



Medical Assistant, Phlebotomy, EKG Certificate of Achievement Program

STUDENT HANDBOOK 2023-2024

Great Basin College's MAPE Program is seeking accreditation through The Commission on Accreditation of Allied Health Education Programs (CAAHEP), (www.caahep.org) Commission on Accreditation of Allied Health Education Programs www.caahep.org 9355 113th St N, #7709 Seminole, FL 33775 727-210-235



MAPE program Approved by the Nevada Department of Education and The Nevada System of Higher Education (NSHE)

*Great Basin College is accredited by the Northwest Commission on Colleges and Universities (NWCCU) which is a postsecondary accrediting agency recognized by the United States Department of Education and the Council for Higher Education Accreditation (CHEA)
8060 165th Avenue N.E., Suite 100, Redmond, WA 98052
Phone: 425-558-4224*

WELCOME!

Welcome to Great Basin College's Health Science and Human Services Department. The programs offered by this department are dynamic professions that offer almost unlimited opportunities and challenges. They play a key role in the delivery of health care. The roles continually diversify and the need for more healthcare providers will be greater than ever in the coming decade. You will be joining an increasing number of GBC graduates who are making a difference in the health of their patients and in the dramatic changes taking place within the health care system!

The Health Science and Human Services faculty support the Mission of Great Basin College to enrich lives through student-centered educational programs. We are committed to enriching your life and those you care for in the future by preparing you to provide high quality health care and to engage in life-long learning.

*Amber Donnelly, PhD, RN, CNE
Dean, Health Science and Human Services
Nursing Programs Director*

Purpose of the Student Handbook

The purpose of this handbook is to assist you in understanding more fully the policies, practices, and procedures of the Medical Assistant, Phlebotomy, EKG Program of Great Basin College. This handbook serves as the source of information about the policies and procedures in the MAPE Program. You are required to sign an attestation statement indicating you understand and agree to abide by these policies and guidelines each year that you are in the MAPE program. Because policies and procedures are continuously subject to change by external and internal sources, the MAPE faculty reviews and modifies these policies and practices as necessary. Students will be notified in writing of any changes made during the academic year.

This handbook is not all-inclusive, nor does it replace the Great Basin College *General Catalog 2023-2024* or the Nevada System of Higher Education (NSHE) Board of Regents Code Title 2, Chapter 6 which addresses misconduct. The provisions of this document are not to be regarded as an irrevocable contract between the student and the GBC MAPE Program.

IMPORTANT NOTE: In most cases where a conflict may exist between the guidance in this handbook and the GBC Catalog, the GBC Catalog shall take precedence. However, some unique aspects of medical assisting education require policies different from those for other GBC students, for example, student health requirements.

Nondiscrimination for Disability

Great Basin College is committed to providing equal educational opportunities to qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. A qualified student must furnish current verification of disability. The Students with Disabilities Office, located in Berg Hall, will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids, and services. For more information or further assistance, please call 775.327.2336.

Contact Information

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MAPE Program

Director/Nursing Faculty and

Instructor- Elko

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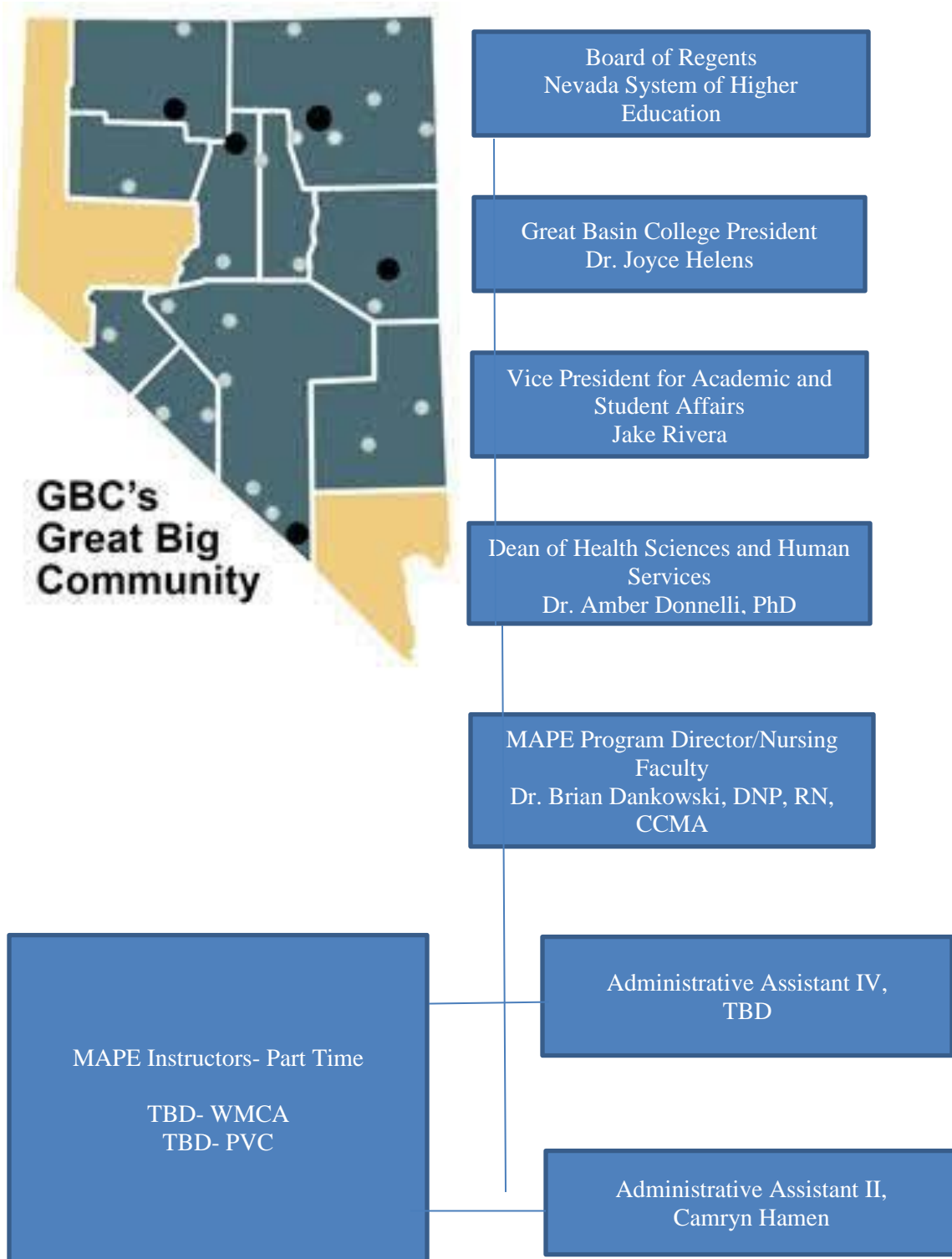
Winnemucca Instructor

TBD
(Office)
email

Help Desk 775-327-2170
Registrar 775-327-2059
Bookstore 775-753-2270
Student Financial Services 775-327-2095

Figure 1

Great Basin MAPE Program Organizational Chart



The program advisory committee includes at least one representative of each community of interest and must meet annually. Communities of interest served by the program include, but are not limited to, students, graduates, faculty members, sponsor administrators, employers, physicians, and the public. The program advisory committee advises the program regarding revisions to curriculum and program goals based on the changing needs and expectations of the program’s communities of interest, and an assessment of program effectiveness, including the outcomes specified in these Standards. Program advisory committee meetings may be conducted using synchronous electronic means.

MAPE Advisory Committee Table with Name and Member Titles

Member Name	Title
Dr. Brian Dankowski	Program Director
Dr. Amber Donnelly	Health Science and Human Services Dean
Edith – Medical Assistant	Morning Star- Medical Assistant?
Sarah Lino, APRN, FNP-BC	Public
?	DVH or Intermountain?
?	HGH or Golden Valley
Ashley Fleury, MSN, RN	NNRH- MSP/ICU Director
	Golden Health- MD?
Teresa Thomas- Premise Health DM	Golden Valley Phlebotomist/Lab
	Intermountain
Variable	Student Representative
Variable	Recent Graduate

GREAT BASIN COLLEGE
Medical Assistant, Phlebotomy, EKG Certificate of Achievement
STUDENT AGREEMENT FOR THE 2023-2024 ACADEMIC YEAR

(initial) I have read, understand and agree to abide by the policies and guidelines stated in the Great Basin College Certificate of Achievement MAPE Program 2023-2024 Student Handbook.

_____ I understand that as a condition of enrollment in Great Basin College’s MAPE Program, I agree that a clinical facility/agency may, at any time, require a “for cause” drug and/or alcohol screen. I agree to execute a consent for release of the results of the drug and/or alcohol screening information to the clinical facility/agency should they request such information.

(initial) I understand and acknowledge that once admitted to the Great Basin College’s MAPE Program, failure to maintain the professional and/or ethical standards of the program may result in dismissal from the program. I also understand that the Health Science and Human Services Department may at any time request information from the Administrative Officer of Great Basin College to determine whether I have ever violated NSHE (Nevada System of Higher Education) Code.

(initial) I understand and acknowledge that no resources or information from any MAPE course can be shared outside the classroom or lab.

My emergency contact person(s) are listed below. I understand that this individual or individuals are responsible for ensuring that I am transported home in the event one of my faculty or the Health Sciences and Human Services Dean or MAPE Program Director determines that I am not able to continue being present in the classroom, lab, or clinical setting.

Name	Phone #	Relationship
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Name	Phone #	Relationship
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Printed Name	Student Signature	Date
--------------	-------------------	------

Witness: (Faculty/ Dean)	Date
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Keep this copy in this handbook for future reference. The Agreement at the back of this handbook should be signed and returned to the GBC Health Science and Human Services Department.

GREAT BASIN COLLEGE

Certificate of Achievement

Medical Assistant, Phlebotomy, EKG Program

**Agreement to Participate in Practice Lab Procedures
For the 2021-2022 Academic Year**

During my enrollment in the Certificate of Achievement- MAPE Program and under the direct supervision of a MAPE faculty member, I agree to allow a MAPE student classmate to perform the following procedures on my person:

1. Subcutaneous injection
2. Intradermal injection
3. Intramuscular injection
4. Intravenous catheterization (peripheral)
5. Venipuncture (peripheral)
6. Capillary puncture (peripheral)

I agree to hold harmless and waive the liability of the student and/or students performing the procedure(s), the supervising instructor and Great Basin College for any injuries incurred as a result of my agreeing to have these procedures performed on my person.

Printed Name	Student Signature	Date
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Witness: (Faculty/ Dean)	Date
--------------------------	------

Keep this copy in this handbook for future reference. The Agreement at the back of this handbook should be signed and returned to the GBC Health Science and Human Services Department.



**CONFIDENTIALITY AGREEMENT
AND CONSENT FOR
PHOTOGRAPHY AND VIDEO
RECORDING**

During your participation at the Great Basin College Practice Lab, you will be an active participant and observer of the performance of other individuals in the management of acute medical, surgical, and other health care events in simulated experiences.

The objective of the simulation experience program is to educate pre-licensed and licensed health care practitioners to better assess and improve their performance in evolving health care situations. Simulations are designed to challenge a healthcare professional's response and judgment in stress environments.

Due to the unique aspects of this form of training, you are required to maintain and hold confidential all information regarding the performance of specific individuals and the details of the scenarios.

There is continuous audiovisual digital recording during all simulations which will be used for educational purposes. This video recording is considered a QUALITY ASSURANCE TOOL and is protected by Federal Law.

By signing this agreement, you agree to maintain strict confidentiality regarding both your and others' performance, whether seen in real time, on video, or otherwise communicated to you. Failure to maintain confidentiality may result in unwarranted and unfair defamation of character of the participants.

To maintain optimal simulation experiences for other learners who will be following you in the center, you are to maintain strict confidentiality regarding the specifics of the scenarios. A breach of confidentiality may result in loss of privileges in the Practice Lab.

By signing below, you acknowledge you have read and understand this statement and agree to maintain the strictest confidentiality about the performance of individuals and the simulation scenarios you observe.

_____ I agree to maintain strict confidentiality about the details of the scenarios and the performance of other participants during scenarios at Great Basin College Practice Lab.

I authorize the Great Basin College MAPE Practice Lab to use the video recording(s) and photographs made in the Practice Lab for the following purposes:

- _____ 1) Debriefing scenario participants,
- _____ 2) Administrative review,
- _____ 3) Educational research,
- _____ 4) Commercial purposes, which can include public relations, promotional advertisements, and/or fund-raising activities. I understand that, unless otherwise approved by me, I will not be specifically identified.

Last Name, First Name (Please Print) Date

Signature Witness

Keep this copy in this handbook for future reference. The Agreement at the back of this handbook should be signed and returned to the GBC Health Science and Human Services Department.

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PROGRAM FOUNDATIONS

Great Basin College Mission Statement

Great Basin College enriches people's lives by providing student-centered, post-secondary education to rural Nevada. Educational, cultural, and related economic needs of the multicounty service area are met through programs of university transfer, applied science and technology, business and industry partnerships, developmental education, community service, and student support services in conjunction with certificates and associate and select baccalaureate degrees.

Mission of the Certificate of Achievement MAPE Program

To provide an accessible, student-centered, post-secondary medical assistant education that prepares graduates for entry-level medical assisting practice in a variety of structured healthcare settings.

Program Goals:

To prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

The medical assistant student receives education in Anatomy and Physiology, Pharmacology, application of mathematics, infection control, nutrition, effective communication, administrative functions, basic practice finances, third-party reimbursement, procedural and diagnostic coding legal implications, ethical and professional considerations, protective practices, psychomotor and affective skills relevant to medical assisting, EKG, and lab procedures relevant to medical assisting.

Philosophical and Conceptual Basis for Achievement of College and Certificate of Achievement Missions

MAPE faculty endorse the mission, goals, and outcomes of Great Basin College. The MAPE program faculty act on the college mission and values through the pursuit of excellence in teaching, promoting student success, and providing service to rural Nevada citizens to enhance their health and quality of life. The philosophy of the MAPE faculty is rooted in the *core values of holism, caring, diversity, advocacy, integrity, and excellence*. Student learning outcomes of the MAPE Program curriculum are based on competencies determined by the faculty to be necessary for safe and effective patient care as well as the Medical Assisting Education Review Board (MAERB) core curriculum guidelines.

