

- **READ ALL INFORMATION LISTED BELOW *THOROUGHLY* BEFORE SIGNING FORMS**
- **DO NOT BEGIN ANY PROCESS PRIOR TO MEETING WITH THE PROGRAM DIRECTOR**
- **ALL ITEMS WILL BE DISCUSSED, IN DETAIL, AT PROGRAM ORIENTATION BEFORE FALL SEMESTER**

Program Entry

- Students are strongly advised to complete program forms, program requirements and pre-requisites early.
- Seats in the program will be filled on a first-come, first-served basis due to the limited availability of practicum clinical sites.
- Once enrolled in the program, you must meet with an academic advisor regularly to plan course selection.

Returning Students

- To meet current program accreditation guidelines and/or to prepare for successful completion of required credentialing examinations, all medical assisting and allied health courses completed more than five years ago must be repeated. Talk with the program director for re-entry policy and any test-out/skill assessment options available.

Advanced Placement, Transfer Credits, Experiential Learning

- Talk with the program director for any test-out/skill assessment options available.
- Review all college and program handbook policies regarding same thoroughly.

Criminal Background Checks

- Practicum partners require students to submit to a criminal background check before a student will be permitted to begin the practicum experience at the site. Background checks include BCI and FBI screens. These screens are completed during practicum orientation at the college. The cost of the criminal background check is included in the practicum course lab fee(s). Determinations for practicum participation cannot be made until BCI/FBI results are received. Delayed BCI/FBI results will prevent attendance at clinical/practicum sites until the next term offered.
- Students are required to self-disclose ANY criminal background at the time of initial meeting with the Medical Assistant Program Director. Students are to remain free of disqualifying convictions during program enrollment. Students are required to notify the Program Director or Dean of Technical and Career Education within one week of conviction occurring during program entry/enrollment.
- Students who refuse to complete a background check required by a practicum site may be denied participation in a practicum experience by the site. Additionally, students with any criminal background may be ineligible for placement at a practicum site. Further, potential employers of program graduates may require criminal background checks as a condition of employment. Placement decisions are at the discretion of the practicum site and SSCC cannot guarantee placement.
- Students with certain criminal conviction(s) may, as a result of their criminal conviction(s), be unable to obtain, or be barred from obtaining, professional licensure/certification in the field. Students with specific questions regarding their ability to obtain professional licensure/certification should consult with their legal counsel.
- Successful completion of the program does not guarantee that a student will be able to obtain licensure/certification from any applicable professional licensing/certification entities and/or that a student will obtain employment in the health care field.

Drug Screening

- Most, if not all, practicum partners require students to submit to a drug screening before the student will be permitted to begin the practicum experience at the site. Students are responsible for the cost of any required drug screening within 10 days, maximum, prior to the start of the practicum. In addition to a pre-admission screening, the clinical sites may have policies in place under which the site reserves the right to conduct "random"

drug screenings and/or to require students to submit to additional screenings over the course of the student's placement at the practicum site.

- Students who refuse to submit to a drug screening required by a practicum site may be denied participation in a practicum experience by the site. Additionally, students who fail a drug screening (e.g., have a positive drug screening and/or second "dilute" result) may be ineligible for placement at a practicum site. Students who fail a drug screening (e.g., have a positive drug screening and/or second "dilute" result) may also be subject to disciplinary action under the Health Science Fitness for Learning Policy and by the college under the College's Student Code of Conduct.

Physical Examination

- Practicum partners require students to submit to a physical examination before the student will be permitted to begin the practicum experience at the site. Students are responsible for the cost of the physical examination. The Physical Exam must be completed on the SSCC physical form, results must be presented to the MAST/ALTH office, dated within the previous 12 months. Students who do not submit to a physical and/or do not submit the required documentation may be denied participation in a practicum experience by the site.
- Review the SSCC Physical Examination form for current health/vaccination requirements.

Responsibility for Treatment

- The student enrolled in a clinical/practicum experience will assume the cost of treatment or care for any injury or medical condition incurred during the course.

Health Insurance

- Most, if not all, practicum partners require students to provide proof of personal health insurance prior to attending their clinical/practicum courses. Students are responsible for the cost of any required personal health insurance.

Liability Insurance

- Students are required to obtain professional liability insurance through the SSCC Business Office prior to attending their clinical/practicum courses. This insurance is in effect for one year from the date of purchase and may need to be renewed for second year/last term courses. Students are responsible for the cost of liability insurance.

