Medical Assisting Program
Student Externship Handbook

Health Professions Division
Elgin Community College
2023/2024

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Elgin Community College Medical Assisting Program Philosophy

The Medical Assisting Program at Elgin Community College strives to provide a well-rounded education for students entering the healthcare field. This program will provide a personalized learning environment that will equip students to use critical thinking, professionalism, and compassionate hands-on care. The purpose of this program is to prepare future medical assistants with the knowledge, behavior, and skills to provide competent and empathetic patient care in the healthcare field.

Faculty and Staff Contact Information

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Purpose

The purpose of this program is to prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Program Outcomes

- Collect medical histories and be the liaison between the patient and medical provider using clear and effective communication skills
- Organize and assist in patient care throughout the ambulatory care setting
- Maintain administrative and clinical records using an electronic health record system
- Communicate and perform within medical law and ethics
- Demonstrate proper protective practices
- Demonstrate knowledge in medical billing, coding, insurance, referral management and office bookkeeping
- Perform phlebotomy, collect patient specimens, process and transport specimens
- Perform and assist the physician with procedures and testing using proper technique
- Prepare and administer injections including immunizations
- Perform electrocardiograms
- Communicate physician instructions to patients including health maintenance and disease prevention
- Maintaining office and medical equipment
- Apply concepts of human anatomy, physiology, medical terminology and basic pharmacology
- Effectively demonstrate and perform the knowledge, skills and behavioral competencies of the medical assisting profession.
- Demonstrate skills in resume writing, interview techniques and professionalism in a medical setting
- The student will be prepared to take and pass a certification exam at the completion of the program courses

Program Details

Program Description

The Medical Assisting Program at Elgin Community College is designed to prepare qualified healthcare professionals to assist physicians and other providers in an outpatient care setting. The program is 3 semesters and 30-credit hours. Students will take courses to teach them administrative skills and effective communication. Clinical skills and hands-on learning will be offered in several courses including a 160-hour externship where students will gain experience in a real-world medical setting. Successful completion of the Medical Assisting Program will allow students to enter the field as a medical assistant.

Course Sequence

Full-time Fall Year Program 2022/2023

First Semester-Fall		Semester Hours
HPE112	Intro to Medical Terminology	3
MED101	Intro to Medical Assisting	2
MED110	Medical Billing and Coding	3
CMS210	Interpersonal Communication or	3
CMS215	Intercultural Communication	3

Second Semester-Spring		Semester Hours
MED120	Medical Asst Patient Care Skills	5
MED130	Medical Asst Clinical Procedures	4
CLT101	Phlebotomy	3.5

Third Semester-Summer		Semester Hours
MED140	Medical Assisting Externship	5
MED150	Medical Assisting Capstone	2

Total Semester Hours: 30.5

Certification Information

At the completion of the Medical Assisting Program students will be eligible to sit for the Registered Medical Assistant (RMA) exam through American Medical Technologist (AMT).

Requirements for Admission

Criminal Background Checks and Drug Testing

[Administrative Procedure 3.406 Criminal Background Checks and Drug Testing of Health Professions Program Students](#)

Adopted: January 1, 2005

Amended: June 19, 2006, August 7, 2008; July 9, 2015; April 9, 2018; June 7, 2021

The Illinois Department of Public Health (IDPH) – Healthcare Worker Background Check Code and the Joint Commission on Accreditation of Healthcare Organizations have established regulations that require Elgin Community College to conduct criminal background checks and drug testing of all students in the Health Professions Division who participate in clinical training. The College will comply fully with the IDPH and Joint Commission regulations governing criminal background checks and drug testing, and those requirements have been incorporated into this procedure. The results of all individual criminal background checks and drug testing will be kept in a secure location with controlled access. All individual test results will be considered confidential.

Criminal background checks and drug testing are required of all students accepted into a Health Professions program. Criminal background checks and drug tests must be completed no more than 45 days prior to the start of the semester in which students begin their Health Professions program. Results of criminal background checks and drug tests must be on file in the Health Professions Division office before beginning classes in the Health Professions Division. Students with a history of a felony or disqualifying offense, as defined on the IDPH website, without a waiver from IDPH and/or a positive drug test for illegal substances will be denied admission and/or dismissed from the Health Professions Division.

Health Professions students may be required to complete additional criminal background checks and drug tests prior to or during clinical rotations if requested by the clinical agency.

In addition, students:

A. will be responsible for all costs associated with criminal background checks and drug tests (including repeat tests)
B. will be responsible for independently securing all criminal background checks and drug tests from a source identified by the Health Professions Division
C. will be responsible for independently contacting the IDPH to obtain additional information regarding their background check results and, if applicable, for requesting waivers for convictions that are not considered disqualifying offenses
D. must notify the Health Professions Division office when they have received waivers for convictions that are not considered disqualifying offenses at least two weeks prior to the start of classes; students who are not granted waivers at least two weeks prior to the start of classes must withdraw from their respective Health Professions programs
E. who leave the Health Professions Division for one or more semesters will be required to repeat their drug test upon re-admission
F. who refuse to be tested will be denied admission to the Health Professions Division
G. with a positive drug test will be referred to the Student Assistance Program at ECC

H. with a positive drug test may not reapply to a Health Professions program for a period of one year and must supply a letter from a professional source documenting successful rehabilitation

I. with a second positive drug test will be permanently dismissed from the Health Professions Division

J. whose drug test results are reported as dilute, must repeat the drug test within 24 hours of notification, or it will be considered a positive result

K. must have a drug test repeated annually while in the Health Professions Division and may be required to submit to a random drug test if there is cause

L. who allegedly tamper with a drug test sample or falsify information pertaining to a drug test must repeat the drug test (collection will be witnessed) within 24 hours of notification

M. who refuse to repeat the drug test within the 24-hour time period will be denied admission to the Health Professions Division.

Reference Illinois Department of Public Health – Disqualifying Offenses

Health Insurance

All students are required to show proof of health insurance. It may be provided through a private insurance company (i.e., family coverage) or purchased through the state at Get Covered Illinois. Scan and upload documentation to your CastleBranch account.

Physical Examinations

The **Health Professions Personal Medical History Form** must be completed and uploaded to CastleBranch before the start of the student's first semester in attendance. Your health provider must thoroughly complete the form and both you and the physician need to sign it.

Hepatitis B Immunization

Health professions students should have started/declined the hepatitis B series by the start of classes. Each student must provide either proof (titer) of the immunization, the date of the first dose, or sign the declination statement found on the Health Professions Personal Medical History Form. Scan and upload documentation of the HBV vaccine series/titer results to your CastleBranch account.

