



2018 Certified Clinical Medical Assistant Student Handbook



Clinical Medical Assistant Certification

ADMISSION REQUIREMENTS

- All students must be 18 years of age.
- A Proof of GED or US high school diploma or US college diploma or ENGLISH 101 or 111 transcript; unofficial transcripts will be accepted. **If you do not have proof of any of these documents, please take a placement test.** Email proof documents to counseling at Novaworkorce@nvcc.edu

Native English Speakers

Take the Virginia Placement Test (VPT) for English, score must be ENG. ENF scores are not eligible to register.

Non Native English Speakers

Take the Accuplacer Test, score 300 or higher and a level 3 essay.

If you find that you are not eligible to enroll in healthcare classes please contact the counselors at Novaworks@nvcc.edu to discuss your options.

How to take the VPT English or Accuplacer Placement Test

You must wait a maximum of 24 hours from when you create your student profile to be able to take the test. You must bring your EMPL ID with you and a photo id to the testing center. NOVA testing centers are located on each campus. You can take placement tests at any campus location. Click here for locations and Times: <http://www.nvcc.edu/testing/placement.html>

VPT Exam Info

VPT English is untimed.

Part 1: 40 multiple choice questions. The multiple choice portion contains questions on a variety of topics including, but not limited to, reading comprehension, grammar, vocabulary and research skills.

Part 2: Written essay.

Click here for free practice test <http://www.nvcc.edu/testing/placement.html>

Accuplacer Exam Info

Part 1: The ACCUPLACER LOEP (Levels of English Proficiency) is a computer test. It is divided into three sections: Reading Skills, Sentence Meaning and Language Usage. The test consists of 60 multiple-choice questions and is untimed.

Part 2: If your score on Part 1 is over 300, you will hand write a one-hour timed essay. You will have a choice of two topics. Your essay will be graded by a faculty member and your results will be available in 2 to 5 business days.

PROGRAM PHILOSOPHY

The NOVA WDD Certified Clinical Medical Assistant (CCMA) faculty supports the mission and vision statements of the college as well as a commitment to life-long learning and a belief in educational mobility and accessibility. NOVA WDD CCMA Program believes in establishing a collaborative and supportive learning environment through developing student-faculty relationships which are based on trust and mutual respect. Medical Assistant faculty believes that learning is an active process that is facilitated by role-modeling and encompassing the students in a variety of clinical, classroom and simulated settings.

Learning is further enhanced by the use of a variety of teaching methods to accommodate different learning styles and actively engage the student in the teaching/learning process. Medical Assistant Program believes that students and faculty are responsible for the outcomes of learning. Medical Assistant education and the practice of medical assisting are based upon an understanding of the human person which is learned in general education

courses. The student medical assistant builds upon this knowledge in medical assisting theory and utilizes problem solving to apply concepts and facts to medical assistant practice in varied clinical and laboratory settings. We believe in providing planned medical assistant experiences to enable the students to achieve learning outcomes and develop clinical competence.

STUDENT CODE OF CONDUCT & BEHAVIOR

By enrolling at NOVA, a student accepts its policies and procedures and acknowledges the right of NOVA to take action, up to and including suspension or expulsion in response to misconduct. It is a student's responsibility to become familiar with the student code of conduct. Lack of awareness is no excuse for noncompliance with NOVA's policies and procedures.

Students enrolled in the College assume an obligation to conduct themselves in a manner that is civil and compatible with the College's function as an educational institution. As a member of the NOVA student body, you are considered to be a responsible adult. Here are examples of disruptive student conduct for which a student may be subject to disciplinary action include but are not necessarily limited to the following:

- Talking during lectures and disrespectful conduct to instructor
- Cell phones ringing in the middle of lecture
- Arriving to class late or no show
- Arguing or debating with other students in the class
- Speaking rudely to instructor or classmates
- Sleeping in class
- Text messaging in class
- Unprofessional, gender-condescending or racial slurs
- Shouting out answers and classroom sabotage

The credibility of a health care professional is based, to a large extent, on maintaining a high degree of trust between the professional and the individuals he or she serves. Each health profession has a code of professional conduct administered by a professional organization or regulatory agency that prescribes and imposes high standards of conduct and principles of professionalism upon its members. Students must understand and adhere to these standards during their education in preparation for careers in which they must conduct themselves in the manner expected by their profession. Consequently, students in the health care colleges have a particular obligation to conduct themselves at all times in a manner that reflects appropriate professional moral and ethical character.

