LAKE WASHINGTON
INSTITUTE OF TECHNOLOGY

DENTAL ASSISTING PROGRAM

2018-2019
Student Handbook

A Mission Statement:

The Dental Programs will educate individuals who are capable of meeting the dental needs of the community and the dental profession, now and in the future.

Goals:

#1 Prepare Dental Assistants to provide total patient care in the evolving interdisciplinary health care system.

#2 Develop Dental Assistants who possess the ability to meet the oral health needs of clients of all ages (ie. children, adolescents, elderly, etc.), culturally diverse, physically and mentally challenged and disadvantaged.

#3 Develop communication and leadership skills as a functioning team member in the Dental Health Care system. We promote the delivery of care by team members working together as shown by the example of faculty and staff.

#4 Instill the commitment to advanced education in the form of degree completion, graduate education and life-long learning.

#5 Secure additional funding through the endowment process to provide education and materials for faculty and staff use.

DENTAL ASSISTANT AND INFECTION CONTROL

The dental assistant has a wide range of job responsibilities. They include supporting dental care by preparing treatment rooms, patients, instruments and materials. They also include passing instruments and materials and performing expanded function procedures in compliance with the dental practice act.

One of the important responsibilities is maintaining infection control in the dental office. Infection control addresses factors related to the spread of infections within the healthcare setting (whether patient-to patient, from patients to staff and from staff to patients, or among staff), including prevention (via hand hygiene/hand washing, cleaning/disinfection/sterilization, vaccination, surveillance), monitoring/investigation of demonstrated or suspected spread of infection within a particular health-care setting (surveillance and outbreak investigation), and management (interruption of outbreaks). It is on this basis that the common title being adopted within health care is "infection prevention and control".

Because a dental assistant is exposed to micro-organisms, bio-hazards, or infectious material, a future dental assisting student must complete the entrance requirement and OSHA/WISHA guidelines to be admitted into the program.

GENERAL CONDUCT

1. Professional conduct is practiced in the dental facility. When students are working with patients or visitors, they will address the faculty and staff formally and in a professional manner.

2. All patient information is **confidential**.

3. Courtesy is expected towards patients, classmates, faculty, staff, and visitors in all dental facilities.

4. **The privacy of instructor offices is to be respected at all times. It is best to phone the instructor from the clinic or clinic office and leave a message. If you have an emergency, contact faculty or staff in your location.**

5. Odors that are offensive to anyone, especially patients, are unacceptable. Any faculty or staff member has the responsibility to inform the student and take appropriate action.

6. Gum chewing does not reflect professional dignity; therefore it is not acceptable in class or clinic.

7. Smoking is not permitted in the clinic facility or classrooms. If you must smoke, please only outside in **designated** smoking areas and dispose of waste in the proper receptacles.

8. A student may be asked to leave the Dental Clinic if his/her conduct or appearance does not meet professional standards.

9. Part-time employment will not be allowed to interfere with the completion of assigned duties and study.

10. Dental assisting is considered a profession and dental assisting students are considered professionals. Therefore, students may not accept tips or gifts for services they perform (this includes extern sites). The faculty realize that a student can develop a warm friendship with a patient due to the number of appointments they share. Occasionally, in this type of situation, a patient may offer a gift relating to something he/she and the student have discussed during the previous weeks, i.e. homemade jam, smoked salmon, etc. Students may use their discretion regarding this situation, keeping in mind that they are professionals. Absolutely, under no circumstances, are students to accept cash. This not only degrades the student, but the entire profession of dentistry.

11. Any instructor may reduce the grade of any student if the instructor has additional information regarding classroom or clinical performance.

12. With regards to student conduct and disciplinary action, refer to the ***LWTech Student Handbook*** under **Student Conduct Code.**

THE DENTAL STUDENT - PATIENT RELATIONSHIP

The dental student is a professional, highly qualified in providing a health care service to the public. Not only is dental/medical treatment provided to aid the patient's physical condition, a large component of dental treatment is to care for the psychological well-being of our patients and to effect positive changes in oral health care habits. Keeping the "whole patient" in mind, the dental student will attempt to establish mutual respect with the patient, and provide complete quality care.

The dental student has the responsibility of providing complete quality dental care. He/she must be receptive to the patient's needs and formulate treatment for the patient as an individual. The patient's and dental student's time are of equal importance and must be utilized to the fullest by being prompt and employing a methodical approach to oral health care.

Create a pleasant atmosphere for the patient by displaying a warm, friendly attitude. Build the patient's confidence by projecting your confidence, your knowledge, and by employing proper techniques. An occasional smile and an expression of concern will make the patient feel as though they are receiving special attention. As the dental student strives to meet these professional standards, both the patient and dental student can share in the satisfaction of optimal oral health treatment and maintenance.

PROBLEMS

When classroom problems seem overwhelming and you need help, we hope that you will turn to the faculty in the Dental Assisting Program for assistance. Each instructor is interested in your success and will help you in every way possible. However, personal problems are to be directed toward counselors available in the Counseling Center at 425-739-8300. These individuals are professionals with a broad background and they are anxious to assist you. All information is strictly confidential.

ATTENDANCE

If a student is going to absent, he/she must inform their lecture or lab instructor by 7:30am on the day of his/her absence. Each course instructor will establish attendance policy. Once he/she starts the clinical courses he/she needs to contact Carrie Sasynuik (425-739-8157) or Tammi Berti (425-739-8354)

ADMISSIONS REQUIREMENTS

All admissions requirements must be completed within the first 3 weeks of the first quarter. Failure to complete these requirements will prohibit you from registering for the second quarter of your program.

ACADEMIC ACHIEVEMENT POLICY

Several courses in the assisting programs are subdivided into units. **Each unit must receive a passing score (70%) to receive a passing grade for the course.** Failure to pass any unit within a course will constitute a failing grade in the entire course. Dental Assisting students will meet with the Faculty Director-Dental Assisting, Scarlet Kendrick, to determine how they may continue.

ACADEMIC DISMISSAL

Academic achievement is very important to your career success in Dental Assisting. The policy of LWTech Dental Programs is that a passing score (70%) on the midterm of each course is required. Failure to achieve a passing score may place the student on academic probation. Failure to pass any course (student does not receive a composite 2.0 in all course work) may be grounds for dismissal from the program. The entire record will be reviewed. A student may appeal to the department by following the academic appeals processes as outlined in the ***LWTech Student Handbook***. Re-admittance to the program is on a space available basis.

ACADEMIC DISHONESTY

Dishonesty will be considered to include, but not necessarily be limited to:

1. Taking, using, or copying another's work and submitting it as one's own.
2. Falsifying information.
3. Participating in fraudulent practices.
4. Taking and/or exchanging examination questions.
5. Plagiarism (written or computerized).
6. Permitting a test paper to be viewed by others.
7. Falsifying, altering or removing patient clinical records and/or forms.
8. Inappropriate use of college property or materials.

Please refer to Student Misconduct section of the *LWTech Student Handbook*.

It is the responsibility of each student to protect the integrity of their work and to report known acts of dishonesty. Any student involved in an act of cheating or collusion will receive a grade of zero (0) on that entire aspect of the course and be subject to dismissal from the Assisting Program.

GRADUATION

Upon completion of all required program coursework with a minimum passing numeric grade (2.0 or higher) for each course, students may apply for graduation with a Certificate of Proficiency or Associate of Applied Science-Dental Assisting. Go online to www.lwtech.edu/admissions/graduation/. You will be taken through the steps of checking your eligibility, completing necessary forms-including the application for graduation, and running a degree audit.

General information:
Minimum credits: 90 for AAS-DA (3 technical) 87 for Certificate of Proficiency
Program courses must each have a grade of at least 2.0
Academic Core grades: at least 2.5
Waivers or substitutions must be approved by dean and filed with registrar
Cumulative GPA is 2.0 or better

CPR CARD/VACCINATION INFORMATION

Keep the originals, and copies, of your vaccination records and CPR card as you may need to provide them for your externship or other requests while in the Assisting program; and also for requirements for employment after you graduate. Failure to have a copy of a current CPR card on file will restrict the student from treating patients in labs or clinic, and can result in a student earning a failing grade. Failure to complete a course will result in failure from the program.

STUDENT DRESS CODE

Effectively working together in a group necessitates many compromises. The individual must put aside personal differences in favor of the best interest of the group as a whole. The Dental Assisting Program at LWTech seeks to instill professional behavior in our students. Professional appearance and conduct are under constant observation by the public. Each student and faculty member is expected to strive toward the highest degree of professional ethics and conduct. Health, safety, and patient confidence dictate the following policies on dress and appearance. Students may be asked to leave class or clinic if not properly attired.

CLASSROOM:

Scrubs at all times

CLINIC and LAB SESSIONS IN CLINIC:

Clean, white lab coat, worn over scrubs. Scrubs will include matching pants (color), and any scrub top or the **approved** t-shirt. **Your own name tag will be worn on the left side of your lab coat. It is to be worn in the clinic and reception area only.**

Shoes:

- ✓ Toe enclosed to conform to OSHA standards.
- ✓ Clean, polished if needed, and in good repair. Color athletic shoes allowed (soft, pastel colors).
- ✓ Socks must be worn, and must cover the ankles.

Fingernails:

- ✓ Clean and short, not extending past the pads of the fingers.
- ✓ Polish is acceptable; needs to be in good repair.
- ✓ No artificial nails.

Please see infection control guidelines.

Hair:

- ✓ Neat, clean, and out of face when working.
- ✓ Hair may touch collar, but must be pinned back if it will fall into the operator's face, onto the shoulders, or into the patient's face.
- ✓ Longer hair may be worn in a "pony tail" style, if it looks neat and does not fall in front of the shoulders when working on classmates or patients.
- ✓ Plain barrettes may be used.
- ✓ Men must shave daily unless bearded. Beards and mustaches should be trimmed, well groomed and non-offensive.
- ✓ No unusual hair colors (Examples: bright orange, blue, yellow).

Make-up: Clinic and Class

- ✓ No extreme colors or excessive amounts.
- ✓ No heavy perfume or cologne.
- ✓ No strong after-shave lotion.

Accessories:

- ✓ Ring – wedding only, must not be capable of tearing gloves.
- ✓ Protective glasses with side shields will be worn while performing any instrumentation, polishing, or restorative procedures in lab or clinic. (Styles with a top shield also are preferred)
- ✓ Necklaces and bracelets, if worn, should not be visible.
- ✓ Small earrings.
- ✓ A watch with a sweeping second hand or counter is acceptable.
- ✓ No tongue or lip piercing. Small nose or eyebrow piercings are okay.

Miscellaneous:

- ✓ No backpacks.
- ✓ No food or drinks.
- ✓ No gum chewing.
- ✓ No cell phones.
- ✓ No headphones or earbuds.

FRONT OFFICE:

- ✓ Professional dress.
- ✓ Must wear name tags.
- ✓ No jeans.
- ✓ No short shorts.
- ✓ No bare midriffs.

A STUDENT WILL BE ASKED TO LEAVE THE CLASSROOM, CLINIC OR FRONT OFFICE IF HIS/HER CONDUCT OR APPEARANCE DOES NOT MEET PROFESSIONAL STANDARDS AS DESCRIBED IN THIS POLICY.

ACCREDITATION COMPLAINTS

ADA accreditation requires us to inform you of the process for complaints about the programs. The process states that:

> The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.
>
> A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago IL 60611, going to http://www.ada.org/115.aspx, or by calling 1-800-440-4653.

PREGNANCY

Because of various potential health hazards to a pregnant woman (ie…nitrous oxide), pregnancy while in the Dental Assistant Program is discouraged. If a student does become pregnant, she must complete the Pregnancy Release Form (page 17) including a physician's statement. This will be kept in her permanent file.

If a student cannot participate in some elements of the required clinical instructional practices, i.e. Local Anesthesia, it will be her responsibility to arrange an appropriate patient substitute for required clinical sessions.

Evaluation will be made as to the student's ability to continue, based upon the amount of time lost. If the faculty feels that the student will be unable to complete requirements within the allotted time frame, they may suggest that she withdraw from the program. When the student feels she would like re-admission to the Dental Assistant Program, she may then reapply for advanced standing on a space available basis.

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY DENTAL PROGRAM

Informed Consent Statement

As a student in The LWTech Dental Assisting Program, I am aware that there are risks involved in the practice of Assisting. These include, but may not be limited to: radiation exposure, risk of exposure to infectious diseases, a sometimes stressful work environment with risk of exposure to conditions and substances that may affect personal health or the health of an unborn child.

In addition, as a student, I understand that it is to my educational benefit to serve as a subject and/or patient in clinical learning, laboratory and classroom situations. These include, but may not be limited to: as a subject for the practice of other students in Dental Assisting skills, local anesthetic injection and nitrous oxide administration.

It is my understanding that all activities are performed under appropriate supervision, and according to applicable laws, regulations and safety standards.

I further understand it is my right to express any and all concerns and/or contraindications for activities for which I am subject. I will report immediately any adverse reactions that I may experience. I understand that I may revoke this consent in writing at any time and that if I refuse to participate in any Dental Assistant Program activities that may place me at risk-as outlined above-that I am responsible to provide an appropriate subject for the completion of the required activity.

I verify that I have had an opportunity to ask questions regarding circumstances outlined above. My signature verifies that I have read all of the information provided in the Student Handbook for the LWTech Dental Assisting program. I have had an opportunity to discuss the policies and release forms contained therein. I also have had an opportunity to ask questions and accept the responsibilities set forth by these policies.

Student Signature	Student Name (Print)
Date	SID # (required)
	SS # (required)

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AUTHORIZATION OF PERSONAL INFORMATION

I, _____, hereby authorize and consent to the release of my name, address, and telephone number to:

____ LWTech dental students

____ LWTech dental hygiene/dental assisting faculty and staff

____ American Dental Assistant Students' Association

____ Washington State Dental Assisting Association

____ Washington State Patrol

_____ _____

Student Name (Print) Student Signature

_____ _____

Date SID # (required)

This authorization form will be placed in the student's permanent file. The student should feel free to review or revise it at any time.

Student information can only be released up to one year from completion of the program.

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LWTECH DEPARTMENT OF DENTAL ASSISTING

OATH OF CONFIDENTIALITY

Due to the fact of becoming established as a patient of record, all information and records pertaining to services provided to patients at LWTech Department of Dental Assisting shall be considered confidential in accordance with uniform medical records laws of Washington State.

I,_____(print or type name) agree not to divulge, publish or otherwise make known-except as authorized by law-any information regarding persons who have received or are now receiving services at LWTech Dental Clinic such as the person who received services is identifiable without consent of the person.

I recognize that unauthorized release of confidential information may subject me to civil liability under the provisions of state law and that any person may bring an action against me should I willfully release confidential information or records.

I hereby agree to abide by the conditions regarding confidentiality as outlined above and stated in the law.

_____ _____

Signature of person taking oath Date

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EQUIPMENT AGREEMENT

As a student of the LWTech Dental Assistant Program, I understand that during the course of my studies I will be required to use costly equipment. This equipment will be used by me during lab and clinical sessions as well as potentially being checked out by me for use at home.

I understand that I am responsible for exercising due care while transporting and using this costly equipment.

I further understand that should the equipment be damaged, lost or stolen as a result of my failure to exercise due care while the equipment is in my possession or use, or as a result of any unauthorized, improper or abusive use of the equipment by me, I am responsible for any and all costs of such damage or loss.

_____ _____

Student Name (Print) Student Signature

_____ _____

Date Student ID # (required)

SURVEY INFORMATION

PLEASE ANSWER ALL QUESTIONS

1. Do you have a full or part-time job and/or family care responsibilities? (Yes or No) _____

2. Did you request financial assistance? (Yes or No) _____
   Have you received financial assistance as of this survey? (Yes or No) _____
   If Yes, please check all that apply:
   One or more federally-qualified loans ____
   One or more grants and/or scholarships ____
   Tuition and fees fully covered (GI Bill/VA) ____
   Tuition and fees partially covered (GI Bill/VA) ____

3. Educational background (Yes or No):
   a. High school diploma or GED? _____
   b. Have you attended LWTech before? _____ Total time? _____ quarters years
   c. Have you attended any other colleges? _____ Total time? _____ quarters years
   d. Do you have a degree? _____
      If Yes, please list the highest received: (AA, BA, MA) _____

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DENTAL STUDENT AGREEMENT

I, _____ understand that to achieve a minimum satisfactory grade in the Dental Assisting Program-according to the grading standards specified in the Dental Assisting Program's Academic Standards Policy-I must adhere to the following:

1. Abide by all program policies and procedures in effect for the duration of my enrollment in the Dental Assisting Program.
2. Abide by the Code of Ethics.
3. Be present and prepared for all scheduled classes, clinics, conferences, and examinations.
4. When unable to be present, call the Dental Department by 7:30am as outlined in the Attendance and Absences Policies described in the Student Handbook.
5. Respect and preserve the confidential nature of all medical and personal information related to patients, students, faculty, and/or staff.
6. Conform to the Student Dress Code as described in the Student Handbook.
7. Be responsible for providing total patient dental health care to my assigned patient(s).
8. That, as a student participating in the Dental Assisting Program, under no circumstances shall I be considered an employee of the facility or agency of the College.
9. That the College and the facility or their agency have entered into an agreement with me in connection with the Dental Assisting Program. I further understand the terms and conditions of the agreement and will comply with the requirements as a student of LWTech.

I understand that if I am placed on probation or dismissed from the program, I will receive a written notice from the Faculty Director of the Dental Assisting Program and may follow the appeal procedures found in the ***LWTech Student Handbook***.

_____ _____

Student Signature Date

[Page intentionally left blank]

COMPLETE THIS FORM ONLY IF NEEDED

PREGNANCY RELEASE

In accordance with the LWTech Dental Assisting Program's policy on student pregnancy, I, _____, am informing the Faculty Director of the Dental Assisting Program that I will be in my third trimester of pregnancy _____ quarter, with an estimated due date of _____. I am aware of the potential health hazards, which exist in the practice of clinical dental procedures, including.

- Disease transmission (especially from hepatitis B carriers)
- Scatter x-radiation
- Nitrous oxide, mercury vapors or contamination; or other chemical contact
- Physical stresses and other hazards

I am also aware that the pregnancy may make it impossible for me to satisfactorily meet all course objectives, thereby necessitating my withdrawal from the program. In addition, I will hold harmless the College, the instructors, and the dental hygiene clinical facilities in the community for any problems, which I may encounter, related to my pregnancy.

_____ _____

Student Signature Date

I confirm the above-stated information and believe that it is acceptable for _____ to continue as a student in the LWTech Dental Assistant Program throughout the duration of her pregnancy.

_____ _____

Physician Name (print) Physician Signature

_____

Date

_____ _____

Address Phone Number

_____

City, State, zip

Dental Hygiene Program

Student Handbook
2019-2021

The mission of Lake Washington Institute of Technology is "to prepare students for today's careers and tomorrow's opportunities"

WELCOME

Welcome to the Dental Hygiene Program at Lake Washington Institute of Technology (LWTech).

Congratulations! You have chosen a field that you will find both challenging and rewarding. We are committed to fulfilling our mission and goals by fostering an educational experience directed towards entering the workforce as an integral part of the dental team. We will continue to strive for excellence and will provide useful information for achieving our shared goals. Your role is critical in fulfilling the mission set forth by LWTech. This handbook is designed to answer any program questions you may have and guide you through some of the policies of the Dental Hygiene Program. We hope you find these pages helpful and encourage you to contact us if you have any questions.

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Lake Washington Institute of Technology Dental Hygiene Program

The dental programs are an integral part of LWTech. Our organization hierarchy is represented below in the presentation of the faculty and staff.

President
Dr. Amy Morrison Goings

Vice President for Instruction
Dr. Suzanne Ames

Dean of Instruction, School of Health Sciences
Jamilyn Penn MA

Interim Associate Dean-Dental Programs
Cindy Ko, RDH, MA

Full-Time Lead Dental Hygiene Professors
Beth Davis, RDH, MS
Jolene Hartnett RDH, MSEd
Tracy Lambert RDH, MEd

Part-Time Dental Hygiene Adjunct Professors
Kathy Amundsen RDH
Elaine Black RDH, BS
Christine Bradshaw RDH, BSDH
Holly Burrus RDH, MS
Marla Gallagher RDH, MEd
Lee Gustin RDH, BSDH
Mike Houston RDH, BA
Scarlet Kendrick CDA, MA
Danette, Lindeman RDH, MEd
Jill Mashburn RDH
My Nguyen RDH, MA
Monica Seth RDH, BSDH
Margo Toner CDA, MEd
Kellie Whitcomb RDH, MSDH(c)
Kristina Lengling RDH, BS
Candice May RDH

Administrative Support Staff
Ms. Carrie Sasynuik
Ms. Tammi Berti
Ms. Richelle Stauch
Ms. Sharon Clark

Current Faculty Contact Information

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Office phone & voicemail	(425) 739 8425
Professor	Beth Davis RDH, MS
Office Location	A210F
Email	beth.davis@lwtech.edu
Office phone & voicemail	(425) 739 8386
Associate Professor	Jolene Hartnett RDH, MSEd
Office Location	A210E
Email	jolene.hartnett@lwtech.edu
Office phone & voicemail	(425) 739 8405
Associate Professor	Tracy Lambert RDH, MEd
Office Location	A210G
Email	tracy.lambert@lwtech.edu
Office phone & voicemail	(425) 739 8404
Faculty/Program Support	Sharon Clark BS – Administrative Assistant
Office Location	E103 (Dental Clinic Office)
Email	sharon.clark@lwtech.edu
Phone	(425) 739 8377

Faculty members post a quarterly schedule of office hours and availability for appointments. These hours are reserved for advising, assisting, and meeting with students. Please schedule appointments for meeting with faculty. If you must cancel a scheduled appointment, let the instructor know in advance. All instructors have voice mail and email for convenient contact.

As a dental hygiene student the following guidelines are to be followed with all communication:

Phone Etiquette

- Introduce yourself when calling someone new and state you are a dental hygiene student.
- Identify yourself by name every time you call.
- Explain why you are calling.
- When leaving a message, leave a number(s) and/or email where the person may call you back or contact you electronically.
- Say when you are available for a return call.
- Speak clearly and slowly.
- Do not use slang.