Other Immunizations

Check the **Health Professions Personal Medical History Form** for the testing/immunizations required. Proof of current immunization dates for Tdap, Tetanus, COVID, positive titer results for Measles, Mumps, Rubella, Varicella, and evidence of annual Flu vaccine and Tuberculin testing. Scan and upload documentation of the titer results to your CastleBranch account.

CPR

You are required to upload your BLS for Healthcare provider cardiopulmonary resuscitation certificate (CPR) to Castlebranch by the start of classes. Classes are offered through hospitals and the American Heart Association and must have hands-on testing.

Attendance Policies

Attendance policy applies unless stated otherwise in the individual instructor's syllabus. Attendance is expected in all program classes. All unexpected absences should be called to the course instructor. Anticipated absences must be reported in writing to the Instructor before the aforementioned absence. Students are responsible for obtaining notes from a classmate and handouts from the instructor. Any and all homework assignments due on the date of the absence are due on the original due date. Credit given is based on the instructor's policy. Administration has the right to request a student to leave the classroom and/or withdraw a student from a course/program if attendance shows a lack of responsibility and respect to this policy, the instructor or fellow classmates. During the student's externship, all unexpected absences should be called to the program director at 847-214-7309 and to their externship contact at their clinic site when they cannot attend a scheduled shift. If you miss one clinic shift and call before the shift starts, you are excused. If you miss one clinic shift without calling before the start of clinic or miss a second clinic shift, you fail the course. Students must call the program director's office **and** the externship contact when they cannot attend a clinic shift. Anticipated absences must be reported in writing to the Instructor before the aforementioned absence and will be handled on a case-by-case basis. All time missed from the externship clinic must be made up before the end of the semester. Clinical time can only be made up with clinical time. Please see your instructor or program director for assistance in scheduling make-up clinical time. If additional externship hours need to be missed beyond one clinic shift due to illness, a physician's note will be required. Missing multiple externship shifts could lead to receiving an incomplete in your externship course until hours are completed. **Attendance policies may be amended as needed due to emergency situations.**

Classroom Tardiness

All policies apply unless otherwise stated in the instructor's syllabus. Tardiness will be noted after missing the first 5 minutes of class, leaving early from class, or not returning from breaks on time. Administration has the right to withdraw a student from the course/program if excessive tardiness shows a lack of responsibility and respect to this policy, the instructor and fellow classmates. A student is tardy if they are more than 5 minutes late for a clinic shift. A student must call the program director's office and the clinic contact if they are going to be late. If a student is tardy more than twice during an externship it will count as an unexcused absence and will fail the course.

Emergency Closings

Check the ECC policy for emergency procedures for current information about school closings. If it is a clinical day, follow the policy that your instructor has given you regarding each agency. Clinical agencies are located over a wide area and weather conditions vary greatly. The school cannot assume

risk associated with weather conditions; therefore, the decision about when and where to travel is a matter of individual judgment. A clinical absence due to weather will require a make-up day as assigned by your instructor or clinical site manager.

Current students, faculty, and staff are automatically signed up for ECC's new emergency alert system. You will receive text messages if there is a campus emergency.

No further action is required. When a situation arises that requires an emergency broadcast, the college will send a text message to the cell phone number you provided.

You can review and/or update your contact information in the alert system at emergency.elgin.edu. This way you can verify that the correct phone number(s) and emails(s) are entered in the system. To log in, use your ECC username (e.g., jdoe1234) and password.

Making changes to your contact information in the emergency alert system does not change your contact information globally in ECC systems. You will need to contact the Registration office to update your contact information.

Health Professions Dismissal Policy

Students are responsible for maintaining appropriate standards of conduct as described in the Health Profession Policies and Procedures Manual and program-specific student handbooks.

A written warning may be issued for infractions of program policies or professional standards. A copy of the written warning will be kept on file in the program director's office.

Students who continue to violate program policies or professional standards in which they have previously been given a warning will be subject to disciplinary action up to and including permanent dismissal from their health professions program.

When behavioral/affective reasons warrant immediate action, a student may be dismissed from their health professions program without a written warning.

Students who have been dismissed from a health professions program are prohibited from applying to any other health professions program at ECC.

Causes for dismissal include, but are not limited to:

1. Unprofessional or dishonest behavior
2. Actions which jeopardize patient safety
3. Infractions of clinical facility policy

Dismissal Procedure

1. Program officials will review all facts and documentation related to the student's violation of program policies or professional standards.
2. The program official will prepare a Notice of Permanent Dismissal that outlines the specific reasons for the dismissal.
3. The program official will meet with the student to present the Notice of Permanent Dismissal. A student who is dismissed from a health professions program will not be permitted to attend any further program-specific courses.

Due Process/Student Appeal of Dismissal

The student has the right to appeal the decision to the Dean of Health Professions. The student must submit the appeal in writing within ten (10) school days of receiving the Notice of Permanent Dismissal. The Dean of Health Professions will inform the student of their decision in writing within ten (10) school days of receiving the appeal. The Dean's decision is final.

Student Grievance

Students have the right to file a complaint regarding issues that they feel require a resolution. Students should follow the appropriate Student Appeal/Complaint procedure or Grade Appeal procedure as outlined in the ECC college catalog. A student wishing to file a complaint regarding program policies and procedures must follow the ECC Grievance Policy found in the college catalog. The complaint must be submitted in writing, dated, and signed no later than 30 days after the occurrence of the contested event.

Procedure: (specific for medical assisting students)

1. Appeal to the faculty member
2. Appeal to Director of the Medical Assisting Program
3. Appeal to the Dean of Health Professions, Math, Science, and Engineering
4. Appeal to the Vice President of Teaching, Learning & Student Development

Probation

Medical Assisting is a professional discipline in which appropriate behavior should be displayed at all times by every student. Those who display unsafe, irresponsible, or unprofessional behavior while in the clinical, lab or classroom setting will be placed on probation. The student will remain on probation until the completion of the course or re-mediation plan deadline.

Listed below are some, but not all, of the offending infractions.

- Fails to contact instructor with regards to expected tardiness or absences.
- Repeatedly arrives to lab or class late.
- Displays unprofessional manner of dress and/or unkempt appearance.
- Displays disregard for patient safety.
- Fails to meet clinical objectives and obligations consistently.
- Fails to take initiative during clinical opportunities/experiences.
- Performs skills that have not been approved.
- Violates professional or ethical behavior with regards to patient confidentiality (HIPAA).
- Displays inconsistency with compliance on agency policies.
- Fails to take accountability for one's actions.
- Displays inappropriate behavior or communication while on externship, during lab or class.
- Displays insubordinate behavior to instructor(s)

Students who continue to violate program policies or professional standards in which they have previously been placed on probation for will be subject to disciplinary action up to and including permanent dismissal from their health professions program.

