



MDCA 1417 – 101CL
Procedures in a Clinical Setting
Spring 2025
Monday and Tuesday 9:00 a.m. -12:00 p.m.

Instructor Information: Darlene Alexander A.A.S., CMA, RMA, dalexander@com.edu
Office 409-933-8231

Student hours and location: STEAMS Bldg. Rm 233 Monday and Tuesday 12:00pm-2:00pm.

Required Textbook: Booth, Katherine, Whicker, Leesa, Wyman, Terri, Wright, Sandra, Medical Assisting: Administrative and Clinical Procedures with Anatomy 8th Edition, McGraw Hill Publisher 2023

Required Textbook: Student Workbook for Use with Medical Assisting, Booth, Whicker, and Wyman, 8th Edition, McGraw-Hill Publisher. ISBN: 978-1-259-47702-3

Course Description:

Emphasis on patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory care settings.

Course Prerequisite: Students must have completed and successfully pass HITT 1305, MDCA 1443, MDCA 1321, MDCA 1302 and MDCA 1309 in order to take MDCA 1417.

Course requirements:

In order to successfully complete MDCA 1417, the student is responsible for the following:

1. Adhere to attendance policy.
2. Complete all assignments as designated in the course outline and/or schedule.
3. Pass all written quizzes and exams with a minimum grade of 75%.
4. Complete lab skills with a minimum grade of 90%.
5. Adhere to Dress Code

Required equipment: stethoscope, secondhand watch, and scrubs as outlined in the Student Handbook.

Determination of Course Grade/Detailed Grading Formula (methods of evaluation to be employed to include a variety of means to evaluate student performance):

Grading Formula: As a student you are required to complete all lessons, assignments, and tests as part of each course within the program. Your semester grade will be comprised of

Grading Scale:

| | | |
|-----------------------------|-------------|--------------------|
| Assignments/Homework | 15% | A = 90.0% to 100% |
| Quiz | 10% | B = 80.0% to 89.9% |
| Lab Practical/participation | 20% | C = 75.0% to 79.9% |
| Mid-Term | 25% | D = 70% to 74.9% |
| Final Exam | 30% | F = 0 to 70% |
| Total | 100% | |

Please note: “A student must receive a “C” (75%) or better” If a student receives a grade of a “D”, or “F” for the same MDCA course on two occasions, the student will not be eligible to continue in the Medical Assistant Program”.

The Medical Assisting program uses a competency-based evaluation process that provides the students with three attempts to pass. If the student completes a competency on their first attempt, the student will earn a grade of 100%. If the student completes on their second attempt, the student will earn a grade of 90%. If the student completes on their third attempt, the student will earn a grade of 80%. Should the competency not be passed with an 80% or higher, the student will be required to repeat the course. Competency evaluations are averaged at the end of term for the student's final grade. A student must receive a “C” (75%) or better.” If a student receives a grade of a “D”, or “F” for the same MDCA course on two occasions, the student will not be eligible to continue in the Medical Assistant Program

Late Work: Late work is defined as work not turned in when a student is present in class. Late work may be turned in with ten points off for each day the work is late up to an average of 70% or 2 days. All class work is due on the day it is given. Any class assignment not turned in on time will be considered late. All homework assignments are due on the assigned day – no exceptions! Homework assignments not turned in the next class day will be given a grade of zero. Determination of Course Grade/Detailed Grading Formula (methods of evaluation to be employed to include a variety of means to evaluate student performance):

Make-Up Policy: If a student misses a graded activity due to an **emergency absence, or illness (of the student)**, it is the student's responsibility to promptly arrange for make-up work. Students that cannot complete assignments on time must contact the instructor. Parameters for make-up work will be made at the discretion of the instructor and may not be an option, depending on the circumstances. Furthermore, students that cannot take an exam within the allotted time must contact the instructor in order for the test to be considered for an additional attempt. The percentage of each activity will weigh in the final grade, regardless of the student participates in the activity or test.