Netiquette

- Check email daily and respond promptly.
- Notify all instructors and administrative staff if you have a change in email address. Email will be the program's primary means of off-site communication with you.
- Use complete sentences, proper spelling, grammar and punctuation. Do not use "slang" abbreviations (e.g. R U reading this?)
- Do not share another person's email address unless you have her/his permission.
- Refrain from sending jokes, chain letters, non-program related images or links.
- Please be courteous and use please, thank you, you're welcome, etc. Thanks!
- Be aware of who you intend to reply to, "reply-all" when appropriate and be careful not to "reply-all" when it is not appropriate.

Accreditation Statement

Lake Washington Institute of Technology (LWTech) is accredited through the Northwest Commission on Colleges and Universities (NWCCU); 8060 165th Avenue NE, Suite 100, Redmond, WA 98052-3981, (425) 558-4224.

Lake Washington Institute of Technology Dental Hygiene Program has been granted Accreditation status without reporting by the Commission on Dental Accreditation (CODA). Graduates of the LWTech Dental Hygiene Program are eligible to take the National and Regional licensing exams and to apply for state licensure.

Accreditation Complaints

American Dental Association (ADA) accreditation requires us to inform you of the process for complaints about the program. The process states:
The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.
A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago IL 60611 or by calling 1-800-621-8099 extension 4653.

Statement of Nondiscrimination

Lake Washington Institute of Technology values equality of opportunity, human dignity, racial, cultural and ethnic diversity both as an educational institution and as an employer. The college provides equal opportunity in education and employment and does not discriminate on the basis of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, disability, genetic information, or veteran status. The college will comply with applicable laws prohibiting discrimination and harassment in employment, educational programs and admissions, including Titles VI and VII of the Civil Rights Act of 1964,

Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, the Age Discrimination Act and the state law against discrimination, chapter 49.60 RCW.

Information regarding LWTech's nondiscrimination policies and procedures can be found in the LWTech Student Handbook. Inquiries regarding compliance procedures and complaints may be directed to the college's Affirmative Action Officer.

Program Summary

The Dental Hygiene Program at Lake Washington Institute of Technology is designed for you to participate in 8 quarters of technical, academic, and clinical education. Upon graduation you will receive a Bachelor of Applied Science degree in Dental Hygiene (BASDH). The program places a strong emphasis on integrating clinical education throughout the curriculum. After completing the first three quarters in the program, and gaining introductory knowledge and skill in the techniques of dental hygiene practice, you will be introduced to direct patient care and practice in the LWTech Dental Clinic. You will develop competency in dental hygiene patient care as new techniques and skills are introduced and practiced throughout the remaining five quarters in the program.

In addition, you will be educated in, and held accountable for, behavioral attributes that will lead toward a successful career as a dental hygienist. These attributes go beyond knowledge you gain and skills you learn. In broad terms, you will be expected to demonstrate respect for others; to communicate effectively; and to cooperate with fellow classmates, faculty, patients, support personnel, and clinical instructors. These attributes will be introduced on day one of class and will be a repeated theme throughout your time in the program. As a dental hygiene student, others will come to depend on you to respond appropriately and in a capable manner. You will come to exhibit conduct, attitudes, and skills which reflect a commitment to the field of Dentistry and practice standards that are legal, ethical and safe. We are committed to this expectation and we will be here to help build that foundation for your future as a dental hygienist.

Program Vision

The Dental Hygiene Program at Lake Washington Institute of Technology will promote excellence in education for the dental hygiene profession through promotion of oral health and service to diverse communities, utilizing the latest research, techniques, and technology.

Program Mission Statement

The mission of the Dental Hygiene Program supports the mission of Lake Washington Institute of Technology (LWTech), which is "to prepare students for today's careers and tomorrow's opportunities."

The mission of the Lake Washington Institute of Technology Dental Hygiene Program is to prepare students to enter the healthcare workforce as entry-level dental hygienists who are competent in the provision of safe, ethical and effective dental hygiene care. The program aims to provide students with high quality didactic and clinical education in the cognitive, psychomotor, and affective skills of dental hygiene as well as the promotion of life-long learning.

Program Philosophy

The Lake Washington Institute of Technology Dental Hygiene Program believes the function of the dental hygienist is to provide safe and effective dental hygiene care to help people retain and improve their oral health for greater quality of life. It is the philosophy of the Dental Hygiene Program at LWTech to foster the acquisition of dental hygiene skills in a safe learning environment that supports communication, collaboration, and critical thinking, and to promote culturally sensitive, ethical, and compassionate care in the dental workplace.

Program Goals/Outcomes

Goal 1. LWTech graduates will provide quality, evidence-based, safe and ethical entry level patient care and patients/clients will be satisfied with the services rendered.

Goal 2. LWTech graduates will demonstrate the skills necessary to stay current in the profession with a rigorous emphasis on the study of current research, life-long learning and career development as a dental hygienist.

Goal 3. LWTech graduates will be prepared to successfully complete all licensing exams required to practice in Washington State and obtain an entry-level position as a dental hygienist.

Goal 4. LWTech graduates will assess, plan, implement and evaluate community based health promotion and prevention programs to benefit the general population.

Goal 5. The LWTech Dental Hygiene Program will provide students with a curriculum consistent with the current guidelines of the Commission on Dental Accreditation (CODA) and the American Dental Education Association (ADEA).

Goal 6. Graduates will be prepared to demonstrate the LWTech global outcomes of critical thinking, teamwork, communication, intercultural appreciation and technical and information literacy skills.

Program Competencies/Student Learning Outcomes (SLO)

1.0 ETHICS AND PROFESSIONALISM – The dental hygienist will possess the ethics, values, skills, and knowledge integral to all aspects of the dental hygiene profession.

The dental hygiene graduate will:

1.1 Apply a professional code of ethics and adhere to state and federal laws and regulations in the provision of dental hygiene care

1.2 Perform self-assessment of learning and professional growth

1.3 Provide accurate, complete documentation for the dental hygiene process of care to ensure that quality assurance standards are met

1.4 Provide individualized dental hygiene services to promote patient health and wellness using critical thinking and problem solving in the provision of evidence based care and patient management

2.0 PATIENT CARE – Includes skills in patient assessment, dental hygiene diagnosis and the dental hygiene process of care to foster oral and system health

The dental hygiene graduate will:

Assessment

2.1 Systematically collect, analyze, and record diagnostic data on the general, oral, and psychosocial health status of a variety of patients using methods consistent with medicolegal principles

2.2 Critically analyze and assess treatment needs of patients with special needs

Dental Hygiene Diagnosis

2.3 Use patient assessment data, diagnostic technologies, and critical decision making skills to determine a dental hygiene diagnosis

Planning

2.4 Collaborate with the patient and other health professionals as indicated to formulate a comprehensive dental hygiene care plan that is patient-centered, incorporates informed consent, and is based on the best scientific evidence and professional judgement

Implementation

2.5 Provide specialized treatment that includes preventive and therapeutic services designed to achieve and maintain oral health goals in collaboration with the patient

2.6 Provide dental hygiene care for all types of periodontal disease including patients who exhibit moderate to severe periodontal disease

2.7 Provide appropriate life support measures for medical emergencies that may be encountered in dental hygiene practice

Evaluation

2.8 Evaluated the outcomes and effectiveness of implemented services and modify as needed to design a health maintenance program

Restorative

2.9 Apply principles of anatomy, occlusion, instrumentation, and restorative dentistry to achieve a quality outcome for restorative procedures performed by the dental hygienist

HEALTH PROMOTION AND DISEASE PREVENTION – the dental hygienist will possess general knowledge of wellness, health determinants, and characteristics of various patient communities to emphasize both prevention of disease and effective health care delivery

The dental hygiene graduate will:

2.10 Identify risk factors and promote interventions that impact oral and general health and wellness

2.11 Refer patients for comprehensive evaluation who may have physical, psychological, and/or social problems

2.12 Utilize and evaluate methods to ensure the health and safety of the patient and the dental hygienist in the delivery of dental hygiene services

2.13 Demonstrate cultural competence in the delivery of dental hygiene care that respects the goals, values, beliefs, and preferences of the patient

3.0 COMMUNITY INVOLVEMENT – Assess, plan and implement community-based health promotion and prevention programs and activities to benefit the general population

The dental hygiene graduate will:

3.1 Assess the oral health needs and availability of resources in the community

3.2 Provide access to community oral health with screening, referral, educational, preventive and therapeutic dental hygiene services

3.3 Evaluate the outcomes of community-based programs, and plan for future activities

3.4 Evaluate the impact of reimbursement mechanisms on access to care

4.0 PROFESSIONAL GROWTH AND DEVELOPMENT – Dental hygienist will have knowledge of a variety of opportunities for professional growth and development that utilizes transferable skills such as communication, problem-solving and critical thinking

The dental hygiene graduate will:

4.1 Continuously perform self-assessment for lifelong learning and professional growth

4.2 Access professional and social networks to pursue professional goals

4.3 Identify, explore, and evaluate the feasibility of pursuing career options within healthcare, industry, education and research

4.4 Critically evaluate current scientific literature

4.5 Develop practice management and marketing strategies for the delivery of oral health care

5.0 LAKE WASHINGTON INSTITUTE OF TECHNOLOGY GLOBAL OUTCOMES – The graduating dental hygienist will demonstrate workplace skills that include communication, critical thinking, global and cultural awareness, teamwork, and technical and information literacy

5.1 **Communication –** The graduating dental hygienist must demonstrate the ability to understand, interpret, and respond appropriately to information conveyed in verbal, non-verbal, written, and symbolic ways using a variety of formats

5.2 **Critical Thinking –** The graduating dental hygienist will demonstrate the cognitive process of gathering and evaluating information, drawing inferences, arriving at conclusions and creating solutions based on objective analysis of evidence

5.3 **Intercultural Appreciation –** The graduating dental hygienist will demonstrate the ability to understand, interpret, interact, and respond to the differences and commonalities among people. These differences and commonalities include, but are not limited to, ethnicity, age, gender, cognitive ability, life experiences, socio-economic, family situations, and sexual orientation

5.4 **Teamwork –** The graduating dental hygienist will demonstrate the ability to work cooperatively in a group to advance a common goal

5.5 **Technical and Information Literacy –** The graduating dental hygienist must recognize when information is needed and to choose the appropriate tools to locate, effectively gather and evaluate the required information

Dental Hygiene Program CURRICULUM

PREREQUISITES (Credits not included in degree credits)	CREDITS
BIOL& 241 Human Anatomy & Physiology I	**6**
BIOL& 242 Human Anatomy & Physiology II	**6**
BIOL& 260 Microbiology	**5**
CHEM& 121 Introduction to Chemistry	**5**
CHEM& 131 Introduction to Organic/Biochemistry	**5**
CMST& 210 Interpersonal Communication Or CMST& 220 Introduction to Public Speaking	**5**
ENGL& 101 English Composition I	**5**
ENGL& 102 English Composition II	**5**
HUM 215 Diversity and Social Justice in America Or CMST 150 Intercultural Communication	**5**
MATH& 146 Introduction to Statistics	**5**
NUTR& 101 Nutrition	**5**
PSYC& 100 General Psychology Or PSYCH& 200 Lifespan Psychology	**5**
SOC& 101 Introduction to Sociology	**5**

	COURSE	CREDITS
TERM I		
DHYG 242	Healthcare Foundations	3
DHYG 243	Introduction to the Profession of Dental Hygiene	2
DHYG 246	Periodontology I	2
DHYG 247	Tooth Morphology	2
DHYG 256	Dental Imaging	3
TERM II		
DHYG 252	DH Theory & Practice I	6
DHYG 253	Restorative Dentistry I	3
DHYG 254	Head & Neck Anatomy	2
DHYG 248	Dental Hygiene Research I	2
DHYG 258	Oral Disease Prevention	2
TERM III		
DHYG 321	Electronic Health Records	1
DHYG 322	DH Theory & Practice II	6
DHYG 323	Restorative Dentistry II	1

DHYG 324	Ethics & Jurisprudence	2
DHYG 325	Histology & Embryology	2
DHYG 326	Radiographic Interpretation	2
DHYG 329	General Pathology	2
TERM IV		
DHYG 331	Dental Hygiene Research II	2
DHYG 332	DH Theory & Practice III	7
DHYG 333	Restorative Dentistry III	1
DHYG 335	Community Dental Health I	2
DHYG 336	Pharmacology	2
DHYG 338	Pain Control	2
TERM V		
DHYG 341	Professional Practicum	2
DHYG 342	DH Theory & Practice IV	7
DHYG 343	Restorative Dentistry IV	1
DHYG 345	Community Dental Health II	1
DHYG 346	Periodontology II	2
DHYG 349	Special Populations	2
TERM VI		
DHYG 412	DH Theory & Practice V	10
DHYG 413	Restorative Dentistry V	3
DHYG 415	Community Dental Health III	3
DHYG 416	Oral Pathology I	2
TERM VII		
DHYG 422	DH Theory & Practice VI	11
DHYG 423	Restorative Dentistry VI	3
DHYG 425	Community Dental Health IV	2
DHYG 426	Oral Pathology II	2
TERM VIII		
DHYG 432	DH Theory & Practice VII	10
DHYG 433	Restorative Dentistry VII	2
DHYG 434	Principles & Issues	3
DHYG 435	Community Dental Health V	1
DHYG 438	Senior Capstone & Portfolio	2

Course Descriptions
TERM I (Summer I)

DHYG 242 Healthcare Foundations 3 credits

This course introduces students to the foundational theory, laws and regulations required of all Washington healthcare employees. It includes prevention and management of medical

emergencies, and infection control for the dental hygiene professional. Students explore the personal, professional and community issues related to HIV disease.
PREREQUISITES: Admission to the Dental Hygiene Program
COREQUISITES: DHYG 243, DHYG 246, DHYG 247, DHYG 256

DHYG 243 Introduction to the Profession of Dental Hygiene 2 credits
This course introduces the student to the profession of dental hygiene. Current concepts of dental hygiene practice are examined with emphasis on the problem-solving process and the responsibilities of the dental hygienist to the profession.
PREREQUISITES: Admission to the Dental Hygiene Program
COREQUISITES: DHYG 242, DHYG 246, DHYG 247, DHYG 256

DHYG 246 Periodontology I 2 credits
In this course, students are introduced to the basic dental science of Periodontics and the structures of the oral cavity. The course focuses on the healthy, normal end of the health/disease continuum and provides a foundation for further dental science study as well as for clinical dental practice.
PREREQUISITES: Admission to the Dental Hygiene Program
COREQUISITES: DHYG 242, DHYG 243, DHYG 247, DHYG 256

DHYG 247 Tooth Morphology 2 credits
In this course, students are introduced to the science of dental morphology, tooth identification systems, exfoliation/eruption patterns and basic occlusion of the permanent and primary dentition. This course focuses on the healthy, normal end of the health/disease continuum and provides a foundation for further dental science study as well as for clinical dental hygiene practice.
PREREQUISITES: Admission to the Dental Hygiene Program
COREQUISITES: DHYG 242, DHYG 243, DHYG 246, DHYG 256

DHYG 256 Dental Imaging 3 credits
This course introduces radiology as a diagnostic aid, and includes the concepts and principles of x-radiation, x-ray generation and radiation protection.
PREREQUISITES: Admission to the Dental Hygiene Program
COREQUISITES: DHYG 242, DHYG 243, DHYG 246, DHYG 247

TERM II (Fall I)

DHYG 252 Dental Hygiene Theory & Practice I 6 credits
Basic concepts of dental hygiene practice are presented. The emphasis is on preparation and assessment procedures with an introduction to dental hygiene diagnosis and planning. Students learn selected implementation, evaluation, and practice management procedures.
PREREQUISITES: DHYG 242, DHYG 243, DHYG 246, DHYG 247, DHYG 256
COREQUISITES: DHYG 253, DHYG 254, DHYG 248, DHYG 258

DHYG 253 Restorative Dentistry I 3 credits
Students are introduced to selected dental materials and to basic restorative dentistry procedures and techniques. The course is designed to give students a working knowledge of skills required for restorative dentistry.
PREREQUISITES: DHYG 242, DHYG 243, DHYG 246, DHYG 247, DHYG 256
COREQUISITES: DHYG 252, DHYG 254, DHYG 248, DHYG 258

DHYG 254 Head & Neck Anatomy 2 credits
In this course students are introduced to structures of the Head and Neck and the oral cavity. The course focuses on the healthy, normal end of the health/disease continuum and provides a foundation for further dental science study.
PREREQUISITES: DHYG 242, DHYG 243, DHYG 246, DHYG 247, DHYG 256
COREQUISITES: DHYG 252, DHYG 253, DHYG 248, DHYG 258

DHYG 248 Dental Hygiene Research I 2 credits
This introductory course familiarizes students with the basic foundation of research, research methodologies, research design, and evidence based decision making. Principles of research are examined as a basis for the analysis and critique of professional literature. Introduction to concepts of research-based dental hygiene practice.
PREREQUISITES: DHYG 242, DHYG 243, DHYG 246, DHYG 247, DHYG 256
COREQUISITES: DHYG 252, DHYG 253, DHYG 254, DHYG 258

DHYG 258 Oral Disease Prevention 2 credits
Students are introduced to basic principles of dental diseases and conditions of the oral cavity. Students will learn concepts of preventive oral health, patient oral self-care, and ergonomics for the dental practitioner.
PREREQUISITES: DHYG 242, DHYG 243, DHYG 246, DHYG 247, DHYG 256
COREQUISITES: DHYG 252, DHYG 253, DHYG 254, DHYG 248

TERM III (Winter I)

DHYG 321 Electronic Health Records 1 credit
This introductory course prepares students to understand and utilize electronic records in a dental practice. Students receive hands-on training using dental practice management training software. Topics include legal document compliance and system protocols and policies.
PREREQUISITES: DHYG 252, DHYG 253, DHYG 254, DHYG 248, DHYG 258
COREQUISITES: DHYG 322, DHYG 323, DHYG 324, DHYG 325, DHYG 326, DHYG 329

DHYG 322 Dental Hygiene Theory & Practice II 6 credits
This lecture and clinical course is a continuation of Dental Hygiene Theory & Practice I. Students focus on healthy variations within normal as they continue to develop aspects of Preparation, Assessment, Dental Hygiene Diagnosis, Planning, Implementation, Evaluation and Practice Management. The concepts of teaching and learning and problem solving (critical

thinking) are integrated into clinical practice. New skills and procedures are practiced on mannequins and classmates.
PREREQUISITES: DHYG 252, DHYG 253, DHYG 254, DHYG 248, DHYG 258
COREQUISITES: DHYG 321, DHYG 323, DHYG 324, DHYG 325, DHYG 326, DHYG 329

DHYG 323 Restorative Dentistry II 1 credit
This course is a continuation of DHYG 253 Restorative Dentistry I. Students are introduced to principles of restorative dentistry and the corresponding armamentarium. They learn additional dental hygiene skills related to the placement of amalgam, composite and temporary restorations.
PREREQUISITES: DHYG 252, DHYG 253, DHYG 254, DHYG 248, DHYG 258
COREQUISITES: DHYG 321, DHYG 322, DHYG 324, DHYG 325, DHYG 326, DHYG 329

DHYG 324 Ethics & Jurisprudence 2 credits
Introduction to dental hygiene professional ethics, principles and values, laws, scope of practice, and regulation.
PREREQUISITES: DHYG 252, DHYG 253, DHYG 254, DHYG 248, DHYG 258
COREQUISITES: DHYG 321, DHYG 322, DHYG 323, DHYG 325, DHYG 326, DHYG 329

DHYG 325 Histology & Embryology 2 credits
In this course, students broaden their focus on the health-disease continuum through the study of histology and embryology. The student will integrate the knowledge of surface anatomy of the face and neck into the clinical practice of patient examination and the understanding of the developmental aspects of these regions. This course forms the basis for the study of general, dental, and periodontal pathologies.
PREREQUISITES: DHYG 252, DHYG 253, DHYG 254, DHYG 248, DHYG 258
COREQUISITES: DHYG 321, DHYG 322, DHYG 323, DHYG 324, DHYG 326, DHYG 329

DHYG 326 Radiographic Interpretation 2 credits
This course builds on the scientific foundation established in DHYG 256. The focus along the health/disease continuum shifts toward basic concepts of disease at the cellular and clinical level. Students begin to take radiographs on clinical clients and study the interpretation of radiographs to assist with dental hygiene diagnosis.
PREREQUISITES: DHYG 252, DHYG 253, DHYG 254, DHYG 248, DHYG 258
COREQUISITES: DHYG 321, DHYG 322, DHYG 323, DHYG 324, DHYG 325, DHYG 329

DHYG 329 General Pathology 2 credits
This course builds on the scientific foundation established in DHYG 246 and 325. The focus along the health/disease continuum shifts toward basic concepts of disease. An introduction to the general mechanisms of disease and health problems in each of the body systems as well as to the basic concepts of immunity, infection and inflammation as they affect total body wellness or illness are discussed. Terminology is explained as it pertains to body systems and to diseases and health problems. Students learn the definition and description of the basic features of a disease, the etiology, the predisposing factors that may influence the

development process, and the signs and symptoms of various diseases. Greater emphasis is placed on specific disease entities as related to the settings and practices of dental hygiene.
PREREQUISITES: DHYG 252, DHYG 253, DHYG 254, DHYG 248, DHYG 258
COREQUISITES: DHYG 321, DHYG 322, DHYG 323, DHYG 324, DHYG 325, DHYG 326

TERM IV (Spring I)

DHYG 331 Dental Hygiene Research II 2 credits
This course builds on DHYG 248 Dental Hygiene Research I by applying the basic principles of research and facilitating the development of analytical skills for evaluation of professional research.
PREREQUISITES: DHYG 321, DHYG 322, DHYG 323, DHYG 324, DHYG 325, DHYG 326, DHYG 329
COREQUISITES: DHYG 332, DHYG 333, DHYG 335, DHYG 336, DHYG 338