When behavioral/affective reasons warrant an immediate action, a student may be dismissed from their health professions program without a probational warning.

Clinical Policies

Clinical Incident Policy

A clinical incident occurs when there is a violation of professional standards, requirements, and/or if an incident of unsafe patient care. Following safety practices at the clinical sites and Elgin Community College is the responsibility of health professions faculty and students. All incidents must be reported immediately to the appropriate personnel.

Procedure

1. The student will notify the clinical instructor, health practitioner, or program faculty and complete the ECC Incident Report Form.
2. Once signed by all parties, a copy of the Incident Report Form will be submitted to the Dean of Health Professions.

Clinical Incident Report Form

The Incident Report Form must be completed in addition to any forms required by the facility.

Student Name:_____ HP Program:_____

Student Phone: _____

Incident Date/Location:_____ Time: _____

Incident Details: Explain in detail what occurred and who was notified

Outcome: Describe actions taken and by whom.

Instructor Name: _____

Instructor Signature:_____

Comments:

Student Signature:_____ Date: _____

Program Director Signature:_____ Date: _____

Submit copy of completed form to both the Program Director and Dean of Health Professions

Externship Site Information and Policies

Externship Site Information

- Advocate Medical Group
- Northwestern Medicine Regional Medical Group
- Susarla Primary Care
- OrthoIllinois
- Winters Family Practice
- Fox Valley Orthopedics
- Greater Family Healthcare
- Advanced Internal Medicine
- Northern Illinois Medical Associates (Sycamore & Geneva Locations)
- Advanced Surgery Wellness
- Northwest Community Hospital
- Childrens and Teens Medical Center
- Prairie Foot and Ankle PC
- Advanced Center for Internal Medicine S.C.

A Note to the Preceptor

Thank you for hosting our Medical Assisting student. We appreciate your contribution to the success of our students. Please contact, the Program Director at 815-214-7309 (immediately if you have any questions or concerns) This booklet contains vital information required for the student to complete the program.

Here is a list of what we ask of you:

- **Student Externship Timesheet**: Sign off on the dates and hours the student has completed on a daily basis, this will be turned in by the student at the end of each week of their externship.
- **Student Evaluation Form**: To be completed by the preceptor throughout the externship. Completed evaluation form needs to be submitted no later than Friday, August 2, 2024, or the last day of the student's externship.

Externship Checklist

- Minimum of 160 hours of externship completed by Friday, August 2, 2024, at 7:00 pm
- Student Externship Evaluation completed by clinical preceptor by Friday, August 2nd, 2024, at 7:00 pm**.**
- Student externship time sheets need to be turned in weekly on Fridays by 7:00 pm during the summer semester externship.
- Student Evaluation of Practicum Site form and Student Practicum Checklist completed by the student due Friday, August 2, 2024, at 7:00 pm.

Externship Policies

Students are required to complete all externship hours in an unpaid clinical setting. Students are required to attend externship sites during the hours assigned, which can vary from the program schedule. If the student declines a scheduled externship and/or the practicum coordinator is unable to contact the student or the student is dropped from the externship site for any reason, the student will be dropped from the program and not be eligible for a certificate or refund of any kind.

100% attendance is required at externship. Students must notify their externship site and their externship coordinator if they have an emergency and have to miss a day. If a student does not call and does not show up, they are automatically dropped from the program. Missed clinical hours must be made up in a supervised clinical setting. Commitment to the externship site must be taken seriously as this could be a potential employer in the future and could affect patient care. All unexpected absences should be called to the program director at 847-214-7309 and to their externship contact at their clinic site when they cannot attend a scheduled shift. If you miss one clinic shift and call before the class starts, you are excused. If you miss one clinic shift without calling before the start of clinic or miss a second clinic shift, you fail the course. Students must call the program director's office **and** the externship contact when they cannot attend a clinic shift. Anticipated absences must be reported in writing to the Instructor before the aforementioned absence and will be handled on a case-by-case basis. All time missed from the externship clinic must be made up before the end of the semester. Clinical time can only be made up with clinical time. Please see your instructor or program director for assistance in scheduling make-up clinical time.

A student is tardy if they are more than 5 minutes late for a clinic shift. A student must call the program director's office and the clinic contact if they are going to be late. If a student is tardy more than twice during an externship it will count as an unexcused absence and will fail the course.

Students are expected to observe Medical Assisting Program regulations and meet professional standards as outlined in the AAMA code of ethics at all times and during each course of this program. Arrive on time and attend all externship clinic shifts; see the Attendance Policy for more information.

All electronic devices should be turned off during externship clinic shifts. Any improper conduct of a student in the Medical Assisting Program will be documented and discussed with the student. Progressive discipline, up to and including dismissal from the program, will take place if the behavior is unethical, unprofessional, and/or persistent by the student. Any misconduct addressed by the ECC student administrative procedure will be handled as stated in said procedure [Administrative Procedure 4.402 Student Code of Conduct.](#)

Student Policies and Procedures

Health Professions Privacy Policy

HIPAA is defined by the [Health Insurance Portability and Accountability Act of 1996](#).

The HIPAA privacy and security rules mandate federal protections for individually identifiable health information and give patients certain rights with regard to that information.

HIPAA defines protected health information (PHI) as anything that ties a patient's name or social security number to that person's health, health care, or payment for health care, including radiographs, charts, or invoices. Ensuring the privacy and security of PHI is a legal imperative, but it also protects everyone on the health care team, not just the patient/student.

The issue of privacy is extremely important for all patient records, both paper and electronic.

Elgin Community College health professions students/staff will, under all circumstances, protect all student/patient information and will not share anything that is seen, done, or heard with regard to conditions on any student/faculty/patient/staff, whether on campus or in the clinical setting. This means no outside discussion, taking video/pictures/audio recordings, and/or posting program-related information on any form of social media.

Students who break this policy will be dismissed from their health professions program.

Classroom and Laboratory Policies

Students are expected to observe Medical Assisting Program regulations and meet professional standards as outlined in the AAMA code of ethics at all times and during each course of this program. Arrive on time; attend all classes, labs, and externship clinic shifts. These policies have been developed to ensure an optimal learning environment that is safe and efficient. The instructor's permission and supervision will be required before you can perform any lab activity. All students must display courtesy and professional behavior at all times. Students must be in full uniform (ECC-issued scrubs) and have their student ID at all times. Food and drink are not allowed in the lab. Lab equipment/supplies should be handled with care, students will be instructed on the proper use of medical equipment. All medical equipment must remain in the lab. Medical wastes must be disposed of in the appropriate receptacle.

