



OREGON COAST  
COMMUNITY COLLEGE

# Medical Assistant Program

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## Student Handbook

2025-2026

Oregon Coast Community College Medical Assisting (MA) Program publishes this handbook to provide students with current information about our Medical Assisting program. Changes sometimes occur after the handbook has been printed which affect programs, policies, and procedures. The Medical Assisting Program will attempt to post important changes and new information on the OCCC web page. Students should periodically consult with their instructors or the Medical Assisting Program Director for updated information not available at the time of publication. This handbook shall not be construed as a contract between the student and the College.

### **OCCC Land Acknowledgement Statement**

“Oregon Coast Community College acknowledges that we reside within the ancestral homelands of the Yaquina (Yaqo’n) and Alsea (Wusi’n) Tribes. Today, those tribal descendants are represented by The Confederated Tribes of Siletz Indians. We are honored for the opportunity to teach, learn, and work on their ancestral lands. We also recognize the ongoing contributions they make to the community, Oregon Coast Community College, and the world.”



September 2025

Dear Medical Assisting Student,

Welcome to the 2025-2026 academic period in the OCCC Medical Assisting Program (MA). This Student Handbook will help you understand the policies, procedures and expectations of the program. It is important that you read the handbook thoroughly. Once you have read it, please indicate your understanding of the contents by signing the Handbook Statement that will be distributed at orientation and the related forms required by the Medical Assisting Program.

Many of the Medical Assisting Program policies and procedures described in the handbook are like those that are a part of medical assisting practice. For instance, medical assistant's need to be caring and relate well to people of different backgrounds and cultures. As a medical assistant, you will need to be able to adapt to change, think critically, and respond during crises. Personal integrity and ethical behavior are essential. Abiding by the Handbook policies and procedures will enhance your success in the Medical Assisting Program and prepare you for the workplace.

We, the faculty and staff, look forward to working with you this year. We want to congratulate you on this first step in your medical assistant career and we wish you success and enjoyment in your courses.

Sincerely,

*Crystal Bowman*

Crystal Bowman, PhD, RN, MSN-Ed., CHSE, CNE, CNE-Cl.

Director of Nursing and Allied Health Programs, Oregon Coast Community College

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**Section 1:**  
**Oregon Coast Community College Medical Assistant Program**  
**Information**

**Oregon Coast Community College Medical Assistant Program Faculty and Staff**

<b>Medical Assistant Faculty and Staff</b>		
<b><u>Dean of Nursing and Allied Health</u></b> Dr. Crystal Bowman	541-867-8520 (office) 623-764-5825 (Cell)	<a href="mailto:crystal.bowman@oregoncoast.edu">crystal.bowman@oregoncoast.edu</a>
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<b><u>Part Time Faculty</u></b> Amy Waters		<a href="mailto:Amy.Waters@oregoncoast.edu">Amy.Waters@oregoncoast.edu</a>

## College Vision, Mission, Values, and Core Themes

### Vision

#### Shaping the Future Through Learning

### Mission

At Oregon Coast Community College, we equip students for success by providing educational pathways and supports in response to the diverse needs of our community. Through accessible and engaging programs, we enrich the economic and civic vitality of Lincoln County and beyond.

### Values

The Board of Education, administration, faculty, staff and students of Oregon Coast Community College commit to these values:

- Accountability: We accept responsibility for our actions and commit to transparent practices.
- Collaboration: We purposefully build partnerships to achieve common goals.
- Excellence: We hold ourselves to the highest standards and are committed to continuously improving the work we do.
- Inspiration: We show curiosity, illuminate new possibilities and ignite the joy of thinking well.
- Integrity: We act with honesty and authenticity to foster a culture of ethics and respect that embodies our work and serves the community.
- Learning: We celebrate the life-long process of developing valuable knowledge and skills.
- Sustainability: We are responsible stewards of our financial, material, natural and human resources.
- Equity: We embrace diversity and address the inequities and barriers that prevent people from learning and working to their full potential.



## **Core Themes**

### **Core Theme: Student Success**

*Objective: OCCC will improve post-secondary educational attainment across Lincoln County and close achievement gaps for underserved populations in our community.*

At Oregon Coast Community College, we equip students for success in college and in life by providing exemplary teaching, student development programs and support services. Students receive customized and relevant advising and enriched supports to maximize completion and success.

In response to the diverse needs and histories of our community we are institutionalizing a philosophy of student success and strengthening the College's policies, processes, and business practices to facilitate access and completion.

### **Core Them: Educational Pathways**

*Objective: OCCC will offer rigorous and engaging academic programs and educational options comprised of clear pathways to transfer, employment and self-development that enrich individual lives and promote the economic and civic vitality of Lincoln County and beyond.*

At Oregon Coast Community College, we assess the needs of individuals and employers, and respond by designing pathways and partnerships that address community and regional priorities. We create bridges into our pathways from high school, adult education, non-credit, and other feeders. Educational pathways are accessible through place and modality and facilitate transitions to transfer or employment. We strengthen the economy and workforce through our business development, career technical and transfer programs. By narrowing achievement gaps in post-secondary education and raising post-secondary educational attainment, we advance the economic and civic vitality of Lincoln County and beyond.

## **Medical Assisting Education Program Mission and Value Statements**

The Oregon Coast Community College Medical Assisting program is based on and congruent with the mission and values of the College.

### **Mission**

Oregon Coast Community College Medical Assisting Education Program equips students through transformative education for success as beginning Medical Assistants who respond effectively to the diverse needs of individuals and communities.

### **Value Statements:**

The medical assistant faculty, staff and students have defined and committed to the following values:

**Accountability:** As guardians of the public, we accept responsibility for our actions in promoting and delivering safe patient care.

**Collaboration:** In partnership with others, we utilize innovative solutions to achieve common goals.

**Excellence:** The program requires and encourages the highest standards of medical assisting practice.

**Inspiration:** We model competent, caring medical assistant practice and seek to ignite the joy of clinical practice

**Integrity:** The Code of Ethics serves as a foundation of our behavior and practice.

**Learning:** The program utilizes evidence- based teaching modalities to facilitate critical thinking and lifelong learning.

**Sustainability:** The Medical Assisting Program direction and growth is guided by ongoing evaluation, redesign and innovation.

**Equity:** We acknowledge the diversity of values, ethics, culture, and ethnicity of others and address the inequities.

### **Core Themes**

Equip Students for success in the profession of Medical Assisting  
Provide educational pathways and support

## **Medical Assisting (MA) Program**

### **Program Description**

The Oregon Coast Community College Medical Assisting Program is a four (4) term program that prepares students for entry level employment in a physician's clinic or a variety of other healthcare settings. Program graduates will have the academic, administrative and clinical skills necessary for an allied healthcare professional. Courses cover anatomy, physiology, and medical terminology, as well as, computers, office procedures, communications, psychology and mathematics.

### **Overview of the Role of Medical Assistants**

Perform administrative and clinical duties under the direction of a physician or other medical practitioner. Administrative duties may include scheduling appointments, keeping medical records, billing, and insurance coding.

Employers look for candidates who can demonstrate they have the qualities necessary for success in the medical assistant field including candidates who:

- Can think critically, solve problems and construct practical solutions
- Have excellent interpersonal, written and verbal communication skills
- Are nonjudgmental about the diverse populations of people
- Are service oriented
- Have the abilities for social perceptiveness

### **Intended Learning Outcomes:**

Upon completion of the Medical Assisting Training Program, students will have the resources to:

- Interact in a caring and respectful manner with patients, families, and the health care team.
- Establish and manage office procedures and implement medical documentation systems using appropriate medical terminology.
- Perform the administrative business tasks required in a medical office.
- Assist the physician and other members of the health care team in clinical procedures related to the examination and treatment of patients.
- Comply with quality assurance requirements in performing clinical laboratory procedures.
- Perform common diagnostic procedures under a licensed health care provider to ensure patient comfort and safety.

### Estimated Medical Assistant Student Costs 2025-2026

Co-requisite Tuition and Fees (8 Credits)	\$1232.00
Medical Assistant Tuition and Fees (33 credits)	\$5082.00
Scrubs (2 sets), Stethoscope, B/P cuff, Pulse Oximeter, Watch with second hand, white or black shoes	\$300.00
BLS CPR Certification <i>*this cost is approximate depending on the provider</i>	\$75.00
Immunizations <i>*Immunization costs will vary dependent on vaccinations needed or titers required for proof of immunity – please see your health care provider or the Oregon Alert System*</i>	***
Criminal Background Check and Drug Screen	\$99.00
American Data- Bank-Comprio, One-year Subscription	\$50.00
Books	\$750.00
NCCT (National Center for Competency Testing) Fee	\$100.00
<b>Estimated Program Costs (All but tuition is subject to change)</b>	<b>\$ 7688.00</b>

All costs are subject to modification and individual quality preference with respect to items such as shoes, stethoscope, watch, etc. Book costs are the area of most variation depending on titles purchased. Immunizations can also vary greatly depending on your immunization history.



## Medical Assistant Curriculum Map

### FALL TERM

Course #	Course Title	Credit Hrs.
NCMA 101	Body Structure and Function I	4
NCMA 102	Medical Assistant Clinical Procedures I	4
WR 121	English Composition	4
<b>Term Total</b>		<b>12</b>

### WINTER TERM

Course #	Course Title	Credit Hrs.
NCMA 103	Office Skills for the Medical Office	5
NCMA 111	Body Structure and Function II	4
NCMA 112	Medical Assistant Clinical Procedures II	4
<b>Term Total</b>		<b>13</b>

### SPRING TERM

Course #	Course Title	Credit Hrs.
NCMA 113	Medical Assistant Practicum I	3
NCMA 125	Pharmacology for Medical Assistants	4
PSY 101	Psychology and Human Relations	4
<b>Term Total</b>		<b>11</b>

### SUMMER TERM

Course #	Course Title	Credit Hrs.
NCMA 123	Medical Assistant Practicum II	5
<b>Term Total</b>		<b>5</b>

### Program Prerequisites

High School Completion or GED

Placement in WR 121 or completion of WR115 with a "C" or better

Placement in RD 120 or completion of RD 115 with a "C" or better

Placement in MTH 60 or completion of MTH 20 or higher with a "C" or better



## **Section 2:**

### **Professional and Technical Standards**

## **Technical Standards**

The Oregon Coast Community College Medical Assisting Program has the responsibility to society to educate competent health care providers to care for their patients/clients with clinical judgment, broadly based knowledge and competent technical skills at the entry level.

The program has academic as well as technical standards (non-academic criteria) students must meet to successfully progress in and graduate from the program.

The Technical Standards document is provided to assure that the students who enter the program know and understand the requirements and can make informed decisions regarding the pursuit of this profession.

Oregon Coast Community College provides the following technical standards with examples of learning activities to inform prospective and enrolled students of the skills required in completing their chosen profession's curriculum and in the provision of health care services. These technical standards reflect the performance abilities and characteristics that are necessary for successful completion of the requirements of clinical based health care programs. These standards are not a requirement of admission into the program. Individuals interested in applying for admission to the program should review these standards to develop a better understanding of the skills, abilities and behavioral characteristics required for successful completion of the program.

Students admitted to the Medical Assisting Program are expected to be able to complete curriculum requirements which include physical, cognitive, and behavioral core competencies that are essential to the functions of the entry level professional Medical Assistant. These core competencies are considered to be the minimum and essential skills necessary to protect the public. These abilities are encountered in unique combinations in the provision of safe and effective medical assistant care.

Progression in the program may be denied if a student is unable to demonstrate the technical standards with or without reasonable accommodations.

Oregon Coast Community College is obliged to provide reasonable accommodations to qualified students with disabilities, which may include academic adjustments, auxiliary aids and or program modifications. Accommodations that fundamentally alter the nature of the academic program, could jeopardize the health and safety of others, or cause an undue burden to the program are not considered reasonable accommodations. Regular consistent attendance and participation is essential to learning, especially for all scheduled clinical experiences.

## **Cognitive**

- Recall, collect, analyze, synthesize, and integrate information from a variety of sources.
- Measure, calculate, reason, analyze and synthesize data.
- Problem-solve and think critically to apply knowledge and skill.
- Communicate verbally, and through reading and writing, with individuals from a variety of social, emotional, cultural, and intellectual backgrounds.
- Relay information in oral and written form effectively, accurately, reliably, and intelligibly, including thorough and accurate use of computers and other tools, to individuals and groups, using the English language.

### ***Examples of learning activities found in the Medical Assisting curriculum and related to industry standards:***

- Discriminate fine/subtle differences in medical word endings.
- Report verbally and in writing client data to members of the healthcare team.
- Read and comprehend medical orders and client information found in the medical record.
- Perform math computations for medication dosage calculations both with and without a calculator.
- Apply knowledge/skills gained through completion of program prerequisites, including requirement for computer proficiency.
- Interact in a caring and respectful manner with patients, families or healthcare team.
- Perform the administrative business tasks required in a medical office.
- Assist the physician and other members of the health care team in clinical procedures related to the examination and treatment of patients.
- Comply with quality assurance requirements in performing clinical laboratory procedures.
- Perform common diagnostic procedures under a licensed healthcare provider to ensure patient comfort and safety.
- Demonstrate competency skills

## **Physical**

### **Motor:**

- Coordinate fine and gross motor movements.
- Coordinate hand/eye movements.
- Maintain balance from any position.
- Negotiate level surfaces, ramps and stairs.
- Function with both hands free for performing psychomotor tasks.
- Maneuver in small areas.
- Attend to cognitive and psychomotor tasks for up to 7-12 hours.



***Examples of learning activities found in the Medical Assisting curriculum and related to industry standards:***

- Transfer patients/clients in and out of stretchers and wheelchairs.
- Control a fall by slowly lowering client to the floor.
- Perform cardiopulmonary resuscitation (CPR)
- Lift or move (turn, position) clients or objects, pull or push objects, weighing up to 35 pounds and maintain a “medium activity level” as defined by the State of Oregon Department of Insurance Index of occupational characteristics.
- Reach to shoulder or higher level to place or access medication or supplies, -bend or squat to access equipment below exam table level.
- Carry equipment and supplies to the client
- Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages, to administer medications.
- Dispose of needles in sharps container.
- Complete assigned periods of clinical practice (7-12-hour shifts, days, evenings, or nights, holidays, weekdays and weekends).
- Complete skills within assigned time limit.

**Sensory**

- **Acquire information from demonstrations and experiences, including but not limited to information conveyed through online coursework, lecture, small group activities, demonstrations, and application experiences.**
- Collect information through observation, listening, touching, and smelling.
- Use and interpret information from diagnostic maneuvers.

***Examples of learning activities found in the Medical Assisting curriculum and related to industry standards:***

- Detect changes in skin color or condition. (pale, ashen, grey, or bluish)
- Detect a fire in the client care environment.
- Draw up a prescribed quantity of medication into a syringe.
- Observe clients in a room from a distance of 20 feet away.
- Detect sounds related to bodily functions using a stethoscope.
- Detect audible alarms generated by mechanical systems such as those that monitor bodily functions, fire alarms, call bells.
- Observe and collect data from recording equipment and measurement devices used in client care
- Communicate with client and members of the healthcare team in person and over the phone in a variety of settings, including isolation and the operating room where health team members are wearing masks and there is background noise.
- Detect foul odors of bodily fluids or spoiled foods.
- Detect smoke from burning materials.

- Detect changes in skin temperature.
- Detect unsafe temperature levels in heat-producing devices used in client care.
- Detect abnormalities, such as skin breakdown, abnormal blood pressure, pulse, blood sugar or skin breakdown.
- Feel vibrations such as an arterial pulse.

### **Behavioral**

- Demonstrate emotional stability to function effectively under stress and adapt to changing environments.
- Maintain effective, mature, and sensitive relationships with others.
- Examine and modify one's own behavior when it interferes with others or in the learning environment.
- Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance.
- Accept responsibility for own actions and communicate in a courteous, assertive, non-aggressive, non-defensive manner with instructors, peers, staff and healthcare team members.
- Integrate feedback into own performance.

### ***Examples of learning activities found in the Medical Assisting curriculum and related to industry standards:***

- Exercise judgment, meet acceptable timeframes for client care delivery (acceptable timeframes are reflected by ability to carry out the usual client care assignment for a particular point in the program within the allotted clinical time), work effectively under stress, and adapt to rapidly changing client care environments.
- Accept accountability for actions that resulted in client care errors.
- Deal effectively with interpersonal conflict if it arises; maintain effective and harmonious relationships with members of the healthcare team.