DHYG 332 Dental Hygiene Theory & Practice III 7 credits
This lecture/lab course is a continuation of Dental Hygiene Theory & Practice II. Students expand their focus to include unhealthy and abnormal oral conditions and the special needs of patients in today's diversified communities. Students continue to develop knowledge and skills in all phases of Dental Hygiene practice and are introduced to selected new procedures including the administration of local anesthesia and nitrous oxide. Students take part in clinical restorative procedures and use four-handed dentistry assisting techniques.
PREREQUISITES: DHYG 321, DHYG 322, DHYG 323, DHYG 324, DHYG 325, DHYG 326, DHYG 329
COREQUISITES: DHYG 331, DHYG 333, DHYG 335, DHYG 336, DHYG 338

DHYG 333 Restorative Dentistry III 1 credit
This laboratory course builds on the skills introduced in DHYG 323. Students continue to develop restorative dentistry skills on dentoform mannequins in preparation for client clinics and the WREB Restorative Exam. These skills include rubber dam placement on the dentoform and on partners, CL: I, II, III, IV, V & VI composite restorations, CL I, II, V & VI amalgam restorations, amalgam polishing/margination, and use of high and slow speed handpieces. Students continue to study anatomy through amalgam carvings and they use critical thinking skills to determine hypothetical anesthetic and rubber dam selection for all restorative procedures completed in lab. The student is expected to review, and is responsible for, all material presented prior to this course including: instrument identification, alginate impressions, application of liners and bases, amalgam and composite restorative procedures, and temporary restorations.
PREREQUISITES: DHYG 321, DHYG 322, DHYG 323, DHYG 324, DHYG 325, DHYG 326, DHYG 329
COREQUISITES: DHYG 331, DHYG 332, DHYG 335, DHYG 336, DHYG 338

DHYG 335 Community Dental Health I 2 credits

In this course students study the health/disease continuum from the viewpoint of the community. Included are basic concepts of community dental health and an overview of the community dental health process of care model. Students meet guest speakers from local community health facilities in preparation for extern rotations. Students study the Assessment, Diagnosis, and Planning phases of community health programming and plan their health promotion projects in preparation for initiating the Implementation phase during the summer Clinical and Community Practice course (DHYG 345). Students are introduced to the role of the dental hygienist as an agent for change and study multicultural issues and attitudes.
PREREQUISITES: DHYG 321, DHYG 322, DHYG 323, DHYG 324, DHYG 325, DHYG 326, DHYG 329
COREQUISITES: DHYG 331, DHYG 332, DHYG 333, DHYG 336, DHYG 338

DHYG 336 Pharmacology 2 credits

Introduction to the general principles of pharmacology including drug action and uses, physiological and therapeutic effects, classifications, interactions, side effects, systemic and oral manifestations, with application to the specific systemic and oral conditions that they affect. Drugs that are commonly encountered and prescribed in the dental office are emphasized.
PREREQUISITES: DHYG 321, DHYG 322, DHYG 323, DHYG 324, DHYG 325, DHYG 326, DHYG 329
COREQUISITES: DHYG 331, DHYG 332, DHYG 333, DHYG 335, DHYG 338

DHYG 338 Pain Control 2 credits

Students study topics pertinent to pain control in a dental office setting. General concepts of pain perception, pharmacology of pain control drugs, and nitrous oxide sedation are presented and discussed. Students learn to evaluate clients for appropriate pain control drug choices and/or techniques. They also learn to respond appropriately to complications or emergencies that may arise before, during or after administration of pain control drugs. Discussion of various local anesthetic techniques are included and the students have the opportunity to apply their knowledge in a practical lab setting.
PREREQUISITES: DHYG 321, DHYG 322, DHYG 323, DHYG 324, DHYG 325, DHYG 326, DHYG 329
COREQUISITES: DHYG 331, DHYG 332, DHYG 333, DHYG 335, DHYG 336

TERM V (Summer II)

DHYG 341 Professional Practicum 2 credits

This course introduces essential skills required to pursue alternative career paths. Preparation of a professional development plan, introduction of a Capstone project, and professional portfolio.
PREREQUISITES: DHYG 331, DHYG 332, DHYG 333, DHYG 335, DHYG 336, DHYG 338
COREQUISITES: DHYG 342, DHYG 343, DHYG 345, DHYG 346, DHYG 349

DHYG 342 Dental Hygiene Theory & Practice IV 7 credits

This course is a continuation from the first year Dental Hygiene Theory & Practice clinical and didactic courses. Students participate in a weekly seminar integrating values, knowledge and

skills learned from other courses. The ability to plan and implement individualized, comprehensive dental hygiene care is further developed as patients with more complex needs are treated. Emphasis is also given to the prevention of oral problems through the identification of risk factors, and through the planning of clinical, educational, and motivational interventions. Students continue to provide care to clients from diversified communities, and incorporate knowledge from traditional dental hygiene, restorative dentistry and community dental health into dental hygiene practice.
PREREQUISITES: DHYG 331, DHYG 332, DHYG 333, DHYG 335, DHYG 336, DHYG 338
COREQUISITES: DHYG 341, DHYG 343, DHYG 345, DHYG 346, DHYG 349

DHYG 343 Restorative Dentistry IV 1 credit
This laboratory course builds on the skills introduced in DHYG 333. Students continue to develop restorative dentistry skills on dentoform mannequins in preparation for client clinics & the WREB Restorative Exam. These skills include rubber dam placement, CLI, II, III, IV & V composite restorations, CLI, II & V amalgam restorations, amalgam polishing/margination, and use of high and slow speed handpieces. The student is expected to use critical thinking skills to determine hypothetical anesthetic and rubber dam selection for all restorative procedures completed in lab. The student is responsible for all material presented prior to this course including: instrument identification, alginate impressions, study casts, application of liners and bases, amalgam & composite restorative procedures, and temporary restorations.
PREREQUISITES: DHYG 331, DHYG 332, DHYG 333, DHYG 335, DHYG 336, DHYG 338
COREQUISITES: DHYG 341, DHYG 342, DHYG 345, DHYG 346, DHYG 349

DHYG 345 Community Dental Health II 1 credit
This course is a continuation of DHYG 335, consisting of both clinical extern assignments and project assignments. In this course students concentrate on the implementation phase of their community health projects. Students will also begin extern rotations. They will apply skills and knowledge learned in previous DHYG courses as they provide clinical care at extern sites. Students will use the dental hygiene process to problem solve and begin the implementation phase of their community dental health projects.
PREREQUISITES: DHYG 331, DHYG 332, DHYG 333, DHYG 335, DHYG 336, DHYG 338
COREQUISITES: DHYG 341, DHYG 342, DHYG 343, DHYG 346, DHYG 349

DHYG 346 Periodontology II 2 credits
This course builds on the scientific foundation established in DHYG 246. The focus along the health/disease continuum shifts toward basic concepts of disease at the cellular level. The study of periodontics is broadened to include common periodontal pathologies and their microbiological basis.
PREREQUISITES: DHYG 331, DHYG 332, DHYG 333, DHYG 335, DHYG 336, DHYG 338
COREQUISITES: DHYG 341, DHYG 342, DHYG 343, DHYG 345, DHYG 349

DHYG 349 Special Populations 2 credits
This course focuses on concepts of wellness and research-based dental hygiene practice. The student is introduced to the special needs of patients, dental specialties, and to the concept of multi-disciplinary health care consultations and referrals.
PREREQUISITES: DHYG 331, DHYG 332, DHYG 333, DHYG 335, DHYG 336, DHYG 338
COREQUISITES: DHYG 341, DHYG 342, DHYG 343, DHYG 345, DHYG 346

TERM VI (Fall II)

DHYG 412 Dental Hygiene Theory & Practice V 10 credits
This combined lecture and clinical course continues from the first year Dental Hygiene Theory & Practice courses. The scope of practice increases to include patients with a higher degree of difficulty and periodontal involvement. Advanced instrumentation techniques are incorporated into clinical care and an increased level of independence and sophistication is demonstrated. Students interpret and synthesize information gathered from dental hygiene exams and risk assessments to plan and prioritize patient centered, comprehensive care. Restorative procedures are integrated into clinic and performed side-by-side with dental assisting students. The weekly lecture seminar includes didactic theory applicable to a more advanced level of clinical practice and provides an opportunity for clinical questions and class discussions.
PREREQUISITES: DHYG 341, DHYG 342, DHYG 343, DHYG 345, DHYG 346, DHYG 349
COREQUISITES: DHYG 413, DHYG 415, DHYG 416

DHYG 413 Restorative Dentistry V 3 credits
This course is a continuation of DHYG 343, Restorative Dentistry IV, and builds on previously introduced principles of restorative dentistry and corresponding armamentarium. Students learn additional dental hygiene skills related to the placement of amalgam, composite and sealants.
PREREQUISITES: DHYG 341, DHYG 342, DHYG 343, DHYG 345, DHYG 346, DHYG 349
COREQUISITES: DHYG 412, DHYG 415, DHYG 416

DHYG 415 Community Dental Health III 3 credits
Students continue the Implementation phase of their clinical/health promotion Community Externship Projects. They are introduced to concepts of epidemiological trends, community health research, and marketing strategies for community dental health education and promotion. In addition, students further study multi-cultural issues, attitudes and beliefs.
PREREQUISITES: DHYG 341, DHYG 342, DHYG 343, DHYG 345, DHYG 346, DHYG 349
COREQUISITES: DHYG 412, DHYG 413, DHYG 416

DHYG 416 Oral Pathology I 2 credits
This course builds on the first year Dental Science courses and continues to focus on aspects of the health/disease continuum. Topics covered include oral and periodontal pathologies.
PREREQUISITES: DHYG 341, DHYG 342, DHYG 343, DHYG 345, DHYG 346, DHYG 349
COREQUISITES: DHYG 412, DHYG 413, DHYG 415

TERM VII (Winter II)

DHYG 422 Dental Hygiene Theory & Practice VI 11 credits
This lecture and clinical course is a continuation from Dental Hygiene Theory & Practice V. Students demonstrate competence in various procedures as they build on existing knowledge and their clinical skills continue to progress. The focus is expanded to include increasingly advanced periodontal cases. Risk factors related to oral health are assessed and considered in the treatment plan as the dental hygiene process of care continues to be centered on evidence-based modalities with a preventive focus. Restorative procedures are performed side-by-side with dental assisting students and are integrated into the clinical course. Concurrently, the students participate in a weekly lecture seminar integrating clinical theory, values and ethics.
PREREQUISITES: DHYG 412, DHYG 413, DHYG 415, DHYG 416
COREQUISITES: DHYG 423, DHYG 425, DHYG 426

DHYG 423 Restorative Dentistry VI 3 credits
This course is a continuation of DHYG 413, Restorative Dentistry V, and builds on previously introduced principles of restorative dentistry and corresponding armamentarium. Students learn additional dental hygiene skills related to the placement of amalgam, composite and sealants.
PREREQUISITES: DHYG 412, DHYG 413, DHYG 415, DHYG 416
COREQUISITES: DHYG 422, DHYG 425, DHYG 426

DHYG 425 Community Dental Health IV 2 credits
This course is a continuation of the previous community dental health courses. Students study global multi-cultural issues and concerns, and continue their clinical/health promotion community internship project.
PREREQUISITES: DHYG 412, DHYG 413, DHYG 415, DHYG 416
COREQUISITES: DHYG 422, DHYG 423, DHYG 426

DHYG 426 Oral Pathology II 2 credits
This course builds on DHYG 416 Oral Pathology I. Disease aspects of the health/disease continuum are further explored. Advanced concepts of immunology are presented. Case studies facilitate preparation of student presentations of clinical cases. Oral pathological concepts as they relate to the continued study of periodontal pathologies are discussed.
PREREQUISITES: DHYG 412, DHYG 413, DHYG 415, DHYG 416
COREQUISITES: DHYG 422, DHYG 423, DHYG 425

TERM VIII (Spring II)

DHYG 432 Dental Hygiene Theory & Practice VII 10 credits
This is the final lecture seminar and clinical course in the Dental Hygiene Theory & Practice series. Knowledge, values and skills are synthesized to provide comprehensive dental hygiene

care at an exit level of program competence. The weekly lecture seminar integrates all other courses (i.e. Dental Sciences, Restorative Dentistry, Community Dental Health, and Principles and Issues in Dental Hygiene) and emphasizes practical application and preparation for entry into the practice of dental hygiene.
PREREQUISITES: DHYG 422, DHYG 423, DHYG 425, DHYG 426
COREQUISITES: DHYG 433, DHYG 434, DHYG 435, DHYG 438

DHYG 433 Restorative Dentistry VII 2 credits
This course is a continuation of DHYG 423, Restorative Dentistry VI, and builds on previously introduced principles of restorative dentistry and corresponding armamentarium. Students learn additional dental hygiene skills related to the placement of amalgam, composite and sealants
PREREQUISITES: DHYG 422, DHYG 423, DHYG 425, DHYG 426
COREQUISITES: DHYG 432, DHYG 434, DHYG 435, DHYG 438

DHYG 434 Principles & Issues 3 credits
This course prepares students for career, educational, employment opportunities, completion of licensure, and understanding of continuing education requirements in Washington as well as other states.
PREREQUISITES: DHYG 422, DHYG 423, DHYG 425, DHYG 426
COREQUISITES: DHYG 432, DHYG 433, DHYG 435, DHYG 438

DHYG 435 Community Dental Health V 1 credit
Students continue providing clinical services to special populations at various extern sites using knowledge and skills developed in previous community dental health courses. This course enables the student to synthesize their knowledge of community health partnership programs through creating community project notebooks of their five-quarter clinical/health promotion Community Projects.
Students also examine changes that have occurred over the Dental Hygiene Program in their attitudes, beliefs and behaviors toward community members who are different from themselves.
PREREQUISITES: DHYG 422, DHYG 423, DHYG 425, DHYG 426
COREQUISITES: DHYG 432, DHYG 433, DHYG 434, DHYG 438

DHYG 438 Senior Capstone & Portfolio 2 credits
This course incorporates and integrates major learning themes of dental hygiene education resulting in a student-generated capstone and portfolio. The Capstone and Portfolio will encompass the highlights of the student's research and major projects. Demonstration of the Dental Hygiene Program learning outcomes is achieved.
PREREQUISITES: DHYG 422, DHYG 423, DHYG 425, DHYG 426
COREQUISITES: DHYG 432, DHYG 433, DHYG 434, DHYG 435

Classroom and Laboratory Policies and Procedures

Dental Hygiene Program Grading

You must take all courses in the Dental Hygiene Program in succession and in the sequence indicated in the program curriculum. You must earn a minimum grade of 2.0 in all Dental Hygiene courses in order to progress through the program to graduation. The Dental Hygiene Program follows LWTech Policies and Procedures for Grading (Policy 6.P.31, Procedures 6.A.31).

Dental Hygiene Program Instructors will use the following grading scale in all Dental Hygiene Courses:

Dental Hygiene Program Grading Scale

Total Points Earned	*GPA*	*Percentage*	*Letter Grade*
	4.0	*98-100%*	*A*
Point values vary per course; see individual syllabi for details	*3.9* *3.8* *3.7*	*97%* *96%* *95%*	*A-*
	3.6 *3.5* *3.4* *3.3*	*94%* *93%* *92%* *91%*	*B+*
	3.2 *3.1* *3.0*	*90%* *89%* *88%*	*B*
	2.9 *2.8* *2.7*	*87%* *86%* *85%*	*B-*
	2.6 *2.5* *2.4* *2.3*	*84%* *83%* *82%* *81%*	*C+*
	2.2 *2.1* *2.0*	*80%* *79%* *75-78%*	*C*
	1.7-1.9	72-74%	**C-
	1.3-1.6	70-71%	D+
	1.0-1.2	65-69%	D
	0.7-0.9	60-64%	D-
	0.0	0-59%	F

****Grades below a 2.0 (75%) cannot be used for progression in the Dental Hygiene Program or for graduation requirements at LWTech. All Dental Hygiene Practice Courses have a lecture and lab/clinical component. Each component (lecture and lab/clinical) must be completed at a minimum of 75%. Failure to complete either component at 75% will result in failure of the entire course. The lower component grade will be the final grade for the course.**

All course assignments must be turned in on time and must be college-level work. Faculty have the right **not** to accept late assignments, and/or to deduct points for late or unacceptable work per course syllabi.
At the completion of each quarter you can access your grades online using Student Toolbox (https://webapps.lwtech.edu/wts/student/index.html). Grade reports are not mailed. Be sure to check your grades at the end of each quarter and address questions about your grades promptly.

Incomplete Grades (I)
Students completing 80% but less than 100% of course requirements, will receive a grade of "I" (incomplete) for the quarter. The course instructor will issue an incomplete contract outlining requirements to be completed and the timeline for completion. The student and instructor sign the document and it is placed in the student's permanent file. All requirements outlined in the contract must be completed satisfactorily for the student to receive a numeric grade for the course. Students who fail to complete the contract requirements, will receive a failing grade (maximum 1.9) for the course.

Student Remediation
Students who are not progressing at the expected level in an area of clinical performance will be required to participate in a remediation plan designed by the lead instructor in cooperation with the program director, and based on individual student need. If clinical evaluation methods indicate that performance in one or more areas is consistently below expected levels, the student will receive written notification of the observed deficiencies and a mandatory, formal remediation plan may be designed to assist the student reach the acceptable levels of development. Remediation may be required even if clinical evaluations do not reflect the full extent of the deficiency observed by faculty. The student will contribute to the plan and provide methods of improvement best suited to their needs or prioritize focus areas. However, the lead clinical instructor makes the final decision and is responsible for the final plan. Depending on the severity of the deficiency, the student may or may not be placed on short-term or long-term probation at the time of the academic notification. Areas in which remediation may be indicated include, but are not limited to:

- *Instrumentation skills*—poor hand coordination, poor hand-eye coordination (indirect vision), difficulty with any component of instrumentation such as grasp, fulcrum, working stroke, exploring, calculus removal, etc.

- *Critical thinking skills and/or judgment*—consistently demonstrating inappropriate decision-making, poor judgement for appropriate patient care, and problem solving abilities in the clinical setting with patient care.

- *Time Management*—poor time management (i.e. preparation, organization, timelines, etc.), poor use of clinic time including instructor time.

- *Policy and Procedures*—inaccurate chart entries, poor record keeping abilities, incomplete notebook recordkeeping (i.e. clinic notebook, clinic forms, etc.), inaccurate treatment plans, consistent inaccurate walkout.

- *Behavioral or professionalism issues*—attitude problems, exhibiting behavior not characteristic of a professional, poor verbal or non-verbal communication skills or methods, inappropriate mannerisms, or any other concerns inhibiting provision of quality patient care or learning.

Participation in the remediation plan is mandatory and will allow for additional practice, learning experiences, or assignments in addition to regular program activities. The final plan will be signed by the student and lead faculty.

Student Probation

Failure to follow department policies and procedures, failure to show adequate clinical progress, or consistently low didactic performance, may result in placing the student on probationary status and can lead to dismissal from the program. Examples of behavior resulting in short or long-term probation include:

- Failure to follow department protocol, as stated in the Student Handbook and the Policy and Procedure handbook
- Unprofessional or insubordinate behavior, such as disregarding faculty directions, using demeaning or disrespectful verbiage or body language, inappropriate expression of anger, using profanity in class or clinic
- Participating in clinic or class under the influence of illegal or prescription drugs or alcohol
- Unsafe clinical practice that seriously compromises the safety or health of the patient or others, including but not limited to: performing treatment on a patient who has not taken required antibiotic premedication, failure to identify and/or bring a serious medical condition to the attention of the instructor that can alter treatment, such as a serious or unstable heart condition, recent heart attack or stroke, administering local anesthetic to a patient with a blood pressure above the guidelines of the clinic, failure to follow aseptic technique, etc.
- Illegal behavior
- Cheating and/or plagiarism
- Poor academic performance; receiving less than a 2.0 in any DHYG course (See Policy on Repeating Courses)
- Consistent clinical or academic performance below the typical or expected level of a dental hygiene student at a given time in the program

The student will receive written probation notification status within 5 business days of the incident, which must be signed by the student. The letter will outline the reasons for the probation, the specific terms of probation, whether it is short or long-term probation, and termination of probation. A plan for necessary clinical or academic remediation, specific student expectations, and any required action will be included in the probation notice. A

meeting will be arranged between the student, faculty member, and program director within a few days of the written notification to give the student an opportunity to respond and discuss the terms of the probation.

Short-Term Probation
Less serious violations, general poor academic performance, failing a major exam or the first notification of clinical skill deficiency will result in short-term probation. After a stated period of time and if there are no additional concerns or violations, the probationary status will be removed. If the concern or violation does not improve or there is another incident, the student will be placed on long-term probation. Probation will automatically disappear if the student has no further violations or performance issues at the end of the subsequent quarter. If (prior to the end of the following quarter) it is determined further monitoring should continue because clinical or academic progress has not improved at the level indicated to the student in the terms of the probation, the student will receive written notification of the transition to long-term probationary status. If no written notification is received by the end of the next quarter, the student is no longer on any form of probation.

Long-Term Probation
Long-term probation is reserved for the most serious violations: a second notice of clinical deficiency or failure to improve skills within the guidelines stated in the terms of short-term probation, or failing a class in the program (earning less than a 2.0). The student will be dismissed from the program if immediate improvement does not occur.

Grade Appeal Process
The Dental Hygiene Program will follow the LWTech Grade Appeal process. Information on this process can be found in the LWTech Student Handbook, the LWTech Catalog and the LWTech Policies and Procedures Manual (online www.lwtech.edu).

Policy on Repeating Courses
A student receiving a grade below 2.0 but above 1.0 in any Dental Hygiene didactic course (with the exception of the Dental Hygiene Theory and Practice courses) must meet the course requirements with at least a 2.0 within the time frame specified in the individual probationary contract. The probation contract will be written by the lead didactic faculty with the specific objectives the student must meet in order to repeat the class. Students are allowed to repeat one didactic course only during the eight quarter program (except the Dental Hygiene Theory and Practice courses). The student will have to repeat the failed course during the following year when the course if offered again. The student will repeat the failed course as an independent study in addition to the required senior courses for the quarter. If the student fails any additional course, the student will be dismissed from the program.