Dress Code

Wearing the Elgin Community College Medical Assisting Program monogram on your uniform distinguishes you as an important part of the health care team. Your image as you wear this uniform

reflects the high standards of our school and should be worn with pride. The attention that you give to projecting a professional image communicates to the patient the quality of care you will provide. Uniform regulations must be observed in order to protect the physical and psychological well-being and safety of the persons in your care, your co-workers, and yourself. Therefore, adherence to these regulations is required and is a part of the clinical evaluation. If you do not follow the regulations you will be sent home. ECC is not responsible for any lost or damaged personal items. Please wear appropriate clothing during clinical classes and externship to prevent damage to clothing and personal items.

The school uniform is to be worn to all clinical classes and externship and must be laundered after each use. A picture identification (ID) badge is part of the uniform and is to be worn with the uniform at all times. This officially identifies you as an ECC student and provides access to the clinical agency. You may obtain your ID card to wear for your badge at the ECC Student Life Office, B173. You are not to be in clinical agencies without your uniform and ECC ID badge worn in plain sight.

Shoes must be white, navy, or black, made of leather or plastic (without any openings), without any ornamentation/colors, and must be kept clean. Shoes must provide for the safety and comfort of the wearer with flat heels and with a back on the shoe. Hair should be neat and clean and not hang around the face or fall forward when providing patient care. If hair is long, it must be pulled back. Extreme hairstyles (mohawks, etc.) or unnatural hair colors (green, pink, orange, etc.) are prohibited. Make-up in all forms, including eye make-up, should be discreet and underplayed. Nails should be well-manicured and are not to extend beyond the end of the fingertips. If nail polish is worn, it must not be chipped and is to be clear in color. **Artificial nails are forbidden in all clinical areas**. Scented products, such as body lotions, perfume, or after-shave products should not be used, as some patients cannot tolerate strong scents. Male students may wear short, neatly trimmed beards and/or mustaches. Mustaches must not extend beyond the lip line.

Wearing jewelry in the clinical area is not recommended. Dangling earrings, large rings or excessive jewelry that could pose a hazard or harbor pathogens are not allowed. A plain wedding band and small stud-type earrings are allowed (no hoops or long earrings). Rings with stones may be damaged or lost, and are reservoirs for pathogens. In surgery and OB departments, no jewelry may be worn. The student is responsible for any jewelry worn to their externship. Students must wear an analog or digital watch with seconds indicated on the face of the watch. Piercing: only two small stud earrings in each ear are allowed, and may not include extreme earrings (such as gauges, plugs, etc.). Facial piercings are not permitted (including the tongue, eyebrow, lip, nose, etc.). The use of a "band-aid" will not be acceptable over body jewelry. Medical Assisting Program faculty has the right to request that students cover up visible tattoos and remove piercings. Students with visible tattoos are responsible to ask their instructors about whether or not they will need to cover the tattoo in their externship.

No gum chewing is allowed while in the clinical area. Eating and drinking is only allowed in designated areas. Dress codes for all clinical agencies/externship sites will be adhered to in addition to these guidelines.

ECC Academic Integrity Policies

[Administrative Procedure 4.407 Academic Integrity](#)

Adopted: September 5, 2007

Amended: August 9, 2011; September 25, 2014; April 9, 2015; May 4, 2017; June 4, 2018 August 4, 2020

Calculation of Time Periods:

For the purposes of this policy, the term "days" will refer to any day the college is open (e.g. Monday through Friday or Monday through Thursday during the summer). The Vice President of Teaching, Learning, and Student Development may extend timelines under certain circumstances (e.g. when faculty are not available for consultation).

I. Statement on Academic Integrity

Elgin Community College is committed to providing a learning environment that values truth, honesty, and accountability. Academic integrity means being honest and responsible regarding any work submitted as one's own while in a college course. Acts of academic dishonesty include cheating, plagiarism, fabrication, complicity, submitting the same work in multiple courses, and/or misconduct in research. The purpose of academic assignments is to help students learn. The grade a student receives in a course should reflect that student's efforts. It also indicates how well they have met the learning goals in a course. In order to demonstrate that learning, the work done must always be their own, and if students consult others' work, those consulted sources must be properly cited. Students who commit any act of academic dishonesty will be subject to sanctions imposed by their instructor, up to and including failure in the course, as well as any sanctions imposed by the Director of Student Success and Judicial Affairs or the Student Disciplinary Committee, as applicable.

For information on how to avoid academic integrity violations, see the Plagiarism Modules available from the main menu on your D2L homepage (under the Student Support tab) or visit the [ECC Library Tutorials Research Guide](#). Students may also seek assistance from Librarians as well as the Write Place staff.

II. Acts of Academic Dishonesty

The below definitions provide an overview of common areas of academic dishonesty. This is not an exhaustive list and does not limit the college from determining that other behaviors qualify as acts of academic dishonesty.

A. Cheating

at its most basic level is the unauthorized use of outside assistance. Cheating includes the use of notes, study aids, or other devices that are expressly forbidden by the instructor for the completion of an assignment or an examination. In addition, cheating occurs when a student copies another individual's work or ideas.

B. Plagiarism

is the presentation of another person's written words or ideas as one's own. Students are guilty of plagiarism if they submit as their own work:

- A sequence of ideas, arrangement of material, the pattern of thought of someone else, even though it may be expressed in the student's own words; plagiarism occurs when such a sequence of ideas is transferred from a source to their work without the processes of digestion, integration, and reorganization in the writer's mind, and without appropriate acknowledgment in their work.
- Part or all of a written assignment copied or paraphrased from another person's work without proper documentation; paraphrasing ideas without giving credit to the original author is also plagiarism; or
- A previously submitted work, even if modified, for a present assignment without obtaining prior permission from the instructors involved.

C. Fabrication

is the invention or counterfeiting of data and/or research. [In Health Professions, this includes patient data.]

D. Complicity

occurs when a student provides assistance in any act that violates the academic integrity policy. Students are guilty of being accomplices to academic dishonesty if they: [In Health Professions talking during an exam/quiz is considered sharing information, and failure to report knowledge of other students cheating is also considered an act of complicity.]

- Allow their work to be copied and submitted as the work of another

- Prepare work for another student and allow it to be submitted as that student's own work
- Keep or contribute materials with the clear intent that they will be copied or submitted as work of anyone other than the author
- Purchase work from another source; or
- Fail to report acts of plagiarism to their instructor; students who know their work is being copied are presumed to consent to its being copied.

E. Multiple Submissions

occurs when a student submits the same (or largely unaltered) work in multiple courses without instructor approval. Multiple submission does not include coursework in linked courses (in which instructors develop assignments together), nor shall it cover those situations in which a student has received approval to expand or develop previous work.