Keep in mind, you must contact the instructor and make arrangements for submission. Do not expect the instructor to remind you. If you fail to contact your instructor your work assignments may not be turned in and will receive zero for what was due.

Quizzes: Please Note – Quizzes cannot be made up. If you miss a quiz, you will receive a zero grade, and it might affect your average. I will e-mail you if I make any adjustments to the calendar.

Mid-term and Exam make-ups will not be allowed unless there is an emergency, and I must be notified before the time of the exam.

Attendance Policy: Students are expected to attend every class and to be on time, class will begin at 9:00 am and be ready to start class. Students who are more than 5 minutes late may be counted absent by the instructor. If an absence occurs, it is mandatory for the student to call my office (409-933-8231) and leave a reason for the absence. A student may be dropped for non-attendance after 3 absences. Leaving the class early (before being released by the instructor) will result in an absence, this would prohibit students from successful completion of this course. Any student who has missed any class time will be required to make up the hours before the following class with the instructor; it's the responsibility of the students to make arrangements. After the 3rd missed day has been met then all students (MUST HAVE DR. NOTE) and make up any missed time or any in class or online assignments; failure to do so will result in zeros for the assignments for that missed day. Attendance will be checked daily by the instructor. It is the responsibility of the student to maintain the pace of the course recommended and to submit all graded activities before or by its due date. If the student fails to make up the required hours, the student will be withdrawn from the program by the program director. In order to take the RMA exam, you must have 720 Instructional and 200 Clinical hours.

Communicating with your instructor: I check my e-mail and course mailbox and discussion areas daily Monday through Friday. For any course related questions please email me through Brightspace. I will respond to your phone calls and e-mails within 24 hours or less. However, I may not always be able to respond to e-mails sent over the weekend until Monday Morning. I will communicate changes in or new assignments within 48 hours. When leaving a message or e-mail please state your name and student id.

Student Learning Outcomes:

| SLO | Learning Outcomes | Maps to Core Objective | Assess by Activity |
|---------|---|------------------------|--------------------|
| SLO #1: | Perform routine maintenance of administrative and clinical equipment. | Communication Skills | Skills Lab |

| | | | |
|----------------|--|--------------------------|-------------|
| SLO #2: | Identify and properly utilize office machines, computerized systems, and medical software. | Critical Thinking Skills | Quizzes |
| SLO #3: | Demonstrate knowledge of medical office business management procedures. | Communication Skills | Assignments |

Academic Dishonesty: Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that assignment and the student will be referred to the Dean of Students for appropriate disciplinary action. [Insert faculty sanction if found cheating.]

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Kay Carrier, Allied Health Department Chairperson at 409-933-8414/ kcarrier3@com.edu.

Notice to Students Regarding Licensing Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements: www.tdlr.texas.gov

Course outline:

Procedures in a Clinical Setting

| Weekly Dates | Content | Graded Activities | Due Date |
|---|---|---|------------------------------------|
| Week One Jan 13 th – Jan 19 th | Chapter 6 Infection Control Fundamentals | Homework, Discussion, Connect Assignments Quiz, | Due Jan 20 th |
| Week Two Jan 20 th – Jan 26 th | Chapter 9 Examination and Treatment Areas | Homework, Discussion, Connect Assignments Quiz, | Due Jan 27 th |
| Week here Jan 27 th – Feb 2 nd | Chapter 36 Patient Interview and History | Homework, Discussion, Connect Assignments Quiz, | Due Feb 3 rd |
| Week Four Feb 3 rd – Feb 9 th | Chapter 37 Vital Signs and Measurements | Homework, Discussion, Connect Assignments Quiz, | Due Feb 10 th |