Clinical/Practicum

- The student enrolled in a practicum experience will receive a copy of the Practicum Guidelines with their packet of information at practicum orientation. This contract outlines the responsibilities of the student during the practicum experience.
- Students must have a cumulative and immediate term completion GPA of 2.4 to be eligible for practicum experience.

Mental and Physical Qualifications Required of Medical Assisting Students

- **In order to be eligible to participate in the practicum course requirement, the practicum site may expect students to meet certain minimum acceptable mental and physical qualifications. Additionally, in order to obtain employment as a medical professional, graduates may be expected to meet certain minimum acceptable mental and physical qualifications. These qualifications may include, but may not be limited to, the following:**
 1. Identify cause-effect relationships in practicum situations; research and analyze data to aid in problem-solving; read and comprehend text, numbers and graphs displayed in print and on a video monitor.
 2. Frequently sit for extended periods and/or work in a standing position and walk frequently.
 3. Lift and transfer patients up to six inches from a stooped position, then push or pull the patient's weight up to three feet.

4. Lift and transfer patients from a stooped to an upright position to accomplish exam table-to-chair and chair-to-exam table.
5. Physically apply up to ten pounds of pressure to bleeding sites, or in performing CPR.
6. Respond and react immediately to verbal instructions/requests and to auditory signals from monitoring equipment; perform auditory auscultation without impediment.
7. Physically perform up to a twelve-hour shift practicum experience.
8. Observe specimen and reaction colors and turbidity and observe patient responses.
9. Make fine adjustments to hand-held objects, handle contaminated needles safely and move instruments weighing up to twenty pounds from one area to another.
10. Visual activities, both physically close and distant, involving objects, persons, and paperwork, as well as discriminate depth and color perception.
11. Discriminate between sharp/dull and hot/cold when using both hands.
12. Perform mathematical calculations for medication preparation and administration.
13. Attention to detail; sustain concentration to a task over an extended period of time.
14. Read and comprehend clinical textbooks, procedures, numbers and graphs.
15. Communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, word usage, and interpersonal skills.

To be eligible to participate in any available practicum opportunity, the practicum site may expect students in the Medical Assistant program to meet certain minimum acceptable mental and physical qualifications. Additionally, to obtain employment as a medical professional, students who successfully complete/earn a certificate from the Medical Assistant program may be expected to meet certain minimum acceptable mental and physical qualifications. These qualifications may include, but may not be limited to the following:

See the current Health Science Program Physical Exam Form (SAMPLE below):

Standard	Some Examples of Necessary Activities (Not all inclusive)
Critical thinking abilities sufficient for clinical judgment.	Identify cause-effect relationships in clinical situations, assist physician with patient care plans.
Interpersonal communication abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients/clients, families and colleagues.
Communication abilities sufficient for interaction with others in verbal and written form.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses - verbal and nonverbal.

Standard	Some Examples of Necessary Activities (not all inclusive)
Abilities sufficient to move from room to room and maneuver in small spaces.	Moves around in patients' rooms, work spaces, and treatment areas, administer cardiopulmonary procedures.
Abilities sufficient to provide safe and effective patient care.	Calibrate and use equipment; assist, position and transfer patients/clients. Perform all psychomotor skills.
Abilities sufficient to monitor and assess health needs.	Hears monitor alarm, emergency signals, auscultatory sounds, nebulizer cessation, cries for help.
Abilities sufficient for observation and assessment necessary in patient care.	Observes patient/client responses. Assesses patients/clients for care needs.
Abilities sufficient for physical assessment	Perform palpation, auscultation functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of a catheter.

Physical demands representative of those a Medical Assistant encounters while performing essential functions in this field (based on employment postings):

Physical Activity	
Lift/Carry 26-75%	Squat/Bend/Kneel 26-75%
Push/Pull 26-75%	Sit 26-75%
Reach Overhead 26-75%	Stand 26-75%
Climb 26-75%	Walk/Move About 26-75%

Students who enter the Medical Assistant program are responsible for determining their own eligibility in light of these qualifications, for informing the college of any potential problem areas and for notifying the Office of Disability Services to determine appropriate accommodations needed. The college does not discriminate on the basis of disability in admission or access to its programs, services, or activities for qualified individuals who meet essential eligibility requirements. Students with disabilities who enter the program do so with the understanding that they will be expected to meet course requirements with or without any reasonable accommodation that may be provided by the college.