F. Misconduct in Research

occurs when a student violates professional guidelines or standards in research, including college standards and the Student Code of Conduct Administrative Procedure 4.402.

III. Instructor Initiated Sanctions

If an instructor identifies an act of academic dishonesty, the instructor shall determine the appropriate sanction(s) for the particular offense. If the instructor chooses one of the sanctions listed below as a direct consequence of the academic dishonesty, the instructor must document the violation using the Academic Integrity Violation form. The form must be sent to the student via the ECC student email account, the Academic Dean, the Assistant Vice President/Dean of Student Services & Development, and the Director of Student Success & Judicial Affairs. This enables the AVP/Dean of Students and Director of Student Success & Judicial Affairs to monitor multiple offenses across classes and semesters. [In Health Professions, these sanctions may include dismissal from the program depending on the severity of the offense. Refer to the Student Code of Conduct Administrative Procedure 4.402, which lists behavior for which a student may be subject to disciplinary sanctions by the College.]

Instructor Sanction Options:

- Completion of the "Writing with Integrity" course through the Write Place
- Disciplinary warning or probation
- Suspension
- Expulsion

Instructors have the discretion to use the offense as a "teachable moment," which may include a verbal warning or re-doing an assignment in response to issues related to missed or partial citations, incorrect formatting, etc. In these instances, the instructor does not need to submit the Academic Integrity Violation form.

Students are informed of their right to appeal the violation through the information contained in the Academic Integrity Violation form. The student must appeal within ten (10) days of being emailed the violation form from their instructor. Should the student choose to appeal the allegation of violation (see section IV below), the student must be allowed to continue actively participating in the class while the appeal is in progress, as long as the student remains in compliance with the College's Student Code of Conduct Administrative Procedure 4.402.

All students who receive an Academic Integrity Violation form will be required to meet with the Director of Student Success & Judicial Affairs. The student will be notified through the student's ECC email to attend the meeting. The Director may or may not determine that additional sanctions beyond those imposed by the instructor are appropriate. Students will remain restricted from future course registration and will be unable to obtain official ECC transcripts until they have met all meeting/sanction requirements. If a student does not attend the meeting with the Director, the case may be referred to the Student Disciplinary Committee for a hearing to determine further sanctions.

A documented subsequent violation of the Academic Integrity policy recorded with the AVP/Dean of Student Services & Development shall result in administrative sanctions as outlined in the Student Code of Conduct Administrative Procedure 4.402, which may include but are not limited to:

- Completion of the "Writing with Integrity" course through the Write Place
- Disciplinary warning or probation
- Suspension
- Expulsion

IV. Appeal Process

A student charged with an act of academic dishonesty may appeal the violation charge but not the sanction. If the violation appeal is approved, the sanction would change accordingly. A student who appeals the charge should continue active participation in the course while the appeal is under review. The steps outlined below shall be followed. All dates will extend from the date of the email the student receives from their instructor with the Academic Integrity Violation form. If an extension is required, it may be granted by the Vice President of Teaching, Learning & Student Development.

Step 1: Division Review

The purpose of step one is to allow for an independent review of the student's appeal:

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1. To formally appeal the Academic Integrity charge, the student must submit a written statement with documentation (e.g. relevant syllabus sections, drafts, emails, research notations, etc.) to the appropriate Academic Dean for review within ten (10) days of receiving the Academic Integrity Violation form from their faculty member.
2. Within five (5) days of receiving the appeal, the Dean will review the documentation and confer with the faculty member, if available, and the student to determine if the appeal has merit.
3. If the Dean determines the appeal has merit, the Dean will work with the faculty member, if available, and the student in an effort to resolve the problem in a manner that is agreeable to both the faculty member and student. If such a solution is determined, the Dean and faculty member, if available, will work together to implement the change in sanction.
4. If the Dean denies the appeal, the student will be notified of the decision and rationale via their ECC email. The faculty member will be copied on this email.
5. If either the student or faculty member is dissatisfied with the Dean's decision, they may submit an appeal via ECC email to the Vice President of Teaching, Learning & Student Development within five (5) days of the notification. The appeal must include all necessary and supporting documentation.

Step 2: Vice President/Committee Review

The purpose of this step is to provide due process for students and faculty:

1. Within five (5) days of receiving the written appeal, the Vice President of Teaching, Learning, & Student Development will review the violation, documentation, Dean's recommendation, and the written appeal sent in by the faculty or student in reference to the Dean's decision, and determine if the appeal has merit.
2. If the appeal is denied by the Vice President, the student, instructor, and Dean shall be notified within five (5) days of that decision, and the matter shall be at an end.
3. If the Vice President determines that the appeal has merit, within five (5) days of receiving that written appeal, the Vice President will notify Elgin Community College Faculty Association (ECCFA) of the need to appoint and convene an Academic Integrity Appeal Advisory Committee ("Committee"). The Vice President, in consultation with ECCFA, is responsible for ensuring that those designated to serve are not directly involved with the concern nor have any other conflict of interest. The Committee will be comprised of the president of the student government or that person's designee and three faculty members from three different academic disciplines, including one from the course discipline or closely related field and two from outside of the course discipline.
4. ECCFA will consult with the Vice President and will select these members within ten (10) days of receipt of the request. If, for any reason, ECCFA is unable to do so, the Vice President will

appoint the Committee members by the end of the ten (10) days. The faculty members will elect the chair of the Committee.

5. The Committee will hold a formal hearing(s) at which the student and the faculty member may provide documentation. The student must be advised of his or her right to be accompanied by an advisor (who may be an attorney, but who may not participate in the hearings except as an advisor to the student). The faculty member may also bring an advisor (who may be an attorney, but who may not participate in the hearings except as an advisor to the faculty member). All Committee hearings shall be confidential.

6. The Committee shall review the evidence and make a written recommendation to the Vice President within three (3) days of the last hearing. The Vice President may accept or modify the Committee's recommendations and may determine additional sanctions or responses, as deemed necessary. The Vice President will notify the faculty member, the student, the appropriate Academic Dean, and the chair of the Committee of his or her decision within five (5) days of receiving the Committee's recommendation.

7. If the Academic Integrity Appeal is upheld (it is determined that the student was not in violation of the Policy), the faculty member, if available, can be given the opportunity by the Vice President to change the student's grade. If the appeal has been upheld and the faculty member refuses to change the grade, the Vice President will change the grade administratively. If needed, the final course grade may also need to be recalculated based on the course syllabus.