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|---|--|---|------------------------------------|
| Week Five Feb 10 th – Feb 16 th | Chapter 38 Assisting with a General Examination | Homework, Discussion, Connect Assignments Quiz, | Due Feb 17 th |
| Week Six Feb 17 th – Feb 23 rd | Chapter 39 Assisting in Reproductive and Urinary Specialties | Homework, Discussion, Connect Assignments Quiz, | Due Feb 24 th |
| Week Seven Feb 24 th – Mar 2 nd | Chapter 40 Assisting in Pediatrics | Homework, Discussion, Connect Assignments Quiz, | Due Mar 3 rd |
| Week Eight Mar 3 rd -Mar 9 th | Chapter 41 Assisting in Geriatric | Homework, Discussion, Connect Assignments Quiz, | Due Mar 10 th |
| Week Nine Mar 11th | Mid-Term | | |
| Mar 17 th – Mar 21 st | SPRING BREAK | | |
| Week Ten Mar 24 th –Mar 30 th | Chapter 42 Assisting in Other Medical Specialties | Homework, Discussion, Connect Assignments Quiz, | Due Mar 31 st |
| Week Eleven Mar 31 st – Apr 6 th | Chapter 43 Assisting with Eye and Ear Care | Homework, Discussion, Connect Assignments Quiz, | Due Apr 7 th |
| Week Twelve Apr 7 th – Apr 13 th | Chapter 44 Assisting with Minor Surgery | Homework, Discussion, Connect Assignments Quiz, | Due Apr 14 th |
| Week Thirteen Apr 14 th – Apr 20 th | Chapter 35 Infection Control Practices | Homework, Discussion, Connect Assignments Quiz, | Due Apr 21 st |
| Week Fourteen Apr 21 st – Apr 27 th | Chapter 49 Electrocardiograph and Pulmonary Function Test | Homework, Discussion, Connect Assignments Quiz, | Due Apr 28 th |
| Week Fifteen Apr 28 th – May 4 th | Chapter 57 Emergency Preparedness Final Review | Homework, Discussion, Connect Assignments Quiz, | Due May 6 th |
| Week Sixteen May 5th - May 7th | Final | | |

Instructors retain the right to adjust the course schedule and revise the course syllabus as needed

Entry Level Competencies for the Medical Assistant taken from the 2022 Standards and Guidelines for the Medical Assisting Educational Programs Guidelines for the Medical Assisting Educational Programs: This course includes the following competencies: (Cognitive, Psychomotor, Affective)

Knowledge Based:

- III.C.1. Identify major types of infectious agents.
- III.C.2. Identify the infection cycle including (a) the infectious agent, (b) reservoir, (c) susceptible host, (d) means of transmission, (e) portal of entry, (f) portals of exit
- III.C.3 Identify the following as practiced within an ambulatory setting (a) medical asepsis, (b) surgical asepsis.
- III.C.4. Identify methods of controlling the growth of microorganisms
- III.C.5. Identify the principles of standard precaution.
- III.C.6. Identify personal protection equipment (PPE)
- III.C.7. Identify the implications for failure to comply with Centers for Disease Control (CDC) regulation in healthcare settings.
- V.C.1. Identify types of nonverbal communication
- V.C.2. Identify communication barriers.
- V.C.4. Identify techniques for overcoming communication barriers.
- V.C.6. Define coaching a patient as it relates to: (e). adaptations relevant to individual patient needs.
- V.C.15. Differentiate between adaptive and non-adaptive coping mechanisms.
- V.C.16. Differentiate between subjective and objective information.
- X.C. 4. Identify the standards outlined in the Patient Care Partnership.
- XII.C.2 Identify safety techniques that can be used in responding to accidental exposure to: (a) blood, (b) other body fluids, (c) needle sticks, (d) chemicals.
- XII.C.3. Identify fire safety issues in an ambulatory environment.
- XII.C.4. Identify emergency practices for evacuation of a healthcare setting.
- XII.C.5. Identify the purpose of Safety Data Sheets (SDS) in a healthcare setting.
- XII. C.6. Identify processes for disposal of a biohazardous waste b. chemical.
- XII.C.7. Identify principles of: (a) body mechanics, (b) ergonomics.
- XII.C.8. Identify critical elements of an emergency plan for response to a natural disaster or other emergency.