The faculty designed the Medical Assistant, Phlebotomy, EKG education program to prepare graduates as providers of basic medical assistant care in structured settings for individuals and families experiencing common, acute, and chronic health problems. As an entry level medical assistant, the MAPE graduate can apply best evidence, available resources, and information technology to assure high quality and safe patient care. The MAPE graduate can manage direct care of patients and participate as a member of medical assistant and interprofessional teams.

The Medical Assistant, Phlebotomy, EKG Certificate of Achievement Program is built on competencies outlined by the Medical Assisting Education Review Board (MAERB).

Cognitive (Knowledge), Psychomotor (Skills), and Affective Skills related to:

- Anatomy, Physiology, & Pharmacology
- Applied Mathematics
- Infection Control
- Nutrition
- Communication
- Administrative Functions
- Basic Practice Finances
- Third-Party Reimbursement

- Procedural and Diagnostic Coding
- Legal Implications
- Ethical and Professional Considerations
- Protective Practices
- Demonstrate Critical Thinking Skills
- Reassure Patients
- Demonstrate Empathy for Patients' Concerns
- Demonstrate Active Listening
- Respect Diversity
- Recognize Personal Boundaries
- Demonstrate Tactfulness
- Demonstrate Self-Awareness

The faculty value education as a life-long dynamic process in which the learner is an active participant, and in which education is the responsibility of both the learner and the faculty. The faculty provide a learning environment that is responsive to a range of individual learning styles, needs, rates of learning, and abilities. The curriculum, teaching strategies, and educational experiences are evidence-based and support the development of critical thinking, problem solving, and analytical reasoning. The faculty value open, honest communication with students and strive to provide a culture of learning in which guidance and evaluation promote self-esteem and confidence in the student. The faculty based the curriculum on the guidelines that learning best occurs when instruction is organized in a manner that leads the learner from simple to complex concepts and skills with experiential opportunities to apply learning throughout the process.

MAPE faculty have considered professional standards, best practices, guidelines and competencies in developing an evidence-based curriculum to prepare graduates of the Great Basin College MAPE program as entry-level medical assistants. The curriculum is designed and organized using the program student learning outcomes listed below as the basis for all activities related to the teaching/learning process, including delivery of instruction, learning activities, and evaluation of student progress.

MAPE Program Student Learning Outcomes

Upon completion of the Certificate of Achievement- Medical Assistant, Phlebotomy, EKG Program, the graduate will have accomplished the following thirteen program student learning outcomes:

1. Manage and care for patients as individuals; recognize and attend to their needs
2. Recognize ethical and legal responsibilities
3. Perform a variety of clinical procedures
4. Perform a variety of administrative duties
5. Manage care of office property
6. Communicate effectively
7. Demonstrate professional characteristics
8. Demonstrate proficiency with anatomy and Physiology
9. Demonstrate proficiency with pharmacology, dosage calculation, and safe medication administration
10. Demonstrate proficiency with concepts of nutrition to address for patient-specific needs
11. Apply concepts of infection cycle and infection control
12. Demonstrate critical thinking skills
13. Manage care in a patient-centered approach; recognize and attending to the diverse needs of patient populations.

Student achievement of the program learning outcomes is demonstrated through competencies that are comprised of the knowledge, skills, and attitudes students must attain for each student learning outcome. Competency statements at both the program and course level are used to evaluate students' achievement of course and program student learning outcomes. The competencies required for each Program Student Learning Outcome are listed below.

Program Student Learning Outcomes and Competencies

- Outcome 1: At the end of the program, students will be able to perform and demonstrate competence of clinical skills required for entry-level employment as a medical assistant
- Outcome 2: At the end of the program, students will articulate written and oral communication skills appropriate to patient instruction and care.
- Outcome 3: At the end of the program, students will demonstrate competency in medical office administrative skills.
- Outcome 4: At the end of the program, students will demonstrate the knowledge and practice of appropriate behavior in the workplace related to medical law, healthcare ethics and professionals in the context of the role of a medical assistant.
- Outcome 5: At the end of the program, students will demonstrate and apply Protective Practices of the Medical Assistant including principles of aseptic technique, infection control, safety techniques and basic elements of emergency planning.

Great Basin College Institution Outcomes

GREAT BASIN COLLEGE MISSION Great Basin College enriches people's lives by providing student-centered, post-secondary education to rural Nevada. Educational, cultural, and related economic needs of the multicounty service area are met through programs of university transfer, applied science and technology, business and industry partnerships, developmental education, community service, and student support services in conjunction with certificates and associate and select baccalaureate degrees.

Theme One: Provide Student Enrichment Assessed from a student perspective

- Objective 1.1: Provide educational opportunities
- Objective 1.2: Foster cultural awareness
- Objective 1.3: Provide curricula and programs for careers

Theme Two: Build Bridges Assessed from an external perspective

- Objective 2.1: Facilitate seamless transfer of students between high school, community college, and universities
- Objective 2.2: Build and sustain career programs
- Objective 2.3: Support community needs

Theme Three: Serve Rural Nevada Assessed from the perspective of the service area

- Objective 3.1: Provide education to distant locations
- Objective 3.2: Provide resources to meet needs of service area
- Objective 3.3: Provide needed services to students at all GBC sites

COMMUNICATIONS

Cell Phones

Cell phones and other handheld devices are not to be used for texting and email functions during class or clinical time. Sound should be turned off on all personal electronic devices carried in classrooms, clinical, or the practice lab. Smart phones, IPADS®, Kindles®, Skyscape®, etc. can be used to access relevant resources for selected classroom, clinical, and practice lab activities.

E-mail

Students are required to check their e-mail at least two (2) times a week because it is the primary route used for official departmental and course communications. Changes to email addresses must be reported to Admissions and Records immediately and updated in your MyGBC account.

- Always include a subject line when emailing faculty.
- Remember that some comments may be taken the wrong way. Be specific when creating a message.
- Be respectful to your faculty and fellow students when sending an email.

In Course Announcements

Students are required to check course announcements for communications or changes specifically to the course or program.

Classroom Taping

No classroom content of any type may be videotaped, audiotaped, recorded, or transmitted in any manner without the written permission of the instructor and each member of the class. Any content recorded becomes the property of the course instructor. This is for the protection of the confidentiality of patients, students, instructors, and GBC staff. Students in the class will be required to sign a release form to allow recording in the course. Recordings must be destroyed at the end of the semester.

Social Media and Online Communication - Ethics and Legal Liability

The MAPE faculty expects students to adhere to ethical and privacy practices in all matters related to their classroom and clinical experiences, as well as working relationships, both in person and through social media and online communications.

Students are reminded that they are legally liable for anything they write or present online. Students can be disciplined by GBC for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. Students can also be sued by GBC employees, clinical agencies, and any individual or company that views their commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment.

To avoid negative impacts resulting from unwise or inappropriate use of social media, be aware of the following:

- If you post anything about GBC or the MAPE Program, make it clear that you do not represent the college or MAPE programs, nor their views.
- Be aware not only of the content you post, but of any content that you host (e.g. comments others post on your site). Content you host can have the same effect as content you post.

- Potential employers may use social media to evaluate applicants. Inappropriate content may eliminate job opportunities.
- Once you have posted via social media, it is out of your control. Others may forward it, save it, repost it, etc. It is almost impossible to retract after it is posted.
- If you disclose confidential information about patients, other health care providers, fellow students, or faculty, the college and/or health care facility may take legal action against you. Disclosing patient confidential health information is a violation of HIPAA and can result in severe fines.

The MAPE faculty recognizes that social media sites – Facebook, Twitter and others offer alternative ways to reach and communicate with friends and other students. The responsible use of social media strengthens our programs' reputation within the community and expands public awareness of our varied educational options.

The following policies and procedures must be adhered to in all use of social media that in anyway relates to or mentions GBC and/or the MAPE program:

1. The social media site content must not replicate information that is available on the college web page.
2. Material and content from classes may not be copied and placed on social media sites, including personal information regarding patients, students, instructors, or other GBC staff.
3. Personal blogs should have a clear disclaimer that the views expressed by the author in the blog is the author's alone and do not represent the views of GBC MAPE programs or the Health Science and Human Services Department.
4. Information with GBC affiliation should only be information that could be contained in a resume.
5. Information published on a blog should comply with HIPPA, FERPA, and GBC confidentiality policies.
6. Students must be respectful of all persons and their right to privacy.
7. Do not reference GBC faculty, staff, or students without their written consent. Do not use their images or likeness without consent.
8. Respect copyright laws and site sources appropriately. Plagiarism still applies to online content. GBC logos may not be used without written consent from Department Chair.
9. Any press or media contacts should be referred to Kayla McC Carson at 775-753-2105.
10. All requests for social media development should include its purpose and objectives, name of the social media site, and the name of the moderator, with the request forwarded to the Dean of the Health Science and Human Services Department at 327-2317.
11. Student must not be friends with faculty on Facebook or other social media platforms, until such time as the student has graduated or left the college.

Bulletin Boards

A MAPE bulletin board is posted in the hallway near the MAPE Skills lab in the High Tech Center. The purpose of the board is to share official college and departmental notices of importance to students and information about educational and job opportunities. Nothing should be posted on the bulletin board without permission from the Administrative Assistant or Dean of Health Science and Human Services Department.

Address, Name, and Phone Changes

Students must notify the HSHS Administrative Assistant when any changes are made in name, address, email address, or phone numbers so that contact information is updated, and emergency messages can be delivered. Students are to update their contact information into My GBC themselves.

Inclement Weather

If classes are cancelled at Great Basin College, clinical will also be cancelled. This information will be posted on the Great Basin College website.

Student Messages – General Emergency

Great Basin College, in compliance with the Clery Act, will issue timely warning notices in the event a situation occurs on one of our centers or in the areas adjacent to our centers that constitutes a potential ongoing or continued threat to students, faculty and staff. Timely warning notices will be issued upon the recommendation of the Director of Environmental Health, Safety & Security (EHS&S), the Center Director or the local Police agency. Timely warnings will be issued on a case-by-case basis when approved by the GBC Executive Administrators based on the available facts, the risk to the center community, and the risk of compromising law enforcement efforts.

Timely warnings will be issued via the GBC email system, posted on the home page of the GBC web site, posted via video signage, printed notices and personal contact. Warnings will include the date, time and reported location of an incident, a brief summary of the incident, a description of the suspect(s) and vehicles if known. Warnings will include safety information specific to the type of incident and contact information to obtain additional information.

Terrorist Attack

If the State of Nevada's Office of Homeland Security places the Elko area in a level red alert, students in the clinical education sites will be released from clinical until the red alert has been lifted. GBC faculty or staff approval to leave the clinical education site is not required.

Student Records

The Admission and Records Office maintains official GBC files for all students who apply to the college. A cumulative, confidential file of MAPE program documents is kept for each student in the Health Science and Human Services Department. The confidential file contents may include: student application materials, immunization records, copies of the CPR card, transcripts, student agreements, test scores, clinical assignment and performance forms, skills checklists, *Practice Lab Remediation* forms, and action plans (if applicable). Class work, tests, quizzes, and projects may also be included in this file. Records of individual student conferences will be read and signed by the student and faculty prior to becoming a part of the student's cumulative record. Records are retained and stored in the Health Science and Human Services Department for five years and are then shredded.

Students will need to provide documentation regarding the completion of their immunization, annual background check, annual drug screen, required training and related compliance records as requested by clinical facility. GBC uses a vendor called Complio by American DataBank to help students track, access, and maintain their compliance records through their academic program. Students will need to complete the Clinical Rotation Package, Background Check, Drug Screening and Immunization Tracking. Students are required to maintain compliance before enrollment is granted. The required immunizations are MMR series, Hepatitis B series, negative two step TB test within last 12 months, Tdap, and Influenza. Students are also required to upload a CPR card from American Heart Association, and Health Insurance.

All student files are maintained in designated, locked file cabinets. Student files are protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). For further information, refer to the section on Family Educational Rights and Privacy Act in the GBC catalog.

STUDENT HEALTH AND SAFETY

Physical Examination

All MAPE students must provide evidence of a satisfactory physical examination within six weeks of the start of the fallsemester (between July 1 and August 18), validating that they are able to meet the demands of the program without compromising the patient or themselves. In addition, the following psychomotor requirements must be validated:

1. Assess clients through auscultation, percussion, palpation, and other diagnostic maneuvers.
2. Manipulate equipment necessary to assist the individual, family and/or group to desired outcomes.
3. Lift and move individuals and/or groups of individuals to provide safe care and emergency treatment.
4. Perform cardiopulmonary resuscitation.
5. Perform independently of others.
6. Possess cognitive abilities to measure, calculate dosages, reason, analyze and synthesize.

Immunizations

The following immunizations must be current. You can obtain any required immunizations from your physician/physician's assistant or nurse practitioner. Any immunizations that are still current do not have to be repeated.

1. **Two-step tuberculosis (TB) skin test:**

Be sure you receive the two-step Mantoux or PPD. (This baseline is valid for 12 months. One-step renewals can then be done each 12 months thereafter.)

Step One: Go to your physician's/physician assistant's/nurse practitioner's office or a clinic and have the skin test done; return 48-72 hours later to have it read.

Step Two: One week later, go back and have the skin test done again; return 48-72 hours later to have it read. A tine test is not acceptable, and the one-step TB test is not acceptable. If you have had a positive skin test in the past, you must have documentation of a negative chest x-ray.

2. **Measles/mumps/rubella (MMR):**

(Series only to be done once in a lifetime.)

- a. If you were born in 1957 or after and have no serological evidence of immunity, no physician-diagnosed measles or mumps disease, or prior vaccination evidence, obtain two doses of MMR vaccinations.
- b. If you were born before 1957, show proof of one of the following:
 - history of physician-diagnosed measles and mumps disease
 - laboratory evidence of measles and mumps immunity
 - laboratory evidence of rubella immunity
 - MMR or Rubella vaccination evidence

3. **Tetanus, diphtheria, pertussis:**

A Td booster is required every 10 years following the completion of the primary 3-dose series. A 1-time dose of Tdap to those younger than 65 years of age who have direct patient contact is required.

4. **Hepatitis B series:**

The Hepatitis B series is a series of three immunizations. If you have not been previously immunized, the first immunization must be completed by the end of July, the second completed one month after the first, and the third immunization completed five months after dose #2. Check with your health care provider if you have questions.

(Note: Hepatitis A series: Currently, only Pahrump clinical facilities require immunization for hepatitis A. This is a series of two immunizations. If you have not been previously immunized, the second dose should be completed 12-18 months after the first. If the combined hepatitis A and hepatitis B vaccine (Twinrix) is used, 3 doses at 0, 1, and 6 months; alternatively, a 4-dose schedule may be used, administered on days 0, 7, and 21-30 followed by a booster dose at month 12.)