Code of Conduct***

[Administrative Procedure 4.402 Student Code of Conduct](#)

Adopted: January 20, 1996

Amended: January 31, 1997; January 30, 2001; August 3, 2006; August 23, 2010;

August 21, 2013; April 9, 2015; August 3, 2017; June 4, 2018;

***For Health Professions students, the Student Code of Conduct also applies to all off-campus instructional sites, off-campus supervisors, clinical instructors, preceptors, and personnel. It also includes all clinical program documents, student handbooks, published policies, rules and regulations of instructional sites, and any records.

Definitions

- Elgin Community College herein referred to as "College".

- College Premises includes all land, buildings, facilities, or other property in the possession of or owned by, leased by, used, or controlled by the College, including adjacent streets and sidewalks.
- College Official includes any person employed by the College, performing assigned administrative or professional duties.
- College Community includes any person who is a student, faculty member, College official, visitor, or any other person employed by the College or on College premises. A person's status in a particular situation shall be determined by the Vice President for Teaching, Learning, and Student Development.
- Organization means any number of persons who have complied with the formal requirements for recognition through the Office of Student Life.

For more detailed information regarding Administrative Procedures, please go to elgin.edu.

Student Obligations to the College

Registration at Elgin Community College entitles each student to the rights and privileges as a member of the college community. As in other communities, students must assume the responsibilities and obligations accompanying these freedoms. The responsibility for maintaining appropriate standards of conduct, observing all College regulations, and complying with all federal, state, and local laws rests with the student. Behavior for which a student is subject to disciplinary sanctions by the College fall into these categories:

1. Acts of dishonesty, including but not limited to the following:
   a. Cheating, plagiarism, or other forms of academic dishonesty-second or multiple offenses (Refer to Administrative Procedure 4.407 Academic Integrity)
   b. Providing false information to any College official, faculty member, or office
   c. Forgery, alteration, or misuse of any College document, record, equipment, or instrument of identification.
   d. Tampering with the election of any College recognized student organization.
2. Intentionally disrupting the orderly processes and operations of the College:
   a. Interfering with the educational opportunities of other students through classroom or other disruption or inappropriate behavior, including foul language.
   b. Intentionally obstructing or denying access, either pedestrian or vehicular, to facilities or services by those entitled to use such services or facilities on campus or while attending off-campus events.
   c. Intentionally interfering with the lawful rights of other persons on campus.
   d. Inciting others to perform acts prohibited by paragraphs (a), (b), or (c) of this section.
3. Intentional participation in demonstrations within the interior of any College building, structure, or any other portion of the premises of the College which have not been approved

through appropriate administrative procedures. (See Administrative Procedure 6.202 Use and Rental of Campus Hallways, Atriums and Grounds and Administrative Procedure 6.208 Facilities Usage Regulations)

4. Unauthorized entry into or occupation of any room, building, or premises of the College, including unauthorized entry or occupation at an unauthorized time, or any unauthorized or improper use of any College property, equipment, or facilities. (See Administrative Procedure 6.208 Facilities Usage Regulations)

5. Physical abuse, bullying, verbal abuse, threats, intimidation, harassment, stalking, coercion and/or other reckless conduct which threatens or endangers the health or safety of self or others, including but not limited to the use of social media and electronic communication.

6. Sexual harassment, sexual assault, sexual abuse, or stalking on College premises or at College sponsored or supervised activities. Refer to Administrative Procedure 3.403 Sex Discrimination, Sexual Misconduct and Interpersonal Violence Policy and Procedure for more detailed information.

7. Discrimination or harassment on the basis of race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation (including gender-related identity), order of protection status, or any other status protected by applicable federal, state or local law. Refer to Administrative Procedure 3.402 Notice of Nondiscrimination for more detailed information.

8. Attempted or actual theft and/or damage to property of the College or property of a member of the College community or other personal or public property.

9. Hazing, defined as an act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.

10. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to those persons when requested to do so.

11. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to College premises.

12. Violation of published College policies, administrative procedures, rules, or regulations.

13. Violation of federal, state, or local law on College premises or at College-sponsored or supervised activities.

14. Use, possession, distribution, or manufacture of illegal or controlled substances on College premises or at College-sponsored events except as permitted by law.

15. Use, possession, or distribution of alcoholic beverages on College premises or at College-sponsored events except as expressly permitted by the law and College regulations.

16. Smoking in areas which are not designated by the College refer to Administrative Procedure 3.801 Smoking and Tobacco Use on Campus.

17. Possession or use of firearms, explosives, firearm ammunition, incendiary devices, or other weapons except as authorized by the College. Possession of dangerous chemicals with intent to do harm.
18. Conduct which is disorderly, reckless, lewd, or indecent; a breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College. This includes use of electronic devices with intent to cause injury or distress.
19. Theft or other abuse of computer time or services, including any violation of the Acceptable Usage Guidelines for Electronic Student Services, which can be found in all computer labs.
    a. Use of computing facilities to view or share pornography or send obscene or abusive messages.
20. Abuse of the Disciplinary Hearing Process, including but not limited to:
    a. Failure to obey the summons of a judicial hearing committee or College official
    b. Falsification, distortion, or misrepresentation of information before a disciplinary hearing committee
    c. Disruption or interference with the orderly conduct of a disciplinary proceeding
    d. Request of a disciplinary proceeding knowingly without cause
    e. Attempting to discourage an individual's proper participation in, or use of, the disciplinary system
    f. Attempting to influence the impartiality of a member of a disciplinary committee prior to, and/or during the course of, the judicial proceeding
    g. Harassment (verbal or physical) and/or intimidation of a member of a disciplinary committee. or witness prior to, during, and/or after a judicial proceeding.
    h. Failure to comply with the sanction(s) imposed under the Student Discipline Procedure
    i. Influencing or attempting to influence another person to commit an abuse of the disciplinary hearing.

Disciplinary Procedures

Complaints: Any member of the college community may file charges against any student for misconduct using Administrative Procedure 4.401 Complaint Procedure.

Appeal

Following the adjudication of the complaint, the student or group, or organization has the Right to Appeal to the vice president of Teaching, Learning, and Student Development using Administrative Procedure 4.408 Appeal.

Record of Complaint and/or Appeal

After the Complaint and/or Appeal Processes have been concluded, all records of that process will be placed in a confidential file in the Dean of Student Services and Development office for a period of 5 years.

Health Professions Discrimination Statement

Clinical experiences are planned by the Health Professions faculty/administrators to best meet student learning needs. Students may not refuse patient care assignments based on the student's beliefs related to race, color, gender, sexual orientation, religion, creed, national origin, age, marital status, disability, veteran status, disease process, socio-economic status, or any other applicable basis in law.

