor Tardiness

- 1) If the instructor is late, the students must make every reasonable effort to contact the instructor as directed in the syllabus
  - (a) If the instructor has not arrived within 30 minutes from the usual start of class time and cannot be reached, the students must:
    - (i) Leave a message with Beatriz Trillas, Staff Support Technician (760) 355-6468

(ii) Write a list of the students who attended class (Attendance Sheet)

(iii) Student must contact instructor via IVC email and phone number provided by instructor

## **Civility Policy**

### Background

Civility is treating others and ourselves with respect, dignity and care. Civility is evident when we are sensitive to the impact that our communications, practices and behaviors have on others, and when we acknowledge each other's self-worth and unique contributions to the community as a whole. Incivility includes any and all forms of disrespect or disregard for instruction, the instructor or a fellow-student.

Nursing and Allied Health education plays a significant role in fostering civility in academic and practice environments. The concepts of community and social justice are central to the mission and philosophy of the IVC Nursing and Allied Health Programs. Faculty, students and staff are committed to promoting a healthy environment that supports learning, academic integrity, open communication, and personal and professional growth among the diverse students and members of the academic community. We believe that these commitments are grounded in personal and professional accountability and in the values of inclusivity and mutual respect.

IVC Nursing and Allied Health students are held to the highest ethical standards in and out of the clinical setting, the classroom, on campus, or in the community. Any form of incivility is unacceptable. To ensure a dynamic and respectful teaching, learning and clinical practice environment that fosters a sense of community, it is expected that every student adheres to these guidelines and maintains a high standard of civil, respectful, and professional conduct in all academic and clinical interactions.

Per the Education Code Section 76034, and the College Code of Student Conduct, *"Student conduct must conform to District and college rules and regulations. If a Student Code of Conduct violation occurs while a student is enrolled in any program of instruction within the District, to include distance education programs, he or she may be disciplined.... Including but not limited to the removal, suspension or expulsion of a student."*

### Policy

1. Facilitate an open, respectful and caring environment.
2. Accept responsibility and accountability for one's own behavior when interacting with patients/families, students, faculty and staff.
3. Respect and protect the rights and property of others.
4. Speak or behave in a manner that does not disrupt or interfere with the learning or work of others.
5. Practice personal and academic integrity.
6. Demonstrate respect for others by actively discouraging discriminatory conduct, gossip, bigotry, violence, coercion or intimidation against any patient/family, student, faculty, staff member.
7. Engage faculty to resolve conflict when necessary. A report of student misconduct or infringement with regard to civility/incivility behaviors and/or the College's Student Code of Conduct may lead to dismissal from the IVC Nursing and Allied Health Program.

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**DISMISSAL, DISCIPLINE, STUDENT CONDUCT**

Students are expected to comply with all College Standards of Conduct as well as Medical Assistant Program Standards and this Handbook. See College Catalog and/or website for IVC Standards: [IVC Catalogs & Schedules](#) .

Unsafe and Ineffective Behaviors (considered unacceptable) include, but are not limited to:

Academic Fraud / Dishonesty/ Academic Failure in either clinical, theory and/or skills check offs such as student failing to achieve the minimum passing scores required for in course.