The student will be placed on academic probation and must successfully complete all dental hygiene courses with a grade of 2.0 or better. Failure in any additional dental hygiene courses (final grade below 2.0) will result in dismissal from the Dental Hygiene Program.

Once the probationary contract has been written and given to the student, s/he must submit a letter of intent to the Dental Program Director within one week of grades being posted. This letter should include the date the course requirements are expected to be achieved and the plan for achieving course competency (course repeat, independent study, or other). Development of the plan should include a meeting with the course instructor and the Dental Program Director.

Failure in any Dental Hygiene Theory and Practice course (didactic or clinic) will result in dismissal from the Dental Hygiene Program.

Academic Integrity

Honesty is the foundation of academic integrity and is a vital component of Dental Hygiene training and subsequent work performance. It is expected that Dental Hygiene students will be honest and perform work and clinical assignments with integrity.

The Dental Hygiene Program follows the LWTech policy on academic honesty which is located in the Student Handbook. Violations of academic honesty include:

- "Cheating": Defined as using another person's answers on tests, labs, quizzes, etc. with or without his or her cooperation
- "Plagiarism": Claiming another person's creations, written assignments, papers, or projects as one's own, with or without his or her knowledge
- Falsifying records or academic claims
- Lying to college personnel about attendance, behavior, or personal issues that may impact attendance or quality of performance

LWTech regards acts of academic dishonesty, including such activities as plagiarism or cheating as very serious offenses. In the event that cheating, plagiarism or other forms of academic dishonesty on the part of the student is discovered, each incident will be handled on an individual basis as deemed appropriate. Care will be taken that students' rights are not violated and that punitive measures are instituted only in cases where documentation or other evidence of the offense(s) exists. A description of all such incidents shall be forwarded to the vice president of instruction and vice president of student services where a file of such occurrences will be maintained. The executive vice president of instructional services or designee may institute action against a student according to college policy and the LWTech Student Handbook.

Telephone and Electronic Device Use

All cell phones and other electronic devices that may disrupt the classroom must be turned off during lecture and lab/clinic periods. Cell phones and other electronic devices must be turned off during off campus labs and during field trips. You will have opportunities to check your phone for messages during scheduled breaks or between classes. If you have an emergency situation where you are waiting for a call, let the instructor know this before class. Calculators may be allowed for specific quizzes/tests/exams. Palm pilots or other internet, recording, or

messaging devices of any kind are not allowed during testing. Audio or video recording of lectures, laboratory sessions, etc. may only be performed with the expressed permission of the instructor.

Ethics – Gifts or Gratuities
The Washington Ethics in Public Service Law (chapter 42.52 RCW) applies to all state employees. Employees may not receive, accept, take, seek, or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person if it could reasonably be expected that the gift, gratuity, or favor would influence the action or judgment of the employee, or be considered part of a reward for action or inaction. The instructors and staff of the Dental Hygiene Program may not accept gifts or gratuities.

Attendance Requirements
Students who miss class are still responsible for lecture material covered, handouts, and announcements. Students are encouraged to contact the instructor or meet during office hours for any further clarification. Participation points will be deducted for missed classes, labs or clinic sessions.

Students are responsible for making up work missed during any absence. If it becomes necessary to add/drop a course or withdraw from a course, it is the student's responsibility to complete the college's approved withdrawal process as outlined in the current LWTech catalog.

If the student does not initiate course withdrawal with their academic advisor and instructor, the student will be considered an enrolled student in the course and will receive a grade appropriate for the grade achieved while enrolled.

Attendance in Lectures
Contact the instructor prior to the beginning of class if you will be late or absent. If your message is not received by the instructor prior to the start of class, the absence will be considered unexcused. Unexcused absences will result in an increased deduction of points. Attendance in classroom sessions is critical. More than three absences in one quarter will result in academic probation and will jeopardize the student's position in the program.

Excused absences include death of loved ones, infectious or serious illness of the student, and statutory government responsibilities. Students are expected to follow the public health policies regarding infectious illness and attendance. The instructor has final determination whether an absence will be excused. If it is necessary to be absent on the day of an exam, the instructor must be notified in advance. At the instructor's discretion, points may be deducted for each day that passes from the date the test was administered to the date the test was taken (points deducted from test score). The maximum grade on a make-up exam will be 75% (2.0). Students who miss classes are still responsible for lecture material covered, handouts, and announcements.

Attendance in Lab/Clinic
If you miss any portion of a lab/clinical session you are responsible for all material covered in that session. Unexcused absences will result in an increased deduction in points. If due to illness or emergency you are unable to attend, you must call the clinic (front office), the lead instructor, and your scheduled patient to inform them of your absence. Attendance in clinical sessions is critical. Three or more absences from clinic in one quarter will result in academic probation and will jeopardize your position in the program.

Tardiness
Students are expected to be on time and ready to learn at the beginning of each class or lab. Attendance will be noted at the beginning of each class, and a pattern of tardiness will alert the faculty to counsel the student on this aspect of career development behavior. Tardiness will affect your course grade.

In-Class Participation
Participating in class discussions is an important part of your learning experience. You will be called upon and you will be expected to participate. During group activities, equal participation among all members in the group is required.

Lab/Clinic Protocol
All lab/clinic sessions will begin promptly at the scheduled start time. Students should be prepared and in appropriate lab/clinic attire before class starts.

Rescheduling of Classes
On occasion classes may need to be rescheduled. Efforts will be made to reschedule at a time that the majority of students can attend.

In the event a faculty member must cancel a class session, the faculty member will notify students as soon as possible using college email and the Dental Hygiene student phone tree.

Withdrawal and Dismissal Procedures
A student dismissed from the Dental Hygiene Program for academic reasons must apply to the *Dental Hygiene Review and Evaluation Committee* for re-admittance.

Violation of classroom procedures, clinical procedures or personal misconduct will result in disciplinary action and may result in immediate dismissal from the program and the College. Disciplinary actions can result from, but are not limited to, such examples as conduct dangerous to others, disorderly conduct, misuse of or damage to property, misuse of documents or identification cards, or violations of state or federal laws. Procedures for disciplinary action and/or dismissal from the Dental Hygiene Program, and related appeal procedures, are listed in the LWTech Policy and Procedures Manual, Chapter 7 and in the Student Handbook under the section entitled Student Conduct Code. LWTech Student Handbooks are available in Student Services.

"Official withdrawal" from a course occurs when a student drops the course in person, through web services, in writing or by signed fax to Enrollment Services (425-739-8110), or by email with student PIN. *Note that the ability to drop courses via web services usually ends at the end of the 100% refund period as noted in the quarterly Class Schedule.* WARNING: Withdrawing from a class when you are funded might reduce your financial aid eligibility. Contact the Financial Aid Office for information. Withdrawing from a course will prevent you from completing requirements to move on to the next quarter.

Other Academic Policies and Procedures

Academic standards include regulations regarding student behavior, discipline, standards of progress, and academic performance. The guidelines for academic standards and related procedures are developed, maintained, and implemented by the executive vice president of instructional services or designee. State of Washington student conduct rules for behavioral problems in and out of the classroom are located in WAC 495D-120, Student Conduct Code (see LWTech Student Handbook).

Graduation

Upon successful completion of the following criteria, Lake Washington Institute of Technology will grant a Bachelor of Applied Science-Dental Hygiene degree. In order to qualify to participate in commencement, a student must meet all program requirements and be in good academic standing.

- Students are required to complete all program coursework with a minimum passing numeric grade (2.0 or higher) for each course.

Students apply for graduation by going online to www.lwtech.edu/admissions/graduation/. Commencement ceremonies for LWTech are held in June. After you complete the requirements for graduation you can look at information about commencement.

Graduation checklist

You will be taken through the steps online of checking your eligibility, completing necessary forms-including the application for graduation, and running a degree audit.

General Information:

- Minimum credits: 128 credits for BASDH.
- Courses must each have a grade of at least 2.0.
- Academic Core grades: at least 2.5.
- Waivers or substitutions have been approved by the director and filed with the registrar.
- Cumulative GPA is 2.0 or better.

Dental Hygiene students are expected to attend and encouraged to bring friends and family to the annual LWTech commencement in June.

Consent for Imaging, Photography, Video, Audio Recording
During classroom, lab and clinical activities in the Dental Hygiene Program, photographs, video or audio recordings may be taken of you and other students to facilitate learning. Photographs, video or audio recordings taken during a quarter may continue to be used by the instructor for educational purposes.

At times, you as students will be asked to volunteer for photos, videotaping or to provide interview quotations specifically intended for Dental Hygiene Program marketing and/or educational purposes. You will be given an opportunity to sign an informed consent form regarding photo, video or audio recordings. This form will remain in effect for the duration of your tenure in the Dental Hygiene Program. You have the right to refuse to participate in any activity.

See appendix for the Media Consent Form.

Clinical Policies and Procedures
Please refer to the Dental Hygiene Program Policies and Procedures Manual for important detailed information regarding responsibilities, lecture and clinical grading, procedures and other details.

Student Competence Prior to Clinical Patient Assignment
Dental Hygiene Program faculty will follow established program procedures to ensure students are competent to safely perform data collection and intervention skills prior to treating patients in the LWTech Dental Clinic.

Students are required to pass all courses with a 2.0 or greater prior to treating patients in the LWTech Dental Clinic. In order for students to earn a 2.0 or greater in courses with lab sections, students must have demonstrated competence to perform intervention and data collection skills in a safe and effective manner. Competence to perform appropriate components of intervention and data collection skills is assessed by Dental Hygiene faculty utilizing the Dental Hygiene Daily Clinic Evaluation and the AIS grading system. The AIS grading system is outlined in the LWTech Dental Programs Policies and Procedures Manual. Students who have successfully passed courses in Fall and Winter quarter first year are considered to have demonstrated competence levels to enable them to begin patient care. Students are expected to maintain their competence through regular review of procedures throughout the Dental Hygiene Program. As new skills and procedures are introduced, students are expected to perform at or above the level and AIS grading requirement for the quarter in which the procedures/skills are introduced. Failure to perform at the prescribed AIS level will demonstrate failure in the clinical portion of the course.

Conduct and Behavior
Clinical and educational observation over time has shown a direct correlation between conduct and behavior in the classroom setting and employment success. The program prepares you academically and behaviorally for the work environment. These conduct and

behavior expectations reflect the standards and expectations of the dental hygienist and the dental profession.

As Dental Hygiene students, you are expected to behave in a professional manner at all times. Dental Hygiene students are expected to adhere to the behavior expectations established in the Dental Hygiene Code of Ethics and the LWTech AIS grading guidelines.

Student Dress Code

The Dental Hygiene Program dress code expectations are for both student and patient safety and are important habits to establish for workplace preparation. We seek to instill professional behavior in our students. Professional appearance and conduct are under constant observation by the public. Each student and faculty member is expected to strive toward the highest degree of professional ethics and conduct. OSHA/WISHA requirements, health, safety, and patient confidence dictate the following policies on dress and appearance. Dress code expectations apply to classroom, laboratory and clinical settings unless noted otherwise. Students may be asked to leave class or clinic if not properly attired.

For clinic and lab sessions

Classroom Attire:

- Neat, clean, wrinkle-free clothes
- No ragged or frayed jeans
- Casual professional attire
- No pajama bottoms

Clinic and Lab Attire:

- Students must wear a clean, lab coat over clean, non-wrinkled, non-modified scrubs.
- Fingernails are to be kept short and clean and not extending past the pads of the fingers. No nail polish. No artificial nails (see infection control guidelines).
- Makeup use should be appropriate for the dental office.
- All students are to be well groomed, clean, and non-offensive to others. Personal hygiene should be completed before coming to class or clinical settings. **Students must have meticulous oral hygiene**.
- Deodorant/antiperspirants should be used prior to classroom, laboratory or clinical sessions.
- Perfumes and colognes are not permitted. It is expected that students attend clinical sessions without smelling of smoke or other scents that may be offensive to others.
- No excessive jewelry. Watches, wedding rings, and small non-dangling earrings may be worn, but NO large hoop or dangling earrings, loose necklaces/bracelets, and/or protruding rings.
- Due to OSHA/WISHA regulations and infection control guidelines, lab coats are to be worn in the dental clinic and reception area only.
- Lab coats must be worn at all times when patients are present in clinic.
- Shoes should be closed-toed, clean and in good repair.

- Hair must be clean, neat, and pulled back from the face. Hair should not fall in front of shoulders when working on classmates or patients.
- Beards and mustaches should be trimmed and well-groomed.

Student Front Office Attire:

- Professional business attire (no jeans)
- Name tags

We will dismiss students from clinic or class for violation of the dress code

Name Badges

As a dental hygiene student you will be issued two name badge. Name badges should be worn for all Dental Hygiene Program-related off-campus activities. Should you lose your name badge, you will be expected to cover the cost of a replacement.

CPR Certification

Dental Hygiene Program students must maintain up-to-date adult, child, and infant CPR certification for health care providers (with AED training) prior to the start of the first quarter and throughout the Dental Hygiene eight quarter course of study. Students must submit a two-sided copy of their CPR certification card to the Dental Hygiene Program Administrative Assistant. This copy must include the expiration date, the student's name, student's signature and instructor's signature.

Dental Hygiene Program faculty and dentists will maintain current first aid and adult, child, and infant CPR (with AED training) for healthcare providers.

Background Checks

The Dental Hygiene Program requires a comprehensive certified background check be completed prior to admittance into the program and for placement in any clinical affiliation in compliance with Washington State Law, RCW 43.43.830 through RCW 43.43.840, which defines "crimes against children or other persons." LWTech will only accept background checks conducted by https://www.castlebranch.com – a secure online service. Community extern sites may conduct their own separate background checks and it is ultimately the clinical site's decision whether or not the student qualifies to attend extern activities at that site. The background check contains: statewide criminal (WA), nationwide federal criminal, nationwide sexual offender index, nationwide healthcare fraud and abuse scan, nationwide Patriot Act, social security alert, and residency history. Some convictions may disqualify students from extern placements and therefore jeopardize program completion. Students who have prior felony convictions should check with the state Department of Licensing to ascertain whether prior convictions will affect licensure as a Dental Hygienist.

The student will be responsible for the cost of the background check.

Drug Testing
Some clinical extern sites require you to complete a drug screening prior to attendance. A positive drug test may exclude you from extern assignments and make it impossible for you to complete requirements for graduation from the program.

If requested to complete a drug test, the payment for the test is your (the student's) responsibility.

Disciplinary Procedure – Conduct and Behavior
All Dental Hygiene students are subject to the student conduct code and the policies and procedures of Lake Washington Institute of Technology as stated in the LWTech Student Handbook, the LWTech Catalog and the LWTech Policies and Procedures Manual.

Any student who violates the student conduct code will be called for a meeting with the vice president of student services or designee and will be informed of what provision of the Student Conduct Code he/she is charged with violating and what appears to be the range of penalties which might result from consideration of the disciplinary proceeding. Violations include, but are not limited to:

- Academic dishonesty
- Habitual absence or excessive tardiness
- Unprofessional, unethical, or illegal conduct
- Refusal to comply with Dental Hygiene Program policies
- Breach of rules or regulations of the student's assigned extern site
- Unsafe practice and/or repeated failure to demonstrate competency
- Sexual harassment of other students, faculty or staff
- Purposeful destruction or theft of college or clinic property
- Reporting to class or clinic under the influence of alcohol and/or controlled substances
- Insubordination
- Disruptive behavior in class or clinic
- A felony conviction while in the program

Progression through the Program
Standards of academic progress are established to require students to progress in a satisfactory and timely manner toward the completion of their degree. Students are responsible for their academic progress and for seeking assistance when experiencing academic difficulty. Students are encouraged to work closely with Dental Hygiene Program faculty to ensure that students are successfully completing graduation requirements and maintaining satisfactory progress. We want students to be successful in the program. The earlier that students let us know about any difficulties they are having, the better we can work with them to find the best resources to help them succeed.

Dental Hygiene students must successfully pass (earn a 2.0 or higher) each course in a quarter in order to progress to the subsequent quarter. Dental Hygiene Theory and Practice courses are comprised of a lecture and a clinical/lab component. Both components (sections) of the

course must be passed with a 75%. Students failing to complete a lecture or lab/clinical section with a minimum of 75% will receive a failing grade for the entire course (maximum grade of 1.9) and the course grade will reflect the failing section grade as the final course grade. All Dental Hygiene courses must be taken and passed (with a 2.0 or higher) as designated in the curriculum plan. Courses must be taken in sequence as represented by course prerequisites.

Dental Hygiene clinical courses are leveled and student performance is expected to improve with each quarter. Students are graded according to the corresponding level, by quarter, for each procedure as outlined in the course syllabi.
Unsafe behavior by a student during any lab or clinical procedure will be, at the instructor's discretion, grounds for immediate failure of the procedure even when the item is not related to a critical safety element. Required instructor intervention to complete a procedure or competency exam effectively or safely may result in a reduction of the student's score for the procedure or exam.

If a student does not successfully pass a didactic course (earns below 2.0 but above 1.0), they will be placed on long-term academic probation and must repeat the course in order to graduate (failure of a clinical course will result in dismissal from the program). Within 5 business days of grade notification, a letter outlining the terms of probation and stating the deadline for repeating the course, will be sent to the student. The course can be retaken the next time it is offered in the program, or through independent study upon approval of the instructor. If a subsequent course is failed at any point during the program, the student will be dismissed from the program.

Conditions for Readmission to the Dental Hygiene Program

- Students requesting readmission must meet all program admission requirements.
- The student must request readmission to the program in writing.
- The student must follow the policies and procedures of the program which are consistent with the academic year s/he is readmitted.
- A student is eligible for readmission into the Dental Hygiene Program one time only.
- Decisions regarding readmission due to failure will be made by the Review and Evaluation Committee, which consists of allied health faculty, and may include advisory board members and/or administrators.
- Readmission to the program is dependent upon space availability in the next cohort.

Licensure

Graduates of accredited Dental Hygiene Programs are eligible to take the National Board Dental Hygiene Examination (NBDHE) and the Western Regional Exam (WREB). Once you have graduated from the program, passed national and regional exams, and the Washington State Jurisprudence Exam, you are eligible to apply for the Washington State Dental Hygiene License.

Off-Campus Educational Experiences
Dental Hygiene Program faculty and students will follow relevant college and program procedures with regards to supervision, safety and notification of off-campus educational experiences. When students or staff in the Dental Hygiene Program participate in an off-campus field-trip educational experience, prior approval from the program director and division dean is required. Program faculty will accompany students to all off-campus educational experiences, except for assigned extern affiliation experiences, to ensure the same level of supervision given to students in their on-campus experiences occurs in the off-campus experiences.

Expenses for off-campus educational experiences are the student's responsibility. Faculty will distribute a course calendar with the course syllabus at the onset of each term which will indicate possible dates of off-campus experiences; if the schedule changes, students will be notified as soon as possible of the change.

Students are responsible to transport themselves to off-campus experiences including, but not limited to, extern assignments, field-trips, observation experiences, professional association meetings or board review courses.

Safety and Equipment

Safety Emergency Procedures Handbook
The Dental Hygiene Program follows the campus safety and emergency procedures of LWTech. The Dental Clinic Assistant/Supervisor is in charge of ensuring that necessary emergency supplies (first aid kit, Emergency handbook, emergency drug kit, oxygen) are located in the Dental Clinic. Program faculty are required to maintain CPR/AED certification for Healthcare Providers at all times during employment. Students in the Dental Hygiene Program are required to maintain current CPR/AED certification throughout their course and clinical work in the program. ALL students must attend the CPR for Healthcare Providers (including AED) and First Aid during orientation week regardless of the renewal date on your current CPR/First Aid card. Junior students will be current on the same date. Students need to upload their current CPR/First Aid cards to their Castle Branch account, which automates tracking of documentation and sends reminder notices when certifications expire.

Emergency and Safety policies are printed in the LWTech Emergency Procedures Handbook which is located in a variety of places throughout the college, including the Dental clinic. This Handbook contains information relating to direct and immediate emergency situations and responses. Safety procedures will be reviewed and students thoroughly oriented to safety and emergency procedures their first quarter of instruction in DHYG 242 Healthcare Foundations.

OSHA/WISHA Regulations
A listing of all hazardous substances found at LWTech can be found in the Material Safety Data Sheet Manual located in Campus Services. The Dental Programs maintain a manual containing

Material Safety Data Sheets (MSDS) for all hazardous substances associated with the Dental Clinic.

Material Safety Data Sheets (MSDS)
The college is required to comply with the State of Washington Hazard Communication Standard. Faculty may not permit hazardous materials into training areas without also ordering the corresponding Safety Data Sheets (SDS). The SDS for any hazardous substances will be maintained in the Dental Clinic. Copies of the SDS sheets should be forwarded to campus services so the centralized notebook can be kept up to date.

Biohazardous Waste
The Dental Hygiene Program follows the LWTech Campus policy on Disposal of Hazardous Substances. This policy states that bio-hazardous wastes are to be disposed of in accordance with all applicable regulations and standards.
The Dental Clinic has an established process for disposal following all OSHA/WISHA requirements for transport and disposal of biohazardous waste.

Use of Equipment in the Lab and Clinic
As a dental hygiene student, you will only use program laboratory/clinical equipment when supervised by faculty during designated lab and clinical times. You will only use equipment on which you have been trained by program faculty.

All students must sign and submit to the Program Director an Informed Consent Statement (see appendix) before using any modality or program equipment.

Equipment Manuals
Equipment manuals are maintained by the Dental Clinic Assistant/Supervisor and are available upon request.

Equipment Emergency Procedures
Students and faculty will follow established LWTech safety protocols in the event of an emergency. Should the emergency be precipitated by the use of a piece of equipment, the supervising faculty will report this to the Dental Clinic Supervisor who will ensure that an inspection and review of the equipment in question is completed before continued student use.

Equipment Testing and Maintenance
The Dental Clinic Assistant/Supervisor will ensure that maintenance protocols for items not inspected by a vendor are followed.

All dental equipment owned and used by the LWTech Dental Hygiene Program will be periodically inspected. Appropriate personnel will be scheduled to visit for inspection. Repairs will be made or arranged by the program as needed.