### **Section 3:**

## **Policies Related to Admission & Clinical Requirements**

## Oregon Coast Community College Nursing and Allied Health Program Policy Manual

**Policy Category:** Admission and Clinical Requirements

**Policy Number:** TBA

**Policy Title:** Requirements for Immunizations and Health Exam

<b>Purpose:</b> The purpose of this policy is to ensure that students in the Oregon Coast Community College Nursing & Allied Health Programs can provide safe and effective care in a variety of clinical settings in compliance with national, state, local, and facility recommendations, requirements, and best practices. This policy is also intended to address the provision of safe and healthy learning and working environments for students, staff, and faculty within the Oregon Coast Community College Medical Assistant program.	
<b>Requirements for Immunization and Health Exam:</b>	<p>The Oregon Coast Community College Nursing &amp; Allied Health Programs require the following immunizations and screenings for students entering the program in accordance with the Centers for Disease Control and Prevention (CDC) guidelines and in compliance with recommendations set by the State of Oregon as set forth in ORS 433.235-433.284 and OAR 333-050-001 to 333-050-0140. All students must comply with the following immunization requirements prior to entry into the program and must remain in compliance for the duration of their enrollment in the OCCC Nursing &amp; Allied Health Program.</p> <p>Written documentation of required vaccinations and health exam is required for all students to participate in all clinical experiences. Direct patient care experiences are required to complete program, course, and clinical learning outcomes. The OCCC Medical Assistant program collaborates with clinical partners and is required to comply with the rules and regulations each clinical partner has adopted and communicated. The clinical partner has final say in whether a student will be granted permission to attend clinical at their respective sites. All scheduled clinical experiences are required to meet course and program outcomes.</p> <p>To complete the clinical portion of the course written documentation of the following are required for all students and must be received and verified by the Nursing &amp; Allied Health <b>department at least 30 days prior to the start of winter term or the first day of the term for returning</b> students. Additional requirements or documentation may be required by specific clinical sites.</p>
<b>Requirement</b>	<b>Description</b>
<b>TB Screening</b>	<p>Proof of a negative Tuberculin Skin Test (TST) consisting of a Mantoux PPD is required prior to the start of winter term for each year of the program or prior to reentry into the program.</p> <p>Students with a positive reaction to the TST or with a history of positive TST must submit an annual medical evaluation certifying that they do not have infectious tuberculosis.</p> <p><i>Note: the written report of a TB skin test must include the date of the negative TST result as read by a health professional. Be aware that the results take 48 hours to obtain.</i></p>

<b>Td series and booster (Tetanus/Diphtheria – Tdap)</b>	Completion of initial vaccination series and proof of booster within the last 10 years
<b>Measles, mumps, rubella (MMR)</b>	Dates of two doses of MMR vaccine, individual measles, mumps, and rubella vaccines, or proof of positive titers
<b>Hepatitis B</b>	Dates of three doses of Hepatitis B vaccine.
<b>Varicella</b>	Dates of two Varicella vaccines or proof of positive Varicella titer
<b>Covid-19</b>	<p>Dates of CDC recommended Covid-19 vaccination series. Students must submit documentation of the dates of vaccination series and the name(s) of the vaccine manufacturer.</p> <p>Students must meet the definition of being fully vaccinated as outlined by current CDC requirements.</p>
<b>Seasonal Flu</b>	<p>Students must submit proof of annual seasonal flu vaccination at least 45 days prior to the first direct patient care experience.</p> <p>It is possible that these dates may vary slightly based on the availability of the annual influenza vaccine.</p>
<b>General Vaccination Exemptions:</b>	In rare circumstances, exemptions may be granted for immunization status on a case-by-case basis. When exemptions are granted, students may be required to submit documentation of additional health screenings and/or wear additional personal protective equipment (PPE) in clinical or patient care areas.
<b>Covid-19 Vaccination Exemptions:</b>	<p>OCCC Nursing &amp; Allied Health program students have the right to submit an exemption request. There is no guarantee that the exemption request will be granted. Exemptions to the Covid-19 vaccination requirements are rare but may be granted in certain situations. Please email the Director of Nursing &amp; Allied Health and ask to be sent a copy of the most current exemption request form. The Director of Nursing &amp; Allied Health will email the requested form to you using the college email system.</p> <ol style="list-style-type: none"> <li>1) Medical exemptions may be granted if the Medical Assistant student provides a completed medical exemption form with the following documented by a healthcare provider: <ol style="list-style-type: none"> <li>a. Documented anaphylaxis related to a Covid-19 vaccine</li> <li>b. Documented Guinan Barre syndrome</li> <li>c. Other healthcare related situations verified as an exclusionary factor for receiving the COVID-19 vaccination</li> </ol> </li> <li>2) Religious exemptions may be granted if a Medical Assistant student provides a completed religious exemption from documenting a sincerely held religious belief that prevents them from receiving a COVID-19 vaccination. <ol style="list-style-type: none"> <li>a. The student will be required to write a statement regarding their sincerely held belief and how it impacts their ability to obtain the COVID-19 vaccination</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>b. Documentation regarding the religious belief is also required (letter from rabbi, priest, pastor, doctrines that document the concern regarding the vaccine, etc.)</li> <li>c. The medical assistant students' statement and the documentation must fully address the reason why the religious exemption is being requested.</li> </ul> <p>If a student wishes to request a medical or religious exemption the following steps must be completed:</p> <ul style="list-style-type: none"> <li>1) The appropriate completed exemption request form and all required documentation must be submitted directly to the Director of Nursing &amp; Allied Health. <ul style="list-style-type: none"> <li>a. This process can take up to six weeks so the medical assistant student must submit the exemption request and all required documentation at least one month prior to the start of the term</li> <li>b. Exemption requests and all documentation must be submitted each term for consideration – they are not considered to be permanent</li> <li>c. The Director of Nursing &amp; Allied Health will review the exemption request, and all submitted documentation for completeness prior to sending the exemption to the colleges COVID Response Team, the nursing &amp; allied health faculty members, and the individual clinical partners</li> </ul> </li> <li>2) The OCCC Medical Assistant Program is a clinical rotation. The exemption request would be presented to the colleges COVID Response Team and the Nursing &amp; Allied Health faculty by the Director of Nursing &amp; Allied Health for voting. <ul style="list-style-type: none"> <li>a. The decision of the colleges COVID Response Team and nursing and allied health faculty is final</li> <li>b. If the colleges COVID Response Team and nursing and allied health faculty declines an exemption request the medical assistant student would be unable to attend on site clinical experiences (lab, simulation, clinical readiness, etc.). This will affect the student's ability to progress within the nursing program</li> <li>c. If the colleges COVID Response Team and nursing and allied health faculty approves the exemption request the student will be required to wear a mask at all times (except when eating/drinking), undergo weekly COVID-19 testing at their own expense, and abide by any other restrictions or requirements. The results of the weekly testing must be provided to the Director of Nursing &amp; Allied Health each week. Home tests will not be accepted for this purpose.</li> </ul> </li> </ul>
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	<ol style="list-style-type: none"> <li>3) The Director of Nursing &amp; Allied Health will initiate the necessary steps to have the exemption considered by all clinical partners. <ol style="list-style-type: none"> <li>a. The Director of Nursing &amp; Allied Health will submit the exemption request to each clinical partner individually</li> <li>b. The individual clinical partners all have different requirements, timeframes, and processes for reviewing an exemption. They will review these exemptions individually and will advise the Director of Nursing &amp; Allied Health in writing of their decision</li> <li>c. The decision of the clinical partner is final</li> <li>d. If a clinical partner declines an exemption request the student would be unable to attend clinical rotations at that site. This will affect the student's ability to progress within the medical assistant program</li> <li>e. If a clinical partner approves the exemption request the student will be required to wear a mask at all times (unless eating or drinking), undergo weekly COVID-19 testing at their own expense and must abide with any additional restrictions or requirements. The results of the weekly testing must be provided to the Director of Nursing &amp; Allied Health each week. Home tests will not be accepted for this purpose.</li> </ol> </li> <li>4) The student must not contact clinical partners directly to discuss vaccination exemptions. Any questions or concerns regarding the exemption process or the status of the exemption request must be directed to the Director of Nursing &amp; Allied Health</li> <li>5) The Director of Nursing &amp; Allied Health will inform the student of the outcome of all exemption requests in writing through the college email system</li> </ol>
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#### References:

[Adoption of More Stringent Immunization Requirements ORS 433.235 to 433.284](#)

[Centers for Disease Control and Prevention Immunization Schedules for Healthcare Providers](#)

[Centers for Disease Control and Prevention Recommended Vaccines for Healthcare Workers](#)

[COVID-19 Vaccination Requirement for Healthcare Providers and Healthcare Staff in Healthcare Settings, OAR 333-019-1010](#)

[Definitions Used in the Immunizations Rules, OAR 333-050-001 to 333-050-0140](#)

[National Council of State Boards of Nursing \(2021\). Policy Brief: Clinical Experiences for Unvaccinated Nursing Students](#)

[Oregon Health Authority \(2022\). Healthcare Provider and Healthcare Staff Vaccine Rule FAQs](#)

[Oregon Health Authority \(2022\). Laws and Rules – Oregon Immunization Law](#)

## Oregon Coast Community College Nursing and Allied Health Program Policy Manual

**Policy Category:** Admission and Clinical Requirements

**Policy Number:** TBA

**Policy Title:** Criminal Background Checks

<b>Purpose:</b> The purpose of this policy is to provide a description of criminal background checks required for entry into the Oregon Coast Community College (OCCC) Medical Assistant Programs in compliance with clinical partners and state and federal laws for health care providers.	
<b>Criminal Background Checks</b>	Applicants and nursing/allied health students must demonstrate a personal history compatible with obtaining a license or certificate to practice in the state of Oregon. Admission to and graduation from the nursing and allied health programs do not assure eligibility for certification and/or licensure. The Oregon State Board of Nursing (OSBN) makes the determination about eligibility for licensure. OSBN may not license persons with certain criminal convictions or with a major mental or physical illness that could affect ability to practice safely. Applicants or students with questions about licensing regulations should contact OSBN.
<b>Pre-Admission Questions</b>	<p>Every medical assistant program applicant and student must answer questions to determine if the applicant/student has a personal history of:</p> <ul style="list-style-type: none"><li>• Conviction of a criminal offense</li><li>• Physical or mental health problems that could interfere with the provision of safe nursing care</li></ul> <p><i>Failure to provide truthful and complete answers to these questions may result in denial of admission for application or dismissal of current students.</i></p> <p>An applicant may be denied admission to the medical assisting program if the Director of Nursing and Allied Health concludes the applicant's criminal history would make it unlikely or impossible for the applicant to attain medical assistant certification</p> <p>Applicants with a criminal record may want to contact the Oregon State Police or retain legal counsel to determine if their records might be expunged.</p>
<b>Admission Requirements</b>	All students admitted to the medical assisting program are required to pass a criminal background check that fulfills the requirements of clinical sites and Oregon Law. Clinical sites reserve the right to deny clinical placements for students with a record of certain criminal offenses. If a student is denied clinical placements, continuation in the program may not be possible.
<b>Notification of Arrest or Criminal Charges</b>	If a student is arrested or charged with a criminal offense while enrolled in the program, the student must 1) provide a written statement explaining the charges and 2) notify the Director of Nursing and Allied Health as soon as possible. Failure to notify the Director may be grounds for dismissal from the medical



	<p>assisting program.</p> <p>The student's status in the program will be reviewed by the Program Director. A possible outcome of the review may be the student's inability to continue in the program.</p>
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**References:**

[Criminal Background Checks for Applicants for Licensure or Certification by the Board including Initial, Renewal, Reactivations, Reinstatements, and Endorsements \(ORS 851-001-0115\)](#)

[Criminal History Checks \(OAR 407-007\)](#)

[Health Profession Student Clinical Training Administrative Requirements: State and National Criminal Background Checks \(OAR 409-030-0220\)](#)

**Effective Date:** August 4, 2022

**Reviewed:** August 4, 2022

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**Reviewed August 27, 2023**

## Oregon Coast Community College Nursing and Allied Health Program Policy Manual

**Policy Category:** Admission and Clinical Requirements

**Policy Number:** TBA

**Policy Title:** Drug Screening Policy

**Purpose:** The purpose of this policy is to provide a description of drug screenings required for entry into the Oregon Coast Community College (OCCC) Nursing & Allied Health Programs in compliance with clinical partners and state and federal laws for health care providers

### Drug Screening Admission Requirements

Nursing & Allied Health program students are required to undergo drug screening. This procedure will be performed by the Occupational Medicine department at Samaritan Pacific Communities Hospital at the students' own expense.

The drug screening involves a 10- panel urine drug screen. The tested substances include amphetamines, barbiturates, benzodiazepines, cocaine, methadone, methaqualone, opiates, phencyclidine, propoxyphene, and marijuana.

The student's drug screen must have a "negative" result by the lab performing the test for all components of the drug screen. If the student is positive for any of the components of the 10-panel screening, then the student will not be able to continue in the medical assisting program.

A student admitted to the program with a history of substance abuse will be monitored for indications of a recurrence of substance abuse per college policy. Any student whose behavior, appearance, or breath odor indicates inappropriate use of alcohol or other drugs will be placed on probation if not dismissed from the Program. Any occurrence of this kind that does not result in dismissal may require the student to undergo substance tests to detect the presence of alcohol or other drugs.

### References:

[Health Profession Student Clinical Training Administrative Requirements: Drug Testing for Substance Abuse and Misuse \(OAR 409-030-0210\)](#)

**Effective Date:** August 4, 2022

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**Reviewed:** August 27, 2023

## Oregon Coast Community College Nursing and Allied Health Program Policy Manual

**Policy Category:** Admission and Clinical Requirements

**Policy Number:** TBA

**Policy Title:** CPR and First Aid Certification Policy

**Purpose:** The purpose of this policy is to ensure that student in nursing or allied health programs are prepared to practice safely in all clinical environments, including the provision of CPR and other life-saving care.

<b>CPR Certification Requirement</b>	Prior to the start of fall term, all students must demonstrate successful completion of BLS Healthcare Provider Level CPR Certification from the American Heart Association. BLS Healthcare Provider Level CPR Certification must remain current for the duration of the student's enrollment in the nursing program.
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### References:

[Health Profession Student Clinical Training Administrative Requirements: Training Standards \(OAR 409-030-0230\)](#)

**Effective Date:** August 4, 2022

**Reviewed:** August 4, 2022

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## Oregon Coast Community College Nursing & Allied Health Program Policy Manual

**Policy Category:** Admission Policies

**Policy Number:** TBA

**Policy Title:** Medical Marijuana and Cannabis Use Policy

**Purpose:** The purpose of this policy is to detail the OCCC Nursing & Allied Health Program's policy related to medical and recreational marijuana use.

### **Medical Marijuana and Cannabis Use:**

While Oregon voters approved a ballot measure in 2014 making Oregon the third state to allow possession and sale of marijuana for recreational use. Students' and employees' welfare, as well as teaching and learning are the OCCC Nursing and Allied Health Program's top priorities.

Under federal law, marijuana is designated as a Schedule 1 drug. As a public institution, the OCCC Nursing & Allied Health Programs receives federal funding in the form of grants and financial aid. Additionally, many of our clinical partners receive federal funding as healthcare providers. Therefore, allowing any use of marijuana would be in violation of that law, thus jeopardizing the nursing & allied health program's mission and the nursing and allied health students' education.

Students should note that since medical marijuana is not a federally approved prescription drug and some clinical facilities have a "no tolerance" policy regarding marijuana, its use during the program as evidenced by a positive urine drug screen will result in dismissal from the program.

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**Section 4:**  
**Policies Related to Professionalism, Civility**  
**and**  
**Student Conduct**

## Oregon Coast Community College Nursing & Allied Health Program Policy Manual

**Policy Category:** Professionalism, Civility, and Student Conduct Policies

**Policy Number:** TBA

**Policy Title:** Program Standards & General Student Responsibilities

**Unethical or unprofessional conduct may result in disciplinary action or expulsion from the program.**

<b>Purpose:</b> The purpose of this policy is to provide a description of general program standards and responsibilities that apply to all OCCC Nursing & Allied Health Students in all learning environments.	
<b>Program Standards:</b>	<p>Accepting responsibility for learning is an essential element of critical thinking and clinical judgment and must exist to allow understanding and knowledge development to occur. In addition to the OCCC “Student Code of Responsible Behavior” found in the college catalog and Student Handbook, students must abide by the following standards.</p> <p>Graduates from any nursing &amp; allied health program are expected to perform in a manner that reflects the standards defined by the profession.</p> <p>Nursing &amp; Allied Health students must learn to function in accordance with the accepted standards of practice mandated by the profession.</p> <p>For this reason, the expected conduct, outlined in the student handbook and the student conduct policies, should be viewed as necessary preparation for the ultimate role that the student will assume when entering the profession.</p>
<b>General Student Responsibilities:</b>	<ul style="list-style-type: none"><li>• All students must register for all courses prior to the first day of each term. Failure to register for classes in a timely manner will exclude students from participation in clinical rotations.</li><li>• Students are expected to check their Oregon Coast Community College and Canvas email on a regular basis.</li><li>• Current names, addresses, email addresses, and telephone numbers must be given to the Nursing and Allied Health administrative assistant if any change occurs. It is the responsibility of the student to inform their clinical instructor, the Nursing and Allied Health administrative assistant, and the Student Services Office of changes immediately. Students will receive official college notices via their college email.</li><li>• Students are to turn cell phones off or place in “silent” mode during class, clinical readiness, and clinical.</li></ul>

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## Oregon Coast Community College Nursing & Allied Health Program Policy Manual

**Policy Category:** Professionalism, Civility, and Student Conduct Policies

**Policy Number:** TBA

**Policy Title:** Student Responsibilities and Expectations of Behavior Policy

<b>Purpose:</b> The purpose of this policy is to provide a clear description of student responsibilities and expectations of behavior for students in the OCCC Nursing & Allied Health Programs.	
<b>Student Responsibilities and Expectations of Behavior:</b>	Students who cannot complete course objectives may be dropped from the course in compliance with Oregon Coast Community College policies (see OCCC student handbook). These policies provide for advance notification and assistance for students performing unsatisfactorily. Factors that Contribute to Failure to Meet Course Objectives Resulting in Dismissal from the Program are as follows:
<b>Excessive Absences:</b>	<p>If a student is unable to successfully complete a course, they may be dropped or be given an "F" grade, depending upon:</p> <ul style="list-style-type: none"><li>• the amount of theory content/clinical experience missed.</li><li>• inability to proceed due to lack of prerequisite content.</li></ul> <p>A student who has four or more unresolved absences at the end of the term will be referred to the Director of Nursing &amp; Allied Health for evaluation of the student's ability to make up coursework missed during absences. Depending on the circumstances, the student may be placed on academic probation, provided a remediation plan, and/or complete the term with an incomplete. In some circumstances remediation or make up work may not be available. In this case the student may be dismissed from the nursing program.</p>
<b>Inability to Meet Course or Program Objectives:</b>	<p>Course or program objectives may include repeated failure to:</p> <ul style="list-style-type: none"><li>• apply theory and principles to clinical practice.</li><li>• plan, organize and fulfill the tasks assigned by the instructor.</li><li>• communicate effectively with patients, instructors and peers.</li><li>• understand verbal and nonverbal communications.</li><li>• attain minimal technical competency in the skills required for safe clinical performance.</li><li>• respond appropriately to instruction and suggestions made by those in authority.</li><li>• perform in a safe and dexterous manner in relation to self and patients.</li><li>• demonstrate ability to assume responsibility for preparing and completing clinical assignments made by the instructor.</li><li>• demonstrate growth in coping with stressful situations in a calm and dependable manner.</li><li>• demonstrate improvement in clinical and clinical readiness performance within a period designated by the instructor.</li><li>• attain a passing grade as stated in the course syllabus.</li></ul>