STUDENT RESPONSIBILITIES MEDICAL ASSISTING PROGRAM

I understand that upon entrance into the program, my student responsibilities will include:

1. Obtaining and/or submitting documentation of physical exam and required vaccinations.
2. Successfully completing required MAST/ALTH courses with a final grade of "C" or higher and earning a final grade of "C" or higher in all other required courses including pre-requisites. Note: Maintaining a minimum 2.4 immediate previous term **and** cumulative GPA is required to be eligible for practicum.
3. Following the timelines and guidelines/standards established by the course and/or program.
4. Preparing/studying for the first, and following, week(s) of class to obtain the required knowledge and skills to be competent for an entry-level position in my chosen health sciences career and understanding faculty will facilitate learning, but it is my responsibility to learn the cognitive objectives, and psychomotor and affective competencies needed to meet the course and program requirements.
5. Developing a plan to address personal, work, and educational needs.
6. Devoting approximately 12 hours a day to self-education (3 hours a day for each hour in class, i.e. 4 class hours x 3), including reading to develop some understanding of course content before attending each class, group study, lab time and clinical/administrative skill practice and preparation for competency examinations and practicum.
7. Spending up to 25 – 40 hours a week in self-study (e.g., 25 hours part-time/40 hours full-time), classroom attendance, lab, and/or practicum setting in addition to simulation lab and lab sessions outside of published class time schedules.
8. Securing reliable transportation for travel to and from campus and practicum sites (may involve long distances, e.g., 50 – 80 miles away depending on student residence) and arriving as early as 6 am and as late as 8 pm for some sites/departments. NOTE: Practicum days and hours may vary and might include holidays and weekends.
9. Caring for and working with diverse patient and peer populations of all ages, ethnic, and social backgrounds.
10. Communicating clearly and requesting clarification when needed, collaborating with others to work as a team and coping with differences of student groups/faculty/staff members.
11. Maintaining patient and personal safety and confidentiality for all at all times.
12. Seeking to be a professional and demonstrating a desire to continually improve while not expecting others to think and act as I do.
13. Ensuring computer access, with internet, and the necessary computer skills to be successful, adapting to multiple course formats including on-site, on-line, and hybrid, and realizing courses utilize various teaching modalities and some modalities will better meet my needs while others will better meet the needs of the others in the student group. Note: dial-up is not adequate and/or recommended to meet my course and/or program needs.
14. Attending mandatory meetings, clinical/practicum orientations, cooperating with SSCC representatives while performing BCI and FBI background checks, required drugs screenings, and other unexpected as needed.
15. Participating in classroom administrative and clinical skill practices, as medical assistant and patient, including, but not limited to, venipunctures, capillary sticks, per required program curriculum.
16. Purchasing practicum uniforms and other required items for practicum/program completion.
17. Completing required program public service, surveys and providing current contact information for same.
18. Successful completion of available credentialing exam(s).

MEDICAL ASSISTING RESPONSIBILITY AGREEMENT**READ CAREFULLY AND SIGN BELOW**

As an incoming or current student in this program, I acknowledge that I have read and understand all information in this packet, including the student responsibilities and essential qualifications. **I acknowledge that I am capable of meeting the responsibilities and performing the abilities and skills outlined in this document** with or without reasonable accommodation and understand that my status as a student in this program depends on my continued ability to successfully meet these responsibilities and demonstrate these abilities and skills. **I understand that if I am no longer able to meet these responsibilities and essential qualifications I will immediately notify the program director.**

Student Printed Name

Date

Student Signature

Date

Clinical/Administrative Education Partners

The Medical Assisting/Allied Health Programs are affiliated with numerous medical centers, specialty clinics/offices, and pharmacies. Practicum sites are contacted and arranged by the Practicum Coordinator and/or the course instructor only; sites are not guaranteed. Students are not permitted to arrange, schedule, and/or make changes in practicum rotation.

The contracted medical centers, specialty offices and pharmacies may be located in the following counties (subject to change; not inclusive):

Adams, Brown, Clermont, Clinton, Fayette, Highland, Pickaway, Pike, Ross and Scioto Counties

Medical Assisting Students will be required to rotate through two clinical practicums (students may be assigned to multiple sites each term/practicum) for a total minimum of 210 hours during the program. Travel to available practicum sites may involve long distances, e.g., 50 – 80 miles away depending on student residence.