5. **Influenza:**

Proof of immunization with vaccine(s) recommended for health care providers by CDC for the current year.

It is the student's responsibility to ensure that all requirements are up to date. Failure to complete the requirements by the established due dates will result in the inability for the student to attend scheduled clinical activities and may result in a delay in completing the MAPE program or dismissal from the MAPE program.

The clinical site reserves the right to restrict clinical placements of students who are not fully immunized for any reason.

Insurance

Health Insurance: Students are required to have health insurance throughout their tenure in the MAPE

program.

Liability Insurance: MAPE students are covered by the Nevada System of Higher Education's liability insurance. MAPE students may purchase their own liability through various companies on an annual renewal basis.

CLINICAL AGENCY DISCLAIMER

While assigned to clinical agencies, students are not considered employees of the agency and will not be covered by Workman's Compensation, or malpractice insurance policies of the agency. Students must abide by existing rules and regulations of the Clinical Agency during their clinical assignments.

Background Reports and Drug Testing

Clinical affiliation agreements require that Great Basin College must assure that its students participating in all clinical/practicum rotations shall have a background and drug screening report completed. These reports will be done prior to admission to the MAPE Program with results disclosed to the participating clinical facility/agencies. If requested by the clinical facility/agency, Great Basin College students may be asked to submit to "for cause" drug and/or alcohol screening in a similar manner and under policies similar to those affecting employees of the participating clinical facility/agency. The results of the drug and/or alcohol screening may be disclosed in the event of a claim against the clinical facility/agency arising out of the acts of the student.

Substance Abuse

Great Basin College maintains a zero-tolerance position with regard to the use, sale and possession of any illegal drug. Violation of any state or federal drug laws will subject the student to disciplinary action, which may include legal action concurrently. Illegal use or abuse of legal and/or prescription drugs will subject the student to similar disciplinary action.

Philosophy: Faculty believe safety for the student and patient is of the utmost concern. Faculty believe personal and health problems arising from substance use can affect academic and clinical performance, making students a danger to self and patients. Faculty are committed to confidential handling of recognition and treatment of substance use/abuse.

Illegal Drugs: For purposes of this policy, 'illegal drugs' means illegal use of controlled or illegal (i.e. prohibited) substances: any drug defined as such under the regulations adopted pursuant to Nevada Revised Statutes 453.146. Many of these drugs have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" which are not prescribed by a licensed physician. The definition of illegal drugs does not mean prescription drugs that are lawfully being taken by a student as prescribed by a licensed health care professional; the student must be under the direct medical care of the licensed health care professional. Although marijuana is legal in the State of Nevada, marijuana is a Schedule I substance under federal law and continues to be an illegal substance for purposes of this policy; thus, its use is prohibited. In addition to other illegal drugs as described above, the overuse and/or abuse of alcohol is also prohibited under this policy.

For Cause/Reasonable Suspicion Testing: If requested by the clinical facility/agency, Great Basin College students may be asked to submit to "for cause" drug and/or alcohol screening in a similar manner and under policies similar to those affecting employees of the participating clinical facility/agency. The results of the drug and/or alcohol screening may be disclosed in the event of a claim against the clinical facility/agency arising out of the acts of the student.

If faculty has a reasonable suspicion that a student is using illegal drugs or is demonstrating signs of impairment while engaged in college-related activities, faculty must immediately remove the student from the classroom, laboratory, or clinical environment. If reasonable suspicion exists faculty may ask the student to submit to "for cause" drug and/or alcohol screening at the student's expense. Great Basin College is responsible for identifying and providing safe travel to and from a designated vendor for the testing/screening. If a student refuses to submit to a reasonable suspicion drug and alcohol screening test, the refusal will be considered a presumptive positive/ admission of impairment, which poses a risk of harm to self and patients.

Impairment: To determine reasonable suspicion, the following factors may be considered, but are not an exclusive list of factors justifying a drug or alcohol screening:

1. The physical symptoms or manifestations of drugs or alcohol use and impairment such as altered or slurred speech or repeated incoherent statements, disorientation, chronic drowsiness and/or sleepiness, dilated or constricted pupils, flushed skin, excessive sweating, tremors of the hands, excessive drowsiness or loss of consciousness;
2. Unexplained, abrupt, or radical changes in behavior such as violent outbursts, hyperactivity, extreme suspiciousness, frequent and/or extreme fluctuations of mood swings without explanation, deteriorating hygiene/appearance;
3. Inability to walk steadily or in a straight line, or perform normal manual functions essential to clinical treatment without reasonable explanation;
4. Accident or “near misses” in a clinical environment that appear related to unexplained sensory or motor skill malfunctions;
5. Perceived odor of alcoholic beverages or marijuana
6. The direct observation of drug use or alcohol use immediately prior or during program related activities
Students who have a medical condition, injured, or taking any substance that impairs judgment (including prescription medications, medical marijuana, and alcohol) are not suitable for and cannot be present in the clinical environment where patient safety is the topmost concern.

*Faculty must document student characteristics that warrant reasonable suspicion.

Positive Drug Test Results/Sanctions: All students must satisfactorily pass any required drug test at the time of admission as well as when requested by program for cause” reasonable suspicion”. A refusal to undergo a drug screening test will be considered a presumptive positive.

Students who do not pass a required drug test will face disciplinary action, including rescinding of their admission, administrative withdrawal from courses, placement on a leave of absence, or dismissal from the academic program. Students should be provided with resources for counseling services for evaluation and treatment. Any costs incurred or required as part of a treatment program or ongoing monitoring are the responsibility of the student.

Program Re-Entry: Students re-entering the program after receiving disciplinary action for a positive drug and/or alcohol screening test will be required to submit to a drug screening test prior to re-entry. Documentation or counseling and/or physician acknowledgement of prescribed medications and presumed safety in the clinical setting may also be required.

Nevada System of Higher Education (2017). Bylaws of the Board of Regents. Retrieved from <https://nshe.nevada.edu/leadership-policy/board-of-regents/handbook/>
University of Colorado (2017). University of Colorado College of Nursing Student Handbook. Retrieved from <http://www.ucdenver.edu/academics/colleges/nursing/students/Pages/handbooks.aspx>
Western Nevada College (2017). Associate of Applied Science Nursing Student handbook. Retrieved from www.wnc.edu/wp-content/.../NP-Student-Handbook-2016-2017-ACEN-visit-1.pdf

Bloodborne Pathogen Exposure and Prevention Policy

Standard Precautions must always be used by students and faculty in all clinical facilities and the Practice Lab. Current CDC Recommendations for Application of Standard Precautions for the Care of All Patients in All Healthcare Setting are available at:

http://www.cdc.gov/hicpac/2007IP/2007ip_table4.html

The MAPE program has developed a Bloodborne Pathogen Exposure and Prevention Policy to be in compliance with the Occupational Safety and Health Administration (OSHA) Standards. The policy is intended to provide direction to students and faculty to help prevent exposure to blood-borne pathogens and guidance should such exposure occur. (See Appendices Section for policy and form).

Health and Injury Policies

First Aid, Accidents, and Injuries:

1. A student who is injured in a clinical facility during a clinical course must report the incident to their instructor immediately. If indicated, the student will be seen in the hospital emergency room at no expense to the clinical site. The decision to send the student to the emergency room will be made by the faculty, student, and HSCI Dean, if indicated.
2. In the event of a student injury in a MAPE classroom, the Practice Lab, or in a clinical agency, the student and faculty must also complete the MAPE Program Injury Report form (see Appendices Section) and submit it to the HSCI Dean. If an injury occurs in a clinical agency, the student and faculty must also adhere to the agency's injury policies and complete any reports or forms required by the facility.
3. All Elko site safety and security officers are CPR and first responder trained. The security patrol vehicles contain first response/emergency accident response equipment. For minor injuries each building is equipped with a first aid kit, which the responding staff may use to take care of the injury.
4. An Automatic External Defibrillator (AED) is located at all GBC locations: Elko: High Tech Center across from the Help Desk; Pahrump: in the main office; Winnemucca: in the main office.

Other Health Policies and Information

1. The MAPE program requires clinical work performed in hospitals and other facilities that involves providing direct care or exposure to clients with a variety of illnesses and diseases, including the handling of and/or contact with human body fluids. Therefore, students should understand that they may or will be exposed to disease-carrying bacteria and microorganisms and come in contact with patient situations that could be hazardous to individuals who are pregnant or immune compromised.
2. Students who have a latex allergy must inform their instructor at the beginning of each semester so arrangements can be made to protect the student from exposure.
3. After hospitalization, surgery, serious illness, injury, childbirth, etc. a student must submit a release statement from a health care provider indicating their medical clearance to return to full time status to the MAPE program. A copy of this medical release statement will be placed in the student's file.

ACADEMIC POLICIES AND PROCEDURES

Application and Admission

Admission Great Basin College's Medical Assistant, Phlebotomy, EKG Program consist of a prescribed set of MAPE and co requisite courses which must be completed in sequential order and may be taken only by those students who have been accepted into the MAPE program.

Admission to the MAPE program is a separate process from admission to Great Basin College. Enrollment in the program is limited. Students are admitted only in the fall semester to begin a two-semester sequence of MAPE courses. Selection is made using a point system outlined on the MAPE website under admission criteria. Additional points will be awarded for veteran applicants and students in the CTE pathway program. Preference is given to GBC service area students. Students are encouraged to take their American Heart Association BLS for Healthcare Providers, English, Math, and Nursing 140-Medical Terminology prior to applying to the program. In the event that class space is limited, preference will be given to applicants that have completed their English, Math, and Nursing 140 courses in advance.

Prospective students must be a current GBC student and are required to formally apply for admission to the MAPE program. An in-person or telephone advisory meeting with a MAPE faculty advisor is recommended at the time of application and required prior to enrollment in any MAPE courses. The application for admission packet is available online. Applications are available in January and must be submitted by April 1 at 5:00pm for the fall semester. Along with the department admissions application form, the student will need to submit the following to the department:

- a. Completed applications for both GBC and the MAPE Program received by the MAPE program no later than 5:00pm, April 1.

Applicants not selected will not be carried forward to the next application year and must complete a new application for admission each year in which they apply.

Notification of acceptance into the MAPE program and a Letter of Intent are mailed to applicants no later than mid-July for enrollment in August. Admission to the program is considered final only when the applicant returns the signed Letter of Intent included in the notification of acceptance and attends the mandatory MAPE program new student orientation in July to begin the Fall program.

Appeals of admission decisions will be referred to the GBC Department of Health Sciences and Human Services Admission and Progression Committee. In addition to attendance at the mandatory MAPE program new student orientation in July, new MAPE students are required to submit evidence of a satisfactory physical examination, provide proof of immunizations (TB testing, MMR, TDAP, Hepatitis B, Influenza), provide proof of health insurance coverage, and provide proof of current professional AHA CPR. Complete information on application and admission procedure can be found with the application of the Certificate of Achievement-MAPE website at: https://www.gbcnv.edu/programs/health_sciences/cert_mape/index.html

Transfer Students:

Because of the curriculum variability among medical assistant programs, transfer students are not accepted from other medical assistant programs.

Essential Eligibility Guidelines for Participation in the MAPE Program

The functional abilities adopted by Great Basin College's MAPE Program are related to the behavioral components of competence, which has been defined as "the application of knowledge and the interpersonal, decision-making, and psychomotor skills expected for the medical assistant's practice role, within the context of public health, safety and welfare."

The functional abilities refer to those physical, cognitive, and behavioral abilities and competencies required for satisfactory completion of all aspects of the MAPE program. These functional abilities are non-domain specific (i.e., physical and mental activities and attributes needed by a medical assistant to practice safely in terms of essential medical assistant functions, with or without accommodations). Applicants to the MAPE Program and students continuing through the MAPE program must demonstrate competence in the following categories of behavior in order to successfully meet program learning objectives:

Physical Abilities:

- Gross motor skills
- Fine motor skills
- Physical endurance
- Physical strength
- Mobility

Sensory Abilities:

- Visual
- Tactile
- Olfactory (smell)
- Hearing

Cognitive Abilities:

- Reading

Arithmetic:

- Emotional stability

Analytical thinking:

- Critical thinking

Interactive Abilities:

- Interpersonal skills
- Communication skills

Integrity:

Policies and Guidelines for Nondiscrimination for Disability

Great Basin College is committed to providing equal educational opportunities to qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. A qualified student must furnish current verification of disability. The Students with Disabilities Office, located in Berg Hall, will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids, and services. For more information or further assistance, please call 775.753.2271.

Procedure for Accommodation on the Basis of Disability

The ADA Officer will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids, and services.

Questions regarding appropriate accommodations should be directed to the GBC's ADA Officer in Elko at 775.327-2336.

Sexual Harassment

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of sexual harassment. Where sexual harassment is found to have occurred, the NSHE will act to stop the harassment, to prevent its recurrence, and to discipline those responsible in accordance with the NSHE Code or, in the case of classified employees, the Nevada Administrative Code. Sexual harassment is a form of discrimination; it is illegal.

It is expected that students, faculty and staff will treat one another with respect. Refer to the GBC general catalog for the entire policy. Each case of accused sexual harassment will be reviewed on a case-by-case basis.

GBC Academic Regulations

All faculty and students are responsible for following the Great Basin College regulations and guidelines as printed in the Great Basin College Catalog 2021-2022.

Academic and Professional Dishonesty

Academic dishonesty (“cheating”) involves all methods or techniques that enable a student to gain unfair advantage in the clinical or classroom setting (see the Great Basin College Catalog for the definition of cheating in the Academic Honesty section). Cases of academic dishonesty ordinarily result in a grade of “F” for the assignment and/or the course, in accordance with published course policies. The violation may lead to the student’s dismissal from the Great Basin College MAPE Program and, in some cases, dismissal from Great Basin College. GBC and NSHE policies and procedures related to student conduct and academic honesty will be followed. Academic and/or professional dishonesty may occur in a variety of situations, including but not limited to the following:

Individual Assignments, Quizzes, Tests, and Examinations: Copying from a neighbor’s paper during the exam (quiz or test); talking or sharing information during an exam; using crib notes when taking a closed book examination; arranging for another person to substitute in taking an examination; giving or receiving unauthorized information when taking an examination.