	Students that are unable to demonstrate competence in course or program objectives may be dismissed from the associated health program.
<b>Professional Behavior Standards:</b>	<p>Professional behaviors relating to responsibility, accountability and meeting time commitments are essential in the care provider. These behaviors must be consistently demonstrated by students. Students demonstrating unprofessional behaviors may be in violation of professional standards.</p> <p><i>Also see Professional and Collegial Behavior Standards Policy</i></p>
<b>Major Violations:</b>	<p>Major violation may be grounds for immediate dismissal from the nursing &amp; allied health program. The attempt to commit, the commission of, or intentional assistance in the commission of any of the following:</p> <ul style="list-style-type: none"> <li>• Academic Plagiarism: The intentional submission for evaluation to a nursing instructor of material based, in significant part, on work done by someone other than the submitter without reasonable written indication to the evaluator of the material's true source.</li> <li>• Academic Cheating: The intentional submission for evaluation to a nursing instructor of material based, in part, on a source or sources forbidden by generally accepted standards or by regulations established by the evaluator and disclosed in a reasonable manner. This includes cheating on exams.</li> <li>• Furnishing false information to the nursing or allied health instructor, department or clinical facility with intent to deceive.</li> <li>• Forgery, alteration, or misuse of any patient or clinical facility documents or records.</li> <li>• Any conduct or unsafe behavior that threatens the safety of a patient. This would include failure to disclose information regarding omission of care or error in patient care.</li> <li>• Theft from a clinical facility. This would include medications and hospital /healthcare supplies.</li> <li>• Possession or use of dangerous drugs and narcotics except as legally prescribed.</li> <li>• Coming to a clinical facility under the influence of any mind-altering substances.</li> <li>• Failure to maintain confidentiality of privileged information: verbal, written and electronic. Students will be required to read, sign, and return agency-related confidentiality agreements prior to attending clinical.</li> <li>• Malicious gossip or derogatory attacks on any employee, patient, physician or clinical affiliate.</li> <li>• Sexual harassment, defined as unwanted sexual advances, requests for sexual favors, and other verbal and physical conduct which results in inhibition of unconstrained academic interchange, or creates a hostile or offensive environment for one of the parties.</li> <li>• Other actions which, in the judgment of the department head, or program coordinator, could result in serious adverse consequences to the hospital, its employees, the department, or the welfare of the patient.</li> </ul>



	Violation of the above rules of conduct or other OCCC policies outlined within the OCCC Student Handbook, constitutes cause for disciplinary action ranging from a formal warning to immediate expulsion from the Nursing & Allied Health Programs at Oregon Coast Community College.
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**References:**

[OCCC Policy: Guidelines for Student Conduct](#)

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## Oregon Coast Community College Nursing & Allied Health Program Policy Manual

**Policy Category:** Professionalism, Civility, and Student Conduct Policies

**Policy Number:** TBA

**Policy Title:** Professional and Collegial Behavior Standards

<b>Purpose:</b> The purpose of this policy is to ensure that all students, faculty, and staff in the OCCC Nursing & Allied Health Department have a safe and respectful environment to learn, teach, and develop in health professions.	
<b>Professional Behavior Standards:</b>	<p>Interactions in all learning environments must reflect professionalism and civility as evidenced by caring, fairness, respect, accountability, and trustworthiness. Students and faculty are expected to behave in a civil, respectful, and professional manner to create a healthy and productive teaching and learning environments for all students, faculty, staff, community partners, and patients. Professional behavior and presentation standards may vary depending on the learning environment or clinical practice area. As developing professionals, students deserve clear expectations and meaningful feedback about professional behavior and presentation.</p> <p>Students are expected to behave in a civil, respectful, and professional manner in all learning environments to create a healthy and productive teaching and learning environments for all students and faculty.</p> <p><b><u>There is ZERO tolerance for unprofessional or uncivil behavior in the nursing &amp; allied health programs.</u></b></p> <p>Professional behavior and presentation standards may vary depending on the learning environment or clinical practice area. As developing professionals, students deserve clear expectations and meaningful feedback about professional behavior and presentation.</p> <p>To facilitate this process, Participation and Professional Standards Rubrics may be used in any learning environment. These Professional Standards Rubrics include detailed descriptions and definitions of professional and unprofessional behaviors for all learning environments.</p>
<b>Unprofessional and Uncivil Behavior:</b>	<p>Any student demonstrating unprofessional or uncivil behavior in any learning environment will be required to communicate with the professor identifying the issue as follows:</p> <p><i>Upon identification of any unprofessional, uncivil, or hostile behavior or other violation of professional standards:</i></p> <ul style="list-style-type: none"><li>• <i>The professor will: 1) provide the student with a description of the behavior or violation via Canvas email; 2) provide feedback or on how the behavior may be corrected or how a satisfactory or improved behavior may be demonstrated; 3) complete and submit an Alert Progress Record form indicating a</i></li></ul>

	<p><i>violation of professional standards.</i></p> <ul style="list-style-type: none"> <li><i>• The student receiving the feedback will: 1) acknowledge the professor's comments 2) accept or amend the description of the violation of professional standards; 3) accept or amend the feedback provided by the professor. This communication may take place via Canvas email or in person.</i></li> </ul> <p><i>If the student disagrees with observations or assessment of the professor, they may schedule a meeting with 1) the Lead Faculty then 2) the Director of Nursing&amp; Allied Health.</i></p> <p>A pattern of unprofessional, uncivil, or hostile behavior may result in departmental academic probation. A pattern of behavior may be considered two or more occurrences of unprofessional or uncivil behavior in a single term or over the course of several terms.</p> <p><i>Upon identification of a pattern of unprofessional, uncivil, or hostile behaviors or repeated violations of professional standards the student will be required to meet with the professor that identified the violation as well as the Director of Nursing&amp; Allied Health to discuss a remediation plan and the terms of academic probation.</i></p> <p>Failure to correct unprofessional, uncivil, or hostile behavior or significant violation professional standards may result in dismissal from the Nursing Program and/or other disciplinary action.</p> <p><i>Students demonstrating continued unprofessional, uncivil, or hostile behavior or an incident of significant violation of professional standards (an action that impacts the physical, emotional, or mental safety or students, faculty, staff, community partners, or patients in any setting) will be required to meet with the faculty member that identified the violation as well as the Director of the Nursing &amp; Allied Health Programs to discuss disciplinary action and the possibility of dismissal from the program. This discussion may also include members of administration outside the nursing &amp; allied health department.</i></p>
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#### **References:**

[OCCC Policy: Guidelines for Student Conduct](#)

[OCCC Policy: Measures to Enforce Standards of Student Conduct](#)

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## Oregon Coast Community College Nursing & Allied Health Program Policy Manual

**Policy Category:** Professionalism, Civility, and Student Conduct Policies

**Policy Number:** TBA

**Policy Title:** Student and Faculty Communication

<b>Purpose:</b> The purpose of this policy is to detail the standards for students and faculty communication in the OCCC Nursing & Allied Health Programs and ensure respectful, clear, and timely communication.	
<b>Student Communication with Professors:</b>	<p>Relationships between students and professors are built on a foundation of professionalism, collegiality, collaboration, and mutual respect. Part of maintaining professional relationships is creating and respecting boundaries. Professors may not be available outside of scheduled work hours. Students and professors deserve to feel heard, safe, and respected.</p> <p><b>There is ZERO tolerance for unprofessional or uncivil communication in the nursing &amp; allied health programs.</b></p>
<b>Communication Standards and Expectations:</b>	<p>Students will:</p> <ul style="list-style-type: none"><li>• Use Canvas email to communicate with professors and the Director of Nursing &amp; Allied Health.</li><li>• Not call, text, or use non-Canvas email to communicate with professors of the Director of Nursing and Allied Health (see exceptions below).</li><li>• Address communications to the correct person – see the chain of command in the student handbook and on Canvas.</li><li>• Use professional titles when communicating with professors – Professor or Doctor.</li><li>• Use collegial, polite, and respectful language when communicating with or about professors.</li><li>• Not use the name of the college or the nursing &amp; allied health program in any social media account, group, or site without approval from OCCC or the nursing &amp; allied health department.</li><li>• Not engage in rude, hostile, derogatory, insulting, threatening, intimidating, abusive, or offensive language when communicating with or about any student, staff, faculty, community partner, or patient. Ever. In any setting.</li><li>• Note “grouping up” may be experienced or perceived as bullying and considered unprofessional or uncivil behavior. To avoid this, students should speak only for themselves. That is, students will not come to professors with statements or concerns for “the group.” For example, “everyone is saying that ...” or “a lot of students feel like ...”</li></ul>

	<p>Professors will:</p> <ul style="list-style-type: none"> <li>• Use Canvas to communicate with students.</li> <li>• Respond to student communication within 48 hours during regularly scheduled work hours – see exceptions below.</li> <li>• Use collegial, polite, and respectful language when communicating with or about students.</li> <li>• Provide feedback to students related to professional and collegial communication and behavior.</li> <li>• Not engage in rude, hostile, derogatory, insulting, threatening, intimidating, abusive, or offensive language when communicating with or about any student, staff, faculty, community partner, or patient. Ever. In any setting.</li> </ul>
<b>Faculty Availability:</b>	<p>Part of maintaining professional relationships is creating and respecting boundaries. Faculty are not available outside scheduled work hours. Students are expected to plan and start assignments early to avoid unnecessary stress or frustration when communicating with faculty.</p> <ul style="list-style-type: none"> <li>• Each full-time faculty member is available for five office hours per week. These hours are posted each term on Canvas. Additional office hours may be available by appointment.</li> <li>• Faculty and staff do not work on weekends or holidays and may not reply to communications from students during these times.</li> <li>• Theory professors do not work before 0800 or after 1700 on regularly scheduled school days and may not reply to communications during these times.</li> <li>• Clinical professors may have work hours outside regular school hours. Students will refer to the clinical handbook or their clinical professor for clinical professor availability.</li> <li>• Clinical professors may prefer students communicate via text message or other methods on clinical days. Students will refer to the clinical handbook or their clinical professor for clinical professor preferences and expectations.</li> </ul>
<b>Student Feedback:</b>	<p>Students will have the opportunity to impact the program and the curriculum through formal and informal evaluation methods (e.g. instructor and course surveys at end of term) and through representation on the Advisory Committee. Individual concerns will be dealt with on an individual basis.</p> <p>Students with individual concerns are expected to discuss tier concerns directly with the faculty involved. Nursing &amp; Allied Health, as many other professions, uses a chain of command approach to problem solving. Problems are to be addressed first with the faculty member most directly involved in the concern. Students may request the Director of Nursing and Allied Health or an uninvolved faculty member to attend meetings or participate in communication.</p>

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## Oregon Coast Community College Nursing & Allied Health Program Policy Manual

**Policy Category:** Professionalism, Civility, and Student Conduct Policies

**Policy Number:** TBA

**Policy Title:** Academic Integrity Policy

<b>Purpose:</b> The purpose of this policy is to describe actions and behaviors that may be considered a violation of academic integrity and to detail the procedure for managing academic integrity violations.	
<b>Academic Integrity:</b>	<p>Learning – and the healthcare professions – are built on the fundamental qualities of honesty, integrity, fairness, respect, and trust. At Oregon Coast Community College, academic integrity is a shared endeavor characterized by truthfulness, personal responsibility, and high academic standards. Any violation of academic integrity devalues the individual, the community, and the profession of medical assisting.</p> <p>Academic integrity violations can occur in any learning environment. Faculty use a variety of resources and tools to identify academic integrity violations including copied work and plagiarism.</p> <p><b>There is ZERO tolerance for academic dishonesty in the nursing &amp; allied health programs.</b></p>
<b>Violations of Academic Integrity Include:</b>	<ul style="list-style-type: none"><li>• Plagiarism</li><li>• Collusion/Inappropriate Assistance</li><li>• Cheating</li><li>• Fabrication/Falsification/Alteration</li><li>• Unauthorized Multiple Submission</li><li>• Sabotage and Tampering</li><li>• Publishing or posting assignments, papers, quizzes, exam questions, or other coursework on the internet or elsewhere.</li><li>• Using or obtaining test banks, assignments, papers, quizzes, exam questions, or other coursework on the internet or elsewhere.</li><li>• Purchasing or selling essays, assignments, or other written work.</li><li>• Any other activity or behavior that Faculty deem to be dishonest.</li></ul>
<b>Academic Integrity Violation Policy:</b>	<p><u>Any</u> assignment with an academic integrity violation will be graded as zero (0). <i>Upon identification of the academic integrity violation, past assignments from the same term may be reevaluated for evidence of academic integrity violations. If such evidence is found, these assignments will also be graded as zero (0) and the student must resubmit an original assignment at a satisfactory level of performance to complete the class. Resubmitted work will maintain the zero (0) grade.</i></p>

	<p>A <u>first academic integrity violation</u> will result in departmental academic probation.  <i>Upon identification of the academic integrity violation, the student will be required to meet with the faculty member that identified the violation as well as the Director of the Nursing &amp; Allied Health program to discuss remediation plans and the terms of academic probation.</i></p> <p>A <u>second academic integrity violation</u> may result in dismissal from the medical assisting program and/or other disciplinary action.  <i>Upon identification of a second academic integrity violation, the student will be required to meet with the faculty member that identified the violation as well as the Director of the Nursing &amp; Allied Health program to discuss disciplinary action and the possibility of dismissal from the program. This discussion may also include members of administration outside the nursing department.</i></p>
<p><b>Academic Integrity Violation Process:</b></p>	<p><u>Step 1: Observation of a potential academic integrity violation</u>  A faculty member observing a potential academic integrity violation will do the following:</p> <ol style="list-style-type: none"> <li><i>1. The faculty member will document the potential academic integrity violation in Canvas and grade the assignment as zero (0).</i></li> <li><i>2. Communicate with the student to notify them of the potential academic integrity violation and give the student an opportunity to explain the incident.</i></li> <li><i>3. Collect and document evidence related to the potential academic integrity violation.</i></li> <li><i>4. Document the potential academic integrity violation on the Academic Concern Form and submit this form and any other evidence to the Director of Nursing &amp; Allied Health for review.</i></li> <li><i>5. Meet with the Director of Nursing &amp; Allied Health to review the potential academic integrity violation and either resolve the issue – no academic integrity violation – or continue to the next step.</i> <ol style="list-style-type: none"> <li><i>a. If the potential academic integrity violation is resolved, the assignment will be regraded.</i></li> <li><i>b. If evidence of an academic integrity is verified, the assignment will retain the zero (0) grade.</i></li> <li><i>c. During this meeting, a comprehensive review of student work may take place. If additional evidence of academic integrity violations are identified on other assignments from the same course, those assignments will also be graded as zero (0).</i></li> </ol> </li> </ol> <p><u>Step 2: Identification of a first academic integrity violation</u>  Upon identification of an academic integrity violation faculty will do the following:</p> <ol style="list-style-type: none"> <li><i>1. The Director of Nursing &amp; Allied Health will inform the student of the academic integrity violation via Canvas and place the student on departmental academic probation.</i></li> <li><i>2. The Director of Nursing &amp; Allied Health will schedule a meeting with the student and any relevant faculty to discuss the academic integrity violation, remediation plans, and the terms of departmental academic</i></li> </ol>

	<p><i>probation.</i></p> <p><i>a. The remediation plans and terms of academic probation will be determined on a case-by-case basis.</i></p> <p><i>3. The student is required to attend this meeting. Failure to attend this meeting may result in dismissal from the nursing program.</i></p> <p><u>Step 3: identification of a second academic integrity violation</u></p> <p>Upon identification of a second academic integrity violation faculty will do the following:</p> <ol style="list-style-type: none"> <li>1. Follow step 1 as above to identify an academic integrity violation.</li> <li>2. The Director of Nursing &amp; Allied Health will schedule a meeting with the student, any relevant faculty, and relevant members of administration outside the nursing &amp; allied health department to discuss dismissal from the nursing program.</li> </ol>
<b>Involvement of the Vice President of Academic Affairs:</b>	<p>If the accused student contests the faculty member's decision, a meeting with the Vice President of Academic Affairs may be requested. Additional information regarding this policy and process may be found in the OCCC Student Handbook.</p>

**References:**

Nursing Program Exam policy

[OCCC Policy: Academic Integrity](#)

[OCCC Policy: Guidelines for Student Conduct](#)

[OCCC Policy: Measures to Enforce Standards of Student Conduct](#)

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## Oregon Coast Community College Nursing & Allied Health Program Policy Manual

**Policy Category:** Professionalism, Civility, and Student Conduct Policies

**Policy Number:** TBA

**Policy Title:** Student Suspected of Substance Use Policy

**Purpose:** The purpose of this policy is to outline the process for substance use screening and surveillance for students admitted to the nursing & allied health program. Students must be able to demonstrate the ability to safely practice and provide patient care unencumbered by any substances.

**Substance Use:**

To maintain the integrity of the nursing & allied health programs and ensure safe patient care, and per OCCC policy, students must abstain from the use of alcohol or drugs/medications which affect safe and appropriate functioning in the following situations:

- Before and during medical assisting class and clinical.
- Before and during the assigned time in any clinical facility/site, including the time of patient selection.
- Any time the student is in uniform.

State law and clinical facilities require drug screening with negative results for all students before allowing students to practice in their clinical setting. Students will assume the responsibility for the cost to comply with the mandated screening and will complete the process at the designated lab by the deadline identified before program entry. Results showing “dilute specimen” will require the student to submit another urine specimen at their own cost by the deadline given by the nursing Director of Nursing and Allied Health. Results that show “not eligible for a safety sensitive position”, “confirmed positive”, positive for THC or that a urine substitute has been used or “not consistent with human urine” will result in an immediate discussion with the Director of Nursing & Allied Health with potential outcomes being revocation of acceptance or dismissal from the program.

Students have a responsibility to notify their instructor if they are taking any medications that may have an adverse effect upon their actions, attitude, interactions, and clinical performance. The instructor will determine if the student’s clinical performance is safe.

Students have a legal and ethical responsibility to report peers who they suspect may be abusing or using substances. As stated in the OCCC student handbook policy: Measures to Enforce Standards of Student Conduct, Students and employees of Oregon Coast Community College are prohibited from bringing alcohol and illegal drugs including marijuana - onto the campus, and from using them on campus. This also applies to any off-campus college activity.