Notice of Non-Discrimination 3.402

Elgin Community College does not discriminate on the basis of race, color, national origin, ancestry, sex/gender/gender identity, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation, or any other status protected by applicable federal, state or local law in matters of admissions, employment, or in any aspect of the educational programs or activities it offers

Any inquiries regarding Title IX or the College's policies that prohibit discrimination, harassment, and retaliation should be directed to the Title IX Coordinator/EEO-AA Officer identified below. The Coordinator will be available to meet with or talk to students, staff, and faculty regarding issues relating to Title IX and the College's policies.

Marilyn Prentice
Title IX Coordinator and EEO/AA Officer
Office of the General Counsel, E210
mprentice@elgin.edu
847-214-7992

Individuals may also contact the U.S. Department of Education's Office of Civil Rights for additional information.

U.S. Department of Education Office for Civil Rights
John C. Kluczynski Federal Building
230 S. Dearborn Street, 37th Floor
Chicago, IL 60604
312-730-1560
Fax: 312-730-1576

Individuals may also contact the U.S. Equal Employment Opportunity Commission or the Illinois Department of Human Rights for additional information.

U.S. Equal Employment Opportunity Commission-Chicago Office
230 S Dearborn St., Suite 1866
Chicago, IL 60604
312-872-9744

State of Illinois Human Rights Commission James R. Thompson Center
100 W. Randolph Street, Suite 5-100
Chicago, IL 60601
312-814-6269
TDD: 312-814-4760
Fax: 312-814-6517

Health Professions Statement on Safety

Health Professions students are expected to practice safe techniques, remain drug- and alcohol-free, maintain a clean criminal background check, and demonstrate professional behavior at all times while on campus or in the clinical setting.

Program directors or faculty may immediately remove a student from an educational experience and recommend to the Dean of Health Professions a failing grade for a student for unsafe behavior, drug or alcohol use, background check violation, or the demonstration of unprofessional behavior (such as but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person's consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person). The recommendation for removal may result in permanent dismissal from the Health Professions Division.

A student may choose to appeal a failing grade through the Grade Appeal Process as stated in the college catalog. A student may choose to appeal a permanent dismissal from the Health Professions Division through the Disciplinary Procedures as stated in the college catalog.

Elgin Community College

Practicum Evaluation of Student

2015 MAERB Core Curriculum
Elgin Community College
Medical Assisting Program

Name of Practicum Student Being Evaluated: _____

> **INSTRUCTIONS: Consider each item separately and rate each item independently of all others. Indicate in the appropriate box the student's level of competency, if applicable, or access to the specific task.**

Psychomotor & Affective Competencies	Competent	Needs Work	Student was able to observe	Not Available at this site
I. Anatomy & Physiology				
I.P.1. Measure and record:				
a. blood pressure				
b. temperature				
c. pulse				
d. respirations				
e. height				
f. weight				
g. length (infant)				
h. head circumference (infant)				
i. pulse oximetry				
I.P.2. Perform:				
a. electrocardiography				

Psychomotor & Affective Competencies	Competent	Needs Work	Student was able to observe	Not Available at this site
b. venipuncture				
c. capillary puncture				
d. pulmonary function testing				
I.P.3. Perform patient screening using established protocols				
I.P.4. Verify the rules of medication administration:				
a. right patient				
b. right medication				
c. right dose				
d. right route				
e. right time				
f. right documentation				
I.P.5. Select proper sites for administering parenteral medication				
I.P.6. Administer oral medications				
I.P.7. Administer parenteral (excluding IV) medications				
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.10. Perform a quality control measure				
I.P.11. Obtain specimens and perform:				
a. CLIA waived hematology test				

Psychomotor & Affective Competencies	Competent	Needs Work	Student was able to observe	Not Available at this site
b. CLIA waived chemistry test				
c. CLIA waived urinalysis				
d. CLIA waived immunology test				
e. CLIA waived microbiology test				
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				
I.A.1. Incorporate critical thinking skills when performing patient assessment				
I.A.2. Incorporate critical thinking skills when performing patient care				
I.A.3. Show awareness of a patient's concerns related to the procedure being performed				
II. Applied Mathematics				
II.P.1. Calculate proper dosages of medication for administration				
II.P.2. Differentiate between normal and abnormal test results				
II.P.3. Maintain lab test results using flow sheets				

Psychomotor & Affective Competencies	Competent	Needs Work	Student was able to observe	Not Available at this site
II.P.4. Document on a growth chart				
II.A.1. Reassure a patient of the accuracy of the test results				
III. Infection Control				
III.P.1. Participate in bloodborne pathogen training				
III.P.2. Select appropriate barrier/personal 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. Perform within a sterile field				
III.P.8. Perform wound care				
III.P.9. Perform dressing change				
III.P.10. Demonstrate proper disposal of biohazardous materia				
a. sharps				
b. regulated wastes				
III.A.1. Recognize the implications for failure to comply with Center for Disease Control (CDC) regulations in healthcare settings				
IV. Nutrition				
IV.P.1. Instruct a patient according to patient's special dietary needs				

Psychomotor & Affective Competencies	Competent	Needs Work	Student was able to observe	Not Available at this site
IV.A.1. Show awareness of patient's concerns regarding a dietary change				
V. Concepts of Effective Communication				
V.P.1. Use feedback techniques to obtain patient information including:				
a. reflection				
b. restatement				
c. clarification				
V.P.2. Respond to nonverbal communication				
V.P.3. Use medical terminology correctly and pronounced accurately to communicate information to providers and patients				
V.P.4. Coach patients regarding:				
a. office policies				
b. health maintenance				
c. disease prevention				
d. treatment plan				
V.P.5. Coach patients appropriately considering:				
a. cultural diversity				
b. developmental life stage				
c. communication barriers				
V.P.6. Demonstrate professional telephone techniques				

Psychomotor & Affective Competencies	Competent	Needs Work	Student was able to observe	Not Available at this site
V.P.7. Document telephone messages accurately				
V.P.8. Compose professional correspondence utilizing electronic technology				
V.P.9. Develop a current list of community resources related to patients' healthcare needs				
V.P.10. Facilitate referrals to community resources in the role of a patient navigator				
V.P.11. Report relevant information concisely and accurately				
V.A.1. Demonstrate:				
a. empathy				
b. active listening				
c. nonverbal communication				
V.A.2. Demonstrate the principles of self-boundaries				
V.A.3. Demonstrate respect for individual diversity including:				
a. gender				
b. race				
c. religion				
d. age				
e. economic status				
f. appearance				
V.A.4. Explain to a patient the rationale for performance of a procedure				