Any real or potential equipment safety concerns discovered by faculty or students will be labeled and taken out of use until repaired or replaced.

Safety in Student Interactions

Dental Hygiene students are expected to follow the LWTech Student Conduct Code as outlined in the LWTech Student Handbook, LWTech College Catalog, and LWTech Policies and Procedures Manual Chapter 7. All disciplinary actions will follow LWTech Procedures. In addition, Dental Hygiene students will be expected to conform to the Dental Hygiene (ADHA) Code of Ethics. (www.lwtech.edu/about/policies-procedures/manual/).

When students are in the role of providing dental hygiene therapy and associated data collection skills in the clinical setting they will be responsible for:

- Identifying indications, contraindications, precautions and safety considerations for the particular dental hygiene procedure and for the patient or the student.
- Asking the patient if he/she has any concerns or contraindications to the procedure
- Notifying the supervising faculty member of any concerns or contraindications

Safety in the Clinic regarding Children

Children who are not being seen as a dental patient are not allowed on the clinic floor. There are many dangers in the clinic which involve sharp objects, body fluids, and aerosol spray. If a child is nicked or exposed to contaminated fluids, then we are open to a legal suit by the parent(s). Thus, we have been instructed by the Director of the program, to **not seat patients** who do not have a caretaker to watch the child off the clinic floor. This means that patients with children cannot bring them into the clinic operatory. This also means that the front office does not perform child care for patients because they cannot fulfill the regulations set down by LWTech security with respect to children on campus (see section 7.A. 120 of the LWTech Student Handbook https://www.lwtech.edu/campus-life/student-handbook/docs/student-handbook/lwtech-student-handbook-2018-19.pdf#search=student%20handbook).

Safety for Participants as Patient Simulators

Students will sign an Informed Consent Statement at the beginning of the Dental Hygiene Program. Prior to participation in lab/clinical activities, participants are made aware of indications, contraindications, precautions and safety considerations for all therapeutic interventions and associated data collection skills for which they may be in the role of patient-simulator. Participants in the role of patient-simulators are responsible for expressing to a student providing simulated interventions and to the faculty supervising the laboratory/clinic any and all concerns and/or contraindications for activities.

Service Animals in the Clinic

Service Animals are allowed in the clinic if they are truly a service animal.
If you see a patient with an animal, you can **only** ask the following questions:

1. Is that a service animal for your disability? (if no, you can ask them to remove the animal from the campus; if yes, you **may not** inquire about the nature of disability but, can ask the next question)
2. Is it trained? (if no, you can ask them to remove the animal from the campus; if yes, you can ask the next question)
3. What is it trained to do?

Any service animal must not cause disruption in the dental clinic that places other patients, students, and staff at risk or interrupts the learning environment. These disruptions can include:

- Loud barking or other noise.
- Uncontrolled behavior that distracts patients, students, and providers.
- Behavior that increases the risk of injury to patient(s), students, and providers.

Food and Beverages

Bottled drinks and covered beverages are allowed in classrooms during lectures. No food or beverages are allowed in the classroom or Dental Clinic at any time.

Program Safety and Security

- All classroom and lab equipment is property of Lake Washington Institute of Technology and is not for personal use. Students are expected to exercise safety and good judgment when using all college equipment.
- Unsafe performance in any course, lab or clinical session may result in a failing grade even if adequate points for passing the course, practical exam, or competency were earned.
- The use of program equipment or the practice of skills involving equipment can only be performed with faculty supervision.
- All lab equipment and supplies must be returned to their proper place of storage after use. No equipment may leave the lab or clinic without faculty approval.
- Dental Hygiene Program students are expected to notify faculty of any medical condition(s) and/or medication(s) taken that can potentially impair or alter the student's safe and effective performance or function of all program educational experiences. Students contracting an infectious disease during the time they are enrolled in the Dental Hygiene Program must report that fact to program faculty and follow appropriate medical guidelines to minimize the risk of transmission (see appendix on Bloodborne Infectious Disease Policy).

Pregnancy

Because of various potential health hazards to a pregnant woman (nitrous oxide, ionizing radiation), pregnancy while in the Dental Hygiene Program is discouraged. If a student does become pregnant, she must complete the Pregnancy Release Form, including a physician's statement. This will be kept in her permanent file.

If a student cannot participate in some elements of the required clinical instructional practices, (i.e. Local Anesthesia, radiology) it will be her responsibility to arrange an appropriate patient substitute for required clinical sessions.

Medical Emergency Procedures
Although dental faculty are trained in emergency CPR and First Aid, please note that routine and urgent medical services are not available for students on campus. Emergency medical care is available through Emergency Medical Services by calling 911 (9-911 from any classroom/clinic phone).

Faculty and students are expected to respond quickly to an emergency. Emergency medical procedures for the dental programs are reviewed during quarter one in DHYG 242 Healthcare Foundations and outlined in the Policies and Procedures manual.

Privacy and Confidentiality

Confidentiality/Data Privacy
Faculty and students in the Dental Hygiene Program follow the privacy provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regarding the use of any protected health information that is obtained from patients and/or patient-simulators in demonstrations and practice for educational purposes. Students are introduced to the topics of confidentiality and patient privacy and they complete formal HIPAA training in DHYG 242 Healthcare Foundations.

Students will be expected to obtain and comply with site-specific expectations regarding the use of information other than protected health information (e.g. patient care protocols, administrative information, etc.) when working at affiliated extern sites.

Informed Consent for Patients Cared for by Students
Students are instructed in the concept of patient right of refusal in didactic coursework prior to any interaction with patients. Students are instructed in clinical courses that they will be expected to identify themselves as Dental Hygiene students to any patient in the clinic and obtain patient consent for treatment prior to providing any dental hygiene services under the supervision of a licensed clinical instructor. Dental Hygiene clinical courses incorporate this as an expected clinical behavior as assessed through the dental hygiene daily clinic evaluation completed by the student and clinical instructor.

Informed Consent
Students within the Dental Hygiene Program are expected to perform a variety of dental hygiene procedures on each other in the classroom, laboratory and clinic for educational purposes. This participation is very important to the learning process. Students sign an Informed Consent Statement (see appendix) at the beginning of the program that will remain in effect during the student's tenure in the Dental Hygiene Program. This form will be kept on file in the Dental Program Director's office.

Standard Precautions
Information on Standard Precautions will be provided in the 1st quarter of the program in DHYG 242 Healthcare Foundations. Content includes but is not limited to:

- HIV
- Hepatitis B
- Universal Precautions/Infection Control
- Chain of Infection
- Proper Hand Washing Technique

All students must demonstrate satisfactory understanding of this information by completing the Interact series of lecture material, discussion and testing. Copies of successful completion of module tests will be kept in the student's permanent file.

Lab Infection Control

- Students will follow OSHA/WISHA guidelines and LWTech Dental Hygiene infection control policies for all clinical and lab procedures.
- Students will be evaluated on adherence to infection control policies by faculty during each clinic session

LWTech Facilities and Student Services

LWTech has a variety of services available to students to assist with student retention, including a tutoring center, an academic success center, disability services, and academic advising. Students are encouraged by program faculty to communicate with program faculty and student services personnel.

For information about counseling resources go to www.lwtech.edu/campus/counseling.

LWTech has implemented a college-wide early alert and intervention plan that allows faculty to identify students who are experiencing difficulties in the early weeks of the quarter, to refer them to the student development office who will evaluate and identify support services to assist the student in their academics. The student development office will follow up with the student and the program faculty as appropriate.

All Dental Hygiene Program faculty are responsible to send an alert through the LWTech early alert process to student services using this tracking tool for any students in danger of failing a Dental Hygiene course. This online tool is password protected and faculty only have access to information regarding students in their respective courses.

Advising
The primary goal of LWTech's advising services is to provide the necessary academic and personal support to enable students to succeed in their college studies. Advising is available for a variety of concerns including:

- College transition
- Career planning

- Academic success strategies
- Problem solving and decision making
- Referral to community support services

Disability Support Services
Disability Support Services at LWTech are located in the West Building, Room W207. They can be reached at (425) 739-8204 or www.lwtech.edu/campus-life/disability-support/

If you have a disability that may affect access to instruction, you are entitled to academic adjustments. This also applies to all services, programs, events and facilities of the college. Receiving adjustments, services and aids, based on disability, is a three step process:

- Self-identify to the Disability Support Services (DSS) Office.
- Provide written documentation from a qualified professional to the Coordinator of Disability Support Services. This information should outline the nature and extent of your disability.
- Request services through an intake interview with the Coordinator of Disability Support Services. Quarterly, you will need to provide written notification to your instructors of your request for academic adjustments.

Refer to the college and Disability Support Services (DSS) website for additional information on the college's non-discrimination policy.

In addition, the TRiO student success program at LWTech provides support services to students with disabilities. Students must be registered with Disability Support Services. TRiO staff can be reached at (425) 739-8361 or in Room E214B of the East Building. TRiO Services include:

- Academic/Technical Tutoring
- Support Groups
- Study & Life Skills Workshops
- Financial Aid Advising
- Academic & Transfer Advising
- Counseling (Personal & Career)
- Peer Mentoring

Academic Skills Center
If you are having any difficulty academically, we encourage you to talk to a Dental Hygiene Program instructor to seek guidance and assistance. The LWTech Academic Skills Center offers skills development and tutoring in a variety of subjects, such as math and writing. The Writing Center and the Math Center are located within the Academic Skills Center which is accessible inside the Library & Media Center in room T217.

Learning Commons / Library Media Center
As a Dental Hygiene student, many assignments will require the use of the college library and media center. You should become familiar with the services offered by the Library and Media

Center at LWTech which is located in the Technology Center in room T215. An orientation and tour of library facilities is conducted in DHYG 243 Introduction to the Profession of Dental Hygiene during the first quarter of the program.

The Learning Commons at Lake Washington Institute of Technology is designed to foster active learning for you as students. It combines traditional library services, academic support services, faculty development, and technology services in one location. The library staff provides students with research support, information literacy instruction, online resources, and traditional sources of information (books, manuals, reference materials) to assist student learning.

A list of library resources relevant to the Dental Hygiene Program at Lake Washington Institute of Technology can be accessed through the following Internet link:
http://lwtclearningcommons.pbworks.com/Dental-Hygiene-Accreditation

Computer Lab
Computer access is available in the LWTech Learning Commons and in the computer lab located in room T215H Owning a laptop is not a requirement of the Dental Hygiene Program.

Financial Aid
To assist you in meeting your college costs, you can meet with personnel in the Financial Aid office at LWTech. For more information on eligibility and application procedures, you can call the Financial Aid Office at (425) 739-8508 or stop by room W209. Additional information regarding Financial Aid is available in the LWTech Student Handbook and the LWTech Catalog.

Employment Resource Center
The LWTech Employment Resource Center is located in the West Building, Room W207. Staff can be reached at (425) 739-8113 or by emailing Job.placement@lwtech.edu. The Employment Resource Center web page is: www.lwtech.edu/erc.

The Employment Resource Center at LWTech offers career exploration and job search assistance to students, alumni, and community members. In addition to the ERC staff, there are representatives from Community Based Organizations who can assist you with job placement and training opportunities. Other staff members include Associated Student Government work-study students.

Whether you are looking for your first job, needing a part time job while attending school, or are ready to start your career after graduation, the Employment Resource Center is focused on giving you the tools you need to successfully reach your employment goals.

Personal Property and Valuables
Lake Washington Institute of Technology and the Dental Programs do not accept responsibility for loss of personal items. Theft does occur on campus and all students should secure their valuables accordingly. Lockers are assigned through the dental program for student use.

Student Health Services, Immunization/Health Requirements
Lake Washington Institute of Technology is located within five miles of a full-service hospital and many medical facilities and services.

Immunizations and tuberculosis screening are required in accordance with CDC recommendations for health care workers. Refer to the *Immunization Requirements Checklist* document in the appendix of this handbook for specific screening requirements.

The Dental Hygiene Program will follow procedures for maintaining your immunization and relevant health records as private educational data in accordance with federal and state privacy laws.

Use of the Dental Clinic
The Dental Clinic must be maintained in a sanitary and organized fashion. After using the equipment and facility, you must restore the environment and equipment to its original state. Students are not allowed to remove materials or equipment from the Dental Clinic.

Due Process
The Dental Hygiene Program follows the LWTech policies and procedures for due process for students and faculty. For more information on due process and filing a complaint, please see the LWTech Student Handbook or the LWTech Catalog.

Electronic Devices in the Clinic
During any clinic or lab session students are not allowed to use any headphones/earbuds at any time. This is a learning environment and you are here to learn as the patient and the student. Cell phones use will be limited in the clinic.
Cell phones can be used for patient related information such as:

- Pictures of lesions on a patient (with patient consent)
- To look up medication for a patient
- Contacting a patient for an appointment

Cell phone violations, such as, looking at any social media, texting for personal use, or making personal appointment will constitute a grade deductions and possible dismissal from clinic for the day.

APPENDICES

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
DENTAL PROGRAMS
Bloodborne Infectious Disease Policy

PURPOSE
The purpose of this policy is to prevent the transmission of bloodborne infectious diseases from infected patients to dental hygiene/assisting students, staff and faculty and from infected students, staff or faculty to patients. This policy also addresses the issue of confidentiality.

The Dental Programs believe strict adherence to proper infection control procedures by all health care providers is the primary way to prevent transmission of bloodborne infectious disease. Strict adherence to OSHA guidelines – "Controlling Occupational Exposure to Bloodborne Pathogens in Dentistry" and the CDC "Recommended Infection Control Practices for Dentistry, 1999", is mandated.

Student training in infection control procedures begins immediately in the pre-clinical courses during the first quarter of the Dental Hygiene and Dental Assisting programs.

PATIENTS
Standard precautions for all patients is required and closely monitored. All patients, regardless of HIV or HBV status, will be provided dental services.

The medical history of all patients is kept strictly confidential. The written health history is only to be removed from the dental office/reception area and taken to the clinic during the treatment of a patient. It is to be immediately returned to the office/reception area following dismissal of the client from the clinic. The written health history is never to be removed from the clinic or office/reception area. Names of clients are not used when discussing significance of a health history. Breach of confidentiality is grounds for dismissal from the Dental Hygiene or Dental Assisting programs.

Because adherence to current and accepted infection control procedures provides adequate protection for patients and health care providers from bloodborne infectious diseases, students and faculty are expected to provide dental hygiene/dental assisting services to and work with persons who have a bloodborne infectious disease. Faculty or students refusing to work with any patient will be counseled as to current medical information. Continued refusal to provide dental hygiene/assisting services to, or work with, persons who have a bloodborne infectious disease could cause an employee or student to be dismissed from the program.

STUDENTS
HIV/AIDS
Students with HIV/AIDS will be allowed unrestricted classroom attendance, employment opportunities and participation in curricular and extracurricular activities as long as they are physically and mentally able and meet admission requirements.

The policy of the dental programs for determining the mental and physical status of any student with a positive HIV test or a positive test for HBsAg and HBeAg is as follows:

Any student in the dental programs who learns that he or she has a positive HIV test or a positive test for both HBsAg and HBeAg is to **refrain from providing dental services** in the LWTech Dental Clinic until his or her infection status is reported to the Clinic Supervisor, and the Dental Hygiene and Dental Assisting Program Directors.

The following procedures shall be undertaken by the program director:

1. The student's personal physician or primary health care provider will be contacted within seven days to determine:
    a. the date of the initial positive test result.
    b. an estimated date of initial infection.
    c. the student's current medical status with special emphasis on presence or absence of exudative lesions or weeping dermatitis, pulmonary tuberculosis and cognitive, emotional, behavioral or neurologic impairment.

2. The program director will review the student's records to determine if the student has ever been non-compliant with the dental clinic's infection control procedure and whether there was a substantial likelihood that a patient received a substantial exposure to the student's blood.

3. Confidentiality of the student shall be maintained during this investigation.

4. The program director shall convene a meeting of the quality assurance committee to make recommendations regarding the student's continued practice in the dental clinic. The quality assurance committee shall consist of the Dental Hygiene Program director and/or dental assisting program director, one representative of the dental program, the Dean of Health Sciences, and a representative from Health Sciences who has expertise in the epidemiology of HIV and Hepatitis B infections. The identity of the student will be known to the program director and not to others on the panel.

The panel may recommend one or more of the following:

1. Restrictions on specific procedures
2. Monitoring of the student's practice for compliance with the recommendations of the panel
3. Medical monitoring
4. Frequency with which the panel should reconvene to reconsider its recommendations in light of the changing medical condition of the student. The panel shall furnish the student with a draft of its recommendations and an opportunity for comment. Before finalizing its recommendations, the panel shall take into account any comments from the student

Notification of patients as to their possible exposure to HIV or Hepatitis B shall **NOT** occur except in any of the following circumstances:

1. HIV or Hepatitis B transmission from student to at least one of his or her patients has occurred.
2. The patient to be notified has had a substantial exposure to the student's blood or body fluids.
3. The student has had significant violations of infection control practices which resulted in a significant risk of a substantial exposure to the patient being notified.

The identity of the HIV-infected student shall not be explicitly disclosed during the notification process.

APPLICANTS TO THE PROGRAM

Persons admitted to the program are provided information regarding Hepatitis B, the vaccine for Hepatitis B, and the Hepatitis B vaccination.

Persons admitted to the dental programs should receive hepatitis B immunization if they are not already immune. **Students must provide the program assistant with verification of their hepatitis B status after acceptance into the dental programs and prior to commencing clinical activities.**

FACULTY AND STAFF

HIV/AIDS

Faculty and staff will abide by the guidelines included in the Student Handbook. Dental department policy and procedures for faculty or staff who learn he or she has a positive HIV test or a positive test for both HBsAg and HBeAg is identical to dental program policy and procedures governing students who test positive for HIV or both HBsAg and HBeAg.

PROCEDURE TO FILE COMPLAINTS WITH THE COMMISSION ON DENTAL ACCREDITATION (CODA)

"Each program accredited by the Commission of Dental Accreditation must develop and implement a procedure to inform students of the mailing address and telephone number of the Commission on Dental Accreditation. The notice, to be distributed at regular intervals, but at least annually, must include but is not necessarily limited to the following language:

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or student.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

The accredited program must retain in its files, information to document compliance with this policy so it is available for review during the Commission's on-site reviews of the program." (EPP: Evaluation Policies and Procedures, January 2006, page 49.)

CODE OF ETHICS FOR DENTAL HYGIENISTS

Preamble

As dental hygienists, we are a community of professionals devoted to the prevention of disease and the promotion and improvement of the public's health. We are preventive oral health professionals who provide educational, clinical, and therapeutic services to the public. We strive to live meaningful, productive, satisfying lives that simultaneously serve us, our profession, our society, and the world. Our actions, behaviors, and attitudes are consistent with our commitment to public service. We endorse and incorporate the Code into our daily lives.

Purpose

The purpose of a professional code of ethics is to achieve high levels of ethical consciousness, decision making, and practice by the members of the profession. Specific objectives of the Dental Hygiene Code of Ethics are:

- To increase our professional and ethical consciousness and sense of ethical responsibility.
- To lead us to recognize ethical issues and choices and to guide us in making more informed ethical decisions.
- To establish a standard for professional judgment and conduct.
- To provide a statement of the ethical behavior the public can expect from us.

The Dental Hygiene Code of Ethics is meant to influence us throughout our careers. It stimulates our continuing study of ethical issues and challenges us to explore our ethical responsibilities. The Code establishes concise standards of behavior to guide the public's expectations of our profession and supports dental hygiene practice, laws and regulations. By holding ourselves accountable to meeting the standards stated in the Code, we enhance the public's trust on which our professional privilege and status are founded.

Key Concepts

Our beliefs, principles, values and ethics are concepts reflected in the Code. They are the essential elements of our comprehensive and definitive code of ethics, and are interrelated and mutually dependent.

Basic Beliefs

We recognize the importance of the following beliefs that guide our practice and provide context for our ethics:

- The services we provide contribute to the health and well-being of society.
- Our education and licensure qualify us to serve the public by preventing and treating oral disease and helping individuals achieve and maintain optimal health.
- Individuals have intrinsic worth, are responsible for their own health, and are entitled to make choices regarding their health.
- Dental hygiene care is an essential component of overall health care and we function interdependently with other health care providers.
- All people should have access to health care, including oral health care.

- We are individually responsible for our actions and the quality of care we provide.

Fundamental Principles

These fundamental principles, universal concepts and general laws of conduct provide the foundation for our ethics.

Universality

The principle of universality expects that, if one individual judges an action to be right or wrong in a given situation, other people considering the same action in the same situation would make the same judgment.

Complementarity

The principle of complementarity recognizes the existence of an obligation to justice and basic human rights. In all relationships, it requires considering the values and perspectives of others before making decisions or taking actions affecting them.

Ethics

Ethics are the general standards of right and wrong that guide behavior within society. As generally accepted actions, they can be judged by determining the extent to which they promote good and minimize harm. Ethics compel us to engage in health promotion/disease prevention activities.

Community

This principle expresses our concern for the bond between individuals, the community, and society in general. It leads us to preserve natural resources and inspires us to show concern for the global environment.

Responsibility

Responsibility is central to our ethics. We recognize that there are guidelines for making ethical choices and accept responsibility for knowing and applying them. We accept the consequences of our actions or the failure to act and are willing to make ethical choices and publicly affirm them.

Core Values

We acknowledge these values as general for our choices and actions.

Individual autonomy and respect for human beings

People have the right to be treated with respect. They have the right to informed consent prior to treatment, and they have the right to full disclosure of all relevant information so that they can make informed choices about their care.

Confidentiality

We respect the confidentiality of client information and relationships as a demonstration of the value we place on individual autonomy. We acknowledge our obligation to justify any violation of a confidence.

Societal Trust
We value client trust and understand that public trust in our profession is based on our actions and behavior.

Non-maleficence
We accept our fundamental obligation to provide services in a manner that protects all clients and minimizes harm to them and others involved in their treatment.

Beneficence
We have a primary role in promoting the well-being of individuals and the public by engaging in health promotion/disease prevention activities.

Justice and Fairness
We value justice and support the fair and equitable distribution of health care resources. We believe all people should have access to high-quality, affordable oral healthcare.