	<p>The College defines the following behaviors as violations: the possession, selling, or otherwise furnishing others with any intoxicating beverage, dangerous drug, narcotic, marijuana, or inhalant on college property, or at college-sponsored, or supervised functions.</p> <p>Employees or students who violate state or federal law, or the College alcohol and drug policy, are subject to prosecution by local, state, and federal law enforcement agencies. Sanctions that may be imposed, consistent with local, federal, and state law for violation of college policy include:</p> <ul style="list-style-type: none"> <li>• expulsion (removal of privilege to attend OCCC) and referral for prosecution</li> <li>• suspension for an indefinite period of time</li> <li>• disciplinary probation with specific terms for continued enrollment</li> <li>• suspension and expulsion for violation of these terms</li> <li>• suspension and termination of employment</li> <li>• disciplinary admonition and warning</li> </ul>
<b>Behaviors Indicative of Substance Use:</b>	<p>While other medical conditions may cause some of the following, behaviors and signs suggestive of potential substance use include:</p> <ul style="list-style-type: none"> <li>• slowed thinking processes or very impulsive thinking</li> <li>• immobilization or panic with resulting inability to think or act</li> <li>• wildly unpredictable behavior deviant from usual, acceptable behavior; inappropriate or bizarre response/laughter</li> <li>• irritable, restless manner</li> <li>• complaints of blurred vision; dilated or constricted pupils; bloodshot eyes</li> <li>• slurred speech</li> <li>• emaciated or unusual weight loss</li> <li>• tremors, especially in the hands and early in the morning; complaints of morning headache; abdominal or muscle cramps; diarrhea;</li> <li>• diaphoresis; odor of alcohol;</li> <li>• poor coordination or unstable gait;</li> <li>• threats to kill or harm oneself or another person;</li> <li>• possession of a weapon or hazardous object;</li> <li>• severe psychological distress;</li> <li>• poor judgment regarding safety issues for self, patients, and coworkers;</li> <li>• severe physical distress e.g. seizures, chest pain, respiratory distress;</li> <li>• possessing, using, or transferring any narcotics, hallucinogen, stimulant, sedative or similar drug other than in accordance with licensed health care provider's order.</li> </ul>
<b>Suspicion of Substance Use Process:</b>	<p>Any nursing &amp; allied health instructor or immediate supervisor who believes that a student in a clinical setting under the influence of alcohol or drugs or is for any reason a threat to patient safety will remove the student immediately from the patient care responsibilities. In the event of suspected use in the clinical setting, the instructor has the right to confiscate, in the presence of a witness, any substance(s) for identification.</p>

	<p>The behaviors and signs observed by the instructor will be documented by the instructor and validated by another health care provider (another OCCC nursing or allied health instructor, nursing supervisor on duty, medical assistant or nurse manager). The instructor will require the student to submit to body fluid collection and testing performed by a laboratory designated by the nursing program. The collection and testing will be performed in a manner that preserves the integrity of the specimen. The student may be escorted to the laboratory by the Director of Nursing and Allied Health or another college representative soon after the student has been removed from patient care responsibilities.</p> <p>The student will bear the expense of the program-mandated testing unless otherwise specified. Following completion of the specimen collection, the Director of Nursing and Allied Health will assist the student with locating safe transportation home if applicable or necessary.</p>
<p><b>Substance Use Screening:</b></p>	<p>All OCCC nursing &amp; allied health students must pass a drug screening before entry into the nursing &amp; allied health program. A student admitted to the Program with a history of substance abuse will be monitored for indications of a recurrence of substance abuse per college policy. Any student whose behavior, appearance, or breath odor indicates inappropriate use of alcohol or other drugs will be placed on probation with the potential of being dismissed from the Program. Any occurrence of this kind that does not result in dismissal may require the student to undergo substance tests to detect the presence of alcohol or other drugs at their own cost.</p> <p>Testing required by the nursing &amp; allied health program to corroborate or refute a suspicion of substance use will be arranged for and paid for by the student. Payment for any subsequent testing will be the responsibility of the student. The test results will be reported directly to the Director of Nursing and Allied Health by the testing facility. A positive result will require that the student undergo evaluation by a qualified counselor. Counseling shall be at the student's expense. Failure to provide drug screening results and/or follow a counselor-prescribed treatment plan will result in dismissal from the program.</p> <p>Failure or refusal to give written consent, without qualification, to such alcohol or drug testing and/or release of test results to the Director of Nursing and Allied Health, or failure to provide authentic samples for such testing will be considered implied admission of screened substance use and grounds for appropriate disciplinary action, including the possibility of immediate dismissal from the nursing &amp; allied health program. The student involved in the alleged infraction will be temporarily excluded from the Nursing &amp; Allied Health Program until the test results have been received and reviewed by the Director of Nursing and Allied Health.</p>

	<p>The Director of Nursing and Allied Health will follow OCCC's procedure for student dismissal/temporary exclusions. Immediately or as soon as reasonably possible after the test has been performed, the Director of Nursing and Allied Health, or in their absence, the Clinical Coordinator will be informed of the drug test. If the results are negative, the student may return to the program activities. An opportunity for make-up will be provided, and the student will be expected to make up missed time and assignments.</p> <p>If the test results are positive, the Director of Nursing and Allied Health will implement appropriate disciplinary action including reporting the results to the Vice President of Academic Affairs and implementing the process of dismissal from the Nursing Program on the grounds of substance use. Any student who disagrees with the program's decision can utilize the OCCC student grievance procedure outlined in the college catalog. The student should also note the "OCCC's Statement of Student Rights, Freedoms, and Responsibilities" found in the catalog. Positive findings will be reported to the Oregon State Board of Nursing if the student is a CNA or LPN if indicated.</p>
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**References:**

[Drug Free Schools and Communities Act](#)

[OCCC Policy: Guidelines for Student Conduct](#)

[OCCC Policy: Measures to Enforce Standards of Student Conduct](#)

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## **Section 5:**

### **Learning Environments**

### Explanation of Learning Environments

Learning and professional development in the OCCC Nursing & Allied Health Programs take place in a variety of learning environments. Students are responsible for their own learning and professional development in all learning environments. Faculty are available as facilitators, mentors, guides, and supports but the ultimate responsibility for learning and success is the students.

Classroom (Theory) Learning Environment	
All courses in the OCCC Nursing & Allied Health Programs have a theory component. The theory component of classes are taught using a variety of instructional methods, teaching and learning strategies, and delivery methods designed to develop critical thinking and a deep understanding of course materials. Some common teaching strategies and delivery methods are outlined below.	
<b>Team Teaching</b>	<p>The OCCC Nursing &amp; Allied Health Program uses a team-teaching approach. This means that individual classes will be presented by a variety of faculty. Faculty work collaboratively and purposefully to facilitate students learning as they progress toward Course and Program Outcomes.</p> <p>Faculty members employ individual approaches to teaching and learning. Teaching methods, styles, and expectations may vary and faculty may use a variety of class structures, assignments, and activities during class time.</p>
<b>Flipped Classroom</b>	<p>Many theory classes in the OCCC Nursing &amp; Allied Health Programs are designed using a flipped classroom format. In a flipped classroom, “homework” and class time are “flipped.” Students will prepare for class time by completing reading assignments, taking notes, watching recorded lectures or assigned videos, completing assignments or quizzes, and other preparation activities.</p> <p><b>Students MUST come to class prepared to participate.</b></p>
<b>Active Learning</b>	<p>Deep learning requires students to engage with course material and information in meaningful ways. Class time will be devoted to active learning strategies designed to encourage engagement with course material and concepts, critical thinking, and clinical reasoning and judgment. Class activities may include case studies, concept mapping, Socratic seminar, group discussion or debate, games, reflective writing, and other activities or assignments.</p> <p><b>Students MUST come to class prepared to participate.</b></p>

<b>Hybrid</b>	Hybrid learning environments – sometimes called blended learning environments – include a blend of traditional classroom instruction, technology-aided instruction, independent learning modules, and online learning activities. These teaching and learning methods are carefully planned and selected by faculty based on a variety of circumstances.
<b>HyFlex</b>	<p>A HyFlex course design allows students and faculty to participate in classroom activities in a variety of locations. During the 2022-2023 academic year, most theory classes will occur in a HyFlex learning environment. This means that students will have the option of attending most theory classes in a variety of locations including the Lincoln City and Newport Campuses or remotely.</p> <p><i>*Note: Some classes may require in-person attendance at a specific location. Please check the course calendar and individual course compasses for details.</i></p>

### Onsite Clinical Skills Lab

Courses in the OCCC Nursing & Allied Health Programs include learning in an onsite clinical skills lab. The purpose of skills labs is to develop psychomotor skills, as well as critical thinking and clinical judgment in a safe learning environment so that students are prepared to practice safely and effectively when working with patients. Clinical skills labs may include classroom instruction, hand-on learning activities, and math.

Clinical skills are sequenced in a way that allow students to use previously learned knowledge and skills when learning and applying new knowledge and skills. Therefore, it is the student's responsibility to ensure competence in all skills presented in skills labs. **Students requiring additional practice or reinforcement of skills should communicate this need with the clinical skills lab faculty and/or the clinical coordinator to arrange additional learning opportunities.**

<b>Attendance</b>	<p>Attendance is <u>required</u> at <u>all</u> clinical skills labs.</p> <p>Students that must miss a clinical skills lab <b>MUST</b> communicate with the clinical skills lab faculty and the clinical coordinator as soon as possible. There is no guarantee that clinical skills labs can be replaced or made up.</p> <p>Failing to attend a clinical skills lab without notifying the clinical skills lab faculty and the clinical coordinator will be considered an unexcused clinical absence.</p>
<b>Preparation</b>	Students are expected to come to the clinical skills lab prepared to do the assigned skill(s) and may be asked to leave if they have not completed the required preparation.
<b>Participation</b>	Students are expected to <u>fully</u> participate in <u>all</u> clinical skills lab activities. Students that do not participate in clinical skills lab activities may be asked to leave.
<b>Professionalism</b>	The onsite clinical skills lab environment is a clinical environment, and all clinical uniform and behavior standards apply in this learning environment.
<b>Skills Competence</b>	Competence in clinical skills is assessed using a variety of methods. After a student has demonstrated competency in a skill in the clinical skills lab, the student is able to perform the skill in most clinical settings.
<b>Assessment and Grading</b>	<p>Many skills assessments are not graded. That is, they are not assigned points. The purpose of the skills lab is to provide students ample opportunities to develop and achieve competency in required clinical skills.</p> <p>However, a demonstration of competence in required clinical skills is required to successfully complete nursing courses. Students must complete all lab requirements by the last scheduled day of the lab for the term or they will receive an F grade for the nursing course and will not be able to progress in the program.</p>



### Offsite Clinical Rotations

All courses in the OCCC Nursing & Allied Health Programs include learning in offsite clinical rotations. Clinical rotations are designed to give students a variety of learning experiences in acute, long-term care, and community-based settings. In offsite clinical rotations, students will work with a clinical faculty and/or a preceptor. In all cases, the student is responsible for their own practice. Students do not practice in the clinical setting “under” any practitioner’s license. The students the right to practice up to the scope of practice for which they are being prepared, provided the student is educationally prepared and has demonstrated competency for the assignment they are given.

<b>Attendance</b>	<p>Attendance is <u>required</u> at <u>all</u> scheduled clinical rotations.</p> <p>Students that must miss a clinical rotation MUST communicate with the clinical faculty and the clinical coordinator as soon as possible. There is no guarantee that clinical rotations can be replaced or made up.</p> <p>Failing to attend a clinical rotation without notifying the clinical simulation lab faculty and the clinical coordinator will be considered an unexcused clinical absence.</p>
<b>Preparation</b>	<p>Students must be prepared to practice safely and competently in the clinical setting. This includes assuming responsibility for their own competence in skills and knowledge before entering the clinical environment.</p> <p>Because the clinical skills need to be practiced and done safely, students must be prepared for the experience. Preparation includes successfully demonstrating skills in the Clinical Skills Lab prior to performing them in clinical</p>
<b>Participation</b>	<p>Clinical rotations and experiences are limited. Therefore, students are expected to be active participants in seeking clinical experiences at their assigned setting that best meet their learning needs. Students should be prepared to discuss learning goals with clinical faculty during each clinical rotation.</p> <p>While students must assume responsibility for planning and providing care within their abilities and scope of practice, they must also recognize their limitations and seek assistance from the clinical faculty, as evidenced by adherence to the critical element of safety.</p> <p>Students are expected to <u>fully</u> participate in <u>all</u> clinical activities. Students that do not participate in clinical activities may be asked to leave.</p>
<b>Professionalism</b>	<p>The OCCC Nursing &amp; Allied Health Programs work extremely hard develop clinical partnerships and to ensure that students have a variety of clinical experience in the community. Students are expected to behave professionally, ethically, and safely in all clinical environments. <b>Unethical, unprofessional, or unsafe conduct may result in disciplinary action or expulsion from the program.</b></p>
<b>Assessment and Grading</b>	<p>Clinical assessment and grading include a variety of components including clinical journals, clinical performance assessment, and clinical assignment. See individual course syllabi for more information.</p>



## **Section 6:**

### **Policies Related Evaluation, Grading, and Course Progression**

## Oregon Coast Community College Nursing & Allied Health Programs Policy Manual

**Policy Category:** Assessment, Evaluation, Grading, and Course Progression Policies

**Policy Number:** TBA

**Policy Title:** Mandatory Attendance Policy

<b>Purpose:</b> The purpose of this policy is to identify learning experiences that require mandatory attendance and to detail the consequence of absence in mandatory attendance learning activities.	
<b>Mandatory Attendance Policy:</b>	<p>Attendance is mandatory for all students for orientations, exams, and all clinical rotations.</p> <p>Students are strongly recommended to attend and participate in all classroom learning activities.</p> <p><i>See exam policy for additional information on exam attendance.</i></p>
<b>Mandatory Clinical Attendance:</b>	<p>Courses include attendance at clinical rotations both on and off campus. Students are expected to adjust personal schedules, including work and childcare, to meet course requirements. Students are expected to have reliable transportation for attendance at clinical rotations. Opportunities to demonstrate a satisfactory level of competence on clinical outcomes are limited to the scheduled clinical rotations. Faculty cannot assess student progress toward clinical outcomes if the student is not present. Students should be prepared to attend off campus learning experiences on day, evening, and night shift at a variety of locations. Faculty have no obligation to provide additional or alternative clinical rotations or experiences for students and there are no additional days built into the course for absences from clinical rotations.</p> <p>Clinical hours and experiences are regulated and are required to progress in nursing and allied health programs, complete a degree/certificate, and be eligible for certification/licensure. ALL clinical hours are <u>required</u> and missing <u>any</u> clinical hours, days, or experiences <u>for any reason</u> may impact the student's ability to progress in the nursing &amp; allied health programs.</p> <p>Students should note that ANY time missed MUST be made up to complete the requirements of all nursing courses. Clinical make-up days, hours, or experiences will be assigned at the discretion of the clinical coordinator based on student needs, faculty availability, and the availability of clinical sites. Clinical make-up hours may not be available on the same day, at the same time, or in the same clinical location as originally scheduled clinicals. There is <u>no guarantee</u> that any clinical days, hours, or experiences may be replaced or "made up."</p> <p>Failing to attend clinical rotations <u>for any reason</u> may impact student progress toward clinical outcomes and may result in inability to progress in the nursing &amp; allied health programs. Students are not permitted to attend clinical if they worked the night shift prior to the scheduled clinical day.</p>

	<p>Temporary health problems, including injury or illness, which result in clinical absences, may interfere with completion of course outcomes. Students experiencing an injury or illness that impacts their ability to attend clinical rotations may be required to provide documentation from a health care provider.</p> <p><b>This policy applies to ALL clinical rotations including skills labs, simulation labs, community rotations, and clinic/hospital rotations.</b></p> <p><b>100% of scheduled clinical hours are REQUIRED to meet course and program requirements and progress in the nursing&amp; allied health programs.</b></p>
<b>Procedure for Clinical Absences or Lateness:</b>	<p>If a clinical absence or lateness is <u>unavoidable</u>,</p> <p><b>The student must:</b></p> <ul style="list-style-type: none"> <li>• Contact the clinical instructor within one hour before the shift begins to inform the instructor of absence.</li> <li>• Notify the Clinical Coordinator of the absences as soon as possible via Canvas email.</li> <li>• Medical Assistant students will contact the clinic manager/preceptor where they are completing clinical hours</li> </ul> <p><b>The faculty will:</b></p> <ul style="list-style-type: none"> <li>• Complete an Alert Progress Record form and submit it to the Nursing Advisor and the Director of Nursing and Allied Health for each clinical absence.</li> </ul> <p><b>There is no guarantee that make-up clinical hours, days, or experiences will be available.</b></p> <p><b>Clinical absences <u>for any reason</u> may result in the inability to complete clinical objectives, meet program requirements, and/or progress to the next course in the nursing and/or allied health course series.</b></p>
<b>Temporary Limits on Physical Capacity:</b>	<p>Students <u>must</u> report <u>any</u> injury, illness, or condition that will impact their ability to fully participate in any aspect of clinical rotations. See Technical Standards for an explanation of physical, cognitive, and behavioral standards required for full participation in nursing clinical rotation. This report must be made to the Directory of Nursing and Allied Health via Canvas email within 24 hours of the injury or illness. This will be considered a <u>notification of temporary limits on physical capacity</u>.</p> <p>After a notification of temporary limits on physical capacity has been submitted, the Director of Nursing and Allied Health will provide the student with appropriate forms to document the temporary limits on physical capacity. In addition to this form, students <u>must</u> provide the Director of Nursing and Allied Health with documentation from a health care provider of <u>any</u> injury or illness that temporarily limits a student's ability to carry out nursing care activities or participate in</p>