Plagiarism: Plagiarism is knowingly representing the work of another as one’s own, without proper acknowledgement of the source. The only exceptions to the requirement that sources be acknowledged occur when the information, ideas, etc., are common knowledge. Plagiarism includes, but is not limited to, submitting as one’s own work the work of another person or work obtained from a commercial writing service; quoting directly or paraphrasing closely from a source (**including the Internet**) without giving proper credit; using figures, graphs, charts, or other such material without identifying the sources.

Faculty expects that students will demonstrate professional and academic integrity at all times. Faculty will explain their course expectations and students are expected to ask questions when clarification is needed.

Essential Skills

Effective communication involves the ability to employ therapeutic communication techniques and appropriate interpersonal relationship skills during interactions with instructors, clients, family members, and groups of individuals including health care team members, peers, and supervisors.

Critical thinking is a reasoned, interactive and reflective process focused on deciding what to believe or do. Critical thinking involves the ability to identify and challenge assumptions, the ability to explore and imagine alternatives, as well as the ability to make judgments based on evidence (i.e., fact) rather than conjecture (i.e., guesswork).

Critical Behaviors

Accountability is the state of being responsible for one’s individual behaviors and their outcomes when assuming the professional role. Accountable means being attentive and responsible for the health care needs of the individual, family, or group. The faculty believe the initial groundwork for accountability is laid during the first semester and continues throughout the student’s professional career. Ideally, continued education experiences strengthen the student’s ability to further explore, analyze, and test one’s functioning relative to accountability.

Collaboration is defined as the intentional act of a professional’s background and commitment to respond to problems as a whole are essential. Fundamental to the concept of collaboration is the ability to independently communicate and make decisions in support of the individual, family, or group.

Self-leadership can be described in terms of an individual having a positive self-regard which consists of knowing one’s strengths and weaknesses, allowing oneself to be challenged and strengthened through goal setting, and understanding the fit between one’s ability to contribute to the organization and the organization’s needs. Self-leadership is also the influence that individuals have over themselves to regulate, manage, direct, and/or control their own behavior.

Great Basin College Student Conduct Policy

All students are held accountable for their behavior under GBC's *Standards of Conduct for Students* located in the college catalog and NSHE Code, Title 2, Chapter 6, Section 6.2.2 regarding misconduct. MAPE students are also responsible for additional standards of conduct for healthcare professionals (see Appendices Section).

Written Paper Expectations and Format

The American Psychological Association format is required for written papers. Citations and references used in any assignment should be written in APA format.

Faculty expect papers and other written assignments to be written at a college level and to reflect professional communication. Detailed written expectations can be found in the document titled *Writing Expectations for Great Basin MAPE Students* in the Appendices Section.

Textbooks and Other Course Materials

Textbooks may be purchased at the Great Basin Book Store, 1500 College Parkway, Elko, NV 89801 (775) 753-2270. Students may purchase through the website at:

<https://www.bkstr.com/greatbasinstore/home>

Students also have the option to purchase books through outside sources. Syllabi are available online on individual WebCampus course web sites the day the course starts.

Grading

The following grading scale will be applied to all MAPE Program coursework:

100 - 94.00 = A	76.00 = C (needed to pass)
93.99-90.00 = A-	75.99-70.00 = C-
89.99-87.00 = B+	69.99-67.00 = D+
86.99-84.00 = B	66.99-64.00 = D
83.99-80.00 = B-	63.99-60.00 = D-
79.99-77.00 = C+	Below 60.00 = F

Note: Student grades will be calculated out to two decimal places (to the hundredth). There will be no rounding up of scores. Criteria for grading will be given to the student in writing at the beginning of each course. It is the student's responsibility to know his/her grade point average throughout the course.

- Students are responsible for all written/verbal information that is shared in scheduled classes.
- Students must submit all theory or clinical written assignments on or before the day they are due. Students are responsible for complying with assignment submission guidelines as outlined in each MAPE course syllabus.
- It is the policy of the GBC MAPE Department not to pre-grade any submitted assignment. Once an assignment is submitted, the MAPE Faculty will review for only a final grade not for re-submission.

Drop/Withdraw Policy

According to GBC policy, if you do not complete the course and/or do not formally withdraw by the set drop deadline, your instructors will automatically assign you a grade of "F" for the course. The drop deadline for each course will be stated in the course syllabus.

Testing Policy

Course Exams

Exams will be taken during prearranged times and dates. Specific information will be provided to students by the faculty member responsible for a particular course. Unless otherwise indicated, all exams will be closed book, timed, and monitored.

Testing Procedures

1. All student possessions (backpacks, cellphones, water bottles, hats, etc.) must be left at the front of the room.
2. Students are not permitted to sit at their desk with notes prior to the test. Any last-minute studying must be conducted outside the classroom.
3. The procedure for proctored tests should be as follows:
 - a. Students take the test and submit it online.
 - b. If Cooperative Testing is utilized, it will be carried out as follows:
4. Students will work in groups of 3-6 to take a Cooperative Test.
5. The time allowed for the Cooperative test will be half the time that was provided for the individual test.
6. Students earning an A on the group test will have 3 points added to their individual grade; those earning a B on the group test will have 2 points added to their individual grade; those earning a C on the group test will have 1 point added to their individual grade. A grade less than 76% on the group test will earn no points.
7. Answers will only be provided after the Cooperative test.
 - a. Students who disagree with the correct answer may complete a Student Test Query Form (see Appendix H-3) to explain their rationale for their chosen answer. These forms will be submitted to the faculty within 72 hrs. Only the student submitting the query may or may not receive credit based on the discretion of the instructor.
 - b. There will be no discussion of test items between students and faculty on the day of the test, during the test, or after the test is completed.
 - c. If a student is absent from a test, it will be up to the discretion of the instructor as to whether the same test may be used to make-up the test or a different test will need to be administered. A different test may be of a different format as well (essay, short answer, etc.).
 - d. Simple, non-graphing, calculators without memory can be used for dosage calculations if necessary. No cell phones are permitted.

Reviewing Tests with Faculty

1. It is at the faculty's discretion if a group review is conducted. If so, the students will not be allowed to take any notes; they can only review the exam and discuss questions with other students or faculty.
2. All students earning less than 76% on any exam must make an appointment with the faculty.
3. The faculty will discuss with the student the results of the test and assist the student with strategies for improvement on the next test.
4. Students who do not follow this policy will be contacted by the faculty for a discussion of the importance of remediation for success in the MAPE program.

Medication Dosage Exam Process

The exam format will be paper and pencil. Simple, non-graphing calculators will be permitted during the exam. Use of calculators on cell phones or PDAs is NOT permitted. Using these types of calculators will cause the student to forfeit the exam. Students may miss one question on this exam. Students will have three chances to pass this exam. If a student does not pass the dosage calculation exam on the third attempt, the student will not be able to pass medications and meet the clinical/practicum outcomes for the class. If a student does not pass the dosage calculation exam on the third attempt, the student will be dismissed from the MAPE program.

Medication Dosage Calculations Testing

Students will be required to pass a dosage calculation exam during their semester. These will be short paper and pencil exams, or an online exam, that will be scheduled by the instructor.

1. Semester One:

- a. Safe Dosage
- b. Medication Administration
- c. Oral Medications
- d. Injectable Medications

	1 st Semester	
Dosage Category		
Drug Types		
Question Types	mg/tab tsp/ml mg/ml mEq/ml mg/tsp g/ml mg/g unit/ml mcg/ml/mg	
CHECK THESE FOR		

Table of Conversions by Semester

Clinical Grading

1. A mid-term evaluation will be completed for MAPE Courses courses for clinical performance. If there are areas of clinical performance that are identified as not meeting satisfactory, a remediation plan will be developed for each individual student.
2. A final clinical evaluation will be done collaboratively by faculty and student. The student must achieve "Satisfactory" performance rating in all competencies on the final clinical evaluation to pass any course with a clinical component.

3. Student also complete varied clinical assignments, a final clinical grade for each course must be a 76% or greater.

Class Attendance

Attending class is an integral part of the program and critical in successful completion of each course. Whether the class is traditional or virtual in its delivery, it is EXPECTED that each student ATTEND ALL CLASSES and arrive for class ON TIME. In the event of an absence, it is the student's responsibility to obtain the announcements, information and any handouts provided by the instructor. **Except for emergencies, missed tests, quizzes, or class work (random or scheduled) may NOT be made up.**

Students with a pattern of absences from class or tardiness (i.e., emergency or otherwise), will receive a behavioral counseling from the instructor. Any subsequent absences may be referred to MAPE Program Director and evaluation by the Department Dean.

Classroom Rules

Successful learning experiences require mutual respect. The faculty has primary responsibility for and control over classroom/clinical behavior and maintenance of academic integrity. Classroom rules include:

1. Arriving for class/clinical early and/or on time.
2. Treating everyone in class or clinical with courtesy and respect.
3. Refraining from packing up belongings before class/clinical ends.
4. Turning off all electric devices that could cause disruption to the class or clinical area.
5. Being quiet and giving full, respectful attention while the faculty or another student is speaking.
6. When speaking, using courteous, respectful language and keeping comments and questions relevant to the topic.
7. Following any additional classroom rules established by individual faculty.

Be an engaged learner and encourage your fellow students to do so as well.

ANY STUDENT ENGAGING IN INAPPROPRIATE BEHAVIOR WILL BE REMOVED FROM THE CLASSROOM. COUNSELING MAY OCCUR WITH THE FACULTY AND OTHER DEPARTMENT OR GBC PERSONNEL. REFER TO STUDENT CONDUCT POLICIES IN GBC GENERAL CATALOG.

Informal Academic and Behavioral Counseling Forms

This informal counseling process allows for faculty and students to discuss any concerns in relation to a student's academic, clinical, professionalism and or behavioral performance. This provides faculty and students an opportunity to make suggestions for issues of concern to help improve performance and is not punitive. The forms serve as documentation that the faculty has met with the student and includes recommendations and feedback. A copy of the form is given to the student and placed in the student's file for documentation. If there is ongoing concern or if a pattern of academic, clinical, professional and/or behavioral misconduct continues, the student will meet with the program director and the Dean of Health Sciences and Human Services.

Voluntary Withdrawal

Students who for personal reasons need to voluntarily withdraw from the program must immediately notify their instructor(s) and the MAPE Program Director. This should be in the form of an email or letter stating the student's request to withdraw. It is the student's responsibility to formally withdraw at the Registrar's office from their MAPE courses. If the courses are dropped after the course official drop date, a grade of "F" will automatically be assigned as per Great Basin College 2023-2024 catalog, under the Academic Standards section (pg.74).

Tuition and Fees Refunds

The student is advised to review the withdraw and refund policies for Great Basin College.

It is advised to review the [Refund and Withdrawals Policy](#) before you drop any courses. Full refunds may not be granted due to

length of course and the time frame in which you want to drop it. Please follow the links below for the refund and withdrawals policy:

<https://www.gbcnv.edu/academics/drop.html>

<https://www.gbcnv.edu/admissions/refunds.html>

Dismissal From the Program

1. Students who have a final grade less than 76% or have not met final clinical evaluation competencies, will be dismissed from the program and may not continue with other MAPE courses for the semester.
2. Students who are dismissed will receive an administrative withdrawal (W) for all current MAPE courses in the semester of withdrawal. Refunds are dependent upon GBC policy and course drop dates.
3. **Students returning to the program at any time are expected to submit all newly developed assignments. Using previously submitted work is considered plagiarism and may result in academic counseling or dismissal from the MAPE program.**

Readmission to the Program

Students who have been dismissed from the program may apply only once for program readmission to return to the program. Readmission is defined as re-starting the program from the first semester. Students who have been out of the program for more than one academic year must formally re-apply to the program. Students who have been dismissed go back into the regular applicant pool and are not guaranteed readmission to the program.

Students are not guaranteed readmission to the program.

Grievance Procedure

The procedure described here differs from and supersedes the GBC procedure described in the college Catalog. The divergence from GBC policy is justified by the sequential nature of the MAPE program curriculum and the safety and well-being of patients a student may care for.

Students who wish to explore problems that have not been resolved to their satisfaction can initiate the appeal process described below. Because MAPE faculty have an obligation to safeguard individuals, a student in the appeal process might not be allowed to continue in the clinical component of a course until the issue is resolved.

Grievance Procedure Steps

Step I:

Schedule an appointment and discuss issue with faculty member(s) within seven (7) working days of the alleged occurrence. Within seven (7) working days of the scheduled meeting, the faculty member(s) shall issue a written decision. The decision may be delivered to the student by email, U.S. mail, or personally delivered.



Resolution → Stop

No resolution → Proceed to Step II



Step II:

If the student is aggrieved by the resolution made in Step I, the student may file a written appeal with the Dean within seven (7) working days of receiving the written decision in Step I. The Dean shall meet with the student within seven (7) working days of receiving the appeal unless the student requests more time and this request is approved by the Dean. The Dean may invite the faculty member(s) to this meeting. The Dean may permit the student to bring someone to advise the student at this meeting. The Dean shall issue a written

decision within seven (7) working days of the meeting. The decision may be delivered to the student by email, U.S. mail, or personally delivered.

Resolution → Stop

No resolution → Proceed to Step III

Step III:

If the student is aggrieved by the resolution made in Step II, then the student may file a written appeal with the Vice President for Academic and Student Affairs. The Vice President shall schedule a meeting with the student within ten (10) working days of receiving the appeal unless the student request more time and this request is approve by the Vice President. The Vice President may invite the Dean and the faculty members to this meeting. The Vice President may permit the student to bring someone to advise the student at the meeting. The Vice President shall issue a written decision within ten (10) working days. The decision may be delivered to the student by email, U.S.



Resolution

(Note: Dates given in this procedure may be adjusted if the Dean is not available due to absence or semester break.)

Appearance Standards

Students are expected to maintain a professional, well-groomed, non-revealing appearance in representation of GBC's MAPE Program. Safety and cultural awareness are extremely important considerations in appearance standards. The standards below must be followed by both students and faculty. Students must adhere to any additional standards that may be required by some clinical agencies or faculty.

Cleanliness/Hygiene:

Hygiene and personal cleanliness are crucial in presenting a professional appearance and essential in protecting the health of patients, staff, and other students.