- 1) Cheating – giving, receiving, using or attempting to use unauthorized materials, information, study aids, computer/technology-related information, or other people for course work or exams
- 2) Plagiarism - representing the words, data, works, ideas, computer program/output, internet/website content, or anything not generated in an authorized fashion, as one's own
- A. Students unsure of how or when to properly acknowledge sources are encouraged to consult their instructor.
  - 1) Fabrication (false data) - presenting as genuine any invented or falsified citation or material; i.e. falsifying vital signs or altering the medical record
  - 2) Misrepresentation (intentional deception) - falsifying, altering, or miss-stating the contents of documents or other materials related to academic matters (schedules, prerequisites, transcripts, etc.)
- B. Other Unacceptable Behavior in Class and Clinical Site
  - 1) Disrespect, disruptive, or violent behavior or communication of any kind
  - 2) Abusive or profane language or behavior used with the intent to malign, harm, or discredit another
  - 3) Use of, or impairment by, chemicals or alcohol (legal or otherwise)
  - 4) Gossip, complaining about externship site or staff
  - 5) Chronic tardiness, chronic absences, and inattention to make up requirements
  - 6) Giving false information related to absences and tardiness
  - 7) Being unprepared for class
  - 8) Falling asleep
  - 9) Usage of cell phone or electronics (to take pictures or video) during class or clinical site.
- C. The instructor/faculty reserves the right to refuse the opportunity for a student to attend externship
  - 1) If the student's health interferes with performance, or
  - 2) If the student gives evidence of unsafe and/or ineffective practice and unprofessional behavior
- D. A student may not partake in course or externship
  - 1) When under the influence of prescribed or over-the-counter medication, which may affect judgment
  - 2) If the student imbibes in/or is under the influence of alcohol or illicit drugs
- E. A student who is deemed to demonstrate unsafe practice, will fail the course and be dropped from externship courses enrolled in at the time and further progression in the Medical Assistant program will be in jeopardy
- F. Safety at Clinical

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- 1) It is imperative that each student assumes personal responsibility to be prepared for each clinical environment

**IVC Medical Assistant Student Uniform (Dress) Code**

- 1) Uniform Requirements
  - A) Uniforms must be worn to class, whenever picking up assignments, all externship and clinical experiences, labs for check-offs, and simulations. Uniforms must be clean, laundered daily and pressed
  - B) The official uniform is a **gray scrub top and black scrub pants**. They can be purchased at Border Tactical located at 925 North Imperial Avenue in El Centro. (760) 353-9482 Website: [Border Tactical](#)
  - C) The Medical Assistant patch is to be worn on the left sleeve, 3 inches from the shoulder seam
  - D) Additional uniform comments:
    - (a) Only a white undershirt or turtleneck is acceptable under the scrub top.
    - (b) Shirt and pant must be professional and allow movement during duties
- 2) Shoes & Hosiery
  - (a) Shoes must be clean, all white, low top, closed-toe and heel, preferably rubber- soled and must be in good repair
    - (i) Clog/mule like shoes with a strap may be permitted
    - (ii) If white leather, must be polished or shined
    - (iii) Shoe laces must be clean
  - (b) Hosiery must be lightweight white cotton socks or white or tan plain hosiery, free of runs.
- 3) Accessories
  - (a) Required: The official IVC Medical Assistant Student badge must be worn whenever in uniform or in any other area as directed or assigned by the instructor
  - (b) Jewelry: Only a wristwatch with a second hand (no smart watches allowed) and one small post earring in each ear lobe may be worn; if married, a plain wedding band
    - (i) No other jewelry is allowed
    - (ii) Piercings of any other visible body part or mouth/oral (except ears) are not acceptable and must be removed while in any externship site; in check offs, and in skills areas
    - (iii) No piercing or jewelry/hardware, including dermal implants, may be evident other than one small stud earring per ear
- 4) Professional Appearance and Behavior
  - A) Professional attire, attitudes, and behavior are expected in the externship and clinical settings and whenever representing the IVC Medical Assistant Program
  - B) Fingernails must be short, neatly trimmed, no artificial nails or extenders. Polish must be colorless and intact.
  - C) Hair must be clean, neat, and professionally kept. Hair must be within natural occurring shades. Facial hair must also be neatly trimmed.  
Styled and restrained; i.e. if hair is long, it must be pulled back, braided, or pulled away from the collar with an inconspicuous holder  
Hair should not come in contact with any patient or the front of the uniform
  - D) Make up is to be worn in moderation. Avoid all perfumes, body sprays/scented lotions, hair spray, aftershave, etc.
  - E) Chewing gum is prohibited in all externship and clinical sites, labs, and simulation areas
  - F) No VISIBLE tattoos. All tattoos must be covered with the uniform or with band aids.
  - G) No cell phone calls, texting, pictures nor video use during externship. However, cell phone may be used during assigned breaks.