	<p>scheduled clinical rotations. This documentation should specify how long the temporary health problem will be present and the specific limitations to the student's ability to participate in required activities. When making patient assignments and scheduling clinical rotations, faculty will consider, to the extent possible, any documented temporary physical limitations students may have.</p> <p>Such accommodation cannot be offered indefinitely, and students must satisfactorily demonstrate competency in the course outcomes within the scheduled clinical rotations. If limitations related to illness or injury persist, students may need to consider withdrawing from the Program until the problem is resolved. Under no circumstances should a student provide care to a patient whose needs for care exceed their physical capacity to meet those needs. The student with temporary limitations must exercise prudent judgment in not subjecting patients or themselves to risks of harm. Nursing faculty may require documentation from a healthcare professional confirming a student's ability to meet the Technical Standards of the Nursing Program.</p>
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## Oregon Coast Community College Nursing & Allied Health Program Policy Manual

**Policy Category:** Assessment, Evaluation, Grading, and Course Progression Policies

**Policy Number:** TBA

**Policy Title:** Grading Policy

<b>Purpose:</b> The purpose of this policy is to identify the OCCC Nursing & Allied Health Program grading policy.						
<b>Grading:</b>	<p>Final course grades are based on the cumulative number of points earned during the term. Courses in the OCCC Nursing &amp; Allied Health Programs will vary dependent upon program.</p> <p>The final grade will be calculated by dividing the total number of points earned by the total amount of points available.</p>					
<b>Rounding:</b>	<p>All percentages are rounded to the 100ths place.</p> <p>For example, 75.99% is not equivalent to 76% and will not be considered a passing grade.</p>					
<b>Grading Scale:</b> <b>Medical Assistant</b> <b>Nursing Assistant</b>	<table><tr><td><b>Grading Scale</b></td></tr><tr><td><b>A = 91% - 100%</b></td></tr><tr><td><b>B = 83% - 90.99%</b></td></tr><tr><td><b>C = 75% - 82.99%</b></td></tr><tr><td><b>F = 0 % - 74.99%</b></td></tr></table>	<b>Grading Scale</b>	<b>A = 91% - 100%</b>	<b>B = 83% - 90.99%</b>	<b>C = 75% - 82.99%</b>	<b>F = 0 % - 74.99%</b>
<b>Grading Scale</b>						
<b>A = 91% - 100%</b>						
<b>B = 83% - 90.99%</b>						
<b>C = 75% - 82.99%</b>						
<b>F = 0 % - 74.99%</b>						
<b>Incomplete:</b>	<p>Incompletes are assigned <b>rarely</b> in nursing &amp; allied health courses because of the limitations that are available for a student to complete the course requirements before the next term. According to college policy, students are not allowed to register for the next course in the sequence if the prior course objectives were not met. Therefore, an incomplete will be considered on an individual basis.</p>					
<b>Final Grades:</b>	<p>Medical Assistant and Nursing Assistant students <b>MUST</b> earn a cumulative 75% in all components of the course to progress to the next course in the program. Final course grades will <b>NOT</b> be rounded to the nearest whole number. A cumulative score of 74.99% is not a passing grade.</p> <p>Students that do not earn at least a cumulative 75% will not be eligible to progress to the next course in the nursing&amp; allied health program.</p> <p><b>There are no exceptions to this policy.</b></p>					

**Policy Category:** Assessment, Evaluation, Grading, and Course Progression Policies

**Policy Number:** TBA

**Policy Title:** Late Assignment Policy

**Purpose:** The purpose of this policy is to describe the OCCC Nursing & Allied Health Program Late Assignment Policy.

**Late Assignments:**

All assignments must be submitted on time to receive full credit.

Unless students make previous arrangements with the professor, points will be deducted from late assignments as follows:

<b>Purpose:</b> The purpose of this policy is to describe the OCCC Nursing & Allied Health Program Late Assignment Policy.  <b>Late Assignments:</b>  All assignments must be submitted on time to receive full credit.  Unless students make previous arrangements with the professor, points will be deducted from the late assignments as follows:	
<b>00:01 – 24 hours late</b>	75% of earned credit/points
<b>24:01 – 48 hours late</b>	50% of earned credit/points
<b>48:01 – 72 hours late</b>	25% of earned credit/points
<b>More than 72 hours late</b>	0 (no points)
<b>Multiple Late Assignments</b>	<b>If four (4) or more assignments are submitted late without prior approval of the professor, the student will be placed on departmental academic probation.</b>

**References:**

Alert Progress Record Policy  
Faculty Mentor Policy

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## Oregon Coast Community College Nursing & Allied Health Program Policy Manual

**Policy Category:** Assessment, Evaluation, Grading, and Course Progression Policies

**Policy Number:** TBA

**Policy Title:** Exam Policy

<b>Purpose:</b> The purpose of this policy is to describe the OCCC Nursing & Allied Health Programs Exam Policy.	
<b>Program Exams:</b>	<p>Exams make up the largest portion of the final grade and exam scores heavily impact students' ability to successfully complete courses in the nursing &amp; allied health programs. The purpose of exams is to assess and evaluate students' ability to think critically and apply information from theory to novel situations using clinical judgment and clinical reasoning.</p> <p>Exam integrity and security is extremely important. This means that the exam environment and content are strictly monitored and secured.</p> <p><b><u>There is ZERO tolerance for academic dishonesty in the nursing program.</u></b></p>
<b>Exam Process:</b>	<ul style="list-style-type: none"><li>• Exams will be taken in the classroom using a laptop or tablet with the Respondus lockdown browser and a functioning webcam.<ul style="list-style-type: none"><li>○ Students may choose to take exams at the Lincoln City or Newport Campus.</li><li>○ Faculty will proctor exams remotely but may not be in the exam room during the exam.</li></ul></li><li>• When students enter the exam room they must check in personal items<ul style="list-style-type: none"><li>○ Phones, smart-watches, and any other electronic or smart devices must be placed in a designated area and turned to silent or switched off.</li><li>○ Bags, coats, water bottles, coffee cups, and any other personal items must be placed in a designated area.</li><li>○ Any personal items of any kind in the exam environment may be considered an academic integrity violation.</li></ul></li><li>• Students will be provided scratch paper and writing implements in the exam room.<ul style="list-style-type: none"><li>○ Students may also choose to wear ear plugs.</li><li>○ These are the only items permitted in the exam environment.</li><li>○ A calculator application will be enabled for all exams.</li></ul></li><li>• All exams will require a password to access<ul style="list-style-type: none"><li>○ Passwords will be unique to each exam.</li><li>○ Passwords will be provided in the exam room at the time of the exam.</li></ul></li><li>• All exams will begin strictly on time.<ul style="list-style-type: none"><li>○ Students must be seated in the exam room at the posted time.</li><li>○ Students that arrive after the posted exam time will not be able to</li></ul></li></ul>



	<p>take the exam and will receive a zero score on the exam.</p> <ul style="list-style-type: none"> <li>○ Exams will open ten (10) minutes before the start time to allow students time to log into the Respondus software.</li> <li>○ <i>Students are strongly recommended to be in the exam room 10-15 minutes before the posted exam time.</i></li> </ul> <ul style="list-style-type: none"> <li>● Students and workspace must always be clearly visible with a webcam during the entirety of the exam.</li> <li>● Students must not leave their computer or workspace at any time during the exam. <ul style="list-style-type: none"> <li>○ Leaving the exam space signals the end of the exam.</li> <li>○ Students that leave their computer or workspace during an exam for any reason may receive a failing grade for the exam.</li> </ul> </li> <li>● Students must remain in the exam room until all students are finished with the exam. <ul style="list-style-type: none"> <li>○ When a student finishes an exam, they must remain in their seat until all students complete the exam.</li> <li>○ If a student leaves the room before all students have completed the exam, it will be considered a breach of exam integrity and the student will receive at minimum a 5% deduction to their score for that exam.</li> <li>○ Students may log out of the exam when they complete their exam.</li> </ul> </li> <li>● When all students have completed the exam, a faculty member will open the door. <ul style="list-style-type: none"> <li>○ After all students have completed the exam, students are free to leave their seat and exit the exam room.</li> <li>○ Scratch paper and writing implements must be turned in before students leave the room.</li> </ul> </li> </ul>
<p><b>Exam Technology:</b></p>	<p>Students are required to have a laptop or tablet with a functioning webcam to take exams. Students are responsible for ensuring they have functioning equipment (a tablet or laptop). Students that do not have a laptop or tablet with a functioning webcam will not be able to take the exam. It is the student's responsibility to ensure that their equipment is functioning properly and up to date.</p> <p>Students are required to have the Respondus software correctly downloaded, updated, and properly functioning before beginning the exam. Students are responsible for managing passwords and login information. Students who do not have functioning equipment, updated testing software, or current password or login information may have less time to take quizzes or exams or be unable to access or complete exams. It is the student's responsibility to ensure that they can access and use the Respondus software on their laptop or tablet.</p> <p><b>Respondus lockdown browser information is available in the syllabus.</b></p>

<b>Student Exam Review:</b>	<p>Faculty will conduct a brief exam review immediately after exams are completed. See syllabus or course calendar for exam review times.</p> <ul style="list-style-type: none"> <li>• Exam reviews will occur at both Lincoln City and Newport campuses.</li> <li>• Exam review is optional. Students are not required to attend the exam review.</li> <li>• Students may not have personal items at their workspace during the exam review.</li> <li>• Students may not record or take notes on the exam review sessions.</li> <li>• Exam review will begin with an approximately 30-minute review of the first-year exam followed by an approximately 30-minute review of the second-year exam. <ul style="list-style-type: none"> <li>○ First year students must leave the room when the first-year review is complete.</li> </ul> </li> </ul>
<b>Faculty Exam Review and Grading:</b>	<p>Exam scores should not be considered final until a faculty exam review and analysis is complete. Exams will be reviewed and finalized by faculty <u>within 48 hours</u> of all students completing the exam.</p> <p>All full-time faculty and the Director of Nursing and Allied Health will have the opportunity to review exams before scores are considered final. Faculty may choose to remove or amend test items (questions) based on a statistical analysis of the validity or reliability of the test item. When faculty choose to remove a test item, no points will be awarded for the test item for any students.</p> <p>The total number of points on the exam and the student's individual score may change after the exam is final. Students will be notified via Canvas announcement when test and exam scores are final.</p>
<b>Remediation:</b>	<p>Any test or exam with a score of less than 76% will require the student to meet with their faculty mentor. This meeting may be scheduled or occur during scheduled office hours. The meeting must take place before the next test or exam.</p> <p><b><u>There are no "retakes" or "extra exams" available under any circumstances.</u></b></p>
<b>Missed Exams:</b>	<p>Students that miss exams due to illness, injury, or other emergent or extenuating circumstances (death or serious injury in the immediate family, natural disaster) may be required to provide appropriate documentation as requested by the Lead Faculty or the Director of Nursing and Allied Health. In this instance missed exams may be taken without a deduction from the final score.</p>
<b>Academic Honesty:</b>	<p>Under no circumstances may students physically or electronically copy or transmit any part of the exam. Copying or transmitting any part of any exam in any format by any method is a violation of academic integrity. See academic integrity policy.</p> <p><b><u>There is ZERO tolerance for academic dishonesty in the nursing program.</u></b></p>

## Oregon Coast Community College Nursing & Allied Health Program Policy Manual

**Policy Category:** Assessment, Evaluation, Grading, and Course Progression Policies

**Policy Number:** TBA

**Policy Title:** Course Progression Policy

<b>Purpose:</b> The purpose of this policy is to describe the standards for progressing to the next course in the OCCC Nursing & Allied Health Programs.	
<b>Course Progression:</b>	<p>All courses in the nursing series are required and must be completed in order to complete the nursing &amp; allied health programs. Failure to earn a passing grade in a course will result in the inability to progress to the next course in the enrolled program.</p> <p>Each course must be completed with a “C” or higher in order of course numbering before the student may continue to the next course. The student must achieve a designated level of “C” or higher to progress to the next course.</p>
<b>Standards for Course Progression:</b>  <b>Medical Assistant Nursing Assistant</b>	<p>There are four benchmark categories that students must achieve in the core courses to progress to the next course in the nursing series.</p> <ol style="list-style-type: none"><li><b>1. A cumulative 75% on exams</b> must be earned to progress to the next course in the nursing program.<ol style="list-style-type: none"><li>Students that do not meet the 75% exam benchmark may not be able to be eligible to progress to the next course in the sequence even if the overall score is greater than 76%.</li><li>A cumulative exam score of 75.99% does not meet the exam benchmark.</li></ol></li><li><b>2. A cumulative 75% in the clinical portion of the course</b> must be earned to progress to the next course in the program.<ol style="list-style-type: none"><li>Students that do not meet the 75% clinical benchmark will not be able to be eligible to progress to the next course in the sequence even if the overall score is greater than 76%.</li><li>A cumulative clinical score of 74.99% on clinical coursework does not meet the clinical benchmark.</li></ol></li><li><b>3. *Sound critical thinking, clinical reasoning, and safe practice</b><ol style="list-style-type: none"><li>Students <b>MUST</b> demonstrate competency in 100% of clinical objectives to progress to the next course in the enrolled program.<ol style="list-style-type: none"><li>Clinical objectives are discussed in the clinical packet. Demonstration of clinical competence and sound clinical judgment are essential for safe and effective clinical practice.</li></ol></li><li>Students <b>MUST</b> demonstrate the ability to practice in a safe and effective manner to progress to the next course in the program.<ol style="list-style-type: none"><li>Safe and effective clinical practice are discussed in the clinical packet. Failure to perform previously learned clinical skills safely or to practice safely in the clinical environment</li></ol></li></ol></li></ol>

	<p>may result in a clinical failure and the inability to progress to the next course in the enrolled program.</p> <ul style="list-style-type: none"> <li>c. Students <b>MUST</b> demonstrate sound clinical judgement and clinical reasoning at a level consistent with current scope of practice progress to the next course <ul style="list-style-type: none"> <li>i. Students that do not demonstrate competency in ALL clinical outcomes/competencies will not be eligible to progress to the next course in the program.</li> <li>ii. Students that do not demonstrate sound clinical judgment and clinical reasoning as identified on the clinical evaluation will not be eligible to progress to the next course in the program.</li> </ul> </li> <li>d. Faculty will make every effort to provide reasonable remediation plans for students struggling with clinical outcomes/competencies.</li> </ul> <p>4. <b>A cumulative 75% on all available points</b> must be earned to progress to the next course in the program.</p> <ul style="list-style-type: none"> <li>a. Students that do not meet the 75% overall benchmark will not be able to eligible to progress to the next course in the sequence even if the exam and/or clinical scores are greater than 76%.</li> <li>b. A cumulative clinical score of 74.99% does not meet the cumulative benchmark.</li> </ul>
<p><b>Program Progression Information, Questions, and Concerns</b></p>	<ul style="list-style-type: none"> <li>• Questions and concerns about <b>a specific lecture or classroom presentation</b> should be pursued with the instructor(s) who conducted the class. Instructors facilitate the learning process by formulating objectives to guide students in their study of the defined topics. These objectives are addressed in selected reading assignments, syllabus materials, and classroom activities. Students are individuals with unique learning needs and styles, so instructors will vary in their methods of presentation and classroom management. To clarify or provide additional information, instructors may post supplemental materials for students to copy. Instructor-developed materials, such as class notes or PowerPoint slides, may be shared at the discretion of individual instructors, but this is not an established pattern.</li> <li>• Students are encouraged to form study groups to enhance their learning and to use other resources to seek out answers to questions they may have. When such independent learning methods have been employed and a need for additional direction or clarification remains, students may contact individual instructors to discuss the topic.</li> <li>• Questions and concerns <b>related to clinical experiences</b> should be addressed to the assigned instructor.</li> <li>• Questions and concerns <b>related to academic matters</b> (e.g., course selection, graduation review) should be discussed with an academic advisor in Student Services.</li> <li>• <b>Individual questions, concerns, and comments about the Program</b> can be discussed with the Director of Nursing and Allied Health. Students having problems with individual instructors should try first to resolve the issues with those instructors. If a direct approach to solving such problems fails,</li> </ul>

	students may meet with the nursing & allied health director to seek guidance. If the issue involved alleged discrimination or harassment, Student Services should be contacted.
<b>Progression with Academic Probation</b>	<p>In limited cases, students earning between 74% and 74.99% cumulative exam score may be eligible to progress to the next course with academic probation and provided all the following are true:</p> <p>The student is in good standing in both clinical and theory.</p> <ol style="list-style-type: none"> <li>1. The student has no history of academic or clinical probation for any reason.</li> <li>2. Faculty initiate and agree to the progression with academic probation.</li> <li>3. The student agrees to the progression with academic probation.</li> <li>4. A formal remediation plan is initiated by the student and agreed upon by the student and an assigned faculty mentor.</li> <li>5. The remediation plan must include weekly meetings with the assigned mentor.</li> <li>6. The student must fully participate in all elements of the remediation plan.</li> <li>7. The Director of Nursing and Allied Health agrees to the progression with academic probation and approves the remediation plan.</li> </ol> <p>Students that meet the exam benchmark and fulfill all elements of the remediation plan after one term have met the terms of the academic probation.</p> <p>Progression with academic probation may occur once, and only once, during the nursing program. Students on academic probation related to exam scores <b>MUST</b> meet the cumulative 75% exam benchmark every term to progress in the nursing program.</p>

#### **References:**

Grading Policy

Exam Policy

#### **Notes:**

*\*Critical thinking, clinical reasoning, clinical outcomes, and safe clinical practice are further discussed in the Clinical Handbook*

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## Oregon Coast Community College Nursing & Allied Health Program Policy Manual

**Policy Category:** Assessment, Evaluation, Grading, and Course Progression Policies

**Policy Number:** TBA

**Policy Title:** Grievance Policy

**Purpose:** The purpose of this policy is to identify the process for students that wish to grieve a grade or departmental decision impacting the student's grade or ability to progress in the OCCC Nursing & Allied Health Programs.

### Grievance Procedure

A student is to follow the college's grievance procedure when grieving any grade.

- It is mandatory that the student discuss the problem with the faculty, staff member, or student directly involved the day of or immediately following the event's occurrence.
- If the problem is not resolved during the discussion, the student must meet with the Director of Nursing and Allied Health for further discussion.
- If the problem cannot be resolved informally as described in above, the student may file a Formal Grievance as outlined in the OCCC Student Handbook and starts with obtaining a Grievance form from Student Services.

When a student grievance involves a clinical grade, the timelines of the grievance procedure are shorter than those for a grievance involving a grade for a theory course since a failing clinical grade requires that the student be excluded from the clinical area upon receipt of that grade.