READ CAREFULLY, CIRCLE/MARK YES OR NO AND SIGN BELOW

Eligibility for Clinical Placement Information

Southern State Health Sciences students are assigned care of older adults and children throughout their practicum/ clinical experience. Therefore, all students enrolled in a Health Sciences program will have a criminal background record check run. In order to assist you and the Division in determining the potential impact of this background check, please complete the following. (Note: * = Absolute Bar)

2903.01 -	Homicide*	2903.02 -	Murder*
2903.03 -	Voluntary Manslaughter*	2903.04 -	Involuntary Manslaughter
2903.11 -	Felonious Assault	2903.12 -	Aggravated Assault
2903.13 -	Assault	2903.16 -	Failing to Provide for a Functionally Impaired Person
2903.21 -	Aggravated Menacing	2903.34 -	Patient Abuse; Neglect*
2905.01 -	Kidnapping	2905.02 -	Abduction
2905.04 -	Child Stealing	2905.05 -	Criminal Child Enticement
2905.11 -	Extortion	2905.12 -	Coercion
2907.02 -	Rape*	2907.03 -	Sexual battery*
2907.04 -	Corruption of a Minor	2907.05 -	Gross Sexual Imposition*
2907.06 -	Sexual Imposition	2907.07 -	Importuning
2907.08 -	Voyeurism	2907.09 -	Public Indecency
2907.12 -	Felonious Sexual Penetration*	2907.21 -	Compelling Prostitution
2907.22 -	Promoting Prostitution	2907.23 -	Procuring
2907.25 -	Prostitution	2907.31 -	Disseminating Matter Harmful to Juveniles
2907.32 -	Pandering Obscenity	2907.321 -	Pandering Obscenity Involving a Minor*
2907.322 -	Pandering Sexually Oriented Matter Involving a Minor*	2907.323 -	Illegal Use of Minor in Nudity Oriented Material*
2909.25 -	Aggravated Arson	2911.01 -	Aggravated Robbery
2911.02 -	Robbery	2911.11 -	Aggravated Burglary
2911.12 -	Burglary	2911.13 -	Breaking and Entering
2913.02 -	Theft; Aggravated Theft	2913.03 -	Unauthorized Use of a Vehicle
2913.04 -	Unauthorized Use of Property	2913.11 -	Passing Bad Checks
2913.21 -	Misuse of Credit Checks	2913.31 -	Forgery
2913.40 -	Medicaid Fraud	2913.43 -	Securing Writings by Deception
2913.47 -	Insurance Fraud	2913.51 -	Receiving Stolen Property
2919.12 -	Unlawful Abortion	2919.22 -	Endangering Children
2919.24 -	Contributing to Unruliness or Delinquency	2919.25 -	Domestic Violence of a Child
2921.36 -	Prohibition of Conveyance of Certain Items onto Grounds of Detention Facility or Mental Health or MRDD Facility	2923.12 -	Carrying Concealed Weapons
2923.13 -	Having Weapon While Under Disability	2923.161 -	Improperly Discharging a Firearm Into Habitation
2925.02 -	Corrupting Another with Drugs	2925.03 -	Trafficking in Drugs
2925.04 -	Cultivating Marijuana	2925.05 -	Funding of Drug/Marijuana Trafficking
2925.06 -	Illegal Admin/Distrib of Anabolic Steroids	2925.11 -	Drug Abuse (not a minor drug possession offense)
2925.13 -	Permitting Drug Abuse	2925.22 -	Deception to Obtain Dangerous Drugs
2925.23 -	Illegal Processing of Drug Documents	3716.11 -	Adulteration of Food*

Have you been convicted of, pled guilty to, had a judicial finding of guilt for, or had a judicial finding of eligibility for treatment and/or intervention in lieu of conviction for, or are you currently under indictment for any of the above offenses?

(Check/Circle one) YES NO PRINTED NAME: _____

I certify that the above information is correct and complete to the best of my knowledge and belief. I understand and agree that misrepresentation, falsification or omission of material fact may be cause for rejection of my entrance into the program or termination after entrance into the program. I further understand that a "Yes" answer to the above question may result in me being ineligible for clinical/practicum placement and, therefore, completion of the program.

SIGNATURE _____ DATE _____

STEPS FOR PROGRAM ENTRY

You may use this checklist for your personal convenience to ensure that all items are/have been completed.