**Name Badge/Student ID** – The student ID badge can be purchased for \$5 from the IVC College Center Casbah Room. The badge is to be worn at all times during externship. Some facilities may require both student and facility

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badges, or may allow either to be worn.

**Disabled Student Program and Services (DSP&S)**

The DSP&S Department provides services for students who have learning and/or physical disabilities. Learning disabilities may include attention deficit disorder, attention deficit and hyperactivity disorder, severe anxiety disorder, dyslexia, etc.

**Accommodations for disabilities cannot be made unless the student has a documented disability and a plan for accommodation. The student with a disability should discuss options with their course instructor and DSPS counselor.**

Reasonable accommodations will be provided to the student, unless the accommodation limits the student's ability to meet the objectives or the competencies of the class and program or to meet the minimum physical and mental demands as noted in the handbook.

**Non-Discrimination Policies:**

- A) Imperial Valley College does not discriminate in the admission nor in the offering of programs and activities because of ethnic group identification, national origin, religion, age, sex, race, color, medical condition, Vietnam era status, ancestry, sexual orientation, marital status, or physical or mental disability, or because he or she is perceived to have one or more of those characteristics.

See College Catalog for further information [www.imperial.edu](http://www.imperial.edu) or <https://www.imperial.edu/courses-and-programs/catalogs-and-schedules/>

**California Certifying Board for Medical Assistants**

- Student must apply within 1 year of finishing MA course at [CCBMA Testing](#) .
- Student may order additional study material at [CCBMA Online Store](#) .
- Student should get preliminary test results of exam the same day you test.

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**Medical Assistant Program Handbook**

Student Information

All information is kept confidential and on file in the Nursing & Allied Health Office. Please print clearly.

Name:			
Street Address:			
Mailing Address:			
City:		Zip:	
Home Phone:		Cell Phone:	
Date of Birth:		Age:	
IVC Student Email: <b>Check your IVC student email account often for notices</b>			
Age	Gender	G00#	Last four #'s of SS#

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In case of EMERGENCY

1 <sup>ST</sup> Person to contact in case of emergency:		
Phone:	Alternate Ph:	Relationship:
2 <sup>ND</sup> Person to contact in case of emergency:		
Phone:	Alternate Ph:	Relationship:

List any allergies/limitations:

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A background check and drug screen will be required prior to attending the Clinical Sites. A background check and drug screen that **does not pass** will need to be cleared for approval. This may cause delay in attending clinical sites or dismissal from the program. The IVC Nursing & Allied Health Program therefore, advises students to include a one-page written statement identifying occurrence(s) and attach to this application.

By enrolling in the MA Program, I understand that I must complete the following

- \_\_\_\_\_ Physical Exam & Immunizations –Will be discussed during 1<sup>st</sup> day of class.
- \_\_\_\_\_ Background Check and Drug Screen- **Start process NOW**
- \_\_\_\_\_ Current CPR BLS Healthcare Provider Card – **Start process NOW**
- \_\_\_\_\_ Obtain the required uniform and accessories – Will be discussed during 1<sup>st</sup> day of class.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Imperial Valley College – Nursing and Allied Health Department  
**Medical Assistant Program Handbook**

Sign and date this form and give to Instructor OR email this form back to [Beatriz.Trillas@imperial.edu](mailto:Beatriz.Trillas@imperial.edu)

**STUDENT AGREEMENT & ACCOUNTABILITY**

Initial	The student's contact information and progress in the program is kept confidential by the staff/faculty at Nursing & Allied Health Dept. Student must promptly notify office keep their contact information current. In order to have information released to prospective agencies, I give permission to the Program staff/faculty to release my contact information, CPR card, academic achievement, course performance, background check, drug screen, and physical/immunizations results for externship consideration.
Initial	I acknowledge that failure to submit any of the clearance requirements prior to the designated date will result in dismissal from the program.