Veracity
We accept our obligation to tell the truth and expect that others will do the same. We value self-knowledge and seek truth and honesty in all relationships.

Standards of Professional Responsibility
We are obligated to practice our profession in a manner that supports our purpose, beliefs, and values in accordance with the fundamental principles that support our ethics. We acknowledge the following responsibilities:

To Ourselves as Individuals:
- Avoid self-deception, and continually strive for knowledge and personal growth.
- Establish and maintain a lifestyle that supports optimal health.
- Create a safe work environment.
- Assert our own interests in ways that are fair and equitable.
- Seek the advice and counsel of others when challenged with ethical dilemmas.
- Have realistic expectations of ourselves and recognize our limitations.

To Ourselves as Professionals:
- Enhance professional competencies through continuous learning in order to practice according to high standards of care.
- Support dental hygiene peer-review systems and quality-assurance measures.
- Develop collaborative professional relationships and exchange knowledge to enhance our own lifelong professional development.

To Family and Friends:

- Support the efforts of others to establish and maintain healthy lifestyles and respect the rights of friends and family.

To Clients:

- Provide oral health care utilizing high levels of professional knowledge, judgment, and skill.
- Maintain a work environment that minimizes the risk of harm.
- Serve all clients without discrimination and avoid action toward any individual or group that may be interpreted as discriminatory.
- Hold professional client relationships confidential.
- Communicate with clients in a respectful manner.
- Promote ethical behavior and high standards of care by all dental hygienists.
- Serve as an advocate for the welfare of clients.
- Provide clients with the information necessary to make informed decisions about their oral health and encourage their full participation in treatment decisions and goals.
- Refer clients to other healthcare providers when their needs are beyond our ability or scope of practice.
- Educate clients about high-quality oral healthcare.

To Colleagues:

- Conduct professional activities and programs, and develop relationships in ways that are honest, responsible, and appropriately open and candid.
- Encourage a work environment that promotes individual professional growth and development.
- Collaborate with others to create a work environment that minimizes risk to the personal health and safety of our colleagues.
- Manage conflicts constructively.
- Support the efforts of other dental hygienists to communicate the dental hygiene philosophy and preventive oral care.
- Inform other health care professionals about the relationship between general and oral health.
- Promote human relationships that are mutually beneficial, including those with other health care professionals.

To Employees and Employers:

- Conduct professional activities and programs, and develop relationships in ways that are honest, responsible, open, and candid.
- Manage conflicts constructively.
- Support the right of our employees and employers to work in an environment that promotes Wellness.
- Respect the employment rights of our employers and employees.

To the Dental Hygiene Profession:

- Participate in the development and advancement of our profession.
- Avoid conflicts of interest and declare them when they occur.
- Seek opportunities to increase public awareness and understanding of oral health practices.
- Act in ways that bring credit to our profession while demonstrating appropriate respect for colleagues in other professions.
- Contribute time, talent, and financial resources to support and promote our profession.
- Promote a positive image for our profession.
- Promote a framework for professional education that develops dental hygiene competencies to meet the oral and overall health needs of the public.

To the Community and Society:

- Recognize and uphold the laws and regulations governing our profession.
- Document and report inappropriate, inadequate, or substandard care and/or illegal activities by a healthcare provider, to the responsible authorities.
- Use peer review as a mechanism for identifying inappropriate, inadequate, or substandard care provided by dental hygienists.
- Comply with local, state, and federal statutes that promote public health and safety.
- Develop support systems and quality-assurance programs in the workplace to assist dental hygienists in providing the appropriate standard of care.
- Promote access to dental hygiene services for all,
- Develop support systems and quality-assurance programs in the workplace to assist dental hygienists in providing the appropriate standard of care, supporting justice and fairness in the distribution of healthcare resources.
- Act consistently with the ethics of the global scientific community of which our profession is a part.
- Create a healthful workplace ecosystem to support a healthy environment
- Recognize and uphold our obligation to provide pro bono service.

To Scientific Investigation:

- We accept responsibility for conducting research according to the fundamental principles underlying our ethical beliefs in compliance with universal codes, governmental standards, and professional guidelines for the care and management of experimental subjects. We acknowledge our ethical obligations to the scientific community:
- Conduct research that contributes knowledge that is valid and useful to our clients and society.
- Use research methods that meet accepted scientific standards.
- Use research resources appropriately.
- Systematically review and justify research in progress to insure the most favorable benefit-to-risk ratio to research subjects.
- Submit all proposals involving human subjects to an appropriate human subject review committee.

- Secure appropriate institutional committee approval for the conduct of research involving animals.
- Obtain informed consent from human subjects participating in research that is based on specification published in Title 21 Code of Federal Regulations Part 46.
- Respect the confidentiality and privacy of data.
- Seek opportunities to advance dental hygiene knowledge through research by providing financial, human, and technical resources whenever possible.
- Report research results in a timely manner.
- Report research findings completely and honestly, drawing only those conclusions that are supported by the data presented.
- Report the names of investigators fairly and accurately.
- Interpret the research and the research of others accurately and objectively, drawing conclusions that are supported by the data presented and seeking clarity when uncertain.
- Critically evaluate research methods and results before applying new theory and technology in practice.
- Be knowledgeable concerning currently accepted preventive and therapeutic methods, products, and technology and their application to our practice

"*Code of Ethics For Dental Hygienists*" taken from American Dental Hygiene Association website at http://www.adha.org/downloads/ADHA-Bylaws-Code-of-Ethics.pdf

WASHINGTON DENTAL HYGIENE SCOPE OF PRACTICE

The scope of practice for dental hygienists includes those duties and responsibilities allowed by regulation. The scope of practice for dental hygienists includes the following:

Assessment—Collect and analyze data to identify patient needs and oral health problems;

a) Medical and dental histories
b) Vital signs
c) Intra and extraoral examinations
d) Periodontal and dental examinations (preliminary)
e) Expose, develop, evaluate, and interpret radiographs
f) Indices measures
g) Risk assessment

Planning—Establish goals and treatment strategies for dental hygiene care;

a) Dental hygiene diagnosis
b) Dental hygiene treatment plan
c) Informed consent

Implementation—Provision of treatment as identified in the assessment and planning phase;

a) Infection control
b) Periodontal debridement and scaling (removal of supragingival and subgingival hard and soft deposits and stains)
c) Pain management (local anesthesia; nitrous oxide-oxygen sedation)
d) Application of chemotherapeutic agents
e) Fluoride therapy
f) Application of pit and fissure sealants
g) Coronal polishing
h) Care of oral prostheses
i) Care and maintenance of restorations
j) Health education and preventive counseling
k) Nutritional counseling

Evaluation—Measurement of the extent to which goals identified in the treatment plan were achieved;

a) Indices
b) Reevaluation of oral and periodontal health needs
c) Subsequent treatment needs
d) Continuing care and Patient satisfaction

Other duties within the scope of dental hygiene practice may include:

a) Placing temporary restorations
b) Placing and removing rubber dam
c) Placing and removing periodontal dressing
d) Removing sutures
e) Taking impressions and fabricating study casts
f) Fabricating custom sports mouth guards and bleach trays
g) Taking final impressions (expanded function in Washington)
h) Placing amalgam and composite restorations (Washington state)

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Dental Hygiene Program • 11605 132nd Ave NE Kirkland WA 98034
• (425) 739-8404 • (425) 739-8292 (f)

LWTech Dental Hygiene Program
Student Handbook Agreement

Please carefully read the Dental Hygiene Program Student Handbook. If you have questions, contact your instructor or the dental programs director. All students must sign the statement below and submit it to your castlebranch portal.

I have received and read the Dental Hygiene Student Handbook for the Dental Hygiene Program at Lake Washington Institute of Technology. I understand the contents and agree to abide by the policies and procedures set forth during my tenure as a dental hygiene student. The Program reserves the right to alter policies, procedures and content.

Student Name (Print):_____ Student ID #:_____
(Required)

Student Signature: _____ Date: _____

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LWTech Dental Hygiene Program
Authorization of Personal Information

I, _____, hereby authorize and consent to the release of my name, address, and telephone number to:

____ LWTech dental students

____ LWTech dental hygiene faculty and staff

____ American Dental Hygienists' Association

____ Washington Dental Hygienists' Association

Student Name (Print):_____ Student ID #:_____
(Required)

Student Signature: _____ Date: _____

This authorization form will be placed in the student's permanent file in Castlebranch. The student should feel free to review or revise it at any time.

Student information can only be released up to one year from completion of the program.

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Dental Hygiene Program
Informed Consent Statement

As a student in The LWTech Dental Hygiene Program, I am aware there are risks involved in participation in dental hygiene procedures and interventions. These include, but may not be limited to risk of musculoskeletal injuries and exposure to: bio-hazardous materials (blood, aerosols, etc.), radiation (dental radiographs), chemicals and materials used in dentistry.

In addition, as a student, I understand it is to my educational benefit to serve as a subject and/or patient-simulator in clinical learning, laboratory and classroom situations.
Examples of patient-simulator laboratory situations would include, but are not limited to:

Radiographs	Alginate Impressions
Sealants	Hygiene Patient
Fluoride	Local Anesthetic Injections
Nitrous Oxide	Blood Pressure and Pulse

It is my understanding all activities are performed under appropriate supervision, and according to applicable laws, regulations and safety standards.

I further understand it is my right to express any and all concerns and/or contraindications for activities for which I am subject. I will report immediately any adverse reactions I may experience. I understand that I may revoke this consent in writing at any time and if I refuse to participate in any Dental Hygiene Program activities that may place me at risk, as outlined above, I am responsible to provide an appropriate subject for the completion of the required activity.

I verify that I have an opportunity to ask questions regarding circumstances outlined above.
This Informed Consent Statement needs to be placed in the student's permanent file in their Castlebranch portal.

Student Name (Print):_____ Student ID #:_____
(Required)

Student Signature: _____ Date: _____

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Dental Hygiene Program ● 11605 132nd Ave NE Kirkland WA 98034
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LWTech Dental Hygiene Program
Media Consent Form

I hereby grant permission for Lake Washington Institute of Technology (LWTech) to record by videotape, audiotape, digital means, or otherwise, my image during educational experiences. LWTech includes, but is not limited to, employees of LWTech and any other agent, representative, or person authorized by LWTech to make the recording and use it as described below.

Recordings will be made by the LWTech Dental Hygiene Program for educational purposes and will not be used for commercial purposes. I grant permission to LWTech to (check items you grant permission for):

- ❒ Use all or part of this recording in podcasts originating from LWTech which may be available to the public.
- ❒ Post all or part of this recording on YouTube, Facebook, iTunes, or other open Web sites.
- ❒ Incorporate all or any portion of the recording in LWTech's publications and/or public relations media.
- ❒ Duplicate the recording for educational purposes.

I understand I am not entitled to receive any compensation for the recording or LWTech's use thereof, as described above, and the recording may be archived for future use.

This authorization form needs to be placed in the student's permanent file in Castlebranch.

_____	_____
Student Signature	Student Name (Print)
_____	_____
Date	SID # (required)

Address _____

Phone _____Email _____

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Kirkland WA 98034
• (425) 739-8404 • (425) 739-8292 (f)

LWTech Dental Hygiene Program
Oath of Confidentiality

The fact of becoming established as a patient of record, all information and records pertaining to services provided to patients at LWTech Department of Dental Hygiene shall be considered confidential in accordance with uniform medical records laws of Washington State.

I, _____ (print or type name) agree not to divulge, publish or otherwise make known, except as authorized by law, any information regarding persons who have received or are now receiving services at LWTech Dental Clinic such as the person who received services is identifiable without consent of the person.

I recognize that unauthorized release of confidential information may subject me to civil liability under the provisions of state law and any person may bring an action against me should I willfully release confidential information or records.

I hereby agree to abide by the conditions regarding confidentiality as outlined above and stated in the law.

This oath of confidentiality form needs to be placed in the student's permanent file in Castlebranch.

Student Name (Print):_____ Student ID #:_____
(Required)

Student Signature: _____ Date: _____

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LWTech Dental Hygiene Program
Equipment Agreement

As a student of the LWTech Dental Hygiene Program, I understand that during the course of my studies I will be required to and will use costly equipment. This equipment will be used by me during lab and clinical sessions as well as potentially being checked out by me for use at home.

I understand I am responsible for exercising due care while transporting and using this costly equipment.

I further understand that should the equipment be damaged, lost or stolen as a result of my failure to exercise due care while the equipment is in my possession or use, or as a result of any unauthorized, improper or abusive use of the equipment by me, I am responsible for any and all costs of such damage or loss.
This equipment agreement form needs to be placed in the student's permanent file in Castlebranch.

Student Name (Print):_____ Student ID #:_____
(Required)

Student Signature: _____ Date: _____

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INSTITUTE OF TECHNOLOGY

Dental Hygiene Program • 11605 132nd Ave NE Kirkland WA 98034
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LWTech Dental Hygiene Program
Student Instrument, Material, and Supply Contract

The Lake Washington Institute of Technology Dental Hygiene Program is contracted with specific vendors to ensure the best instruments, materials, and supplies at discounted student pricing; therefore, students are not allowed to utilize any outside vendors that are not LWTech approved. In addition, students will not be permitted to bring in any other instruments, materials, or supplies from former students; other programs they may have attended; or from any other private sources.

The following vendors are approved for the LWTech Dental Hygiene Program and are required to be utilized by all students in the dental hygiene clinic:

1) **Lake Washington Institute of Technology BookStore:** the Follett Company supplies the majority of your hygiene and restorative instruments.

2) **Darby Dental:** supplies the majority of your restorative supplies, instruments, as well as, your restorative dentoform teeth and composite material.

3) **Dental Ez Star Handpieces:** each student will buy their own handpiece kit. We understand handpieces are expensive but we need them to work for the full two years you are in the program. The handpieces are covered under a two-year warranty and if not purchased directly by you, the two-year warranty is voided. In the past, we have had problems with old handpieces breaking and students being without a handpiece. The LWTech Dental Hygiene Program will not supply you with loaner handpieces.

4) **ClinicWear**: each student is required to purchase two clinic jackets. Each class is assigned a class color for the two years you are in the program. Your assigned clinic jackets are to be worn in the clinic at all times during labs and patient contact.

5) **DH Cubed**: each student is required to purchase one for instrument sharpening. The DH Cubed comes with detailed videos on proper sharpening and ergonomics

Recommended but not required:

5) **Designs for Vision Loupes:** offers a consistent reputation for superior customer service and products along with significant discounts for students. This is the **ONLY** loupes company we will allow to be used in the clinic during your two years in the program. We know this can be a very expensive purchase, but a necessary one for maintaining proper ergonomics and the longevity of your hygiene career. The program has decided you are not required to make this purchase if you find you cannot afford it, however it is highly recommended.

I _____, have read the above statement and agree to the terms set forth by the Lake Washington Institute of Technology Dental Hygiene Program.

Student Name (Print):_____ Student ID #:_____
(Required)

Student Signature: _____ Date: _____

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Dental Hygiene Program ● 11605 132nd Ave NE Kirkland WA 98034
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LWTech Dental Hygiene Program
Clinic Patient Requirements

Lake Washington Institute of Technology's Dental Clinic, faculty or staff are not responsible for securing patients to fulfill any student program requirement. Appropriate patient selection and subsequent completion of all program requirements is the sole responsibility of each individual student. It is therefore incumbent upon each student to ensure all necessary means of providing her/himself with the appropriate patient to fulfill all quarterly and two-year requirements.

Should the student fail to provide the appropriate patients and not complete all program requirements within the allowed time-frame, the student may be dismissed from the program.

I _____, have read the above statement and understand that I am responsible for finding my own clinic patients in order to complete my clinical requirements.

Student Name (Print):_____ Student ID #:_____
(Required)

Student Signature: _____ Date: _____

LAKE WASHINGTON
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Dental Hygiene Program • 11605 132nd Ave NE Kirkland WA 98034
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LWTech Dental Hygiene Program
Dental Hygiene Student Agreement

I, _____ understand that to achieve a minimum satisfactory grade in the Dental Hygiene Program, according to the grading standards specified in the Dental Hygiene Program's Academic Standards Policy, I must adhere to the following:

1. Abide by all program policies and procedures in effect for the duration of my enrollment in the Dental Hygiene Program.
2. Abide by the Code of Ethics.
3. Be present and prepared for all scheduled classes, clinics, conferences, and examinations.
4. When unable to be present, call the Dental Department by 7:30 am as outlined in the Attendance and Absences Policies described in the Student Handbook.
5. Respect and preserve the confidential nature of all medical and personal information related to patients, students, faculty, and/or staff.
6. Conform to the Student Dress Code as described in the Student Handbook.
7. Be responsible for providing total patient dental health care to my assigned patient(s).
8. That as a student participating in the Dental Hygiene Program, under no circumstances shall I be considered an employee of the facility or agency of the College.
9. That the College and the facility or agency has entered into an agreement in connection with the Dental Hygiene Program. I further understand the terms and conditions of the agreement and will comply with the requirements as a student of LWTech.

I understand that if I am placed on probation or dismissed from the program, I will receive a written notice from the Associate Dean-Dental Programs and may follow the appeal procedures found in the College Student Handbook.
This agreement form needs to be placed in the student's permanent file in Castlebranch.

Student Name (Print):_____ Student ID #:_____
(Required)

Student Signature: _____ Date: _____

STUDENT HANDBOOK

2019-2020

Lake Washington Institute of Technology
11605 132nd Ave NE Kirkland, WA 98034

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Purpose

This handbook is for students in the Funeral Service Education (FSE) degree program. It provides the students with information about the program and the college. This guide, when used in conjunction with the Lake Washington Institute of Technology (LWTech) Catalog and Student Handbook, will be the primary source of information, guidelines, and policies to direct you while completing degree requirements.

Program Administration and Faculty

Lisa D. Meehan, M.Ed., CFSP (Director of Funeral Service Education)
Phone: 425-739-8155 (Direct Line)
425-739-8306 (FSE Office Line)
Office: East Building, E221S
Email: lisa.meehan@lwtech.edu

Jennie Fredrickson, BS (Full-time Faculty)
Phone: 425-739-8689 (Direct Line)
Office: Allied Health Bldg, A109B
Email: jennie.fredrickson@lwtech.edu

Erin L. Wilcox, PhD (Part-time Faculty)-Online
Phone**:** 425-739-8100 ext. 8385
Email: erin.wilcox@lwtech.edu

Priyanka Pant, MS (Tenured Chemistry Faculty) FSE 105 only
Phone: 425-576-5816
Office: Allied Health Bldg, A104A
Email: priyanka.pant@lwtech.edu

Barcin Acar, FSE 262 only
Phone: 425-739-5808
Office: W 110C
Email: barcin.acar@lwtech.edu

Lake Washington Institute of Technology values equality of opportunity, human dignity, and racial, cultural, and ethnic diversity as both an educational institution and as an employer. The institute provides equal opportunity in education and employment and does not discriminate on the basis of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, disability, genetic information, or veteran status. The institute complies with applicable laws prohibiting discrimination and harassment in employment, educational programs and admission. Inquiries regarding compliance procedures and complaints may be directed to the Executive Director, Human Resources, Affirmative Action Officer/Title IX Coordinator,11605 132nd Ave. NE, Kirkland, WA 98034, (425) 739-8212 or 711 (Washington Relay). LWTech.edu/eo

Program Description

The Funeral Service Education program at Lake Washington Institute of Technology is a two-year Associate of Applied Science Degree program. The Funeral Service Education degree program at **Lake Washington Institute of Technology** is accredited by the American Board of Funeral Service Education, 992 Mantua Pike Woodbury Heights, NJ 08097. Phone: (816) 233-3747 Web: www.abfse.org.

CAUTION: *Students applying for admissions to the funeral service education program should contact their respective state board of funeral service regarding that state board's approval of this particular program of instruction*.

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org. To request a printed copy of this program's rates, go to The Director of Funeral Service Education Office Room E221S, East Building or by e-mail at lisa.meehan@lwtech.edu or by telephone 425-739-8155.

Program Mission

To prepare students for a career in funeral services, increase their professionalism, and provide them with a foundation for lifelong learning.

Aims and Purposes

The FSE program has as its central aim the recognition of the importance of funeral service personnel as:

- Members of a human services profession
- Members of the community in which they serve
- Participants in the intimate relationship between bereaved families and those engaged in the funeral service profession
- Professionals knowledgeable of and compliant with federal, state, provincial/territorial, and local regulatory guidelines in the geographic areas where they practice as well as
- Professionals sensitive to and knowledgeable of the responsibility for public health, safety, and welfare in caring for human remains

The program has the following purposes:

- To enlarge the background and knowledge of students about the funeral service profession
- To educate students in every phase of funeral service, and to help enable them to develop the proficiency and skills necessary to become functional members of the profession
- To educate student concerning the responsibilities of the funeral service profession to the community
- To emphasize high standards of ethical conduct
- To provide a comprehensive curriculum at the post-secondary level of instruction
- To encourage research in the field of funeral service

Program Outcomes

1. To enlarge the background and knowledge of students about the funeral service profession
2. To educate students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession
3. To help students develop the proficiency and skills necessary to be responsible professionals
4. To educate students concerning the responsibilities of the funeral service profession to the community at large
5. To emphasize high standards of ethical conduct
6. To provide a curriculum at the post-secondary level of instruction
7. To encourage student and faculty research in the field of funeral service
8. To align with and meet the college global outcomes by infusing them throughout the Funeral Service education process, and
9. To be valued by employers for the high quality of its graduates
10. To be a funeral service education program that is highly esteemed by students, responsive to their needs, respectful of diversity, and a model of excellence in funeral service education
11. Become life-long learners

Required Abilities

This is a list of mental and physical abilities that are required for successful participation in the program and for continued success in the funeral service industry. Students with disabilities must demonstrate competency in the following areas with or without reasonable accommodations, as appropriate.

1. ***Cognitive*** and critical thinking abilities which are sufficient to make clinical judgments and meet laboratory objectives and requirements.

A. *Can* comprehend new knowledge and apply it in any area of funeral service practice.
B. *Can* effectively analyze situations and identify cause-effect relationships.
C. *Can* effectively organize material, solve problems, and make decisions.