Psychomotor & Affective Competencies	Competent	Needs Work	Student was able to observe	Not Available at this site
VI. Administrative Functions				
VI.P.1.　Manage appointment schedule using established priorities				
VI.P.2.　Schedule a patient procedure				
VI.P.3.　Create a patient's medical record				
VI.P.4.　Organize a patient's medical record				
VI.P.5.　File patient medical records				
VI.P.6.　Utilize an EMR				
VI.P.7.　Input patient data utilizing a practice management system				
VI.P.8.　Perform routine maintenance of administrative or clinical equipment				
VI.P.9.　Perform an inventory with documentation				
VI.A.1.　Display sensitivity when managing appointments				
VII.　Basic Practice Finances				
VII.P.1.　Perform accounts receivable procedures to patient accounts including posting:				
a.　charges				
b.　payments				
c.　adjustments				
VII.P.2.　Prepare a bank deposit				
VII.P.3.　Obtain accurate patient billing information				
VII.P.4.　Inform a patient of financial obligations for services rendered				

Psychomotor & Affective Competencies	Competent	Needs Work	Student was able to observe	Not Available at this site
VII.A.1. Demonstrate professionalism when discussing patient's billing record				
VII.A.2. Display sensitivity when requesting payment for services rendered				
VIII. Third Party Reimbursement				
VIII.P.1. Interpret information on an insurance card				
VIII.P.2. Verify eligibility for services including documentation				
VIII.P.3. Obtain precertification or preauthorization including documentation				
VIII.P.4. Complete an insurance claim form				
VIII.A.1. Interact professionally with third party representatives				
VIII.A.2. Display tactful behavior when communicating with medical providers regarding third party requirements				
VIII.A.3. Show sensitivity when communicating with patients regarding third party requirements				
IX. Procedural and Diagnostic Coding				
IX.P.1. Perform procedural coding				
IX.P.2. Perform diagnostic coding				
IX.P.3. Utilize medical necessity guidelines				
IX.A.1. Utilize tactful communication skills with medical providers to ensure accurate code selection				
X. Legal Implications				
X.P.1. Locate a state's legal scope of practice for medical assistants				

Psychomotor & Affective Competencies	Competent	Needs Work	Student was able to observe	Not Available at this site
X.P.2. Apply HIPAA rules in regard to:				
a. privacy				
b. release of information				
X.P.3. Document patient care accurately in the medical record				
X.P.4. Apply the Patient's Bill of Rights as it relates to:				
a. choice of treatment				
b. consent for treatment				
c. refusal of treatment				
X.P.5. Perform compliance reporting based on public health statutes				
X.P.6. Report an illegal activity in the healthcare setting following proper protocol				
X.P.7. Complete an incident report related to an error in patient care				
X.A.1. Demonstrate sensitivity to patient rights				
X.A.2. Protect the integrity of the medical record				
XI. Ethical Considerations				
XI.P.1. Develop a plan for separation of personal and professional ethics				
XI.P.2. Demonstrate appropriate response(s) to ethical issues				
XI.A.1. Recognize the impact personal ethics and morals have on the delivery of healthcare				
XII. Protective Practices				

Psychomotor & Affective Competencies	Competent	Needs Work	Student was able to observe	Not Available at this site
XII.P.1. Comply with:				
a. safety signs				
b. symbols				
c. labels				
XII.P.2. Demonstrate proper use of:				
a. eyewash equipment				
b. fire extinguishers				
c. sharps disposal containers				
XII.P.3. Use proper body mechanics				
XII.P.4. Participate in a mock exposure event with documentation of specific steps				
XII.P.5. Evaluate the work environment to identify unsafe working conditions				
XII.A.1. Recognize the physical and emotional effects on persons involved in an emergency situation				
XII.A.2. Demonstrate self-awareness in responding to an emergency situation				

Additional Comments

What type of administrative duties did the student perform? What type of administrative duties did the student observe?

What type of clinical duties did the student perform? What type of clinical duties did the student observe?

What type of oversight did the Practicum Coordinator of the medical assisting program provide for the student and the site supervisor? Were you able to contact the Practicum Coordinator with any problems? Was there regular contact?

Signature of individual completing this evaluation _____

Credentials & Title_____   Date_____

Student Evaluation of Practicum Site

Elgin Community College

Medical Assisting Program

This survey is designed to help program faculty determine the appropriateness of individual practicum sites. In addition, there is a section that focuses on the support that the practicum students received from the Practicum Coordinator and the program. All data will be kept confidential and will be used for program evaluation purposes only.

Name of Practicum Site: _____

Quantitative Evaluation

INSTRUCTIONS: Consider each item separately and rate each item independently of all others. Circle the rating that indicates the extent to which you agree with each statement. Please do not skip any item.
5 = Strongly Agree 4 = Agree   3 = Neutral (acceptable)   2 = Disagree 1 = Strongly Disagree
N/A = Not Applicable

	5	4	3	2	1	N/A

1. Provided orientation to the office/facility.

2. Assigned to a supervisor/preceptor who actively participated in my learning experience.

3. Allowed to perform the entry-level skills I had learned.

4. Given the opportunity to perform administrative skills.

5. Given the opportunity to perform clinical skills.

6. Adequately supervised and informed of whom to ask for help if I needed it.

7. Treated respectfully by healthcare providers and other staff.

8. Provided with adequate personal protective equipment (e.g., gloves) to protect my health and safety.

9. Provided the opportunity to communicate with:

   a. patients/clients/family members

   b. physicians/health care professionals

   c. staff and co-workers

   d. supervisory personnel

10. Not used to replace paid employees.

11. Provided regular constructive verbal feedback by supervisor.

12. Provided a final written performance evaluation.

13. Received support and help from the institutional Practicum Coordinator

Were you asked to perform any skills for which you were not prepared by your medical assisting program?

   Yes   No

If yes, please identify:

Would you recommend this site for future practicum students?   Yes   No

What is your reason for either recommending or not recommending the practicum site?

What part of the practicum experience did you like best and/or least?

How did you communicate with the Practicum Coordinator about the practicum site? Check all that apply.

     Scheduled meetings/class sessions on campus

     Practicum Coordinator visited the site

     Scheduled phone calls with the Practicum Coordinator

     Meeting with Practicum Supervisor and Practicum Coordinator

What other support from the medical assisting program did you receive during your practicum experience?

What other support would have been useful?

_____
Print Student's Name

_____
Signature

_____
Date

Externship Time Sheet

Elgin Community College
Medical Assisting Program
1700 Spartan Drive
Elgin, IL 60123
847-214-7309

Student Name:_____   Site name: _____

Student ID Number: _____   Site Address:_____

Supervisor:_____   Site phone number:_____

Date(mon/day/yr)	Start Time	End Time	Hours	Comments
Monday:				
Tuesday:				
Wednesday:				
Thursday:				
Friday:				
Saturday:				
Sunday:				
Weekly Totals:				

Employee signature: _____Date:_____

Supervisor signature:_____Date:_____