- Special care should be taken to avoid body odor and bad breath. Students who smoke should have no detectable order of smoke on their person in clinical settings.
- Hair should be clean and neat for both men and women. Hair should be secured so that it does not fall forward over the face or shoulders. Hair longer than shoulder length should be contained with a clip or elastic band. Only conventional hair styles are permitted. Facial hair must be neatly trimmed and kept short (3/4 inch long or less).
- Use only fragrance-free body products. Perfumes and body fragrances are not permitted.
- Nails must be kept clean and short. Artificial nails cannot be worn in clinical areas. This includes wraps, inlays, and decals.
- Gum chewing or tobacco chewing/dipping is prohibited, and excessive makeup is not acceptable.

Jewelry and Body Art:

- One small stud earring per ear may be worn. No loop or dangling earrings, bars, or gauges are allowed in clinical settings or the Practice Lab.
- Additional jewelry must be minimal. A watch and one or two small rings are acceptable. Students may be asked to remove rings that may scratch or injure patients, or if it may harbor bacteria.
- No tongue, nose, eyebrow rings, or other visible body piercings are allowed in clinical settings or the Practice Lab. Tattoos and other body art must be covered as much as possible in clinical settings.

Student Uniform:

1. The **uniform and college name badge** are to be worn in every clinical setting unless otherwise state in course syllabus uniform requirements.
2. The **student uniform consists of a scrub top and pants**. Color and design may change from year to year, so be sure to verify what is required for your class. A plain white, cotton knit, short or long-sleeved tee may be worn underneath the scrub top. The white lab coat may be worn for warmth. Absolutely no sweatshirts or hoodies may be worn in the clinical setting.
3. All scrub tops and white lab coats must have the GBC MAPE program patch attached to the shoulder area of the left sleeve.
4. **White or flesh colored hose or socks** are to be worn with the MAPE uniform (scrubs). **Nursing shoes are to be clean and white** with white shoelaces. White, clean athletic nursing shoes, with minimal colored decorations, are acceptable. Canvas or open toed shoes are not acceptable
5. The uniform should be washed daily to prevent cross infection/contamination and to control odors. No head gear or hats are allowed. Clothes should be pressed and in good repair. Do not wear your GBC uniform as your work uniform.
6. It is essential that uniforms and other attire fit well so it allows effective functioning in the clinical areas. Appropriate underwear is mandatory and at no time should breast or gluteal cleavage be visible.
7. Students are required to have the following equipment for Practice Lab and clinical use:
 - a. black ink pen
 - b. bandage scissors
 - c. wristwatch with a second hand
 - d. safety goggles
 - e. pen light
 - f. stethoscope
 - g. pulse oximeter

Judgment of adherence to appearance standards and the appropriateness of any aspect of appearance are at the discretion of the MAPE faculty. Students whose appearance does not meet the state standards may be excluded from participation in clinical and receive an “F” for the day.

Student Identification Badges

The student identification badge is a required part of the uniform. It is to be worn for every clinical rotation unless otherwise stated on the uniform requirements. Two badges are given to the student prior to clinical rotations in MAPE 110. If the badge is lost, make arrangements for replacement with the Media Services office or the AA for HSHS. A student will be assessed for the cost of the replacement.

A photograph is required as part of the student identification badge. Arrangements will be made for students to have these pictures taken on site at the beginning of each academic year. Only first name and last initial of the student will appear on their badge.

- **Students must be Complio compliant before they will be issued their student identification badge.**

Student Evaluations of Faculty and Learning Outcomes

Toward the end of each MAPE course, students will be asked to complete evaluation instruments. An analysis of the student responses is sent to faculty members after the completion of the term and the recording of grades. This data assists the faculty in self-improvement of their teaching and helping future students achieve course learning outcomes. The information is also used as part of the determination of the faculty member's tenure and salary increases. Students are expected to carefully weigh their assessments and evaluate the faculty member fairly and accurately.

Gifts

It is the faculty policy that students shall not purchase gifts for them at the end of a particular course. Please adhere to this policy when thanking faculty for their support and guidance.

CURRICULUM INFORMATION

All MAPE courses must be taken in required sequence. Because of the critical relationship between time and learning, the faculty believes students must make full use of classroom, lab, and clinical experiences. Students are expected to meet all class, lab, and clinical requirements. Course work not completed will negatively impact student grades. Students are required to seek assistance promptly from the MAPE faculty when and if they experience any degree of academic or clinical difficulty. If personal matters are interfering with academic or clinical efforts, the classroom and/or clinical instructor should be kept informed.

The faculty reserves the right to change certain aspects of the course syllabus, such as the schedule of assignments, grading procedures, or course materials. However, no changes will be made without informing students in a timely and clear manner. It is not anticipated there will be major changes in the content of a syllabus once a course begins.

Two Semester Curriculum Pattern – All Courses

Certificate of Achievement- MAPE Program Curriculum

Course	Description	Credits
General Education Requirements		
English 100 or 101	English/Communications	3
Mathematics 116 or higher	Mathematics	3
Students are encouraged to take their English, Math, and Medical Terminology prior to applying to the MAPE Program. * Math 120 is recommended as it is required for the nursing, social work, and other health science degree programs.		
Program Requirements		
First Semester (Fall)		
MAPE 110	Fundamentals of Medical Assisting I	6
MAPE 120	Fundamentals of Medical Assisting II	6
NURS 140 *	Medical Terminology	3
English 100/101*	English/Communications/Composition	3
Second Semester (Spring)		
MAPE 130	Medical Business Practices and Finance for Medical Assistants I	3
MAPE 140	Medical Business Practices and Finance for Medical Assistants II	3
MAPE 150	Laboratory Procedures for Medical Assisting	6
Math 116 or higher*	Mathematics/Computations	3

The total general education and MAPE courses is 36 credits. Of that total, 24 credits are in MAPE course credits. The total number of Practicum/Clinical credit hours included in the MAPE credits is 6. The program/Clinical hours total a minimum of 160 contact hours in clinical settings.

Description of Required MAPE Courses

MAPE 110 Fundamentals of Medical Assisting I (6 credits)

A body system approach to diseases, disorders, treatments, and associated labs, diagnostics, and pharmacology. Students will also learn nutrition, patient education, and patient life span changes per body system. Body systems included in this course are the musculoskeletal system, integumentary system, digestive system, urinary system, reproductive system, and circulatory system. Students will be introduced to phlebotomy basics, ECG, and medication administration. There are clinical hours for this course.

MAPE 120 Fundamentals of Medical Assisting II (6 credits)

A body system approach to diseases, disorders, treatments, and associated labs, diagnostics, and pharmacology. Students will also learn nutrition, patient education, and patient life span changes per body system. Body systems included in this course are the lymphatic system, respiratory system, nervous system, mental health, sensory, and endocrine system. Students will be introduced to phlebotomy basics, ECG, and medication administration. There are clinical hours for this course.

MAPE 130 Medical Business Practices and Finances for Medical Assistants (3 credits)

Using simulated services, students will learn clinical, and administrative functions, basic practice finances, third-party reimbursement, and procedural and diagnostic coding.

MAPE 140 Medical Business Practices and Finances for Medical Assistants II (3 credits)

A continuation of MAPE 130 with continued emphasis and simulated application of clinical, and administrative functions, basic practice finances, third-party reimbursement, and procedural and diagnostic coding

MAPE 150 Laboratory Procedures for Medical Assistants (3 credits)

Students will learn infection control, how to assist with minor procedures, and receive blood-borne pathogen training as well as responding to pediatric and adult health care emergencies. Continued application and review of labs, diagnostics, and tests. There are clinical hours for this course.

CLINICAL

HIPAA

The National HIPAA regulations apply in all school settings and students must demonstrate knowledge of the regulations prior to entering the clinical setting. HIPAA training will be maintained with documentation in each student file.

Clinical Assignments

Site Selection:

In planning clinical learning experiences for MAPE courses, the faculty tries to assure that each student is scheduled for the clinical facilities that are most likely to provide a variety of learning situations appropriate to the unit or course content currently being studied. With this in mind, please note that travel to attend a clinical rotation may be required of some students. Clinical site selection is based on the following criteria:

- Type of facility/agency and accreditation status
- Type of experiences available
- Adequacy of staffing and staff preparation for their roles
- Average daily census or clients
- Available equipment, supplies, learning resources, etc.
- Receptiveness to students and faculty
- Number of students who can be accommodated at one time

- Number of faculty to accommodate an additional clinical site

Scheduling and Transportation:

- Scheduling students to be in the right place at the right time for the best possible experiences is a priority for faculty. As a result, there will be occasions when temporary irregularities in a student's schedule are necessary. Every attempt will be made to notify students of these changes so that they can make necessary plans and adjustments in their personal schedules.
- MAPE students may be assigned day, evening, or weekend clinical experiences.
- Transportation to clinical facilities is the responsibility of the student.
-

Attendance:

Clinical/Practicum attendance is mandatory. Students are required to attend every clinical rotation on the scheduled date and time.

1. Students are expected to report on time for scheduled clinical experiences and be willing, capable, and prepared to participate in assignments. Tardiness is defined as **one minute or more past the designated start time**. Arriving late for a clinical will result in student being sent home at the discretion of the instructor.
2. If a student comes to clinical/simulation/lab unprepared or late, are sent home from clinical/simulation/lab by their clinical instructor or fail to attend a scheduled clinical/simulation/lab the student will be issued behavioral counseling form and will be required to complete a make-up assignment worth 50% of the total points of the original assignment that was attached to the missed clinical/simulation/lab.
3. Absences due to illness or other emergencies based on approval may be rescheduled if able or an alternative assignment may be given if rescheduling is not an option. There, is no guarantee that a clinical day can be made up.
4. If clinical is to be missed for any reason, you will need to contact the HSHS department and the clinical area one hour prior if possible, to report time. First, notify the clinical location you will not be in attendance and then send an email to your clinical instructor for the day in addition telephone the MAPE office at 775-327-2317. If this is before business hours leave a message this should include your name, course you are in, clinical location, and instructor you are leaving the message for. It is the student's responsibility to notify the faculty and the clinical area of expected absence.
5. Due to concerns of unsafe patient care in a practice setting, a student who works a night shift or the previous eight hours prior to a scheduled clinical experience will be sent home from the clinical site. This will result in a clinical absence. Please see number 2 above.

Dress Code and Personal Appearance:

5. Fingernails are to be cleaned and trimmed to a moderate length not to exceed 1/8" length from the tip of the finger. Neutral nail polish and gel polish will be allowed, and if worn, must be in good repair without cracks or chips. No artificial nails will be allowed, including wraps, fillers, acrylics, tips, tapes, varnish, overlays, nail jewelry and any appliqués other than those made of nail polish are not permitted in clinical. Certain clinical sites may have a stricter policy that supersedes this policy. An immediate compliance with nail length is required.
6. Makeup and jewelry may be worn in moderation, unless the department has specific regulations for safety purposes. No gauged ears. No visible body piercing, tongue piercing, facial piercing or ornamentation is allowed other than moderate (not excessive) ear piercings. Excessive size hoops (greater than 2 inches) are not acceptable. Jewelry may be limited or prohibited in certain patient care areas for safety and infection control reasons.
7. In the interest of providing a professional atmosphere to our patients, tattoos are to be covered to the best of your ability during working hours. This would include covering of arm "sleeves" with long sleeve attire etc. Your clinical site can assist you in addressing particular or special needs.
8. White closed toed MAPE shoes must always be worn and must be clean and in good condition. Flip flops and overlycasual sandals are prohibited.
9. Hair must be clean and neatly groomed. Beards, mustaches, and sideburns should be trimmed and neat. No student will be allowed to wear hair colors or extensions (including feathers) of an unnatural hue (i.e. pink, purple, blue etc.).
10. Perfumes, after-shaves should not be worn. Lotions should be used in moderation in order to be considerate of sensitivities, allergies, and illnesses of patients, visitors and clinical employees.

11. Good personal hygiene, to include baths and deodorant, is a common courtesy in health care facilities. Clothing should not smell of smoke or other strong odors.
12. The following are prohibited and cannot be worn to clinical:
 - Sweats, shorts, cargo pants, jogging suits or other athletic apparel.
 - Revealing clothing such as low-cut tops, midriff tops, low riding pants, or see-through clothing (i.e., no visible cleavage, backsides, midriffs, etc.). Tops must be long enough to cover the wearer's midriff when arms are raised and the backside when bending over.

Dress Code and Personal Appearance Enforcement:

1. Clinical sites and clinical instructors are responsible for monitoring and enforcing this policy. This includes explaining the dress code to students during orientation, counseling students who are inappropriately dressed, and setting a good example for students with a clean, neat and professional appearance. In the event of questions regarding suitability of a particular garment, the Health Science and Human Services Dean may be consulted.

Authority and Responsibility in Clinical Settings

- Students are legally responsible for their actions as a medical assistant student in clinical settings. The medical assistant working with a student is legally responsible for the patient.
- Clinical faculty are responsible for assigning duties, providing opportunities for demonstration of progression, and serving as a guide in achieving objectives. It is necessary that the instructors be used as a guide to facilitate learning.

Students are subject to the rules and regulations defined in the personnel policies of the facilities with which the GBC MAPE Program affiliates and the NHA Code of Ethics. It is the student's responsibility to be aware of the facilities' policies. If policies are not followed, clinical rotation experiences will be discontinued until there is evidence that the student's progress meets the criteria for competent clinical performance.

NHA Code of Ethics

As a certified professional through the NHA, I have a duty to:

- To use my best efforts for the betterment of society, the profession, and the members of the profession.
- Uphold the standards of professionalism and be honest in all professional interactions.
- Continue to learn, apply, and advance scientific and practical knowledge and skills, stay up to date on the latest research and its practical application.
- Participate in activities contributing to the improvement of personal health, our society, and the betterment of the allied health industry.
- Continuously act in the best interests of the general public.
- Protect and respect the dignity and privacy of all patients.

It is the student's responsibility to be aware of the facilities' policies. If policies are not followed clinical rotation experiences will be discontinued until there is evidence that the student's progress meets the criteria for competent clinical performance.

Communication in Clinical Settings

Communication in health care facilities must be on-going. Although students assume responsibility for their assigned patient(s) while in clinical settings, the facility staff medical assistant does not relinquish total patient responsibility. The student is required to obtain information from the staff medical assistant regarding a patient before giving care. Ongoing communication is done with the primary medical assistant for any given patient during the rotation. Prior to leaving the facility or the assigned unit, the student is required to give a report on each patient to the staff/charge nurse or primary medical assistant who is responsible for the coordination of care.

Performance of a New Skill

Students must be supervised by their clinical instructor when performing a procedure in a clinical setting that has not been performed outside of the Practice Laboratory. If the instructor is not available, the Medical Assistant assigned to care for the patient may supervise a student with the instructor's permission.