2. ***Interpersonal*** abilities, which are sufficient to interact purposefully and effectively with others.

A. *Can* establish healthy rapport with individuals.
B. *Can* interchange ideas appropriately in a group setting.
C. *Can* convey sensitivity, respect, tact, and a mentally healthy attitude in interpersonal relationships.

3. ***Communication*** abilities, which are sufficient to convey thoughts in verbal and written form so that they are understood by others.

A. *Have* sufficient English language abilities to understand printed and verbal instructions.
B. *Have* sufficient English language abilities to be understood in verbal and written communication.

4. ***Physical mobility,*** which is sufficient to fulfill classroom, clinical and program objectives safely and effectively. Physical disabilities must not pose a threat to the safety of the student, faculty, or other students.

A. *Can* maintain balance in any position, move from room to room, and maneuver in small spaces.
B. *Can* flex/extend and/or abduct/adduct arm and leg muscles and rotate all major joints freely.

5. ***Strength*** (gross motor skills) and endurance are sufficient to fulfill safely all clinical laboratory objectives and requirements.

A. *Can* work for six or more hours in a laboratory and/or funeral home setting.
B. *Can* position, lift and transfer dead human remains without injury to self or others.
C. *Can* push, pull or lift (with assistance from one other person) heavy objects such as caskets containing dead human remains.

Academic Advising

Students majoring in Funeral Service Education **(FSE)** can seek academic advising from the Director of Funeral Service Education and our college designated success navigator, Michael Leary within the student services area. Within a student's first quarter of admission into the FSE Program, they must meet with a success navigator to complete their academic plan. The FSE program curriculum requirements are outlined in the LWTech catalog. Courses offered each quarter will be published in the schedule. The quarterly schedule is available on the LWTech website. Registration can be conducted online or on campus. Students experiencing academic or financial difficulty or other problems during the quarter are encouraged to speak with a faculty member or seek assistance with the Financial Aid Department.

Progression Policy

All courses designated with **FSE** prefixes in the curriculum for Funeral Service Education are professional-technical courses and must be passed with a grade of 2.0 or better. **Students, who do not meet the 2.0 grade requirement, will be placed on Academic Probation for the quarter immediately following the unsatisfactory grade.** If the student fails to pass subsequent FSE courses and their remaining academic core classes with a minimum of a 2.0, the student will be **dismissed** from the FSE program.

Repeating a Course

Students who have failed to pass a FSE course with a grade of 2.0 or better and have met all of the probation criteria, must retake the unsatisfactory FSE course during the next regularly scheduled offering of said course. Students may repeat a course only once for credit. The highest credits and grade points earned in either the original or the repeated course are used in GPA computations. If the need arises to repeat a course within the FSE Program, the student will not be allowed to register for subsequent courses; if the failed course is a prerequisite for those courses; unless the instructor grants permission.

Equal Opportunity

Lake Washington Institute of Technology is committed to expanding awareness of our common humanity, while recognizing the differences in our various backgrounds, belief systems and lifestyles.

Lake Washington Institute of Technology values equality of opportunity, human dignity, racial, cultural and ethnic diversity both as an educational institution and as an employer. The college provides equal opportunity in education and employment and does not discriminate on the basis of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, disability, genetic information, or veteran status. The college complies with applicable laws prohibiting discrimination and harassment in employment, educational programs and admissions, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans With Disabilities Act of 1990, the Age Discrimination Act and the state law against discrimination, chapter 49.60 RCW.

Individuals requiring accommodations due to a disability should contact the Student Development Office.

Grading Policy

All FSE grading criteria shall be clearly spelled out in the course syllabi and communicated with FSE students on the first day of class. The Instructor(s) may use the below percentage table to determine the letter grade students will receive for their work in a FSE course. However, the FSE Instructor(s) shall determine what percentage table to calculate grades and determine the letter grade students shall receive, the FSE Instructor is required to state this information on the course syllabi and inform students of the different percentage table used for that course(s).

POINTS	LETTER	
4.0	A	Excellent performance
3.9-3.7	A-	
3.6-3.3	B+	
3.2-3.0	B	Above-average performance
2.9-2.7	B-	
2.6-2.3	C+	
2.2-2.0	C	Average performance
1.9-1.7	C-	
1.6-1.3	D+	
1.2-1.0	D	Minimum performance
0.9-0.7	D-	
0.0-0.6	F	Unsatisfactory performance

I-Incomplete

An incomplete grade may be given if the student is doing passing work, is unable to complete the requirements of the course during the quarter due to reasons beyond his/her control (accident, illness, death in family, etc.), and can successfully complete requirements of the course with no additional instruction. Because of this, the student does not reregister for the course in a later quarter to remove the Incomplete within the deadline period.

When an Incomplete grade is given by an FSE instructor, a contract is filed with Enrollment Services stating the work necessary to remove the Incomplete, a date for completion, and the grade earned if not completed. Incomplete coursework must be completed by the required date as established by the instructor (this date may be no later than the end of the subsequent quarter of enrollment). At the time of graduation, the Incomplete will be changed to a 0.0 or to the grade assigned on the contract.

NG-No Grade

NG means the course is “not graded” for any student taking the course. This applies, for example, to some non-credit courses. It would not appear on graded, credit courses. NG does not affect the GPA and does not earn credits. It does not indicate whether a student attended, just that the student enrolled.

USE OF RESPONDUS and WEB CAM Monitoring

All tests or quizzes given through canvas will require the use of the Respondus lockdown browser and web cam monitoring system. The student will be able to download the Respondus Application through their

quiz or test. If a student is unable to access a computer with a webcam or download the Respondus lockdown browser application, the test may be taken at the college assessment center. The student needs to be aware of the dates and times any quiz or test is due and ensure they take the test **PRIOR** to the due date to receive full credit for the exam. Make-up Exams are only given at the discretion of the Instructor of record for each course.

Grade Appeal and Change Procedures

Appeal Expectations and Conditions

A grade appeal only applies to the final course grade. The assignment of a grade is the right and responsibility of the FSE instructor(s). Students have the right to appeal a grade deemed arbitrary or capricious. In a grade appeal, the Health Sciences Instructional Dean will meet only with the student and the instructor; no other advocate may be present. The student is responsible for knowing and initiating the grade appeal process. The student must file grade appeals within the first three weeks of the academic quarter following the quarter in which the grade was received.

Grade Appeal Process

Students are responsible for maintaining standards of academic progress and following course procedures established by their FSE instructor(s). The purpose of allowing a grade appeal is to protect students from unlawful, arbitrary, or capricious academic evaluation. Students are responsible for following the grade appeal process as described online at http://www.lwtech.edu/about/policies-procedures/**grade-appeal**/.

Grade Change

After grades have been posted to the student transcript, they can only be changed for the following reasons: a) to correct an error in the calculation of the grade: b) to take into account additional work done to remove an Incomplete grade; or c) as the result of a student grade appeal. Only the appropriate FSE instructor or Health Sciences Instructional Dean may change a grade.

It is the student's responsibility to initiate a request for a change of grade with their FSE instructor(s). A grade change form must be completed, signed by the appropriate FSE instructor or Health Sciences Instructional Dean, and submitted to the Enrollment Services by the instructor or dean before a grade change becomes official. Grade changes, not including grades under appeal, must be completed within one quarter following the end of the quarter that the class was officially scheduled. Incomplete grades must be made up not later than one quarter after the quarter in which the grade was given excluding summer. If the grade is not made up within this time period, the grade shall be a 0.0 (F) or a grade assigned by the FSE instructor.

Student Governance Opportunities

Associated Student Government (ASG)

The Associated Student Government (ASG) Executive Board officers at LWTech creates opportunities for student involvement, represents student issues to the LWTech administration, works to create a positive and inclusive student environment, and manages the services and activities budget that support many events and services for students. LWTech ASG Executive Board work impacts our campus in many ways. **The mission of the ASG is to enhance the student experience by planning activities and providing representation to build a feeling of community.** Being the voice of the associated student body is the ASG Executive Board's major responsibility. Every week, the team holds an open meeting where they review issues impacting the student body. Meeting minutes are made available from past meetings and are posted online. All students are invited to attend any open meeting. Meetings are scheduled in the East building, E128. **Students are eligible to apply for a position on the ASG Executive Board.** That process begins each spring quarter. All currently enrolled

students taking six or more credits are eligible to apply. Look for more information in spring quarter for your opportunity to participate. All positions are paid, and considered employed status; they are not work-study positions.

Sigma Phi Sigma Mortuary Science Fraternity

Within the FSE program, all FSE students are allowed to become members of the Sigma Phi Sigma Mortuary Science Fraternity. Through Sigma Phi Sigma, FSE students will promote outreach efforts around the campus and the surrounding community. The President of the Sigma Phi Sigma Mortuary Science Fraternity shall be a member on the FSE advisor committee and attend scheduled meetings.

Department Expectations

This is a list of student expectations while in the program and applies to both on-campus and off-campus situations where specified. Violation of these terms may lead to a warning followed by dismissal from program.

Dress and Hygiene:

A. Dress code – While performing embalming, restorative, cosmetizing and casketing procedures, each student will wear the required personal protective equipment (PPEs). No jewelry will be worn during laboratory procedures. Specific dress may be required for guest speakers or field trips. Students will be advised of such dress code.

   Students should be aware of strict dress code policies as funeral home employees and anticipate conservative business dress.

B. Hygiene – Students should be mindful of good personal hygiene. As a professional working with the public, it is important to be clean and tidy.

Class Atmosphere

An atmosphere of mutual respect and a desire to learn is important for student success and satisfaction.

A. Freedom of speech. Provided that student comments are related to the subject being discussed in class, provided that comments are voiced thoughtfully, and provided that students allow other students to talk in class without talking over them, then free speech is a desirable and necessary part of a college class. Personal attacks, off-subject comments, and excessively loud or aggressive tones tend to disrupt the class, and may lead to student dismissal from class, and if repeated, may lead to dismissal from the program.

B. Food and Drink–Students may have non-alcoholic beverages in class. Snacks are also acceptable, but if eating or drinking becomes a distraction, eating and drinking privileges will be suspended. Food and drink are NOT permitted in embalming lab, when an outside speaker is addressing the class, or on a field trip, except when provided by the school, host, or during specified mealtime.

Academic Dishonesty

A. Cheating includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.
B. Plagiarism includes taking and using as one's own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment. Prohibited conduct

may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.

C. Fabrication includes falsifying data, information, or citations in completing an academic assignment and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.

Any form of academic dishonesty or knowledge thereof will be reported to the student conduct officer. Based upon the findings and decision of the student conduct officer, the Associate Dean may also render a decision.

Academic Success

A. A grade of 2.0 or better is required in every FSE and Academic Core class.

B. Academic Resources–The College offers many services for academic success. The following is a list of academic success resources available to all students :

Academic Success Center
T217 (425) 739-8656
The Academic Support Center ensures students have equal opportunities to succeed. Help with any of the following skills is available:
* English, reading, writing, and spelling
* GED preparation
* Tutoring
* CASAS testing
* Computers with internet access
* Informational writing handouts and tutorials
* Software to practice grammar

Computer Lab
T215H (425) 739-8563
The computer lab gives students free access to computers outside of class. The following services are offered:
* PC and Mac computers with the software currently used in most of classes
* Printers, scanners, and burners
* High speed internet connection
* Help from staff on projects

eLearning
T313 (425) 739-8137
The eLearning department supports web-enhanced, online and hybrid courses. More than half of our courses use the Canvas online learning platform. Students can take the self-paced online Canvas Orientation at https://lwtech.instructure.com/courses/825671 any time. We provide walk-in support in E225 Monday through Friday from 8:00 AM to 5:00 PM. For additional assistance, visit http://elearning.lwtech.edu or email elearning@lwtech.edu. We can help you with:
* Canvas login issues
* Canvas training
* Technical troubleshooting for eLearning courses
* Deciding whether online and hybrid courses are a good fit for your learning needs

Financial Support
"Financial Assistance is available for students for help with needs such as tuition, living expenses, and emergency needs through the Financial Aid Office. Scholarships are also available twice yearly through the LWTech Foundation. Students who need financial help should visit the Financial Aid Office, located in room W209 in the West Building. Information about the LWTech Foundation scholarships may be found on the following website: http://www.lwtech.edu/about/foundation/scholarships/

Library-Learning Commons

T213 (425) 739-8320 Visit http://www.lwtech.edu/campus-life/library/for current hours

The Library-Learning Commons is staffed by employees trained to assist LWTech students, staff and the community. Orientations to the Library and instruction sessions for individuals or classes are available any time during the year. The student ID card serves as the Library card allowing students borrowing privileges for books, DVDs, equipment, and additional resources. Computers with internet access are available for use with assignments and the internet; wireless access is available. The Library's web page offers access to online databases along with a collection of useful and reliable internet resources. Library materials have been selected to support all program and course areas and serve the unique needs of LWTech.

Math Lab

T413 (425) 739-8626

The Math Lab provides a location dedicated to supporting students in their math studies to achieve success in their classes.

* Free drop-in tutoring (no appointment required)
* Computers with internet access for working on online math assignments

Transportation

FSE students will be responsible for providing their own transportation to and from school, field trips, or other external engagements; unless otherwise expressed by the FSE Instructor(s).

Field Trips

Field trips offer FSE students an opportunity to transfer classroom learning directly into the Funeral Service Profession. Field trip expenses are the student's responsibility and are considered a part of the cost of the FSE program. To drive other students on field trips, student drivers must have a valid Washington state driver's license and sufficient insurance coverage to meet Washington's insured motorist standards. Students under 18 years of age must have parent's permission to participate in field trips.

Communication

If a student has a concern or frustration, the student should communicate with the faculty or FSE Director as soon as possible. This prevents an escalation of the problem or the frustrations that may surround the problem.

Dangerous activities

Students need to be careful around instruments and in the handling of human remains as this may endanger the individual or those in the vicinity.

a. On campus – any activity that endangers other students in class or lab will lead to consequences ranging from reprimand to student dismissal based upon the level of danger posed. Students must be very diligent in lab, and consider their safety and the safety of fellow students. Use of alcohol or drugs is almost certain to increase the chance of injury.

b. During field trips or other external engagements, any activity that endangers other students, preceptors or employees while at Internship will lead to consequences ranging from reprimand to dismissal based on level of danger posed. Use of alcohol or drugs is almost certain to increase the chance of injury.

Embalming Lab

Clothing required in the embalming lab(s) while embalming, as follows:

A. Impervious Gown to be worn over your clothes (scrubs are optional)
B. Shoes must be waterproof. The shoes can be slip-on boots, or surgical rubber or vinyl clogs. The shoes must have slip resistant soles. The shoes may be any color.
C. Impervious Gowns will be collected at the end of each laboratory session and laundered by the FSE students. Students are responsible for keeping their scrub suits and lab shoes clean and repaired.
D. If observing an embalming, students will wear their embalming shoes and a clean lab coat.
E. Additional requirements are mentioned in the syllabus for the embalming classes.
F. Students are required to clean the embalming lab after each embalming and once each month. This requirement will include the refrigeration units, hall, receiving area, and display room.
G. All applicable State and Federal Laws will be followed.
H. Human remains will be handled with respect and professionalism. Failure to follow this protocol may result in dismissal from the program.

Immunizations

Students must submit documentation that they have successfully completed the following tests or immunizations **prior** to registering for FSE 251.

A. Hepatitis B
B. Tetanus
C. Tuberculin test
D. Should the student NOT wish to obtain the above immunizations, he or she must sign a statement which states complete understanding to the possible consequences
E. These immunizations must be completed prior to working on or around human remains

Accident and Health Insurance

W201 (425) 739-8104

Accident and sickness insurance is available at a nominal cost through a plan designed for Washington State community and technical college students during periods that school is in session. It is strongly recommended that all FSE students obtain accident coverage if no other insurance is available. Application forms are available at Enrollment Services.

Disclosures

Criminal background

A student's future in the program and in the funeral service industry may be negatively impacted if the student has been convicted of a crime, including DUI. To receive an intern license, apprentice license, embalmer or funeral director's license, the state board to which the student is applying may conduct a criminal background check. Previous convictions may result in a denial of license by the state board. If the state denies an intern license, then the student will not be able to complete FSE296, and therefore would not be able to earn the degree.

Additionally, a valid driver's license is required by most funeral homes for employment or internship.

Graduation

In addition to successfully passing required FSE courses, students must take the national Board Examination as written by the International Conference of Funeral Service Examining Boards in order to complete the Funeral Service Education degree from Lake Washington Institute of Technology. Students must apply to graduate by completing the Application for Degree or Certificate form and submitting it to Enrollment Services for evaluation. Registering for the commencement ceremony is a separate process than applying to graduate. Commencement is coordinated through Student Programs. High School Programs coordinates a graduation for high school students. Contact either department for details.

LWTech Student Handbook

Funeral Service Education Program students are expected to have read the LWTech student handbook, and will be held to the standards therein.

Academic Requirements

Prerequisites*: The following courses must be completed prior to admission into the FSE program: **ENGL& 101, BIOL&175, MATH& 107, and BUS& 201** – These courses are included in the required 104 quarter hours for the program.

A student must complete the following courses (102 credits) in order to graduate with an Associate in Applied Science Degree in Funeral Service Education:

Course			Credits
ACCT	111	Introduction to Accounting	5
BIOL&	175	Human Biology w/Lab	5
BTE	101	Computer Applications	2
BUS&	201	Business Law	5
BUSA	180	Small Business Management	5
ENGL&	101	English Composition I	5
CMST&	220	Introduction to Public Speaking	5
PSYC	200	Lifespan Psychology	5
MATH&	107	Math in Society	5
FSE	101	History of Funeral Service	3
FSE	105	Chemistry Concepts	5
FSE	130	Funeral Service Soc & Psych	4
FSE	140	Funeral Directing	4
FSE	141	Funeral Service Ethics	2
FSE	148	Funeral Service Law & Compliance	3
FSE	250	Funeral Service Mgmt & Merch	4
FSE	251	Embalming I	3
FSE	255	Embalming Chemistry	3
FSE	256	Funeral Service Options	3
FSE	258	Restorative Art and Lab I	3
FSE	259	Restorative Art and Lab II	3
FSE	261	Embalming II	4
FSE	262	Funeral Service Microbiology	4
FSE	271	Embalming III	3
FSE	274	Funeral Service Pathology	3
FSE	275	Comprehensive Review	3
FSE	296	Academic Internship	3
		Total Program Credits	**102**

Course Descriptions

FSE 101 Introduction to Funeral Service 3 credits
A survey of the history of funeral service with emphasis on the individuals, events, and forces that have influenced contemporary funeral principles and practices as well as the progression of associations and education within funeral service.

FSE 105 Chemistry Concepts 5 credits
This course is intended for non-science majors. The focus is on fundamental topics of chemistry such as atoms and molecules, the periodic table, organic chemistry, biochemistry, and radioactivity as they relate to current society. This class is intended to increase scientific literacy for non-science majors. It presents chemistry using a more conceptual and less mathematical approach.

FSE 130 Funeral Service Sociology & Psychology 4 credits
This course is a survey of the basic principles of sociology relate to Funeral Service. The items stressed are: family structures, social structures, and other factors as it relates to funeral practices and to understand how the basic principles of psychology and counseling related to Funeral Service. Items stressed are: grief, bereavement, mourning, aftercare and crisis intervention as it relates to a funeral director.

FSE 141 Funeral Service Ethics 2 credits
The funeral practitioner is entrusted with caring for the deceased and serving families and the community. Funeral practitioners must realize the decision making process of those they serve may be impaired and thus susceptible to manipulation. The task of this course is to help the student develop a strong set of professional ethics. Proper training in ethics increases awareness of the need to build trust and rapport. This knowledge will help funeral practitioners do what is proper and in the best interest of those they serve while maintaining the public trust.

FSE 148 Funeral Service Law & Compliance 3 credits
The subject area guidelines for Funeral Service Law are designed to introduce the student to rights, duties, and responsibilities of the funeral service practitioner and funeral establishment; including but not limited to: state and federal laws and regulations pertaining to funeral service including preneed; torts involving the dead human body and the funeral service practitioner; wills, estates, probate and related 8 matters; cemeteries, crematories and issues related to final disposition; sources of law; the legal status of the dead human body; the duty of burial, right to control funeral arrangements and final disposition and liability for funeral expenses; and the legal aspects of being licensed to practice in funeral service (funeral director, embalmer, etc.).

FSE 250 Funeral Service Management and Merchandising 4 credits
This course is a survey of the basic principles of Funeral Service Management. Emphasis is on general management technique and theory, and specific guidelines for funeral service management. Funeral Merchandising is designed to introduce the funeral service student to the basics of merchandising as they apply to the funeral profession. Funeral providers as defined by the FTC in 1984 offer both service and merchandise. This outline considers both service and merchandise as the products provided by funeral service practitioners

FSE 251 Embalming I 3 credits
This course includes the study of the phenomenon of death in the human body, government regulations applicable to the embalming process, embalming analysis, reports, and instrumentation.

FSE 255 Embalming Chemistry 3 credits
This is a survey of the basic principles of chemistry as they relate to funeral 5 service. Emphasis is on the chemical principles and precautions involved in the 6 preservation and disinfection of the dead human body.

FSE 256 Funeral Service Options 3 credits
This course focuses on the basic duties, responsibilities, and expectations of those practicing funeral service. This includes notification of death, transfer of remains, conduct of the arrangement conference, prefunded/preplanned funerals, religious practices, fraternal funerals and military honors, shipment of remains, **cremation**, aftercare and regulatory and legislative compliance.

FSE 258 Restorative Art and Lab I 3 credits
This course is a survey of the basic principles of restorative art as they relate to funeral service. The lecture will be accompanied by a two-hour weekly lab. Especially stressed are the techniques and importance of creating an acceptable physical appearance of the deceased for the benefit of the surviving family members. This course will have a lecture and hands-on laboratory component.

FSE 259 Restorative Art and Lab II 3 credits
This course is designed to expand upon the components of the restorative process learned in FSE 258 Restorative Arts I. Emphasis will be placed upon the facial and hand reconstruction of the deceased. Students will work in small groups in the three-hour laboratory setting for a comprehensive hands-on experience.