If you are in violation of conduct or behavior policy, you will receive a *Disciplinary Warning*: A warning to a student that his/her conduct was questionable and/or inappropriate and that further

misconduct will result in more severe disciplinary action. Disciplinary warning may include a behavior agreement or contract.

If you receive a 2nd violation, you will be dismissed from the program and you will receive a Failing grade and you will not be issued a refund.

ACADEMIC INTEGRITY

When College officials award credit, degrees, and certificates, they must assume the absolute integrity of the work students have done; therefore, it is important that students maintain the highest standard of honor in their scholastic work.

The College does not tolerate academic dishonesty. Students who are not honest in their academic work will face disciplinary action along with any grade penalty the instructor imposes. In extreme cases, academic dishonesty may result in dismissal from the College. Academic dishonesty, as a general rule, involves one of the following acts:

- Cheating on an examination or quiz, including giving, receiving, or soliciting information and the unauthorized use of notes or other materials during the examination or quiz;
- Buying, selling, stealing, or soliciting any material purported to be the unreleased contents of a forthcoming examination, or the use of such material;
- Substituting for another person during an examination or allowing another person to take the student's place;
- Plagiarizing, which means taking credit for another person's work or ideas. This includes copying another person's work either word-for-word or in substance without acknowledging the source;
- Accepting help from or giving help to another person to complete an assignment, unless the instructor has approved such collaboration in advance;
- Knowingly furnishing false information to the College; forgery and alteration or use of College documents or instruments of identification with the intent to defraud.

CELL PHONE POLICY

Cell phones and smart phones have no place in a college classroom. Turn off your ringer and put it away.

INCLEMENT WEATHER POLICY

- Sign Up for NOVA Alert on the Website at: <http://alert.nvcc.edu>
- Please do not call the workforce office to see if your campus is open or delayed. If the campus is closed due to a power outage or other closing, we will not call you, email and text alerts are sent.
- Do not call or email your teacher.

ATTENDANCE POLICY

Attendance and class participation is a major part of your grade. Students must attend 90 % of their classes. Attendance and participation is weighted at 50% of your total grade.

If you are more than 20 minutes late to class, you will be marked tardy. Being tardy 3 times is equivalent to 1 absence. There is no distinction between "excused" and "unexcused" absences, use your absences wisely in case an emergency occurs.

If you miss more than 14 hours of class you will be dismissed from the program and you will receive a failing grade and you will not be issued a refund.

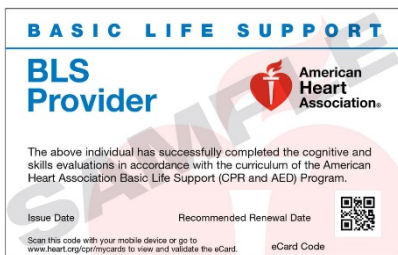
CCMA NATIONAL EXAM, BLS CPR & BOOKS

CPR, books and exam voucher are included in tuition. Information will be provided later on date and time. More info will be provided in the course syllabus.

REQUIREMENTS FOR OPTIONAL CLINICAL EXTERNSHIP

The Background Check, Immunizations and drug screening is required by all clinical facilities prior to your participation. Please note, that this fee is not included in your tuition.

1. Basic Cardiac Life Support Certification needs to be uploaded to your account. BLS is included in your class and you will be getting an E card.



2. A Background Check, resume Immunizations and drug screening is required by all clinical facilities prior to your participation **and is due by**_____.
3. To set up your student background check profile:

Go to: <https://www.castlebranch.com>

Enter package code: **NV00** – Background Check, Drug Test &
Medical Document Manager



4. After entering your package code **NV00**, a screen will appear that details the level of service (background check, drug test, immunizations) that you will order as well as the price \$115.