The student may continue to participate in the theory component of the Nursing Course.

### References:

Exam policy

[OCCC Policy: Measures to Enforce Standards of Student Conduct \(Conflict Resolution/Grievance Procedure\)](#)

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## Oregon Coast Community College Nursing Program Policy Manual

**Policy Category:** Assessment, Evaluation, Grading, and Course Progression Policies

**Policy Number:** TBA

**Policy Title:** Alert Progress Record Policy

<p><b>Purpose:</b> The Alert Progress Record is utilized when the Director of Nursing &amp; Allied Health or faculty identify a student-related problem or behavior that is not consistent with meeting clinical competencies or minimal academic progress and requires a plan of action for correction, probation, or dismissal.</p> <ul style="list-style-type: none"> <li>• The Alert Progress Record documentation will become a permanent part of the student's file</li> <li>• If the problem is resolved promptly no further action will be taken.</li> <li>• If the problem persists or reoccurs, the instructor will inform the Director of Nursing and Allied Health and discuss further actions that may need to be taken, which may include probation or dismissal from the program.</li> </ul>	
<p><b>Alert Progress Record (APR)</b></p>	<p>This document is submitted when a the Director of Nursing &amp; Allied Health and/or a theory or clinical faculty observes a student's behavior that is not consistent with meeting the program-based competencies or standards.</p> <p>This form is intended to identify areas of concern and assist the student with a plan to succeed in the nursing program. This form may be used to create a remediation plan or a probationary contract.</p> <p>This documentation will become a permanent part of the student's file, however, if the problem is resolved, no further action will be taken.</p> <p>If the problem continues to exist, then the theory, clinical instructor, and/or nursing mentor will meet the nursing director, about further action that needs to be taken (a probation contract).</p>
<p><b>APR Process</b></p>	<ol style="list-style-type: none"> <li>1. A behavior of concern is identified by the Director of Nursing &amp; Allied Health and/or faculty</li> <li>2. The Director of Nursing &amp; Allied Health and/or Faculty completes APR within 24 hours of observed behavior</li> <li>3. If the behavior is identified by Faculty they will send a copy of the APR to the student, the Advisor, the Director of Nursing and Allied Health, and the Clinical Coordinator (if the issue includes a clinical concern) within 48 hours of observed behavior. If the behavior is identified by the Director of Nursing &amp; Allied Health they will send a copy of the APR to the student, the nursing advisor, any faculty member involved or with a "need to know," and the clinical coordinator (if the issue includes a clinical concern) within 48 hours of the observed behavior.</li> <li>4. The student will complete the student plan section of APR and returns it to the faculty member, the Nursing Advisor, the Director of Nursing and Allied Health, and the Clinical Coordinator (if the issue includes a clinical concern) within 48 hours of receiving the APR</li> </ol>

	<ol style="list-style-type: none"> <li>5. A face to face or Zoom meeting must occur within 48 hours (excluding weekends and holidays) of identifying the behavior. The person who identifies the behavior and writes the APR will be responsible for scheduling the meeting and inviting all required parties.</li> <li>6. The meeting will include a complete review of the behavior and all the components of the APR. The discussion must include what is expected from the student moving forward and discussion regarding a plan for success.</li> <li>7. AT the conclusion of the meeting the person who identified the behavior and helped the APR meeting will send the document to all required parties for signature. The deadline for signatures is 24 hours from the time the APR was sent to all required parties. Failure of the student to sign and return the APR in a timely fashion is considered a violation of the APR agreement and further action will be explored.</li> </ol>
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**Oregon Coast Community College Nursing & Allied Health Program Policy Manual**

**Policy Category:** Assessment, Evaluation, Grading, and Course Progression Policies

**Policy Number:** TBA

**Policy Title:** Certification, Graduation, and/or Licensure

<b>Purpose:</b> The purpose of this policy is to detail requirements for certification, graduation from the enrolled program, and professional licensure/certification requirements	
<b>Medical Assistant graduation</b>	Students must initiate certification and/or graduation from the Medical Assisting Program at the beginning of winter term prior to the summer term graduation. The application is submitted to the college registrar to determine if all requirements for graduation and subsequent certification have been met. Students are required to meet with their academic advisor once per term while in the program.
<b>National Certification</b>	<p>The student is eligible to apply for national medical assistant certification prior to the end of summer term if the student is in good standing.</p> <p>Applications and information about national certification can be obtained through: National Center for Testing Competency (NCCT) 7007 College BLVD Suite 385 Overland Park, KS 66211</p> <p>Telephone: (800) 875-4404 <a href="https://www.ncctinc.com/certification/ma">https://www.ncctinc.com/certification/ma</a></p>
<b>Graduation</b>	Students successfully completing all courses in the curriculum map.
<b>Application for</b>	The Director of Nursing & Allied Health or a member of the medical assistant program will provide a presentation related to the process and procedures for graduation, testing and certification.

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## Oregon Coast Community College Nursing & Allied Health Program Policy Manual

**Policy Category:** Policies Related Evaluation, Grading, and Course Progression

**Policy Number:** TBA

**Policy Title:** Readmission and Transfer Placement Policy

<p><b>Purpose:</b> The purpose of this policy is to explain the requirements for readmission into the OCCC medical assistant program.</p> <p>This policy applies to students who were admitted and attending courses in the OCCC medical assistant (MA) Program and then left the Program for personal, medical, safety, or academic reasons. Due to high enrollment, a student who leaves the Program is not guaranteed an opportunity to return to the Program. Readmission to any MA course is dependent upon whether space is available in the program at the time the student is expected to return. Any student who seeks readmission to the Program must be deemed eligible, must follow and complete all the readmission procedures and requirements, and must meet Program requirements in effect at the time of return. (e.g., prerequisite, and co-requisite courses). Students who exit the MA Program during NCMA 101 / 102 are required to reapply to the Program rather than seek readmission. A student may be readmitted and repeat each MA course only once</p> <p>Courses are composed of theory and clinical components. All components must be passed to achieve a passing grade in a course. A student that has failed any component of a course is required to repeat the entire course upon readmission, including repeating previously completed coursework.</p> <p>The opportunity to be readmitted to the medical assistant program is subject to revocation by the Director of Nursing &amp; Allied Health in consultation with the MA Faculty. Eligibility for readmission will be revoked if students fail to complete required procedures for readmission or fail to meet conditions set for readmission. Any student seeking readmission who failed to complete the required procedures for readmission may be placed at the bottom of the waiting list following a conference with the Director of Nursing &amp; Allied Health.</p>	
<b>Student Initiated Exit</b>	Students will immediately notify the Director of Nursing & Allied Health of his/her intent to withdraw from the medical assistant Program. Students are to follow College and Program procedures for withdrawal and placement on the readmission list.
<b>Procedure</b>	<p>Placement on the readmission waiting list requires an exit interview with the Director of Nursing &amp; Allied Health within 30 days of departure from the Program. At this exit interview, students will be informed of their eligibility for readmission and a Readmission Plan will be developed. The plan will be developed by the Faculty and the Director of Nursing &amp; Allied Health and will outline any required or suggested activities, and associated deadlines that must be met prior to readmission. This may include, but not be limited to a physician's release and proof of ability to meet essential functions; a written plan for problem-solving personal issues interfering with academic success; or a study plan for improving academic performance.</p> <p>Readmission to any nursing &amp; allied health course is on a space available basis. Students seeking readmission to a specific MA course are placed on a waiting list. Placement on the list is based on standing in the Program with highest priority</p>

	<p>given to students who withdraw in good standing, second to those with a failing theory grade, third to those students who failed clinical, and fourth to those students who failed due to unsafe clinical performance or exhibited academic dishonesty, or substance abuse. Decisions about placement on the prioritized readmission list are made by the Director of Nursing &amp; Allied Health in consultation with the Medical Assistant Faculty.</p>
<b>Eligibility for Readmission</b>	<p>When considering any application for re-entry, advanced placement or transfer, faculty will discuss and prioritize the request for entry into the available spaces based on the following criteria and guidelines.</p>
<b>Category A</b> A student who leaves the Program <u>in good standing</u> :	<p>A student who withdraws from the MA Program for personal and/or medical reasons and is passing at the time of withdrawal will be allowed to repeat any course once. If the student withdraws at the completion of a sequence course with a grade of C or better, they will be allowed to continue the MA sequence, pending available space and as long as the absence from the Program is no greater than one year. These students will be placed on the 'A' list for readmission and will be rank ordered per the Final Grade (percentage score) received in the current or previous term's MA course, whichever is higher. Ties will be broken first by the percentage received on the theory score alone, and then will be determined by a draw.</p>
<b>Category B</b> A student who leaves the Program <u>due to a failing grade in the theory component</u> :	<p>A student who withdraws from the MA Program for any reason with a failing grade in theory or fails the course will be allowed to repeat any sequence course once, pending available space and if the absence from the Program is no greater than one year. These students will be placed on the 'B' list for readmission and will be rank ordered per the Final Grade (percentage score) received in the term prior to leaving the Nursing Program, and the weighted theory exam score at the time of departure from the Program. Ties will be broken first by the percentage received on the theory scores alone for both terms, and then will be determined by a draw.</p>
<b>Category C</b> A student who leaves the Program <u>due to a failing clinical grade</u> :	<p>A student who withdraws from the MA Program for any reason who is not making satisfactory progression toward meeting the competencies for the clinical practicum, or fails clinical, will be allowed to repeat any sequence course once, pending available space and if the absence from the Program is no greater than one year.</p> <p>These students will be placed on the 'C' list for readmission and will be ranked per the final theory grade (percentage score) received in the term prior to leaving the Nursing Program, and the weighted theory exam score at the time of departure from the Program. Ties will be broken first by the percentage received on the theory scores alone for both terms, and then will be determined by a draw.</p>

<b>Category D</b> A student who leaves the Program <u>due a safety concern</u> within the clinical or theory setting:	<p>A student who withdraws or is dismissed from the MA Program due to a safety concern within the theory and/or clinical setting may be allowed to repeat any sequence course once, pending approval from the Director of Nursing &amp; Allied health in consultation with the nursing faculty, available space and if the absence from the Program is no greater than one year.</p> <p>These students will be placed on the 'D' list for readmission and will be ranked per the final theory grade (percentage score) received in the term prior to leaving the Program, and the weighted theory exam score at the time of departure from the Program. Ties will be broken first by the percentage received on the theory scores alone for both terms, and then will be determined by a draw. The events surrounding any dismissal will also be reviewed as part of the decision to readmit the student.</p>
<b>Ineligibility for Readmission</b>	<p>A student will be considered ineligible for readmission or advanced placement into the Medical Assistant Program if:</p> <ul style="list-style-type: none"> <li>• The student has been dismissed from the Program for documented acts of dishonesty or unethical behavior and has not been conditionally approved for readmission by the MA Faculty</li> <li>• The student has been dismissed from the clinical practicum for unsafe clinical behavior and there is no evidence of engaging in and completing a remediation plan.</li> <li>• The student has been dismissed from the MA Program for drug/alcohol offenses and there is no evidence of engaging in and completing an appropriate rehabilitation program.</li> <li>• The student has failed or been dismissed from the Program due to not meeting the Course and Program Critical Elements, policies and/or procedures, and there is no evidence of engaging in and completing a remediation plan.</li> </ul>
<b>Waiting List Placement</b>	<p>The appropriate position on the A, B, Cor D waiting lists will be determined at the time of the exit interview for all eligible students. Due to a wide variety of individual requirements for readmission, the rank ordering of potential candidates will not be available until the term prior to readmission. Students will be contacted during the term preceding readmission by phone or by mail and offered any available placement for which they are qualified. It is the responsibility of the student to keep the Director of Nursing &amp; Allied Health and the College informed of any address or telephone number changes.</p>

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## **Section 7:**

### **Policies Related to Clinical Rotations**

## Oregon Coast Community College Nursing & Allied Health Program Policy Manual

**Policy Category:** Clinical

**Policy Number:** TBA

**Policy Title:** Clinical Grading & Clinical Progression

**Purpose:** The purpose of this policy is to set clear standards for clinical grading and clinical progression. Each course in the medical assisting program is based on the understanding that students have demonstrated competency in all clinical outcomes and skills and are able to practice safely and effectively in the clinical setting.

Clinical grades and clinical progression will be based on demonstration of:

1. Competence in clinical outcomes
2. Safe and effective clinical practice
3. Sound clinical judgment and clinical reasoning

Students must meet standards for clinical outcome competence, safe and effective clinical practice, AND sound clinical judgment and clinical reasoning to progress in the medical assistant program.

<b>Clinical Outcomes</b>	<p>Clinical outcomes are provided for each course in a quarterly clinical supplement and in a clinical outcome documentation and self-evaluation form.</p> <p>Clinical outcomes are aligned to standards of safe and effective medical assistant practice; course and program outcomes; and professional standards.</p> <p>Clinical outcomes define the expected scope of practice for students in each course of the program. The student scope of practice develops with each course in the program as student skills, knowledge base, and experience develop. It is critical that students demonstrate competence in clinical outcomes before they are able to progress to the next course in the medical assistant program.</p>
<b>Demonstration of Clinical Outcome Competence</b>	<p>Student will document a self-evaluation of their demonstration of competence in all clinical outcomes in clinical journals and other clinical assignments.</p> <p>Clinical faculty will evaluate clinical outcome competency based on student self-assessment in journals and assignment and through observation in the clinical environment.</p> <p>If a student does not adequately document competence of a clinical outcome <u>in a journal or assignment</u>, the assignment or a portion of the assignment may need to be edited or repeated. In this case, clinical faculty will communicate with the student via Canvas.</p>

	<p><b>Clinical faculty / Clinical Preceptor observing behaviors that are not consistent with competency in clinical outcomes in a clinical setting will:</b></p> <ol style="list-style-type: none"> <li>1. Notify the student verbally and provide verbal feedback as close to the incident as possible.</li> <li>2. When possible, the clinical faculty will provide an opportunity to correct the behavior in the clinical setting.</li> <li>3. If the behavior is significant and/or persists, clinical faculty will complete an Alert Progress Record (APR) – <i>see Alert Progress Record Policy.</i></li> <li>4. When possible, remediation will be provided. Remediation will be considered on a case-by-case basis and may take place in the clinical setting, skills lab, simulation lab, and/or as a written assignment.</li> </ol> <p><b>All students MUST demonstrate and document competence in 100% of clinical outcomes to progress to the next course in the nursing program.</b></p> <p><b>Failure to demonstrate competency in 100% of clinical outcomes by the end of any course will result in dismissal from the nursing program.</b></p> <p><b>This is absolutely non-negotiable. ALL students MUST demonstrate AND document competency in ALL clinical outcomes EVERY term.</b></p>
<b>Safe and Effective Clinical Practice</b>	<p>Students MUST be able to practice safely and effectively in the clinical environment at their current scope of practice. In every clinical situation, the safety of the patient must be the priority.</p> <p>Safe and effective clinical practice is based on:</p> <ol style="list-style-type: none"> <li>1. Proficiency in clinical skills</li> <li>2. Demonstration of competence in clinical outcomes.</li> <li>3. Adherence to standards of preparation and safety</li> </ol>
<b>Demonstration of Safe and Effective Clinical Practice</b>	<p><b>Clinical Skills Labs</b> A clinical skills master list is provided in the clinical packet.. Clinical skills are typically introduced and developed in the clinical skills labs before they are practiced in off-site clinical rotations.</p> <p>It is the student's responsibility to ensure competence in clinical skills. If a student desires or needs additional practice with clinical skills, they can arrange this with clinical skills lab faculty.</p> <p><b>Off-Site Clinical Rotations</b> Clinical faculty and preceptors continually assess safe and effective clinical practice in all clinical environments. Students should expect to receive ongoing verbal feedback in the clinical setting.</p>

	<p>Significant breaches in patient safety will result in disciplinary action including <b>remediation, probation, or dismissal</b> from the medical assistant program. Students demonstrating grossly unsafe behavior may be asked to leave the clinical setting. <i>See “Examples of Unsafe Clinical Behaviors” in the Clinical Packet</i></p> <p><b>Clinical faculty observing unsafe behaviors in a clinical setting will:</b></p> <ol style="list-style-type: none"> <li>1. Notify the student verbally and provide verbal feedback as close to the incident as possible.</li> <li>2. When possible, the clinical faculty will provide an opportunity to correct the behavior in the clinical setting.</li> <li>3. If the behavior is significant and/or persists, clinical faculty will complete an Alert Progress Record (APR) – <i>see Alert Progress Record Policy</i>.</li> <li>4. When possible, remediation will be provided. Remediation will be considered on a case-by-case basis and may take place in the clinical setting, skills lab, simulation lab, and/or as a written assignment.</li> </ol> <p><b>All students MUST demonstrate the ability to practice in a safe and effective manner to progress to the next course in the nursing program.</b></p> <p><b>Failure to demonstrate safe and effective nursing care may result in remediation, probation, or dismissal from the nursing program.</b></p>
<b>Sound Clinical Judgment and Clinical Reasoning</b>	<p>Medical Assistants must be able to apply knowledge, skills, and competencies to novel and unexpected situations in a wide variety of clinical settings. Along with clinical outcomes and standards of safe and effective practice, The OCCC Medical Assistant clinical evaluation form provides feedback to the student regarding clinical practice.</p>
<b>Demonstration of Sound Clinical Judgment and Clinical Reasoning</b>	<p>Assessment of sound clinical judgment and clinical reasoning is based on the student’s expected current skill level and scope of practice.</p> <p><b>Clinical faculty observing behaviors indicating clinical judgment or clinical reasoning below the expected level of practice in a clinical setting will:</b></p> <ol style="list-style-type: none"> <li>1. If applicable, notify the student verbally and provide verbal feedback as close to the incident as possible.</li> <li>2. Provide written feedback on the LCJR that includes examples of the behavior and suggestions on how to improve.</li> <li>3. When possible, the clinical faculty will provide an opportunity to correct the behavior in the clinical setting.</li> <li>4. If the behavior is significant and/or persists, clinical faculty will complete an Alert Progress Record (APR) – <i>see Alert Progress Record Policy</i>.</li> <li>5. When possible, remediation will be provided. Remediation will be considered on a case-by-case basis and may take place in the clinical setting, skills lab, simulation lab, and/or as a written assignment.</li> </ol>