- 1. Apply to Southern State Community College. This process must be completed before entering the Medical Assisting (MAST) and/or Allied Health (ALTH) programs. Review admission criteria in the college catalog online at <http://www.sccc.edu/academics/catalog.shtml>. Paper applications are available in the Admissions Office or online at <http://www.sccc.edu/admissions/apply.shtml>. College admission does not guarantee program entry.
 - 2. Submit an official high school transcript or copy of GED certificate to the SSCC Admissions Office at the time of college application. If you have transferable college credit, request that your official transcripts from previous college(s) be sent to Southern State Community College for transfer approval, Attention of Admissions Office, 100 Hobart Drive, Hillsboro, Ohio 45133. *Transcripts are considered official only when they are mailed directly from the school to the College (unopened) and bear the school seal or the signature of a school official.*
 - 3. If you do not have transferable college credit in Mathematics and/or English Composition, you must complete the Southern State Community College's placement assessment for Math and English. Scores must indicate you are ready for ENGL 1101 and MATH 1135. Dates for placement testing are available at <http://www.sccc.edu/admissions/placement.shtml>. Algebra and Biology courses should have been completed within the last five years with a final grade of "C" or higher or repeating the course is required. All pre-requisites and any needed foundational courses resulting from placement test scores must be completed prior to program entry.
 - 4. Contact the Medical Assisting/Allied Health Office to schedule an appointment. You **MUST** meet with the Medical Assisting Program Director prior to scheduling any program courses. If all requirements have been met and all forms completed, a letter of approval will be given to you at this meeting. This letter serves as verification that you have met with the Medical Assisting Program Director and should be taken with you when scheduling courses.
- The following forms and required supporting documents must be completed and returned at this meeting:
 - Student Responsibilities Agreement (page 6)
 - Eligibility for Clinical Placement (page 7)
 - Student Information Form (page 9)
 - AND one of the following:** (A) printed copy of your SSCC Course History, including previously received transcript information, verifying minimum GPA of 2.0 **OR** (B) SSCC ACCUPLACER Assessment scores indicating readiness for ENGL 1101, MATH 1135

It is the responsibility of the student to be sure the required information has been submitted to the MAST/ALTH office.

It is strongly recommended that you make a copy of all documents for your personal records.

Office use only	Date received _____	Initials _____	GPA _____
ACCUPLACER Result _____	Date: _____	ENGL: _____	MATH: _____
Work Keys _____	_____	_____	_____
HESI _____	ACT or TEAS _____	Photo ID _____	_____

- **TYPE OR PRINT LEGIBLY IN BLUE OR BLACK INK ONLY.**
- **All correspondence will be sent via the email address(es) indicated below.** Notify the MAST/ALTH Department of any changes after submission.
- It is your responsibility to ensure that all requested documents are received before the deadline date.
- Bring your Photo ID and your SSCC Student ID, if applicable, to your meeting with the program director.

Name: Mr. _____
 Ms. _____ Last _____ First _____ Middle _____ (Other names used) _____

Address _____
Street _____ City _____ State/Zip _____

Day Phone _____ Evening Phone _____

SSCC Email _____@live.sccc.edu Personal Email (Print Legibly) _____
We are not responsible for illegible or incorrect email addresses; a response may not be received by student.

Student SSCC ID# _____ Date of Birth _____

High School/GED _____ Graduation date/GED date _____

List any colleges or post-secondary schools attended (regardless of relevance to health sciences field)

List any healthcare work experience

Have you applied to any MAST, ALTH, NRSNG, NURS, RESP programs at Southern State previously? Yes No
Have you attended any MAST, ALTH, NRSNG, NURS, RESP classes at Southern State previously? Yes No
Have you tested or trained as a medical professional? Yes No

Why do you believe you would be successful in this program? (use reverse side if needed)

Student's Signature _____ Date _____

SSCC does not discriminate against applicants, employees, or students on the basis of race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship, gender identity, sexual orientation, or disability. Questions about this should be directed to the Title IX Coordinator, 100 Hobart Drive, Hillsboro, OH 45133; (937) 393-3431. Accommodations for persons with disabilities may be made through the Section 504 Coordinator, 100 Hobart Drive, Hillsboro, OH 45133; (937) 393-3431.

*You must use Internet Explorer to submit this document. If Internet Explorer is unavailable save a copy of the form to your desktop, then fill out and submit using Adobe Acrobat. Do not scan the document to submit it.