Students are required to review facility policy/procedures prior to performing any new skill and must be prepared to answer any questions from the instructor and the Medical Assistant assigned to care for the patient. Students must plan their work carefully before they begin.

The student is expected to verbalize his/her plan to the instructor and/or Medical Assistant assigned to care for the patient.

Students must have their skills and clinical log at clinical, at all times, and will be required to turn in the checklist at the end of the program.

Safe Practice Policy

1. Safe practice in a clinical setting includes those patterns of professional behavior that follow legal and ethical codes of medical assisting and promote well-being of clients and self. This will be demonstrated through accountability in preparation, documentation, and continuity of care, as well as in showing respect for the rights of individuals.
2. Unsafe practice includes those behaviors which may endanger a patient, family member, staff, peer, or faculty in the physiological, psychological, spiritual, or cultural realm. Specific behaviors of endangerment may include acts of commission or omission in the clinical agency and/or behavior that causes the faculty to question the student's potential for safe practice.
3. The student whose actions or omissions endanger a patient, family, peer, staff member, or faculty will receive verbal and written documentation of the event. The student may be removed from the clinical setting.
4. Based on the severity and nature of the unsafe practice, the student may receive a failure for that clinical experience, for the course or be dismissed from the MAPE Program.
5. Documented evidence from faculty, staff, clients, families, or peers may be used in the decision process.

Unsafe Practice Policy

If a student is deemed to be unsafe by clinical faculty, the student will be excluded from clinical rotation, this will result in being dropped from the course and with an assigned grade of "F". This is applicable at any time during a semester. Behaviors that may result in immediate dismissal include, but are not limited to:

1. Performing acts beyond the scope of medical assisting
2. Unauthorized use or distribution of equipment or drugs
3. Falsification or alteration of agency documents
4. Patient abuse, neglect, or abandonment
5. Engaging in criminal activities
6. Violation of ethical principles
7. Violation of the GBC MAPE Standards of Conduct policy

If an agency refuses to allow a student to continue in clinical rotation, the student will be assigned a grade of "F" and will fail the course.

Incident and Quality Assurance Reports

- For incidents that occur in clinical facilities and/or on the GBC site an incident report must be completed per facility policy. Incidents include injuries to a patient, visitor, or staff, and errors in treatment or medication. Facility regulations usually require students to fill out a quality assurance form (incident report) for any untoward happening. Completing the form does not automatically mean a person is responsible for the incident.
- Instructors will refer the student to the appropriate facility or department for incidents that result in exposure or injury. Documentation of the incident will also be recorded by the clinical faculty and kept at GBC.
- Most facility incident reports have a section on follow-up that should be regarded as protection for both the patient and the student. Clinical faculty must see all reports prior to being turned in by students.
- Failure to report an incident of which the student is aware is a serious error in judgment and a breach of student conduct subject to the faculty issuing a *Notice of Counseling*.
- The policy for reporting medication errors will be strictly followed by any student who has made a medication error.

Skill Remediation

Students who are unprepared when completing a required MAPE skill/procedure in the clinical area will need to return

to the Practice Lab for practice and remediation. The clinical instructor will give the student a remediation request slip. If remediation is required, the student must set up an appointment with the Practice lab instructor who will assist in correcting the skill. Students are responsible for having the remediation slip completed prior to the next clinical rotation, and to bring the completed remediation slip to clinical. Failure to complete the remediation prior to the next assigned clinical rotation will result in an unexcused absence from clinical.

Dishonesty in the Clinical Setting

If the faculty determines that a student has been dishonest in representing the facts regarding their clinical assignment, the student may receive a failure for that day, for the entire clinical rotation and/or be dismissed from the MAPE Program. Examples of dishonesty during clinical instruction include but are not limited to: charting observations or interventions in a client record that, in fact, were not made (i.e., charting vital signs that were not taken); failing to report an error in medication or treatment.

Telephone and Verbal Orders

MAPE students are not allowed to take telephone or verbal orders.

Medication Error Policy and Procedure

1. All medication errors must be reported to the clinical instructor and staff medical assistant responsible for the patient immediately on discovery of the error. After the patient is assessed, the error will be reported to the charge nurse or unit manager and to the physician.
2. Documentation of what medication was or was not given must be properly recorded in the patient's medical record. Seek guidance from your clinical instructor before documenting in the medical record. This documentation includes the name of the drug, the patient's response and any interventions.
3. All medication errors should also be documented on the appropriate quality assurance form or equivalent per facility protocol where the error occurred.

Definition of medication errors:

- a. Medication given to the wrong patient
 - b. Wrong medication given to patient
 - c. Medication given at the wrong time
 - d. Medication given via the wrong route
 - e. Medication given in the wrong dose
 - f. Medication omitted
 - g. Administration of medication not documented properly
 - h. Medication administered after patient refusal
 - i. Administration of a medication that has already been given
 - j. Giving a medication that has been discontinued
 - k. Medication left at the bedside without an order to do so
 - l. Failure to check physician's orders or complete necessary assessment interventions prior to administering the medication; For example, failure to: take an apical pulse, take a blood pressure, or check appropriate lab levels
 - m. Failure to calculate correct dosages.
 - n. Administering medication prior to skills check-off.
4. Medication errors that endanger the patient's life or actually cause the patient harm can be grounds for immediate termination from the program.
 5. Documentation of medication errors will be maintained in the student's file.
 6. Students giving medications under the supervision of an instructor will still be held accountable for medication errors even if the instructor prevents the error from occurring.

PRACTICE LAB AND SIMULATION AREA

The purpose of the Practice Lab is to provide students with the appropriate environments and equipment to engage in safe, high quality, structured clinical experiences. The lab is designed to:

- Provide a *safe and supportive* learning environment in which students can become competent in psychomotor and clinical reasoning skills in realistic situations before those skills are applied with patients in actual clinical settings.
- Provide simulated clinical experiences with situations and patients problems not usually available in students' regular practice sites.
- Model quality and safety in clinical environments reflecting current evidence and best practices.
- Enable reflective practice free from the distractions of normal clinical environments.
- Allow participation in situations and scenarios that are dependent upon interdisciplinary collaboration.
- Provide clinical experiences structured to build confidence and development of increasing complex skills and clinical reasoning competency.

The Practice Lab is a single location but provides two separate areas in which clinical learning occurs. Those are the Practice Lab itself, and the simulation area, a small portion of the Practice Lab. The Practice Lab is used for learning a wide range of focused clinical tasks requiring specialized procedure and/or equipment. It is considered "low" or "medium" fidelity and provides learning opportunities focused primarily on psychomotor skills.

The simulation area is comprised of highly specialized, high fidelity equipment (simulators) that closely resemble actual patients and patient situations. The simulators (such as NurseAnn®) are very expensive computer operated, complex electronic equipment that must be programmed and controlled by specially trained faculty or Practice Lab personnel.

Practice Lab Policies

Each student will be asked to sign a form documenting their agreement to allow MAPE student classmates to perform procedures on them, including injections and lab draws

The policies described below apply to ALL AREAS of the Practice Lab at all times. An additional set of policies that apply specifically to the simulation area are included later in this document.

The following rules must be followed at all times in the Practice Lab:

Strictly Enforced:

- Only authorized persons are allowed in the Practice Lab and no students can be in the lab without an instructor.
- Children are not allowed in the laboratory under any circumstances.
- Eating and drinking are not permitted in the laboratory at any time.
- No cell phones and other electronic devices may be used the Practice Lab only for the purpose of accessing clinical resources when specific permission has been granted by the Practice Lab Coordinator and/or course faculty. All electronic devices must be muted at all times in the lab.
- All accidents, no matter how minor, **MUST** be reported to the instructor and the Practice Lab Coordinator.
- No pens are to be used near the simulators.

Appropriate Use and Behavior for Students in the Practice Lab

- Hands must be washed thoroughly upon entering and before leaving the Lab.
- Students must wear, rubber sole and closed-toe shoes for scheduled sessions in the Practice Lab. GBC scrubs must be worn during skills check-off and simulation in the Lab.
- Standard precautions must be practiced at all times.
- Students must come to the Practice Lab with a watch with a second hand and any other equipment necessary to

- practice and perform a specific MAPE skill.
- All needles and sharps must be properly disposed in SHARPS CONTAINERS (according to CDC guidelines). Students who do not dispose of needles and syringes appropriately will receive a Letter of Unsatisfactory Progress and may be excluded from use of the lab.
- After a learning experience, students will not share details or activities of the practice lab experience with other students and this will be considered a breach of the HIPPA law.

Scheduling Practice Time in the Lab

- All students who use any part of the Practice Lab during open lab time must sign in via the lab log when entering the lab and sign out upon leaving.
- Assigned lab time (e.g., skills check-off, skills demonstration and simulation) is considered clinical time. A student is expected to arrive at the scheduled check-off time ready to demonstrate competency in specific skills. Failure to attend an assigned lab time will result in a behavioral counseling and meeting with the instructor. Remediation and/or disciplinary action may also occur.
- Open lab time gives the student additional opportunities to practice MAPE skills. Students are required to sign up for practice and check off of specific, required MAPE skills in the Practice Lab (refer to Skills Check-off List and course schedule). In the event a student is unable to attend any scheduled session in the practice lab, the student must notify the course instructor and Practice Lab instructor at least two hours before the scheduled lab time.
- Students who are tardy will forfeit their time and will need to reschedule their session if space is available. Being tardy for any demonstration, skills check-off or simulation will be considered a clinical absence which will result in a behavioral counseling. This might affect the student's eligibility to participate in a clinical assignment which, in turn, might affect their status in the MAPE program.

Skills Check Offs

- If a student does not successfully pass the initial check off, he or she will be required to schedule time in the skills lab for additional practice prior to rescheduling the second attempt to demonstrate proficiency in performing the skill.
- Students who have failed a skill twice will receive a Academic Counseling form which will affect their eligibility to participate in a clinical assignment and status in the MAPE program.
- Students are expected to attend their practice lab group session prepared to have a scholarly conversation regarding Advisement Throughout the DMS program, students should work closely with a DMS program advisor. The faculty member is available to students for counseling regarding progression through the program. Students should make an appointment with his/her advisor at least once each semester to review his/her progress. If a student is experiencing any physical, mental or emotion problems which require professional care, he/she will be referred for help outside the HSHS Department sessions when the student is unprepared, when the student is tardy, when performance falls below a competent level, when the Standards of Conduct policy is violated.
- When attending skills check-off the student will be graded pass/fail for each required skill. Grading will include attendance, student preparedness and participation.

Students are expected to help keep all areas of the Practice Lab neat and clean. This includes returning equipment and supplies to their proper place, maintaining bed and mannequins in a professional state, etc. at the end of each lab session.

Simulation Policies

Use of this highly technical and specialized area of the Practice Lab is a privilege and all activity in the area should be undertaken as if it were occurring in an actual clinical facility.

The following policies will be **strictly** enforced:

1. All students will wear scrubs, closed toe shoes, or the clothes worn normally during their clinical activities when participating in simulations.
2. **Absolutely no pens of any kind are to be used near the simulators.**

3. Learners must bring standard equipment (watch with second hand, stethoscope, etc.) required for clinical during simulator experience.
4. Learners will wash their hands to remove stains, ink or oils prior to entering the simulation area, even if they have washed their hands previously for work in another area of the Practice Lab.
5. No food, gum or drink is allowed in the simulation area of the Practice Lab.
6. Standard precautions will be followed at all times in the simulation area of the Practice Lab. Simulator-learner contact will be adhered to as in the clinical environment.
7. To maximize learning opportunities during the simulation, conversation and discussions will be limited to the scenario itself.

Safety in the Simulation Area

1. Standard safety precautions are to be followed.
2. For safety, closed toe shoes must be worn when in the simulation area.
3. Use Personal Protective Equipment (PPE) when warranted.

Simulation Confidentiality

1. Consent to record the simulation via web cameras will be obtained and kept on file from all members participating in the simulation experience.
2. After a learning experience, students should not share details and activities with other students who have not participated in the learning experience to avoid breaching HIPPA law.

Appropriate Use of the Simulation Area

1. The simulation area will not be used for task training experiences.
2. Simulators shall not be scheduled for clinical make-up days, unless arranged by instructor.
3. Once the simulation experience is completed, learners must restore the simulator and environment to the baseline status.
4. Learners who are assessed by the instructor during simulation exercises to need additional practice or remediation for a skill will be referred to the Practice Lab instructor for follow up.

STUDENT SERVICES

Academic Advising

MAPE students will be assigned a faculty advisor upon admission to the GBC MAPE program. During enrollment in the program, each student should make an appointment with his/her advisor at least one time per semester to review their progress.

Academic advisors will receive a copy of any Notice of Unsatisfactory Performance, academic/behavioral advisement forms given to their advisees. However, whenever possible, students experiencing academic problems should be encouraged to meet with their advisor when problems first become apparent rather than waiting until they receive a academic counseling form.

Contact the HSHS Administrative Support at 775-327-2317 for assistance in making an appointment with your advisor.

Faculty Advisors

Phone Number

Dr. Brian Dankowski, MSN-
Ed, RN, CCMA

775-327-2311

Students experiencing non-academic health or emotional issues which require professional care should be referred for help outside the Health Sciences and Human Services Department. The Student Services Office is the contact for students who need counseling available through University of Nevada, Las Vegas (UNLV). Director of Disability Support, 775-753-2271 or Jake Rivera, Vice President of Academic and Student Affairs, 775-753-2282.

Learning Resources

Students must purchase required texts and other learning resources (e.g., online access codes and other learning resources). A list of required learning resources will be provided to all students enrolling in the health science programs. These can be purchased through the GBC Bookstore or through another source. Students should be very careful that all components needed for their classes are included if they purchase from an outside source. Students will be notified if additional learning resources are required prior to the beginning of each subsequent semester.

Library Services

Media required for MAPE courses are located in the Library. These materials are not to be checked out but must be viewed at the Library.

For hours of operation, please follow the website: <http://www.gbcnv.edu/library/Copying>

Copying can be done at the GBC High Tech Center or the Library. The copy machine in the office area is for faculty use only. Computer copies made from the nursing office printer are \$.10 per page. Additional copies of assignment forms are the student's responsibility.

Technology Assistance

GBC offers a Help Desk for students experiencing problems with WebCampus access. The Help Desk is available by phone (775-327-2170) or by email (helpdesk@gbcnv.edu).