	<p><b>All students MUST demonstrate sound clinical judgment and clinical reasoning consistent with their expected level of skill and scope of practice to progress to the next course in the nursing program.</b></p> <p><b>Failure to demonstrate sound clinical reasoning and clinical judgment may result in remediation, probation, or dismissal from the nursing program.</b></p>
<b>Clinical Grades</b>	<p>Clinical grades will be based on clinical observation and a variety of clinical assignments.</p> <p>See syllabus for a breakdown of points for individual courses.</p> <p><b>All students MUST earn at least a cumulative 76% of points in scored clinical observations and assignments to progress to the next course in the nursing program.</b></p>

**References:**

Alert Progress Record  
Course Progression Policy  
Grading Policy  
Lasater Clinical Judgment Rubric

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## Oregon Coast Community College Nursing P& Allied Health Program Policy Manual

**Policy Category:** Clinical

**Policy Number:** TBA

**Policy Title:** Confidentiality of Information, Social Media, and Publication

<b>Purpose:</b> The purpose of this policy is to protect the confidentiality and personal or protected information of patients, families, students, faculty, and members of the community.	
<b>Confidentiality</b>	<p>Confidentiality is one of the primary responsibilities of every student in a clinical setting. Confidential information is defined as any information, written, spoken or electronically transmitted, whose unauthorized or indiscreet disclosure could be harmful to the interest of a patient, employee, physician, the institution, a student or an instructor.</p> <p>Examples of such information include, but are not limited to, personally identifiable medical and social information, professional medical judgments, classroom and post-conference learning activities and discussions.</p>
<b>Personal and Protected Information</b>	<p><u>All</u> information about patients, including the nature of the patient's disease, diagnosis, treatment and any personal or identifiable information is considered protected by applicable state and federal laws and by this policy and the policies of clinical facilities.</p> <p>This policy applies to information maintained in an electronic fashion by the facility's computerized information system and electronic medical record (EMR) as well as any written, spoken, or observable information or records.</p> <p><b>No portion of a patient's record is to be copied in any fashion or removed from the facility in any format.</b></p> <p>Incident reports relating to risk management issues and any other information designated as of a private or sensitive nature is also included in the category of confidential information. These matters should only be discussed in the appropriate school or clinical setting, not in public areas such as the cafeteria or outside of the clinical facility.</p> <p>Students will be required to complete facility specific <u>HIPAA</u> education within the facility's timeframe and will not be allowed into clinical in the facility if the HIPAA training is not completed.</p>
<b>Publication of Information</b>	<p><b>Patient and Clinical Care Information</b></p> <p>Students must understand that clinical affiliation agreements state the following: "at no time while a student or in the future shall any student publish or cause to have published any material relative to their learning experience at any clinical facility unless approved by both OCCC and the facility."</p>

	<p>This means that no information about or related to any activity involving a patient care experience or clinical facility, activity, or rotation may be made publicly available by a student in any format, on any platform, without the explicit written permission of both the clinical facility and the Director of Nursing and Allied Health.</p> <p><b>Absolutely no reference to a patient or patient care activity</b> (even if all identifying factors have been removed) should ever be shared electronically or digitally via any social media site, website, text message, or email outside of the password protected learning management system (Canvas).</p> <p>Students must never take pictures of patients whether a patient gives permission or not. Only clinical facility or OCCC staff following facility and OCCC policies with appropriate signed permissions will take any pictures needed for educational purposes.</p> <p><b>Student, Faculty, and Staff Information</b></p> <p>Student, faculty, and staff information is also protected and must not be shared, distributed, or made publicly available in any format, on any platform, without the explicit written permission of the student, faculty or staff.</p> <p>Students must request permission before recording an instructor or another student. When recordings are permitted, they must only be used for educational purposes within the program.</p> <p>Educational material (e.g., lesson PowerPoints, learning resource, assignments, or outlines) posted on Canvas for course student use are not to be reproduced or posted by students on any in any format, on any platform, without the explicit written permission of the faculty providing the information.</p>
<p><b>Use of Patient Information for Educational Purposes</b></p>	<p>Some written clinical assignments may include information about patients the student has cared for during clinical rotations. Communication of <b>any</b> patient information should be only for clinical education purposes.</p> <p>When assignments include information about a patient's condition, specific information and guidelines related to collecting, using, and submitting the information will be provided in assignment instructions.</p> <p>Failure to adhere to assignment instructions may be considered a violation of this policy, HIPAA, and or the academic integrity policy and may be grounds for disciplinary action or dismissal from the nursing program.</p> <p>Patient information may be discussed with other students or faculty for educational purposes in the setting of clinical conferences. In this scenario, conversations should be held in a private location where information is not accessible to the public.</p>

<b>Use of Social Media</b>	<p>No information about or related to any activity involving a patient care experience or clinical facility, activity, or rotation may be made publicly available by a student in any format, on any platform, without the explicit written permission of both the clinical facility and the Director of Nursing and Allied Health. This includes any Social Media site or platform.</p> <p>Students should understand that negative information about any person posted on any social media site or other site reflects on the professionalism, integrity and ethical standards of the person posting the information. Negative information shared on social media sites may also be considered conduct unbecoming to a nurse and may impact the student's ability to complete their nursing education or gain a nursing license. Employers and faculty periodically and randomly search public blog and social media profile sites.</p> <p>Students may not start or use any social media or web site that includes the name or any part of the name of the college or the medical assistant program without the explicit written permission of the Director of Nursing and Allied Health and college administration. This means that students cannot, for example, start a Facebook page titled "OCCC medical assistant program class of 2024!"</p>
<b>Passwords</b>	<p>Computer or medication dispensing machine passwords are solely for the use of the person to whom they are assigned (unless the facility assigns one password to an instructor for the use of students) and must not be shared to prevent unauthorized access to confidential information.</p>
<p><b>Violation of this policy will result in the initiation of a disciplinary process and may result in dismissal from the nursing program.</b></p>	

**Effective Date:** August 4, 2022

**Reviewed:** August 4, 2022

**Revised:** August 4, 2022

**Reviewed:** August 27, 2023

## Oregon Coast Community College Nursing & Allied Health Program Policy Manual

**Policy Category:** Clinical

**Policy Number:** TBA

**Policy Title:** Insurance

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<b>Purpose:</b> The purpose of this policy is to explain the insurance requirements for students in the nursing & allied health department.	
<b>Insurance</b>	Students are not covered by health and accident insurance by the College. The College does provide workers' compensation coverage for student illnesses or injuries that result directly from activities required by course objectives at off campus clinical sites. This coverage is not available for on-campus laboratory activities. Student health insurance is recommended.

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## Oregon Coast Community College Nursing & Allied Health Program Policy Manual

**Policy Category:** Clinical

**Policy Number:** TBA

**Policy Title:** Occupational Injury of Bloodborne Pathogen Exposure During a Clinical Experience

**Purpose:** To establish a standardized procedure to protect students and faculty members from exposure to bloodborne pathogens (BBP) or occupational injury and to manage any unanticipated or inadvertent exposure to bloodborne pathogens or occupational injury during assigned educational clinical experiences. The protocol includes the standards established by the Center for Disease Control (CDC) and the Occupation Safety and Health Administration (OSHA).

### Rationale

Students enrolling in nursing & allied health programs participate in invasive or exposure prone procedures, such as the provision of clinical care to patients in health care facilities.

The nursing & allied health program prepares students to practice in the safest possible manner to prevent exposure and injury. In the event of an unanticipated or inadvertent exposure or occupational injury, the following procedures will provide the most current approach to the protection of student health.

Blood borne pathogens are potentially infectious materials, including Hepatitis B virus (HBV), Human immunodeficiency virus (HIV) and hepatitis C virus (HCV). Such infectious materials may be found in all human body fluids, secretions, and excretions, except sweat. Exposure to blood borne pathogens may be unanticipated or inadvertent exposure via eye, mouth, other mucous membrane, non-intact skin, or parenteral contact (such as a needle stick) with blood or other potentially infectious materials.

Occupational injury includes direct patient/client care in the clinical environment or by the nature of being exposed to occupational hazards as noted by the Center for Disease Control (CDC) Occupational Safety and Health Administration (OSHA).

### Procedures

1. All faculty and students enrolled in the Oregon Coast Community College nursing & allied health program are required to be immunized against Hepatitis B Virus (HBV).
2. All students and faculty members are required to practice standard precautions when caring for patients and take reasonable precautions to prevent blood borne pathogens (BBP) exposure by using standard precautions and personal protective equipment (PPE), such as gloves, masks, gowns, and eye protection.
3. In most cases, health care facilities supply students and faculty members with the personal protective equipment, safety guidelines and equipment

	<p>needed to protect against exposure to BBP and injury in their settings. If specialized equipment is needed it will be the responsibility of the student or Oregon Coast Community College to provide it.</p> <ol style="list-style-type: none"> <li>4. Health care facilities advise the College about any site-specific training needs for students and faculty members related to protection against exposures to BBP and occupational injury prevention. It is required that all faculty and students complete any designated training.</li> <li>5. The College will provide students and faculty members with the required annual training regarding protection against exposure to BBP, and occupational injury according to OSHA and CDC guidelines. In addition, the college will ensure that students and faculty have at least started the hepatitis B vaccination series before clinical assignments begin and provide for any post-exposure follow-up evaluations and care of students and faculty.</li> <li>6. Faculty members will advise students to immediately report any injury or BBP exposure incident that occurs during required clinical experience. Students MUST notify faculty as soon as possible after any injury or BBP exposure.</li> <li>7. In the event of a BBP exposure the student or faculty member must cleanse the wound/site immediately with disinfectant soap. The faculty member will contact Samaritan Occupational Health Services (SOHS) at 705 SW Coast Hwy Ste A, Newport, OR 97365, phone 541-574-4675. SOHS is to be notified that an individual needs to be seen for potential occupational exposure to BBP. Treatment needs to be within two hours of exposure. If the Occupational Health Department is closed, then the faculty member or student is to seek treatment in the closest emergency department.</li> <li>8. If a student or faculty member experiences an exposure incident for BBP or injury in a health care facility during required clinical placements, complete the form titled "Oregon Coast Community College Incident Report," the Oregon Coast Community College Nursing and Allied Health Department incident report form and any site-specific documentation that is required.</li> <li>9. After the injury or exposure incident has been attended to, the clinical faculty will contact the Director of Nursing and Allied Health to report the injury or exposure. Unless there is an issue or problem handling the incident report, this notification may be done at the first opportunity during regular college hours.</li> </ol>
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	<p>10. If any other non-BBP-occupational related injury or exposure incident requires treatment, it cannot be assumed that the College will pay the cost of any care or services provided to students or faculty for injuries. For this reason, the Safety Officer requests that we refrain from making statements like "The College will pay for care." However, the same protocol as noted in # 7 and 8 must be followed.</p>
<b>Student Responsibilities Related to Injury or Exposure to Contaminated Body Fluids</b>	<ul style="list-style-type: none"> <li>Nursing &amp; Allied Health students are <u>required</u> to report <u>all</u> injuries sustained in their assigned clinical facility or clinical readiness to clinical faculty <u>immediately</u>.</li> <li>Faculty will assist the student in obtaining treatment, if necessary, and completing the required forms in accordance with institutional policy.</li> <li>If an injury occurs in the clinical facility, Worker's Compensation Insurance covers treatment.</li> </ul> <p><b>Student Responsibility if Exposed to Contaminated Body Fluids</b></p> <ul style="list-style-type: none"> <li>Clean the wound or contaminated area <u>immediately</u> with disinfectant soap</li> <li>Notify clinical faculty</li> <li>Notify clinical preceptor (if applicable)</li> </ul>
<b>Faculty Responsibilities Related to Injury or Exposure to Contaminated Body Fluids</b>	<p>Faculty will contact Samaritan Occupational Health Services at 541-574-4675 and tell them you need to be seen for a potential occupational exposure to BBP. Treatment must occur within two (2) hours of exposure. If the Occupational Health Department is closed seek treatment in the local emergency department.</p>

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## **Section 8:**

### **General and College Policies**

## Oregon Coast Community College Nursing & Allied Health Program Policy Manual

**Policy Category:** General Policies

**Policy Number:**

**Policy Title:** Inclement Weather Policy

<b>Purpose:</b> The purpose of this policy is to describe the procedure and expectations for attendance during inclement weather.	
<b>Theory Attendance:</b>	<ul style="list-style-type: none"><li>• Students should follow college policy for theory classes.</li><li>• Students may access school closure information via local radio and television stations and the main campus telephone number (541-265-2283). Students are encouraged to subscribe to Flash Alert by enrolling on their website at <a href="https://www.flashalert.net">https://www.flashalert.net</a></li><li>• On mornings when weather may force the college to be closed, or classes delayed, radio and television stations will be notified of the closure by Public Safety, hopefully by 6:00 a.m. and or your clinical instructor.</li><li>• If OCCC opens late on a campus lecture day, class will begin at the later time providing the campus opening occurs within the usual classroom meeting time.</li></ul>
<b>Clinical Attendance:</b>	<p>Clinical rotations often began early in the morning, sometimes before a statement about college closure is made. In these cases, the director, the clinical coordinator, and/or the clinical instructor may use their own judgment to make decisions about clinical as follows:</p> <ul style="list-style-type: none"><li>• Clinical may be canceled when the weather in that area is bad.</li><li>• Clinical may be canceled when travel to clinical sites is hazardous for the instructor and/or students.</li><li>• Students may be dismissed early from clinical if the weather worsens after faculty and students arrive.</li><li>• When clinical is canceled by an individual instructor, this information will be conveyed to students by telephone or text.</li><li>• Students need to exercise good judgment regarding their own safety before deciding to drive to either clinical or campus when the weather is bad.</li></ul> <p>Note: There is no clinical even if students and faculty are in-route or have arrived at a clinical site when a decision to close OCCC or to open late is made.</p>

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**Reviewed:** August 4, 2022

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**Reviewed:** August 27, 2023

**Policy Category:** General Policies

**Policy Number:**

**Policy Title:** Emergency First Aid

### **Emergency First Aid**

Oregon Coast Community College does not require, nor does it have the expectation that students in the Nursing and Allied Health Programs will provide emergency first aid to staff, students, or visitors on our campuses. If a student administers first aid, they assume the liability for such action.

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## **Oregon Coast Community College Nursing Program Policy Manual**

**Policy Category:** General Policies

**Policy Number:**

**Policy Title:** Employment while in the Medical Assistant Program

### **Employment While in the Medical Assistant Program**

When students are employed by an institution or individual, they become an employee of that agency or individual and come under the rules and regulations, liability insurance, etc., of the agency by whom they are employed. During that employment, the student does not come under the jurisdiction of the College and is considered an agent of the institution for which they are employed.

The professional liability insurance for students carried by the College does not cover employment.

While recognizing that some students may need to work while enrolled in the Program, the Faculty, nevertheless, cannot adjust classroom or clinical requirements to accommodate student work schedules.

Students may not work a shift immediately preceding a clinical rotation because of the potential impact on safe patient care. Required clinical experiences are assigned during days shifts during the program .

During the final clinical senior rotation of the program (summer term), students are assigned to match a staff preceptor work schedule for 4 shifts per week X 4 weeks.

Medical assistant classes, lab, and clinical typically involves 10-12 hours of attendance per week plus an additional 36-40 hours of study, assignments, and preparation for class and clinic rotations. Meeting these requirements typically means that students will need to adjust employment and family responsibilities.

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## **Oregon Coast Community College Nursing Program Policy Manual**

**Policy Category:** General Policies

**Policy Number:**

**Policy Title:** FERPA and Release of Student Information

### **FERPA and Release of Educational information**

In compliance with The Family Educational Rights and Privacy Act (FERPA), Oregon Coast Community College releases only very limited information regarding students. All nursing & allied health students should be aware that some confidential information may be posted/shared. Information includes posting of student name with physical location of campus and clinical assignments, and reporting immunization, TB testing, Criminal Background Checks; Drug Screening and CPR certification to some contracted clinical sites. For more information regarding FERPA, contact student services.

The purpose of posting is for scheduling laboratory times and additional assignments. Posting of information occurs on campus in the medical assistant lab area and in the at clinical sites in the MA work area.

Every effort is made to limit access to confidential information to those who have a need to know.

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## **Oregon Coast Community College Nursing& Allied Health Program Policy Manual**

**Policy Category:** General Policies

**Policy Number:**

**Policy Title:** Injury/Illness

### **Injury/Illness**

“For any condition, e.g., an illness, injury, prescription medications or surgery that could impact the student’s ability to safely perform client care while maintaining their own safety and that of the client, a statement will be required from a physician/licensed primary health care provider stating the student is medically cleared to perform patient care responsibilities without restriction as spelled out in the program’s Technical Standards. If the physician identifies restrictions are required, faculty will review the medical release form information provided by the physician/licensed health care provider and determine if the student can continue in clinical experiences. The student must share a copy of the program’s “Technical Standards” document with the physician/licensed primary health care provider when requesting the medical release and must provide the program director or faculty designee with a copy of the medical release by the time frame specified by the instructor.”

Students must report all body fluid splashes, needle sticks, and other accidents or events that could endanger their health occurring during clinical training to facility, faculty, program director immediately. The faculty member will assist the student in obtaining treatment, if required, and completing the required forms in accordance with institutional policy and OCCC policy. Worker’s Compensation Insurance covers student injuries in a clinical facility.

Worker’s Compensation Insurance does not cover student injuries in the clinical readiness setting and students are responsible for any associated costs.

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## **Oregon Coast Community College Nursing & Allied Health Program Policy Manual**

**Policy Category:** Clinical

**Policy Number:**

**Policy Title:** Non-Discrimination/Non-Harassment

### **Non-Discrimination/Non-Harassment**

Oregon Coast Community College is committed to maintaining a learning and working environment that is free of harassment for all persons. It is the policy of OCCC that all its students and employees will be able to learn and work in an environment free from discrimination and harassment. Therefore, it is a violation of College Policy for any student or employee to engage in harassment (including sexual harassment) of any other college student or employee based on personal characteristics, including, but not limited to race, religion, color, gender, sexual orientation, national origin, age, marital status, parental status, veteran status, or disability. Any student, employee, or organization with a substantiated violation of this policy will be subject to disciplinary action including possible suspension and/or expulsion, or dismissal.