Skill Based:

- I.P.1. Accurately measure and record: (a) blood pressure. (b) temperature, (C) pulse, (d) respirations. (e). height, (f) weight (infant) (g). length (adult) (h) head circumference (infant) (I) oxygen saturation
- I.P.2 Perform the following procedures: (a) electrocardiograph, (b) pulmonary function testing.
- I.P.3 Perform patient screening following established protocols.
- I.P.8. Instruct and prepare a patient for a procedure or a treatment.
- I.P.9. Assist provider with a patient exam.
- I.P.12. Produce up-to-date documentation of provider/professional level CPR.
- I.P.13. Perform first aid procedures for: (a) bleeding; (b) diabetic coma or insulin shock; (c) fractures; d. seizures; e. shock; f. syncope
- II.P.4. Document on a growth chart
- III.P.1. Participate in bloodborne pathogen training.
- III.P.2 Select appropriate barrier/persona; protective equipment (PPE)

- III.P.3. Perform handwashing.
- III.P.4. Prepare items for autoclaving.
- III.P.5. Perform sterilization procedures.
- III.P.6. Prepare a sterile field.
- III.P.7. Prepare within a sterile field.
- III.P.8. Perform wound care.
- III.P.9. Perform dressing change.
- III.P.10. Demonstrate proper disposal of biohazardous material.
- V.P.1. Use feedback techniques to obtain patient information including (a. reflection; (b) restatement; (c) clarification.
- V.P.2. Use medical terminology correctly and pronounced accurately to communicate information to providers and patients.
- V.P.11. Report relevant information concisely and accurately.
- X.P.3. Document patient care accurately in the medical record
- XII.P.1. Comply with safety practices.
- XII.P.2. Demonstrate proper use of: (a) eyewash, (b) fire extinguishers.
- XII.P.3. Use proper body mechanics.
- XII.P.4. Evaluate an environment to identify unsafe conditions.

Behavior Based:

- A.1. Demonstrate critical thinking skills.
- A.3. Demonstrate empathy for patient's concerns.
- A.5. Respect diversity
- A.6. Recognize personal boundaries.

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [https://www.com.edu/student-services/docs/Student Handbook 2024-2025 v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator
Phone: 409-933-8919
Email: AccessibilityServices@com.edu
Location: COM Doyle Family Administration Building, Student Success Center

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is February 26. The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2nd 8-week session is April 30.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

Tardiness Policy: Class starts at 9:00 and students arriving 5 minutes late result in a tardy by the

instructor and the instructor may close the door and not allow further entrance until break time or until the instructor acknowledges their approval to enter will be lock. You must communicate with your instructor before class starts by email or voice mail. After 10 minutes all tardies will equal one absence. This includes all breaks during class time which are 10 minutes each. It will be the student's responsibility to make up for the missed class work. ***This includes All breaks during any on-campus class times.*** Failure to interact with course content via Brightspace/D2L as indicated on the Course Schedule and module overview pages in Brightspace/D2L can likewise negatively impact a student' final course grade. Unless arranged by the instructor BEFORE the due date, a late submission will be given a score of zero. Once the class is closed it WILL NOT be reopened.

Plagiarism: Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website, and pasting it into your paper, or using someone else's words without quotation marks. Any assignment containing plagiarized material will receive a **grade of zero**, and the student will be referred to the Dean of Students for the appropriate disciplinary action. In this course you may not use AI for any assignment in any way, shape, or form. Use of AI will be treated as plagiarism. **Use of Artificial Intelligence (AI):** Any assignment containing material generated by Artificial Intelligence (AI) will receive a **grade of zero** and the student will be referred to the Office of Student Conduct for appropriate disciplinary action.