Summer Hours:

Weekdays: 7:00 am to 4:00 pm

Fall and Spring Hours:

Weekdays: 7:30 am to 9:00 pm

Saturday: 12:00 pm to 5:00 pm

Student Representatives

Student representation is encouraged during program meetings and Health Science and Human Services Advisory Group meetings. Two volunteer representatives from each class are selected. These students are asked to bring questions, comments and concerns of their class to these meetings and are expected to take information back to their group for discussion and follow-through.

Student Government Association (SGA)

Students are encouraged to be an active part of the Student Government Association (SGA). A variety of activities are provided throughout the school year. Students have the opportunity to participate individually or as a group. There may be some scholarship opportunities for participating in the SGA.

FINANCIAL INFORMATION

Scholarships & Financial Aid

Financial Aid is intended to help students pay for their education after high school. The aid available at Great Basin College includes grants, loans, employment and scholarships, some of which are specifically designated for MAPE students. Federal Student Aid Programs become available after you complete the FAFSA application. Submit a Free Application for Federal Student Aid (FASFA) at www.fafsa.ed.gov. Students are encouraged to contact Student Financial Services at 775-327-2095 for further information.

Program Costs and Fees

MAPE program costs over the two semesters will vary from year to year. Differential fees cover the cost of lab and some student supplies. Uniforms are purchased prior to entering the first semester. The majority of MAPE textbooks are purchased prior to the first semester to enhance learning throughout the program. Additional expenses in the second semester include the cost of the credentialing exam fees, college MA pin, pinning ceremony and graduation fees.

Approximate Program Related Costs:

Estimated total program tuition based on fall 2023 fee structure.....	\$4,329.00
Textbooks & online access fees.....	\$455.00
Uniforms and supplies.....	Individual Amount
Student Background Check and Drug Screening (required for clinical rotation).....	\$125.00-175.00
Immunizations (estimate)	\$300.00
Physical Examination.	Individual amount
Health Insurance	Individual amount
Clinical support items (e.g., watch with second hand, hemostat, bandage scissors, safety goggles, White nursing shoes).....	Individual amount
Travel to clinical facilities.....	Individual amount
NHA MA SkillsBuilder: Clinical and Admin.....	\$175.00
NHA CCMA, CPT, and CET examinations and credentialing\$410.00
NHA CCMA, CPT, and CET Exam Prep Bundles.....	\$235.00

GBC BUILDING FACILITIES

Building Hours

Building hours vary based on classes and locations. Health Science and Human Services faculty offices close at 5:00 pm.

Building Use Guidelines

Great Basin College maintains open centers available to faculty, staff, students and the local community during normal hours. During those days and hours classes, meetings and special events are scheduled security will have staff on site to provide assistance.

Open access to site facilities is provided with the understanding that:

- All persons will be treated with courtesy and respect;
- All buildings and equipment are used in the manner originally anticipated;
- All persons will comply with any posted signage;
- All persons will follow normally accepted safety and behavior standards.

The offer of open access may be revoked should any person be found to cause damages to any Great Basin College property or be involved in harmful, unsafe or illegal behavior while on GBC property.

Security

Security and law enforcement on all Great Basin College centers is dependent upon GBC personnel working well with their respective local law enforcement agencies. Knowledge of any crime or emergency should be reported to the center security or center director immediately. Any crime or emergency requiring immediate assistance should be reported immediately to the police or sheriff by dialing 911 on any center phone.

Security may be contacted by dialing the Elko site operator (Dial "0") from any extension and requesting assistance. On the Elko site assistance may be obtained by activating any of the call boxes located on the pathways or phoning the security cell phone at (775) 934-4923. If the police department, fire department or ambulance are required dial, 9-911 from any extension and tell the dispatcher of the emergency.

Fire Evacuation Plan

Before a fire happens know the following:

- Know the location of the exit nearest your area (evacuation maps posted).
- Know the location of the fire alarm pull box nearest your area.
- Know the location of fire extinguishers in your area.
- Know how to use a fire extinguisher.

Upon discovery of a fire:

1. Pull fire alarm and give verbal warning.
2. Call **911**.
3. Follow **evacuation procedures**.
4. Close doors to contain fire and smoke.
5. If it is safe to do so, and you have been properly trained, you may attempt to extinguish the fire.
6. Determine if it is safe to re-enter the building.
7. On the Elko site, notify your respective **Vice President of Academic Affairs (775) 753-2266**. On all other **centers** notify the Center Director and the Vice President of Academic Affairs (Elko Center 775.753.2266).

Food and Beverages in Classrooms

Students are allowed to have food and beverages in the classroom. Please be courteous of your fellow students and the instructors. Please note that there is nowhere on campus to store food for students.

Personal Computer Use

GBC is not responsible for loss or damage to personal property owned by faculty, staff, or students, including personal computers, which are used or left in the building. The college is also not responsible for any thefts or damages done to vehicles parked on the premises. Most areas of the parking lot and the interior of the building are under video surveillance. If a student's personal computer is used in one of the buildings, a multi-dimensional surge protector (common and transverse spikes) should be purchased and utilized to prevent electrical damage.

Children and Non-Students in Campus Facilities

Great Basin College is committed to providing a place of instruction that is conducive to learning; and that is, to the greatest extent possible, free from distractions. Only enrolled students should be present in classrooms, field trips, fitness center(s) and lab facilities.

Pets

The only pets (dogs, cats, birds, rabbits, ferrets, etc.) that are allowed anywhere on our campus and inside the buildings are those trained and licensed as service animals. Please do not bring any type of animal into any GBC building or clinical-related facility you enter. We will have Security help you remove your animal if needed. Please be courteous to our faculty, staff and students and leave your pets at home.

Tobacco Use / Smoking

Tobacco use and smoking is prohibited in GBC buildings. Please use outdoor designated areas only. In addition, students must comply with all clinical agency policies regarding use of tobacco and smoking while on site.

GRADUATION

Application for Graduation

The GBC graduation is the ceremony that celebrates graduation from the college. It is a cap and gown ceremony held at each of the following locations: Pahrump, Winnemucca and Elko Campuses. MAPE students receive a Certificate of Completion. You MUST submit an application for graduation before the set deadline in order to participate and receive a degree. Please refer to the Great Basin College catalog for further information.

Caps and Gowns

Cap and gown orders are placed with the GBC Bookstore. The cost is approximately \$45.00.

Graduation Requirements

Students must complete all MAPE and non-MAPE courses by the end of the second semester to be eligible for graduation. The non-MAPE courses have been placed in the curriculum to augment the MAPE course content. Scheduling arrangements are made with other GBC faculty to assure there will be no time conflict with MAPE classes. If a non-MAPE course is taken out of sequence, there is no guarantee it will be taught at a time that does not conflict with required MAPE courses.

Students are responsible for ensuring that Admission and Records receives an official transcript for transfer courses one month prior to graduation. It is also each student's responsibility to know and to meet all course requirements and to maintain a 2.5 or high GPA throughout the program.

The Office of Admission and Records uses the year of your admission to the MAPE program to determine catalog year and course requirements for graduation.

Any student taking a general education course during the fourth semester of the MAPE program at another college or university must have the course work completed and an official transcript sent to the Admission and Records Office no less than one month prior to final examinations.

It is the student's responsibility to make certain all graduation requirements are met.

Credentialing

In the spring semester of the first year, students begin the process of preparing for the CCMA, CPT, and CET credentialing exams through the National Healthcareer Association (NHA) a division of "Assessment Technologies Institute, LLC"

Students should be aware that they must successfully complete the MAPE program to be eligible to take these credentialing exams.

MAPE Pins and Pinning Ceremony

Upon successful completion of a Great Basin College Health Science and Human Services Program, there is a pinning ceremony. The pinning ceremonies held on the GBC Campus are separate from the GBC graduation. In order to participate in the pinning ceremony, a student must have completed all program requirements. Because the pinning ceremony is a tradition, certain guidelines regarding student appearance, program format and reception activities are followed. Graduating students, with assistance from the Student Organization officers and faculty representative will collaborate in planning the pinning ceremony. Date and time will be chosen to accommodate graduating students without conflicting with the GBC graduation and other activities held on site.

Pinning/Graduation Cost Estimates

- Graduation fee (apply in January) \$ 20.00
- Pinning ceremony announcements \$ 0.25 each
- School pin (order in February) TBD
- GBC graduation announcements \$ 1.00 each
- Cap and gown \$ 45.00
- Pinning ceremony stole \$ 38.00

APPENDICES

APPENDIX A Functional Abilities

APPENDIX B Bloodborne Pathogen Exposure and Prevention Policy

APPENDIX C Writing Expectations for MAPE Students

APPENDIX D Standards of Conduct

APPENDIX D-1 GBC Standards of Conduct for MAPE Students

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APPENDIX E Forms and Agreements

APPENDIX E-1 MAPE Program Injury Report

APPENDIX E-2 Exposure to Bloodborne Pathogen Form

APPENDIX E-3 Student Test Query Form

APPENDIX E-4 Notification of Behavioral or Academic Counseling
Form

APPENDIX E-5 Student Agreement for the 2023-2024 Academic Year

APPENDIX E-6 Agreement to Participate in Practice Lab Procedures

APPENDIX E-7 Confidentiality Agreement and Consent for Photography and Video
Recording

Functional Abilities (Technical Standards)

The practice of Medical Assisting requires the following functional abilities with or without reasonable accommodations:

Visual acuity must be adequate to assess patients and their environments, as well as to implement the MA cares that are developed from such data. Examples of relevant activities (nonexclusive):

- Detect changes in skin color or condition
- Collect data from recording equipment and measurement devices used in patient care
- Detect a fire in a patient area and initiate emergency action
- Draw up the correct quantity of medication into a syringe

1. Hearing ability must be of sufficient acuity to assess patients and their environments and to implement the MA cares that are developed from such data. Examples of relevant activities (nonexclusive):

- Detect sounds related to bodily functions using a stethoscope
- Detect audible signals generated by mechanical systems that monitor bodily functions
- Communicate clearly in telephone conversations
- Communicate effectively with patients and with other members of the healthcare team

2. Olfactory ability must be adequate to assess patient and to implement the MA cares that are developed from such assessments. Examples of relevant activities (nonexclusive):

- Detect foul odors of bodily fluids or spoiled foods
- Detect smoke from burning materials
- Detect ketones on a client's breath

3. Tactile ability must be sufficient to assess patient and to implement the MAPE cares that are developed from such assessments. Examples of relevant activities (nonexclusive):

- Detect changes in skin temperatures
- Detect unsafe temperature levels in heat-producing devices used in patient care
- Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluid
- Perform techniques such as the insertion of urinary catheters

4. Strength and mobility must be sufficient to perform patient care activities and emergency procedures. Examples of relevant activities (nonexclusive):

- Safely transfer patients in and out of bed and assist them with ambulation using appropriate assistive devices
- Safely control the fall of a patient, by slowly lowering the patient
- Turn and position patients as needed to prevent complications due to bed rest
- Hang intravenous bags at the appropriate level
- Accurately read the volumes in body fluid collection devices hung below bed level
- Perform cardiopulmonary resuscitation

5. Fine motor skills must be sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities (nonexclusive):

- Safely dispose of needles in sharps containers
- Accurately place and maintain position of stethoscope for detecting sounds of bodily functions
- Manipulate small equipment and containers, such as syringes, vials, ampoules, and medication packages, to administer medications

6. Physical endurance sufficient to complete assigned periods of clinical practice and to function effectively under stress in acute health care situations.

7. Ability to speak, comprehend, read, and write English at a level that meets the need for accurate, clear and effective communication.

8. Emotional stability to function effectively under stress, to work as a part of a team and to respond appropriately to supervision; to adapt to changing situations, to respond appropriately to patients and families under stress, and to follow through on assigned patient care responsibilities.
9. Cognitive ability to collect, analyze, and integrate information and knowledge to make clinical judgments and management decisions that promote positive patient outcomes.
10. Other abilities sufficient to demonstrate competencies such as the ability to arrive to a clinic on a timely basis; to meet the demands for timely performance of duties; to meet the organizational requirements to perform these duties in a professional and competent manner.

Bloodborne Pathogen Exposure and Prevention Policy

The MAPE Program has developed a Bloodborne Pathogen Exposure and Prevention Policy to be in compliance with Occupational Safety and Health Administration (OSHA) Standards. The policy is intended to provide direction to students and faculty to help prevent exposure to bloodborne pathogens and guidance should such exposure occur.

The purpose of this policy is to reduce the risk of student exposure to air and body substance pathogens such as, but not limited to, Tuberculosis, Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and the Human Immunodeficiency Virus (HIV).

HIV Screening

The GBC MAPE programs will not undertake any program of screening faculty or students for antibody to HIV. Any student or faculty wishing to be tested will be referred to his/her private physician.

Standard Precautions

Standard Precautions is an approach to infection control that requires the application of blood and body fluid precautions for all patients and patient specimens regardless of diagnosis. Standard precautions will be the minimum standard of practice throughout courses offered in the MAPE programs at GBC where bloodborne pathogen exposure could occur.

Methods of Compliance

Students must become familiar and comply with the GBC MAPE Pathogen Exposure and Prevention Policy. Students must also become familiar and comply with the exposure plan (needle stick policy) of the clinical sites to which they are assigned.

Prevention of Bloodborne Pathogen Exposure

- Students are required to participate annually in Bloodborne Pathogen Exposure Prevention and Control Class. The student must also have satisfactorily demonstrated skill in using protective equipment and procedures before receiving a patient care assignment.
- Students must have documented immunity to hepatitis B, Measles, rubella, varicella, and diphtheria prior to going to any clinical site.
- The decision to exempt a student from clinical experience will be made on a case-by-case basis by the faculty responsible for the clinical course.
- All students must have medical insurance upon entering and throughout their enrollment in the MAPE program. It is the student's responsibility to obtain and pay for this insurance, as well as to understand the benefits and limitations of any insurance they maintain or is maintained on their behalf.

Occurrence of Exposure or Incident

Student

A student in the GBC MAPE program who has exposure to blood, body fluid or other potentially infectious material to non-intact skin or mucous membranes from a needle stick, sharps injury or other cause must immediately:

- Wash needle stick and cuts with soap and water
- Flush splashes to the nose, mouth or skin with copious amounts of water
- Irrigate eyes with clean water, saline or sterile irrigates

- Remove soiled personal protective equipment and/or clothing as soon as possible.