The College has regulations and procedures to disseminate this policy, to train supervisors, to provide channels for complaints, to investigate all complaints promptly and carefully, to develop and enforce appropriate sanctions for offenders, and to develop methods to raise awareness and sensitivity among all concerned.

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## **Oregon Coast Community College Nursing & Allied Health Program Policy Manual**

**Policy Category:** General

**Policy Number:**

**Policy Title:** No-Show/Drop

### **No-Show/Drop**

Oregon Coast Community College has a No-Show/Drop procedure. If a student does not attend orientation and the first-class session or does not contact the instructor prior to missing the first-class session, the student may be dropped at the discretion of the nursing and allied health director. If a student is dropped under this procedure, the student will be mailed a notice informing him/her of the date they were dropped, the course number and name, and the instructor name.

Note: This may affect the student's eligibility for tuition assistance if they are a veteran, on financial aid, or sponsored by an agency.

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## **Oregon Coast Community College Nursing & Allied Health Program Policy Manual**

**Policy Category:** General Policies

**Policy Number:**

**Policy Title:** Pregnancy

### **Pregnancy**

“A pregnant student must understand the clinical performance expected of her is the same as that expected of any other student. The student should share a copy of the program’s “Technical Standards” document with her health care provider and must notify (via medical release form) the nursing director or faculty designee if the physician places any restrictions on clinical performance of those functions. The nursing director or faculty designee will review the medical release form information provided by the physician/licensed health care provider and determine if the student can continue in clinical experiences and in the program.”

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## **Oregon Coast Community College Nursing & Allied Health Program Policy Manual**

**Policy Category:** General

**Policy Number:**

**Policy Title:** Transportation

### **Transportation**

Students are responsible for their own transportation to and from school and clinical facilities. Most students will spend some time at clinical agencies requiring one hour or more traveling time to and from campus.

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## **Section 9:**

### **College Resources**

## **Campus Resources**

OCCC makes available an array of services to assist students. Descriptions of these services are available in the College Catalog and on the OCCC website ([www.oregoncoastcc.edu](http://www.oregoncoastcc.edu)) under Student Services. Examples of a few of these services follow.

### **Academic Advisement**

OCCC offers academic advising to students through the Student Services Department. All nursing students should meet with an advisor in Student Services on a regular basis to ensure that graduation requirements are being completed in a timely fashion. It is recommended that students meet with an advisor each term before registering for the subsequent term.

### **College Bookstore**

Students may purchase textbooks and supplies at the “Your College Store”. In addition to textbooks and supplies for classes, the College Bookstore has available for purchase Oregon Coast clothing. Each term during finals week, the Bookstore has a used book buy-back for textbooks that are needed for the next term.

### **Career and Transfer Readiness Center**

The Career and Transfer Readiness Center (CTRC) offers several resources to assist students as they transition from OCCC. We offer resume assistance, career goal setting and interview preparation. We also have access to career databases and have connections to almost every four-year university in Oregon. If you have any questions or would like to set up an appointment, please contact Gena Burke, at 541-867-8558.

### **Computer Labs**

The computers in the Commons Area are available to nursing students. They may also use the computers in the lab at the North County Campus Center in Lincoln City.

### **Counseling Services**

Student Services is open during regular school hours for students who may need educational and vocational counseling. Appointments are to be scheduled.

## **Disability Services**

The College provides a variety of support services to students with disabilities. All such services are elective and must be requested by the student. Any nursing student who requires accommodation for any type of disability should make an appointment with Student Services. All information volunteered by students about disabilities is treated in a confidential manner. (See Technical Standards section for more details.)

## **Financial Aid**

Any student needing financial assistance should contact Student Services. Loans, scholarships, and awards specifically designated for nursing students are available through this office.

## **Health Insurance:**

The Nursing Program recommends that all incoming students carry some type of health insurance. Preventive measures such as immunizations are a student responsibility. Students are not covered by the College for health and accident insurance.

## **Job Search & Placement**

OCCC does not provide job placement services. However, many resource materials are available for resume writing and interviewing techniques in the library lists openings throughout Oregon.

## **Library Services**

The Library contains a collection of onsite materials that focus on courses taught at OCCC as well as an interlibrary loan service capable of locating materials throughout Oregon and the world and having them sent to OCCC. Computers in the Commons are available to access library materials, electronic information resources, the Internet, and word processing programs.

## **Student Clubs**

Several clubs on campus are open to nursing students who desire to be involved in student activities. The Associated Student Government of OCCC is open to all. The Aquanauts focuses on Aquarium Science topics and is also open to all students. Phi Theta Kappa is an honorary society designed for students with a 3.50 or higher-grade point average. The OCCC chapter is Beta Delta Lambda. Membership in this organization can benefit students with the prospect of scholarships and awards.

## **Program Glossary**

### **Adaptation**

Modification of behavioral, cognitive, psychosocial, and physiologic processes in response to changing internal and external stimuli for the purpose of maintaining physiological, psychological, sociocultural, developmental, and spiritual integrity.

### **Assessment**

Medical Assisting assessment is the systematic collection of data related to a patient's physiological, psychological, sociocultural, developmental, and spiritual integrity.

### **Community**

An interacting population of diverse individuals and groups in a common location.

### **Community-based Care**

Community-based care is the delivery of care to individuals, families, and groups in homes, clinics, schools, workplaces and other community settings.

### **Content Sequencing**

Ordering of curriculum content based on teaching and learning principles such as the learning of normal before abnormal, progressing from simple to complex concepts, and reinforcing and building on prior learning while progressing to a higher level of understanding (spiral learning theory).

### **Critical Elements**

The simple, discrete, observable behaviors that are mandatory for the specified areas of performance. They are the finite units of measurement which are, with few exceptions, the collective basis on which students are passed or failed. They are the specific indicators that the student is competent to meet the standards of performance established and expected by the faculty.

### **Critical Thinking**

A cognitive process characterized by the collection, processing, and analysis of information pertaining to the purpose at hand and the use of this information to reason and to make decisions relevant to the discipline of medical care. Critical thinking is inherent in the process of making clinical decisions. As such, it provides a framework for critical thinking in clinical practice.

### **Educational Outcomes**

The knowledge, skills, and attitudes demonstrated by the medical assistant as the result of a Certificate in Medical Assisting. Educational outcomes encompass those competencies expected at the time of graduation.

### **End-of-Life Care**

The holistic care of patients and families during the dying process.

**Family**

An open interdependent system of persons with a central purpose, reciprocal obligation, and mutual caring and commitment to each other.

**Health Promotion**

Activities or interventions that identify the risk factors related to disease, the lifestyle changes related to disease prevention, and the process of enabling individuals and communities to increase their control over and improve their health.

**Human Needs**

The physiological, psychological, sociocultural, developmental, and spiritual requirements of humans that motivate behavior. The state and quality of an individual's health can be estimated by assessing these requirements.

**Program Outcome**

A measurable effect of program operation. For OCCC's Medical Assisting Program, two categories of outcomes have been identified: internal and external

- **Internal outcomes** are outcomes that relate to enrolled students. These outcomes are indicated by graduation success rate, student performance in a competency-based curriculum, and student satisfaction with College facilities and services.
- **External outcomes** are the outcomes that result from overall program operation. These are indicated by the accreditation and approval status of the Program and by the placement and performance of graduates. These outcomes provide information about the effectiveness of the program.

**Unit**

The topics covered under a module. Each unit may be of varying lengths and/or have various assignments associated with it.



**Section 10:**  
**Forms & Signature Sheets**  
**Review & Confirm with Electronic Attestation**



I have read the material in the current 2023-2024 OCCC Medical Assisting Student Handbook and understand it. As an Oregon Coast Community College MA student, I understand that I must comply with the policies contained in this Medical Assisting Student Handbook, including the policy on student cheating and plagiarism, to continue in the program. I understand that this Handbook is reviewed/revised every year, and changes will be reviewed with me.

I consent/do not consent to having fellow students perform instructor selected and approved non-invasive and invasive procedures (i.e. injections, capillary blood sugar sticks) on me after appropriate instruction and under instructor supervision.

I understand that all information regarding clients is strictly confidential, whether written in the hospital record or coming to my knowledge from being in the health care facility and I will comply with the Confidentiality of Information Policy contained within this Handbook and HIPAA guidelines for the clinical facilities. I understand that if I violate the policies I may be subjected to civil penalties and/or disciplinary action.

I understand that if I request a recommendation for transfer or employment purposes from a MA instructor, a written request must be provided and the recommendation will be in writing and may include information from other MA instructors. Classroom and clinical absences may be noted on any recommendation letter.

I understand that for purposes of continuity of education and safety of clients, MA instructors will discuss my clinical performance from term to term in faculty meetings and with me.

I understand that clinical schedules may change during any given term and that my work schedule must be adjusted to fit around my class, skills lab session and clinical schedule.

I agree that for purposes of public safety and health, if I have or develop any type of psychological, medical, drug or alcohol problem that could or does impair my clinical performance the program, I will be reported to a licensed primary health care provider.

I understand that when I am in the clinical setting, if my clinical instructor believes that my ability to perform client care safely is impaired, my instructor will remove me from client care responsibilities and follow the guidelines outlined in the Medical Assisting Student Handbook.



If I am in a drug rehab program, the OCCC Medical Assisting Program has the right to monitor my compliance. Monitoring may include body fluid collection and testing performed by a designated laboratory in a manner which preserves the integrity of the specimen.

I am aware of the inherent problems present in the clinical settings regarding lifting clients, communicable diseases that clients may have, the potential for needle sticks, exposure to latex, exposure to hazardous materials and radiation, etc. I am also aware that these hazards are always present and proper precautions must be taken at all times. I am also aware that I must use "standard precautions" in caring for all clients.

**Name (Print):** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Review this document and confirm your understanding and agreement via the electronic attestation**

**OCCC Medical Assisting Program Policy: for Occupational Injury or Bloodborne  
Pathogen Exposure during Clinical Experiences  
Acknowledgement Statement Form**

*Oregon Coast Community College Medical Assisting Program requires that each student and faculty must sign and return this form prior to any clinical placement affiliated with their experiences at Oregon Coast Community College Medical Assisting Program. The policy has been developed for your safety and that of the clients for whom you and your students care for.*

I. I understand that prior to beginning of an assignment through Oregon Coast Community College in a clinical agency I must review the following content related to blood borne pathogens:

- Epidemiology & symptoms of blood borne diseases
- Modes of transmission
- Methods to control exposure
- Information on protective clothing and equipment
- Emergency information Policy Related to Injury or Bloodborne Pathogens Exposure
- Bloodborne Pathogen Exposure Policy at assigned facility
- OSHA Safety Guidelines for healthcare facilities; fire safety, electrical safety and hazard communication guidelines
- Explanation of the college's exposure control plan (contained in the *Policy Related to Injury or Bloodborne Pathogens Exposure*)

II. I acknowledge having reviewed the following on an annual basis related to my assignment with the Oregon Coast Community College Medical Assisting Program

\_\_\_ Reviewed the policy and procedures related to standard transmission-based precautions at the assigned facility

\_\_\_ Completed the online training through Samaritan Health Services @ <https://www.samhealth.org/careers-education/student-services/student/student-onboarding/policies-and-trainings>

Reviewed CDC and OSHA Guidelines and Documents related to:

\_\_\_ CDC Coronavirus Guidance for Healthcare Workers@ <https://www.cdc.gov/coronavirus/2019-ncov/hcp/testing.html>

\_\_\_ Workplace Safety and Health Topics: Bloodborne Infectious Diseases: HIV/AIDS, HEPATITIS B, HEPATITIS C @ <http://www.cdc.gov/niosh/topics/bbp/#prevent>

\_\_\_\_\_ Healthcare-associated Infections (HAIs): Tools for Protecting Healthcare Personnel @ [https://www.cdc.gov/hai/prevent/ppe\\_train.html](https://www.cdc.gov/hai/prevent/ppe_train.html)

\_\_\_\_\_ Protecting Healthcare Personnel@ <http://www.cdc.gov/HAI/prevent/ppe.html>

\_\_\_\_\_ OSHA Recommended Safety Guidelines @ Occupational Safety & Health Administration <https://www.osha.gov/SLTC/healthcarefacilities/index.html>

\_\_\_\_\_ Hazard Communication @ <https://www.osha.gov/dsg/hazcom/index.html>

\_\_\_\_\_ Healthcare Wide Hazards: Fire @ <https://www.osha.gov/SLTC/etools/hospital/hazards/fire/fire.html>

\_\_\_\_\_ Electrical Safety @ <https://www.osha.gov/SLTC/etools/hospital/hazards/electrical/electrical.html>

III. I have been provided a copy of the Oregon Coast Community College Medical Assisting Program Policy for OCCC Medical Assisting Program Policy: for Occupational Injury or Bloodborne Pathogen Exposure during Clinical Experiences for my current and future reference. I have read the policy, agree to abide by the contents and shall retain it for future reference:

**Faculty/Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Review this document and confirm your understanding and agreement via the electronic attestation**



Medical Assisting Program  
Physical Contact and Invasive Procedure Policy

**Purpose**

It is the intent of this policy is to establish guidelines for students within the Medical Assisting Program at Oregon Coast Community College (OCCC) to practice medical assisting skills on each other. These skills include: basic care; mobility; vital signs; intradermal injections; subcutaneous injections; deltoid intramuscular injections: finger stick blood glucose, venipuncture, nasal and throat swab, eye and ear irrigation and ECGs.

These guidelines are intended to safeguard both Medical Assisting students and Oregon Coast Community College.

**Policy**

In preparation for working with patients in a clinical setting, every student will learn and perform a variety of clinical skills in a group setting with fellow students and faculty. The skills will translate to the quarterly clinical/skills competencies required for each student to successfully complete prior to advancing to the next quarter of the medical assisting program.

In the clinical setting, close physical contact between the preceptor and student, student to student, and student to patient may be required in the delivery of care, or during direct supervision.

During the skills lab component of clinical instruction appropriate touching and physical contact as well as the performance of certain invasive procedures will be required between students under the supervision of the medical assisting faculty.

**Practice Guidelines**

1. Students within the Medical Assisting program at OCCC who participate in practicing medical assisting skills upon other students are protected against liability as long as all medical assisting skills are practiced according to established protocols. Under no circumstances, however, will a student be protected under the College's insurance policy when the student acts outside the scope and course of the medical assisting student, commits intentional wrongful acts, intentionally hurts other students or willfully disregards the instructions of Medical Assisting Faculty.

<b>Practice Guidelines</b>	<p>2. Students who wish to practice medical assisting skills on other students must sign consent form and informed of the risks/discomforts and benefits of participating in the medical assisting skills are practiced on other students.</p> <p>3. A student may not practice a medical assisting skill on another student unless the student has first practiced the skill on a mannequin.</p> <p>4. An instructor will supervise students when practicing medical assisting skills on other students.</p> <p>5. Universal and Bloodborne pathogen precautions and procedures will be followed when medical assisting skills are practiced on other students.</p> <p>6. Student participation is voluntary. A student may revoke his/her consent to participate in the medical assisting skills by giving notice to an instructor within the Medical Assisting Program.</p> <p>7. Students will not be penalized if they choose not to participate in the medical assisting skills. Instructors within the Medical Assisting Program will develop alternative learning activities or skills for students that do not wish to participate in the medical assisting skills.</p> <p>8. Medication will not be injected into students participating in medical assisting skills. For intramuscular, intradermal and subcutaneous injections sterile saline may be injected at the direct supervision of the instructor.</p>
<b>Benefits</b>	<p>The experiences listed below have been selected because they are skills essential to the learning process and the Medical Assisting Faculty at OCCC believe that realistic practice is essential for optimum learning. Participation will enhance the learning process and the acquisition of technical skills. An alternative experience may not provide as realistic an opportunity to practice and therefore may result in less effective learning. Specific benefits are listed.</p>
<b>Guidelines</b>	<p>Students are asked to sign the Physical Contact and Invasive Procedure Consent Form giving permission: for fellow students in the medical assisting program at Oregon Coast Community College to perform the procedures on them under the supervision of medical assisting faculty.</p> <p>Approved Non-Invasive Procedures include:</p> <ul style="list-style-type: none"> <li>• Mobility</li> <li>• Vital signs</li> <li>• EKG</li> </ul>

	<p>Approved Invasive Procedures include:</p> <ul style="list-style-type: none"> <li>• Intradermal, subcutaneous, and deltoid intramuscular injections</li> <li>• Finger stick blood glucose / Hgb</li> <li>• Performing venipuncture</li> <li>• Nasal and throat swab</li> <li>• Eye and ear irrigation</li> </ul> <p>Students do not have approval for the following procedures:</p> <ul style="list-style-type: none"> <li>• Insertion of urinary catheters</li> <li>• Administration of oral medications</li> </ul>
<b>Risks/Discomforts</b>	Participation in the medical assisting skills may create some anxiety or embarrassment for you. Some of the procedures may create minor physical or psychological discomfort. Specific risks and discomfort are listed below.
<b>Your Rights</b>	You have the right to withhold consent for participation and to withdraw consent after it had been given. If you withhold consent, you will be required to participate in an alternative learning experience. If you do not participate in either the medical assisting skills or the alternative activity, you may not be able to successfully complete the course. You may ask questions and expect explanations of any point that is unclear. Where possible the subject's identity will remain confidential.
<b>Consent</b>	<p>By signing this consent, I acknowledge and agree that I understand the above information and agree to follow the policy.</p> <p>As a student in the Medical Assisting Program at Oregon Coast Community College, I give my consent to participate in and allow medical assisting skills to be practiced upon me by other Medical Assisting students. I have read the above policy and understand the contents. I understand that these invasive procedures will be performed using Universal Precautions and that I will participate in assuring use of these precautions.</p> <p>I understand the consent is voluntary and I can revoke it anytime by providing written notice to the Program Director.</p> <p>I am not a minor and ample time was provided to ask questions and discuss the information with the medical assisting faculty.</p> <p>I understand the risks and/or discomforts as detailed in the Physical Contact and Invasive Procedure Policy well as the benefits of participating in the medical assisting skills.</p>

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Review this document and confirm your understanding and agreement via the electronic attestation**