Cell Phone Use -- Cell phone use is strictly prohibited during any class/lab sessions.

Please keep in "silent" mode during lectures and be respectful of instructors and other students. Should you need to answer the call, please do so outside of the classroom. Due to cheating in the past, we cannot allow any wireless devices to be on during the tests. **Use of Camera and/or Recording Devices:** As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. **To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices and will not use these devices in the classroom unless you receive permission from the instructor.** Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding assistance.

Classroom Behavior: Students are expected to conduct themselves as mature adults observing all college rules and classroom etiquette. Disruptive behavior will not be tolerated in the classroom. As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. **To show respect for your fellow students and instructor, you will turn off your phone and other electronic devices and will not use these devices in the classroom unless you receive permission from the instructor.** Students with disabilities who need to use a recording device as reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodation.

Class Activities: Course topics are introduced and discussed during classroom sessions. Additional group exercises and workbook activities are conducted throughout the class meetings. General, ongoing feedback for assessments and assignments will be conducted before and after the assigned due dates.

Chain of Command: Students will follow the chain of command (immediate faculty member, director, department chair dean). Failure to do so will prolong any time limits that have been in place.

Required Study Time: Outside study, apart from regular classroom work, is required to successfully complete the required course assignments. The amount of time will vary according to the individual student's abilities. Students are responsible for reading any study materials issued by their instructors.

Professionalism: Success in one's career is almost as dependent on professional behavior as on one's academic knowledge and abilities. Therefore, students are expected to exhibit professional behavior in the classroom as well as all activities with this course. Professional behavior includes:

- **Attends class is punctual-** The student attends every class period, arrives on time for class activities or informs the instructor in a timely manner of unavoidable situations that cause the student to be late or miss class.
- **Dependable-** the student meets assignment deadlines and follows through to completion of responsibilities.
- **Effective interpersonal and team skills-** The student relates well to people, shows respect to others, deals tactfully and effectively with others, influences as opposed to directs, provides constructive critics without altering others, negotiates or mediates when appropriate, exhibits openness to new ideas, and demonstrates a positive attitude.
- **Effective communication skills-** The student listens, speaks using correct grammar and without excess fillers. Example: Umm, you know, and like.
- **Ethical Conduct-** The student maintains honesty, integrity, and confidentiality of patient provider, fellow student, and college information.

The minimum passing score for each performance objective is 90%. Skills checklists will be given at each lab session. It is the student's responsibility to produce the master skills sheet upon final check off.

Performance Objectives

In a skills laboratory, a simulation of a job-like environment, the student will demonstrate the correct procedure for the following without referring to resource materials. To perform these activities, the student will need a person to function in the role of a patient. The student is expected to perform each procedure with 100% proficiency. In an efficient, safe, ethical, and legal manner the student will:

Clinical learning experience requirements: In order to be eligible for the clinical learning experience, a student must successfully complete the course(s) with a minimum grade of 75% in the theory component and 90% in the lab skills component. The experience is in a hospital lab or a private clinical lab, as arranged by the MDCA Program Director.