After washing, flushing and/or irrigating the exposed area, the student must immediately:

- Notify the appropriate registered MA at the clinical facility **AND**
- Notify clinical faculty who will then implement the process below. (If there is a witness to the incident, have them do this immediately if possible.)

Faculty

The clinical faculty will be responsible for coordinating the following procedures:

- Identify the source of the exposure.
- Obtain consent from source client, if not in chart.
- Determine who will be the health care provider for the student for counseling and treatment if needed.
- Send the student to their health care provider to obtain medical evaluation and post-exposure follow-up within 1 to 2 hours of the exposure.
- Student should bring a copy of the documents with as much completed information as possible related to the incident to their health care provider. They should also have the contact number for source information (such as employee health office) so that the health care provider may obtain results.
- Initiate the documentation needed for GBC and the clinical agency.

NOTE:

The National HIV/AIDS Center provides a PEpline, a Clinicians' Post-Exposure Prophylaxis Hotline which offers up-to the minute advice on managing occupational exposures (needlesticks, etc.) to HIV, hepatitis and other blood borne pathogens. It is offered 24 hours a day, 7 days a week at 1-888-488-4911.

Documentation and Follow-up:

Student and Faculty

- Notify the Dean of Health Science and Human Services of the incident as quickly as possible
- Complete an incident report at the clinical facility, if required; and be aware of and follow any reporting and follow-up requirements of the clinical facility.
- Complete a GBC MAPE *Exposure to Bloodborne Pathogens* form.
- It is the student's responsibility to make his/her healthcare provider aware of the result of any blood panel drawn as a result of an exposure.

The National HIV/AIDS Center provides a PEpline, a Clinicians' Post-Exposure Prophylaxis Hotline which offers up-to the minute advice on managing occupational exposures (needle sticks, etc.) to HIV, hepatitis and other blood borne pathogens. It is offered 24 hours a day, 7 days a week at 1-888-488-4911.

Writing Expectations for Great Basin MAPE

Purpose:

- Articulate writing competencies required of MAPE students.

Expectations for Written Assignments:

All written assignments are to be in APA 7th Edition format and submitted by *Word* document on the due date, unless otherwise specified by faculty. Writing competencies to be demonstrated by students are as follows:

- Use terminology, sentence construction, citation style, formatting, grammar, and punctuation consistent with scholarly writing.
- Write content that is purposeful, logically sequenced, organized, and, derived from evidence-based materials such as peer reviewed journals, course textbooks, best practice guidelines, outcomes management reports or other scientifically based literature.
- Reference scholarly content consistent with APA 7th Edition; refrain from using websites intended for layman, medical consumers, marketing sites, or references less rigorously reviewed for scientific merit, unless appropriate for specific purposes such as patient education. Deviation from required APA formatting will be indicated by faculty when warranted.
- Document reflective thought, thinking, reasoning and judgment when responding to specific questions and assignments such as patient education, journaling, and peer evaluations.
- Pursue academic writing in a manner consistent with the standards of academic integrity adopted by Great Basin College. This includes scrutinizing written materials to assure that authors, sources and websites are properly cited.
- Acknowledge late assignments will not be accepted or will be penalized unless prior arrangements are made with faculty.
- If the writing requirements are not met for an assignment then points may be deducted, the assignment may need to be rewritten, or the assignment may receive a failing grade.

GBC Standards of Conduct for MAPE Students

All MAPE students are held to the GBC and NSHE Student Conduct Policies as published in the GBC Catalogue.

It is expected that MAPE students will come to class, practice lab, clinical assignment and/or testing sessions in a condition conducive to competent and safe performance. MAPE faculty are held legally and professionally accountable for taking prompt, appropriate, and decisive action if a student is unable to perform the essential functionalabilities required for satisfactory completion of all aspects of the MAPE program.

Examples of physical, cognitive, behavioral problems and lack of competency which may be questioned include, but are not limited, to:

- Frequent absenteeism and/or tardiness (no documented medical reason for absence).
- Drowsiness or sleepiness.
- Smell of alcohol on the breath/body.
- Increased inability to meet schedules and deadlines.
- Slurred/incoherent speech or speech pattern different from normal speech.
- Unusually aggressive behavior.
- Unexplained change in mood.
- Change in appearance.
- Lack of manual dexterity.
- Lack of or decreased coordination in body movement.
- Inappropriate responses to stimuli.
- Unexplained work-related accident or injury.
- Inattentiveness to work.

Students who arrive to class, practice lab, clinical assignment and/or testing sessions who are considered by their instructor to be unable to safely or effectively carry out required program related activities may be subject to:

1. having their work performance and behavior witnessed and documented
2. questioning and counseling in private as to the nature of the problem
3. meeting with the Dean
4. referral to the appropriate GBC administrative staff member
5. receiving a failing grade and dismissal from the program.
6. possible ineligible for readmission.

CODE of ETHICS for Medical Assistants

AAMA Code of Ethics for Medical Assistants | The AAMA Code of Ethics for medical assistants sets forth principles of ethical and moral conduct as they relate to the medical profession and the particular practice of medical assisting. Members of the AAMA dedicated to the conscientious pursuit of their profession, and thus desiring to merit the high regard of the entire medical profession and the respect of the general public which they serve, do pledge themselves to strive always to:

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

Medical Assisting Creed | The Medical Assisting Creed of the AAMA sets forth medical assisting statements of belief:

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

NHA Code of Ethics

As a certified professional through the NHA, I have a duty to:

- To use my best efforts for the betterment of society, the profession, and the members of the profession.
- Uphold the standards of professionalism and be honest in all professional interactions.
- Continue to learn, apply, and advance scientific and practical knowledge and skills, stay up to date on the latest research and its practical application.
- Participate in activities contributing to the improvement of personal health, our society, and the betterment of the allied health industry.
- Continuously act in the best interests of the general public.
- Protect and respect the dignity and privacy of all patients.

**GREAT BASIN COLLEGE
HEALTH SCIENCE and HUMAN SERVICES
INJURY REPORT**

Name of Person(s) Injured: _____

Person Completing this Form (if different from above): _____

Date of Incident/Accident: _____ **Date Incident/Accident Reported:** _____

Exact location of the Incident/Accident: _____

Description of the injury: _____

Were there any witnesses to the accident? If yes, list below:

Describe the circumstances in which the incident/accident occurred:

Describe follow-up care:

Was person injured referred for follow-up care? If yes, which facility?

Any further comments:

Signature

Date

Signature of Instructor

Date

Signature of Dean

Date

Great Basin College Department of Health Science and Human Services
Certificate of Achievement-Medical Assistant, Phlebotomy, EKG Program

EXPOSURE TO BLOODBORNE PATHOGEN FORM

Complete the following form and return it to the Dean of Health Science and Human Services.

Student Name: _____ Faculty Name: _____

Exposed Individual's Name: _____ Date of Birth: _____

Address: _____

Telephone number Home: _____ Cell: _____

Source of exposure (state name of person if applicable): _____

Date of occurrence: _____ Time occurred: _____ Time reported: _____

Name and title of person initially notified: _____

Location of occurrence: _____

Check the following that apply to the occurrence:

percutaneous exposure (break in the skin that causes bleeding)

Mucous membrane contact (eyes, mouth, nose)

chapped skin, abraded skin, dermatitis

exposure to chemical

other, explain: _____

Were bloodborne pathogens (blood, saliva, body fluids, contaminated solutions, etc....) involved?

Yes No (circle 1)

Explain: _____

Describe the incident precisely: _____

What did you do after being exposed? _____

How do you feel this incident can be prevented in the future? _____

Signature of person making report: _____ Date: _____

Signature of faculty if applicable: _____ Date: _____

Dean of Health Science & Human Services _____ Date: _____

GREAT BASIN COLLEGE
MAPE PROGRAM

Student Test Item Query Form

Student Name:
Class:
I am protesting the test item:
Rationale: (Explain why you believe the test item is incorrect)
Reference Source: (Cite three published resources, including the page number, to validate your protest.) 1. 2. 3.

Great Basin College
Department of Health Science and Human Services
CONFIDENTIAL BEHAVIORAL or ACADEMIC COUNSELING FORM

Student Name:	Date:	Advisor:
Course:	Grade:	Instructor(s):

Use the continuation sheet if more space is required

Areas Needing Improvement (documentation required):

Instructor Recommendations/Student Remedial Plan:

Student Response: (Optional):

Follow-up appointment with Instructor (date/time):

Follow-up appointment with Advisor (date/time):

Student Signature: _____	Date: _____
(Signature signifies acknowledgement of this notification only)	
<i>If a student believes that he/she is being treated unfairly or that an injustice of substantial proportion has occurred, the student should refer to the student handbook for information regarding grievance of this notice.</i>	
Instructor Signature: _____	Date: _____
Instructor Signature: _____	Date: _____

Instructions:

1. Instructor prints two (2) copies.
2. Instructor and student sign both copies. Instructor gives one copy to the student and one copy to the Administrative Assistant for the student's records.
3. The Administrative Assistant will notify the student's advisor.
4. If the student is not in Elko, the Faculty or, if requested, the Administrative Assistant will mail the form to the student for their signature or fax it to their location for their signature.
5. **THIS INFORMATION IS HIGHLY CONFIDENTIAL. In the event this form must be emailed, the email subject line must contain the wording CONFIDENTIAL DOCUMENT. The form must be attached to the email and the email must contain the following confidentiality notice: Confidentiality Notice: This message and any attachments are for the sole use of the intended recipient and may contain confidential and privileged information that is exempt from public disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you have received this message in error please contact the sender immediately (by phone or reply electronic mail) and then destroy all copies of the original message.**

GREAT BASIN COLLEGE
CERTIFICATE OF ACHIEVEMENT, MEDICAL ASSISTANT,
PHLEBOTOMY, EKG PROGRAM
STUDENT AGREEMENT FOR THE 2023-2024 ACADEMIC
YEAR

(initial) I have read, understand and agree to abide by the policies and guidelines stated in the Great Basin College Certificate of Achievement Program-Medical Assistant, Phlebotomy, EKG Program 2023-2024 Student Handbook.

(initial) I understand that as a condition of enrollment in Great Basin College’s Certificate of Achievement- Medical Assistant, Phlebotomy, EKG Program, I agree that a clinical facility/agencymay, at any time, require a “for cause” drug and/or alcohol screen. I agree to execute a consent for release of the results of the drug and/or alcohol screening information to the clinical facility/agency should they request such information.

(initial) I understand and acknowledge that once admitted to the Great Basin College’s Certificate of Achievement- Medical Assistant, Phlebotomy, EKG Program, failure to maintain the professional and/or ethical standards of the program may result in dismissal from the program. I also understand that the Health Science and Human Services Department Admission and Progression Committee may at any time request information from the Administrative Officer of Great Basin College to determine whether I have ever violated NSHE (Nevada System of Higher Education) Code.

(initial) I understand and acknowledge that no resources or information from any MAPE course can be shared outside the classroom, clinical, practice lab or simulation.

My emergency contact person(s) are listed below. I understand that this individual or individuals are responsible for ensuring that I am transported home in the event one of my faculty or the Program Director, or the Dean of Health Sciences and Human Services determines that I am not able to continue being present in the classroom, lab, or clinical setting.

Name	Phone #	Relationship
------	---------	--------------

Name	Phone #	Relationship
------	---------	--------------

Printed Name	Student Signature	Date
--------------	-------------------	------

Witness: (Faculty/ Dean)	Date
--------------------------	------

***Complete this copy of the Agreement and return to the
GBC Health Science and Human Services Department.***

GREAT BASIN COLLEGE

Certificate of Achievement-Medical Assistant, Phlebotomy, EKG Program

**Agreement to Participate in Practice Lab Procedures
For the 2023-2024 Academic Year**

During my enrollment in the Certificate of Achievement in Medical Assistant, Phlebotomy, EKG Program and under the direct supervision of a MAPE faculty member, I agree to allow a MAPE student classmate to perform the following procedures on my person:

1. Subcutaneous injection
2. Intradermal injection
3. Intramuscular injection
4. Intravenous catheterization (peripheral)
5. Venipuncture (peripheral)
6. Capillary puncture (peripheral)

I agree to hold harmless and waive the liability of the student and/or students performing the procedure(s), the supervising instructor and Great Basin College for any injuries incurred as a result of my agreeing to have these procedures performed on my person.

Student Name	Student Signature	Date
Witness: (Faculty/ Dean)		Date

***Complete this copy of the Agreement and return to the
GBC Health Science and Human Services Department.***



**CONFIDENTIALITY AGREEMENT
AND CONSENT FOR
PHOTOGRAPHY AND VIDEO
RECORDING**

APPENDIX E-7

During your participation at the Great Basin College Practice Lab, you will be an active participant and observer of the performance of other individuals in the management of acute medical, surgical, and other health care events in simulated experiences.

The objective of the simulation experience program is to educate pre-licensed and licensed health care practitioners to better assess and improve their performance in evolving health care situations. Simulations are designed to challenge a healthcare professional's response and judgment in stress environments.

Due to the unique aspects of this form of training, you are required to maintain and hold confidential all information regarding the performance of specific individuals and the details of the scenarios.

There is continuous audiovisual digital recording during all simulations which will be used for educational purposes. This video recording is considered a QUALITY ASSURANCE TOOL and is protected by Federal Law.

By signing this agreement, you agree to maintain strict confidentiality regarding both your and others' performance, whether seen in real time, on video, or otherwise communicated to you. Failure to maintain confidentiality may result in unwarranted and unfair defamation of character of the participants.

To maintain optimal simulation experiences for other learners who will be following you in the center, you are to maintain strict confidentiality regarding the specifics of the scenarios. A breach of confidentiality may result in loss of privileges in the Practice Lab.

By signing below, you acknowledge you have read and understand this statement and agree to maintain the strictest confidentiality about the performance of individuals and the simulation scenarios you observe.

_____ I agree to maintain strict confidentiality about the details of the scenarios and the performance of other participants during scenarios at Great Basin College Practice Lab.

I authorize the Great Basin College Practice Lab to use the video recording(s) and photographs made in the Practice Lab for the following purposes:

- _____ 1) Debriefing scenario participants,
- _____ 2) Administrative review,
- _____ 3) Educational research,
- _____ 4) Commercial purposes, which can include public relations, promotional advertisements, and/or fundraising activities. I understand that, unless otherwise approved by me, I will not be specifically identified.

Last Name, First Name (Please Print) Date

Signature Witness

***Complete this copy of the Agreement and return to the
GBC Health Science and Human Services Department***

Notes