Drug Screening

In the portal, there is a place to print your paid drug screen slip for LabCorp, follow the directions. Drug Test (LabCorp) - Within 24-48 hours after you place your order, the electronic chain of custody form (echain) will be placed directly into your CertifiedProfile account. This echain will explain where you need to go to complete your drug test.

Measles, Mumps & Rubella (MMR)

There must be documentation of **one** of the following:

- 2 vaccinations
- Positive antibody titers for all 3 components (lab reports required)

Varicella (Chicken Pox)

There must be documentation of **one** of the following:

- 2 vaccinations
- Positive antibody titer (lab report required)
- History of disease

Hepatitis B

There must be documentation of **one** of the following:

- 3 vaccinations
- Positive antibody titer (lab report required)

TB Skin Test

There must be documentation of **one** of the following:

- 1 step TB Skin test

If the results are positive, a clear Chest X-Ray (with lab report) is required

**** - If your medical provider is out of TUBERSOL®, the following are acceptable:**

Substitute APLISOL® for TUBERSOL® for skin testing if APLISOL® is available. Substitute IGRA blood tests for TSTs.

Tetanus, Diphtheria & Pertussis (Tdap)

There must be documentation of a Tdap booster **within the past 10 years.**

THE CLINICAL EXTERNSHIP EXPERIENCE

1. All students will be assigned a Clinical Coordinator who will contact the student to make all arrangements necessary to place students into an externship with an appropriate facility. All externship assignments are final and remain at the discretion of the Clinical Coordinator and the College. Students are assigned to local medical provider for a 160 hour rotation. The hours are typically 40 hours per week during business hours. You may not do part-time, a few hours here or there, only on weekends or when you feel like it.
2. Student agrees to provide a Resume to their assigned Clinical Coordinator and have all castlebranch documents uploaded by (date) _____. Failure to do so will result in automatic withdrawal from the externship. If you do not meet with your clinical preceptor when assigned, you will not be reassigned another clinical and you will lose your rights for placement.
3. All externship placements are subject to the availability, scheduling and staffing needs of the externship sites. We try our best to put you in locations that are convenient to your home or work. Please note that several programs and schools in our area share the same sites.
4. Once a site has been secured for you, the clinical coordinator will email you with the Practice Name / Location/ Contact Info and the clinical site supervisor. The student will contact the site and coordinate times to meet the supervisor before your externship begins. **Should you fail to make this appointment or make arrangements, you will not be placed in a clinical externship and you will lose your rights for placement.**
5. Students are expected to provide their own transportation to externship facilities.
6. Attendance and punctuality in the externship setting is required.
7. Students agree to comply with all externship site facility policies including, but not limited to, the policy on professionalism, dress, uniform, and proper hygiene practices for a medical setting.
8. Students that do not want to do the clinical and obtain employment instead, may do so.



PLEASE BRING THIS FORM TO THE FIRST DAY OF CLASS

Medical Record Release Authorization:

I, _____ do hereby authorize NVCC

Name (printed)

and its clinical partners to release my criminal background check, Immunizations and drug screen results to a clinical site that I will be placed at for training, only upon the request of facility.

Signature: _____

Date: _____

PLEASE BRING THIS FORM TO THE FIRST DAY OF CLASS

CCMA Student Handbook Sign-off

Print Name _____ Student ID Number _____

_____ I have read and I understand the Certified Clinical Medical Student Handbook. By signing this form, I agree to uphold the policies of the program. I understand that I may be dismissed from the program if I am in violation of any of the policies.

_____ I understand that my personal health records, criminal background checks and drug screen results are not part of my student records and they are kept in a private student portal.

_____ I understand that my records will be made available and disclosed to clinical sites upon their request.

_____ I understand that if I do not respond to my clinical coordinator or externship preceptor, I will not be placed. I also understand that if I do not have all my requirements in by _____, I will not be placed or considered for placement.

Signature: _____

Date: _____