Student Dress Code for Laboratory

- A physical appearance communicates a strong impression about an individual. Hair combed neatly, fingernails clean, a pressed clean uniform and an overall professional appearance conveys a commitment to cleanliness and infection control.
- All scrubs tops must loosely cover the hip area (males and Females alike). Choose loose fitting scrub pants for extended movement. Scrubs should be clean and not wrinkled.
- For safety purposes, students are expected to wear scrubs to all classes. **(Mandatory!!)**
- Closed toe shoes (no sandals or canvas shoes) that are soft-soled, such as white leather-type tennis or similar shoes are strongly recommended.
- Student's hair must be clean, neat, and conservative. The hair must be drawn back if longer than shoulder length or hanging in the face.
- Fingernails must be kept clean and a reasonable length of 1/8" above the fingertips.
- Please limit jewelry to wedding rings and a wristwatch. No dangling chains, necklaces or earrings are allowed. Conservative earlobe earrings (no more than one pair) 5mm in diameter are permitted.
- Earring: pierced ears – one (1) set of studs, no longer than 5mm size are permitted; no loop earrings are permitted; regardless of size, ear clips are not permitted
- Body piercing elements- None permitted in the head and neck or nose area (must be removed while in uniform)
- Tattoos – must be covered while in uniform including externship sites.
- Hairstyles are expected to be conservative, in good taste, clean and well kept. Hair must be worn off the collar in a manner that it will not come into contact with the client and/or interfere with client care or requirement constant rearrangement, Hair must be worn in a ponytail must be affixed to the head and may not swing freely.
- Cleanliness: uniforms are the responsibility of the student and are to be kept clean and pressed and laundered daily.
- All students must be free from excessive aromatic fragrances, deodorant/antiperspirant is

expected to be used. There is zero tolerance for offensive body odors. Dental and personal hygiene is mandatory.

- Students who are inappropriately dressed may be asked by faculty to leave the classrooms or any instructional site. A student incident report will be made. The MDCA uniform code applies to grooming or the lack thereof, inappropriate and/or offensive, uncorrected/continuing offensive odors and/or aromas emanating from the student. If said emanating aromas are the results of disease, infection, pathological body function or conditions warranting medical intervention, said intervention are to be in writing, on file with the MDCA director.
- On campus you are representing the MDCA Program. You are expected to demonstrate the requisite attitude, attire, demeanor, and behavior in accordance with the professional image our program strives to maintain.

UNIFORM POLICES:

- All students will wear scrubs while in the MDCA program.
- Uniforms must be fitted.
- Female students are to wear scrubs as a uniform pant/skirt/scrub top.
- Male students are to wear the school uniform pant/scrub top.

Uniform includes - White soft sole leather shoes are to be worn by both males and females.

- All students will wear clean scrubs and the official student identifying name badge will be a picture ID, taken by the school, designed by the Medical Assisting Program and the student's classification.
- Warm-up jackets with the same color as scrubs or any colored under shirt can be worn.
- During certain learning experiences, the students may wear appropriate street clothes. No jeans, shorts, or t-shirts will be allowed.
- You will be representing the College of the Mainland as well as the nursing professional.

Laboratory safety

Each student is responsible for his/her own work and for the cleaning of his/her workstation.

The following must be observed:

1. Eating, drinking, or smoking will not be permitted in the laboratory. (That includes no gum chewing). avoid putting objects in your mouth.
2. Do not attempt to adjust contact lenses in the lab.
3. Wash your hands before leaving the laboratory for any reason. Proper handwashing is essential. Handwashing is the single most important means of preventing the spread of infection. Hands must be washed before and after each patient contacts.

4. Disinfect work area thoroughly after each laboratory session.
5. Cover spills with paper towels, soak thoroughly with disinfectant and wait 15 minutes before cleaning it up.
6. All accidents are to be reported immediately to the instructor.
7. OSHA guidelines for occupational exposure to bloodborne pathogen standards must be observed.

Success Tips for Students:

- Read all assignments and understand requirements for completing assignment prior to coming to class.
- **Three Prior to Me:** The MA faculty encourages students to problem-solve, work as a team as well as utilize available resources. In order to develop these skills, we will employ the “**Three Prior to Me**” process. This means that before you contact the instructor with a course-related question, you must have attempted to find the information in three other places. For instance, if you are unsure about the meaning of a term used in the course, you would attempt to locate this information in three places prior to asking the instructor. Hence, you might do a Google search for the term, ask a classmate, and refer to your textbook. Instructors will question you regarding what research methods you utilized to locate information on your own. This process is not meant to be a barrier to you, but instead to provide the following benefits:
 - Preparation for the workforce.
 - Increased research skills.
 - Instructors will have more time to provide feedback and interact with students.