**Accountability for Skills Laboratory Use &/or Program Supplies**

Initial	All students who enter a skills laboratory are held accountable for their actions in the use of the skill laboratories and equipment. Any allegation of misuse or abuse will be investigated and grades may be held until final determination. If the investigation finds the student at fault for intentional damage, subsequent discipline will ensure up to including financial restitution and/or removal from the program.
Initial	I acknowledge the policies may include the need to be videotaped for learning purpose when participating in skills testing or simulations and consent to such videoing.

**Liability / Medical Malpractice Insurance Fee Verification**

Initial	As an IVC student in the MA program, I understand that I am covered under the Program's Malpractice Insurance Policy only while in training. If I withdraw at any time from the program or attend the clinic as a volunteer after completing the externship hours, I am no longer covered.
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**Acknowledgement of Placement & Etiquette, Conduct Responsibilities**

Initial	Externship placement is assigned by instructor in groups of 1-3 students during the semester and may vary depending on the availability of Health Care Agencies participating in the IVC Medical Assistant 'Externship' program during current semester. Changes with Health Care Agencies can occur anytime which might affect changes in the assignments of students 'Externship' Rotation.
Initial	As a matriculated student representing IVC at an externship agency, I understand the conditions of participating in the MA Program. This is an academic atmosphere, therefore any electronic devices 'cell phones' must be turned off and put away during class & clinical, no taking photos or texting. Health Insurance Portability & Accountability Act (HIPAA) protects client/patient health information (confidential) of any sort <u>including relatives</u> , during and after my assigned externship. No looting or boisterousness, will be allowed; I am expected to conduct myself in an ethical manner, & use all equipment appropriately. Negligence & unlawful acts may include local, state, or federal laws of CA., resulting in immediate removal of agency externship, termination from course in addition to receiving a letter grade of an "F. I agree to abide by <u>all</u> rules, policies, and procedures of the Agency.
Initial	I understand that I cannot complete multiple externships concurrently or consecutively while enrolled in either MA 077 or MA 087. I agree that when I accept an offer, I'm making a commitment to the externship site to complete 54 hours MA 077 and 162 hours MA 087.
Initial	To protect the safety of the public and ensure the integrity of the program/profession, I am expected to report the unethical behavior of a fellow student or colleague to Faculty member. Cheating, plagiarism, forgery, including online assignments or other forms of academic misconduct will not be tolerated, resulting in receiving a zero (0) for that exam. I will not share nor receive information related any exams. Any violation of confidentiality may result in dismissal from program.

**American DataBank Background checks and Drug screen**

Initial	Background checks and Drug screen are required for clinical placement at sites partnering with IVC District. I release and discharge IVC District and all of their agents and associates, any expenses, losses, damages, complaints arising from the investigative process. I also authorize the full release of the information described above to the clinical agencies where I may be assigned throughout the duration of enrollment in the MA program. I certify to the best of my knowledge all information provided is correct. Any false statements provided will be considered a cause for denial of clinical placement. I understand that the initial background check & drug screen satisfies requirement during continuous matriculation in the program. Should the educational process be interrupted, a new background & drug screen check will be required. <a href="http://www.ivcbacground.com">www.ivcbacground.com</a>
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**Follow-up SURVEY**

Initial	Provide a personal email for a short (follow-up survey) where I can be contacted after completion of the MA program Email: _____
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**Social Networking Policy & Electronic Devices**

Initial	Course information of any kind (materials, pictures, events, etc.) including information from clinical and work sites, cannot be shared or discussed on any social network or electronic account outside of those required by the instructor for class participation. Violation of this policy could result in dismissal from the program. If you receive an email by error (not pertaining to you) from IVC Nursing & Allied Health department personnel, notify us immediately by returning message to sender and destroy all copies of message and any attachments files.
Initial	By signing below, I acknowledge that I have read and understood each of the statements above, I understand the contents of this handbook, and that I am accountable for adhering to the program and college policies and their content.

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Student ID/G # \_\_\_\_\_ Date \_\_\_\_\_

Sign and date this form and give to Instructor the first day of class or **email this form back to [Beatriz.Trillas@imperial.edu](mailto:Beatriz.Trillas@imperial.edu)**