FSE 261 Embalming II and Lab 4 credits
A study of the process of chemically treating the dead human body to reduce the presence and growth of microorganisms to temporarily inhibit organic decomposition, and to restore an acceptable physical appearance. The student examines procedures and treatments for handling and embalming difficulties encountered due to disease and pathological changes, autopsied and procurement cases, organ and tissue donation cases, and various conditions encountered in the dead human body. This course will have a lecture and hands-on laboratory component.

FSE 262 Funeral Service Microbiology 4 credits
This course covers the basic principles of microbiology. It relates these principles to Funeral Service Education especially as they pertain to sanitation, disinfection, public health, and embalming practice. The development and use of personal, professional and community hygiene and sanitation are discussed.

FSE 271 Embalming III Lab 3 credits
This class is a continuation of FSE 251 and FSE 261. The subject includes the study of the phenomenon of death in the human body, government regulations applicable to the embalming process, embalming analysis and reports, and instrumentation. The subject examines procedures and treatments for handling and embalming difficulties encountered due to disease and pathological changes, autopsied and procurement cases, organ and tissue donation cases, and various conditions encountered in the dead human body. This course will have a hands-on laboratory component.

FSE 274 Funeral Service Pathology 3 credits
The study of disease processes and their impact on the human body, with 5 emphasis on those conditions which relate to or affect the handling of human remains.

FSE 275 Comprehensive Review 3 credits

This course reviews all 13 subjects that will be tested on the National Board Examination (NBE). The NBE is the nationally-recognized standard for FSE graduates, and taking the NBE is one requirement of graduation from the FSE program at Lake Washington Institute of Technology. This course is taken during the student's last quarter.

FSE 296 Academic Internship 3 credits

Preparation for a funeral service career is facilitated with on-site observation and participation. Instruction in equipment use, procedures, and functions in the daily operation of a funeral home occurs in affiliated clinical sites.

Pre-Program Courses For FSE Admission			CR.	Prerequisites	Qtr
BIOL&	175	Human Biology	5	ENGL 093 and MATH 087 or ABED 040 or equivalent testing	**ALL**
BUS&	201	Business Law	5	ENGL 099 or equivalent testing	**F,W,SP**
ENGL&	101	English Composition I	5	ENGL 099 or equivalent testing	**ALL**
MATH&	107	Math In Society	5	MATH 098, or MATH 099 or Equiv testing	**ALL**
		Total Credits	20		
Fall			**CR.**	**Prerequisites**	**Qtr**
FSE	101	Introduction to Funeral Service	3	ENGL& 101, BIOL& 175, MATH& 107 and BUS& 201	**F**
FSE	130	Funeral Service Sociology and Psychology	4	ENGL& 101, BIOL& 175, MATH& 107 and BUS& 201	**F**
FSE	105	Chemistry Concepts	5	BIOL&175,BUS&201,ENG&101,MATH&107	**F**
		Total Credits	12		
Winter			**CR.**	**Prerequisites**	**Qtr**
ACCT	111	Introduction to Accounting	5	MATH 087 or ABED 040, ENGL 093	**ALL**
FSE	255	Embalming Chemistry	3	FSE 105 and BIOL& 175	**W**
FSE	251	Embalming I with Lab	3	FSE 101 and BIOL& 175	**W**
PSYC&	200	Lifespan Psychology	5	ABED 045 or 046	**ALL**
		Total Credits	16		
Spring			**CR.**	**Prerequisites**	**Qtr**
BUSA	180	Small Business Management	5	ABED046orENGL093 ABED040orMATH087	**Sp**
FSE	140	Funeral Directing	4	FSE 101, FSE 130	**Sp**
FSE	148	Funeral Service Compliance (LAW)	3	BUS& 201	**Sp**
FSE	258	Restorative Art and Lab I	3	BIOL& 175, FSE 140	**Sp**
		Total Credits	15		
Summer			**CR.**	**Prerequisites**	**Qtr**
CMST&	220	Introduction to Public Speaking	5	ABED045 or 046	**ALL**
FSE	274	Funeral Service Pathology	3	BIOL&175, FSE251	**Sm**
FSE	141	Funeral Service Ethics	2	ENGL 101, BIOL&175, MATH& 107 and BUS& 201	**Sm**
BTE	101	Computer Applications	2	None (testing out option available)	**Sm**
		Total Credits	12		
Fall			**CR.**	**Prerequisites**	**Qtr**
FSE	250	Funeral Service Management and Merchandising	4	ACCT 111, BTE 101, BUSA180, BUS& 201, FSE 101, FSE 130, FSE 140	**F**
FSE	256	Funeral Service Options	3	FSE 101, FSE 130, FSE 141	**F**
FSE	259	Restorative Art II and Lab	3	FSE 258	**F**
FSE	261	Embalming II with Lab	4	FSE 251, FSE 255	**F**
		Total Credits	14		
Winter			**CR.**	**Prerequisites**	**Qtr**
FSE	262	Funeral Service Microbiology	4*	FSE 251	**W**
FSE	271	Embalming III (Laboratory)	3	FSE 261	**W**
FSE	275	Comprehensive Review	3	Instructor permission	**W**
FSE	296	Funeral Service Internship	3	FSE 101, FSE 130, FSE 140, BUSA 180	**W**
		Total Credits	13		
		Program Total Credits	**102**		

I, _____ have read the Lake Washington Institute of Technology Funeral Service Education Student Handbook and understand the contents. I agree to abide with the policies of the FSE Handbook and the LWTech Handbook.

Signed: _____ Date: _____

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY

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MEDICAL ASSISTING PROGRAM

STUDENT HANDBOOK

2018-2019

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Lake Washington Institute of Technology
Medical Assisting Program

Welcome Message

Welcome, and thank you for choosing Lake Washington Institute of Technology Medical Assisting Program. We are committed to fulfilling our mission and goals by fostering an educational experience directed towards entering the workforce. We continue to strive for excellence and will provide useful information for achieving our shared goals. Your role is critical in fulfilling the mission set forth by Lake Washington Institute of Technology. This handbook is designed to answer any program questions and guide you through some of the Medical Assisting (MEDA) Program policies. We hope that you find this handbook helpful and encourage you to contact us if you have any questions.

Pamela Jeffcoat RN, CMA(AAMA)
Faculty Director, Medical Assisting
11605 132nd Avenue NE
Kirkland, WA 98034-8506

email: pamela.jeffcoat@lwtech.edu
Direct: 425-739-8257
Fax: 425-739-8298

Instruction Organization Chart

President
Amy Morrison Goings, Ed.D.

Vice President of Instruction
Elliot Stern, DO. J.D.

Dean of Instruction, Allied Health Programs
Jamilyn Penn, Ph.C.

Medical Assisting Faculty Director
Pamela Jeffcoat RN, CMA(AAMA)

Full-Time Medical Assisting Faculty
Stacy Woodruff, BS, CPM, CAP

Part-Time Medical Assisting Faculty
Tanya Van Buskirk, BA, CMA(AAMA)
Linda Costarella, D.O.
Sahba Fatherazi, Pharm. D.
Tara James, RN
Bryan Cofer, RMA

Mission Statement

The mission of the Medical Assisting Program supports the mission of Lake Washington Institute of Technology (LWTech), which is *"to prepare students for today's careers and tomorrow's opportunities."* The mission of the Medical Assisting Program at Lake Washington Institute of Technology is to provide educational and clinical experiences that are current with medical practice standards for entry level medical assisting competencies and to instill in the student professional goals of safe and ethical practice with the individual responsibility of continuing education.

Accreditation Standards & Guidelines

Lake Washington Institute of Technology is accredited through the Northwest Commission on Colleges and Universities (NWCCU): 8060 165th Avenue NE, Suite 100, Redmond, WA 98052-3981, (425) 558-4224.

The LWTech Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 US Hwy 19 N, Ste 158
Clearwater, FL 33763
(727) 210-2350
www.caahep.org

CAAHEP accreditation qualifies our program graduates to sit for the national certification examination to obtain the Certified Medical Assistant CMA(AAMA) credentials given by the American Association of Medical Assistants (AAMA).

Medical Assisting Program Summary

Lake Washington Institute of Technology offers a program in the dynamic and challenging field of Medical Assisting. As a member of the health-care team, a medical assistant is prepared to perform a broad range of administrative and clinical tasks under the delegation of a clinician with legal prescriptive authority.

Our Medical Assisting Certificate Program is designed to prepare students for employment as medical assistants in medical offices and related medical facilities. The program is designed for you to participate in one quarter of general education and five (5) quarters of technical, academic, and clinical education. The program places a strong emphasis on integrating clinical knowledge throughout the curriculum. After gaining competency in the knowledge, skill techniques, and behaviors of medical assisting, you will be introduced to direct patient care through a 180 hour clinical education experience in the final sixth quarter.

In addition, you will be educated in and held accountable for behavioral attributes that will lead you toward a successful career as a Medical Assistant (MA). These attributes go beyond knowledge you gain and skills you learn. In broad terms, you will be expected to demonstrate respect for others; to communicate effectively; and to cooperate with fellow classmates, faculty, patients, support personal, and clinical instructors. These attributes will be introduced on day one of class and will be a repeated theme throughout your time in the program. As a MEDA student, others will come to depend on you to respond appropriately and in a capable manner. You will come to exhibit conduct, attitudes, and skills which reflect a commitment

to the medical practice standards that are legal, ethical, and safe. We are committed to this expectation and will be here to help build that foundation for your future as not only as a medical assistant but for your entire career in medicine.

Medical Assisting Program Philosophy

Medical assistants have moral and ethical standards to serve their patients, their employers, and their coworkers with honesty, confidentiality, respect and use of professional boundaries. It is the responsibility of the medical assisting student to obtain these attributes as well as knowledge and technical skills through the education and training offered in the Medical Assisting Program. It is also the responsibility of the student to gain personal and professional growth while in the program and a commitment to continue their growth while practicing the medical assisting profession.

Medical Assisting Program Goals

Goal 1: The Medical Assisting Program of Lake Washington Institute of Technology will provide instruction to prepare students to be competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Goal 2: Graduates of the Lake Washington Institute of Technology Medical Assisting Program will be prepared to successfully complete all licensing requirements to practice in Washington State and obtain an entry-level position as a medical assistant.

Goal 3: The Lake Washington Institute of Technology Medical Assisting program will provide students with a curriculum consistent of the Standards and Guidelines and Content Requirements for Medical Assisting Educational Programs determined by the Curriculum Review Board of the AAMA and to achieve success on the national credentialing examination offered by the AAMA for the CMA credential.

Goal 4: Graduates of the Lake Washington Institute of Technology Medical Assisting Program will be prepared, and engaged in, life-long learning and career development through the identification and completion of relevant professional development activities.

Program Outcomes

Medical Assisting graduates will:

- be prepared to take all required examinations for licensure as a Medical Assistant
- be prepared for an entry-level position as a Medical Assistant in an outpatient medical clinic.
- demonstrate current Medical Assisting skills, and safety and health standards
- demonstrate a foundation in professionalism through participation in professional activities and educational opportunities
- identify and implement the ethical, legal and regulatory standards of medical assisting practice
- demonstrate critical thinking, teamwork, communication, intercultural appreciation and technical and information literacy skills
- meet Social Science, Humanities, Written Communication, and Quantitative Reasoning distribution area outcomes

Statement of Nondiscrimination

Lake Washington Institute of Technology values equality of opportunity, human dignity, and racial, cultural and ethnic diversity both as an educational institution and as an employer. The college provides equal opportunity in education and employment and does not discriminate on the basis of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, disability, or veteran status. The college will comply with applicable laws prohibiting discrimination and harassment in employment, educational programs and admissions, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans With Disabilities Act of 1990, the Age Discrimination Act, and state law against discrimination, Ch.49.60 RCW. Information regarding LWTech's nondiscrimination policies and procedures can be found in the LWTech Student Handbook. Inquiries regarding compliance procedures and complaints may be directed to the college's Affirmative Action Officer.

Program Academic Advising and Faculty Contact Information

Faculty Director	Pamela Jeffcoat, RN, CMA(AAMA)
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Faculty Hours and Appointment Schedules

Faculty members post a quarterly schedule of office hours and availability for appointments. These hours are reserved for advising, assisting, counseling and meeting with students. Please schedule appointments for meeting with faculty. If you must cancel a scheduled appointment, let the instructor know in advance. All instructors have voice mail and email for convenient contact.

Program Prerequisites

The following are the courses or competencies required prior to entering the Medical Assisting Program. Student success throughout the program is dependent on progressively building on prior abilities and knowledge; therefore, these prerequisites will be strictly enforced.

English - Students entering Term 2 of the Medical Assisting Program must have already taken English 093 or its equivalent. If English is your second language, you will need to pass the EASL 053 level prior to entering ENGL092 or ENGL 093. Transcripts are required.

Math - Students entering Term 2 of the Medical Assisting Program must have already taken a college level Math course or be assessed above the MATH 90 level by LWTech standards. If your basic math skills need reviewing, you will be required to take MATH 80 or other math, as advised. Transcripts or written assessment results are required.

Computer Knowledge and Skills - Students entering term 2 of the Medical Assisting Program must have extensive computer experience in Windows and Microsoft Application programs. Additional computer courses are imbedded in the core curriculum throughout the program.

All courses, prerequisites, and program courses must be passed with a 2.0 or better.

Transfer Students/Advance Placement

Transfer students are accepted on an individual or case by case basis.

- The student must write to the Faculty Director.

The letter shall address:

1. The reason for leaving the previous program.
2. How have the circumstances changed that led to the failure or withdrawal?
3. Identify what has done to maintain knowledge and skills previously learned.
4. If the student is employed in the health field, state the position and how long employed in that position.
5. A specific plan for success in the program.

Advance Placement students are evaluated on an individual or case by case basis.

- To apply for advanced placement, the student must provide an official transcript from prior institutions attended with accompanying course descriptions. It is at the discretion of the Medical Assisting Faculty Director and the Allied Health Dean if the course content will be accepted as adequate substitution for LWTech Medical Assisting Program curricula.
- The Medical Assisting Faculty Director *will consider applications for transfer and placement, evaluate transcripts,* and make final determinations regarding placement and credit to be granted.
- Acceptance is on a space available basis.
- Students who complete college-level work in other medical assisting training education programs can submit transcripts of course work completed to-date, for consideration of advance student placement within the LWTech Medical Assisting program.
- Skills obtained in courses beyond a two-to-three year span may have undergone extensive updating and changes and will therefore require the course to be repeated by the student to maintain competency. A resume of how a person has kept up with skill will be needed and employment may be verified.

Courses that may be required for review and repeat of competencies are:
MEDA 125 – Principles of Phlebotomy
MEDA 118 – Exam Room & Patient Prep
MEDA 139 – Assist with Exam & Treatments/Meds Administration
MEDA 212 – Diagnostic Testing in the Medical Office

Documentation Requirements and Background Check

Medical Assisting students are required to meet to meet the same background check and immunization requirements of all health care student placement programs in Washington State:

- Attestation by a physician that the student is physically capable of doing medical assisting work
- National background check (Done at MEDA 118 and again prior to externship)
- Immunization record (must be uploaded through Castlebranch.com)
    - HepB (Hepatitis B) vaccine X3 or positive titer showing immunity
    - Tdap (Tetanus, Diphtheria, Pertussis) vaccine within past 10 years
    - MMR (Measles, Mumps Rubella) vaccine X2 or positive titer showing immunity
    - Varicella vaccine X2 or positive titer showing immunity
    - TB (Tuberculosis) 2 step PPD or 2 consecutive yearly PPDs. If student has history of positive PPD then a copy of a chest x-ray or further testing is required.
    - Seasonal influenza vaccine (if required by clinic)

Background Checks

The Medical Assisting program requires a comprehensive certified background check during the FIRST quarter of the program. It will be repeated prior to placement in any clinical affiliation in compliance with Washington State Law. RCW 43.43.830 through RCW 43.43.840. LWTech will only accept background checks conducted by Castlebranch.com, a secure online service. The background check contains: statewide criminal (WA), nationwide federal criminal, nationwide sexual offender index, nationwide healthcare fraud and abuse scan, nationwide Patriot Act, social security alert, and residency history. Background check results are electronically secure and provided to clinical affiliations prior to placement. IF YOU HAVE A CONVICTION on your background check, you will not be eligible for placement at an extern site. While a positive background check does not bar you from attending the LWTech Medical Assisting program, it DOES bar you from placement at an extern site and thus you will not be able to graduate from the program. The student is responsible for the cost of the background check. The program will provide the student the necessary codes to select on the CastleBranch website.

Program Curriculum -- 2018-2019 school year

*Medical Assisting Certificate of Proficiency, 85 credits *AAS – 90 credits *AAS requires all academic core to be above 100 level courses

			Contact Hours				17Credits
Term I			Total	Lecture	Lab	Clinic	
MATH	87	(Take higher class if testing allows)	50	50	0	0	5
BIOL&	175	Survey of Anatomy & Physiology	60	40	20	0	5
ENGL	99	(Take higher class if testing allows)	50	50	0	0	5
BTE	101	Computer Applications	20	20	0	0	2
If Math or English were completed prior, okay to take MEDA 115 or 116 during this quarter.							
			Contact Hours				15Credits
TERM II (MEDA 118 offered Winter and Summer quarters)			Total	Lecture	Lab	Clinic	
MEDA	118	Exam Room & Patient Preparation	70	30	40	0	5
MEDA	116	Medical Terminology	50	50	0	0	5
MEDA	115	Medical Law and Ethics	30	30	0	0	3
IFAD	216	HIV/AIDS + bloodborne path training					1
IFAD	162	BLS CPR (or show current status)					1
			Contact Hours				17Credits
TERM III (Fall and Spring quarters)			Total	Lecture	Lab	Clinic	
MEDA	121	Medical Office Skills/Electronic records	60	40	20	0	5
MEDA	139	Assist w/ Exam & Admin Meds	60	40	20	0	4
MEDA	119	Intercultural Awareness in Healthcare	30	30	0	0	3
PSYC&	200	Developmental Psych (may substitute Psych over 100-level course)	50	50	0	0	5
TERM IV (offered Winter and Summer quarters)							13Credits
MEDA	125	Phlebotomy	40	20	20	0	3
MEDA	214	Disease Conditions/Community Health	50	50	0	0	5
MEDA	136	Coding/Billing/Insurance	60	40	20	0	5
		Academic Core for AAS if desired					
TERM V (offered Fall and Spring quarters)							15Credits
MEDA	212	Diagnostic Testing in Med Office	60	40	20	0	5
MEDA	140	Medical Reimbursement systems	50	50	0	0	5
MEDA	129	Pharmacology	50	50	0	0	5
TERM VI							9Credits
MEDA	293	Externship Seminar	10	0	0	0	1
MEDA	294	Medical Assisting Externship	180	0	0	180	6
MEDA	296	CMA Review	30	30	0	0	3
		Academic core for AAS If desired					
Academic Core needed for AAS							
		Written Communication over 100 level	50	50	0	0	5
		Quantitative Reasoning over 100 level	50	50	0	0	5
		Humanities course over 100 level	50	50	0	0	5

Medical Assisting Program Competencies

Master Competency Checklist | 2015 MAERB Core Curriculum

Psychomotor & Affective Competencies	MEDA Course
I Anatomy & Physiology	
I.P.1. Measure and record:	
a. blood pressure	118
b. temperature	118
c. pulse	118
d. respirations	118
e. height	118
f. weight	118
g. length (infant)	118
h. head circumference (infant)	118
i. pulse oximetry	118
I.P.2. Perform:	
a. electrocardiography	212
b. venipuncture	125
c. capillary puncture	125, 212
d. pulmonary function testing	212
I.P.3. Perform patient screening using established protocols	118
I.P.4. Verify the rules of medication administration:	
a. right patient	139
b. right medication	139
c. right dose	139
d. right route	139
e. right time	139
f. right documentation	139
I.P.5. Select proper sites for administering parenteral medication	139
I.P.6. Administer oral medications	139
I.P.7. Administer parenteral (excluding IV) medications	139
I.P.8. Instruct and prepare a patient for a procedure or a treatment	118
I.P.9. Assist provider with a patient exam	118
I.P.10. Perform a quality control measure	212
I.P.11. Obtain specimens and perform:	212
a. CLIA waived hematology test	212
b. CLIA waived chemistry test	212
c. CLIA waived urinalysis	212
d. CLIA waived immunology test	212
e. CLIA waived microbiology test	212
I.P.12. Produce up-to-date documentation of provider/professional level CPR	IFAD 162
I.P.13. Perform first aid procedures for:	

a. bleeding	IFAD 162
b. diabetic coma or insulin shock	IFAD 162
c. fractures	IFAD 162
d. seizures	IFAD 162
e. shock	IFAD 162
f. syncope	IFAD 162
I.A.1. Incorporate critical thinking skills when performing patient assessment	118
I.A.2. Incorporate critical thinking skills when performing patient care	118
I.A.3. Show awareness of a patient's concerns related to the procedure being performed	118
II Applied Mathematics	
II.P.1. Calculate proper dosages of medication for administration	129, 139
II.P.2. Differentiate between normal and abnormal test results	212
II.P.3. Maintain lab test results using flow sheets	125
II.P.4. Document on a growth chart	118
II.A.1. Reassure a patient of the accuracy of the test results	125, 212
III Infection Control	
III.P.1. Participate in bloodborne pathogen training	212
III.P.2. Select appropriate barrier/personal protective equipment (PPE)	118
III.P.3. Perform handwashing	118
III.P.4. Prepare items for autoclaving	118
III.P.5. Perform sterilization procedures	118
III.P.6. Prepare a sterile field	139
III.P.7. Perform within a sterile field	139
III.P.8. Perform wound care	139
III.P.9. Perform dressing change	139
III.P.10. Demonstrate proper disposal of biohazardous material	
a. sharps	125, 139
b. regulated wastes	125, 139
III.A.1. Recognize the implications for failure to comply with Center for Disease Control (CDC) regulations in healthcare settings	125, 139
IV Nutrition	
IV.P.1. Instruct a patient according to patient's special dietary needs	NUTR&101
IV.A.1. Show awareness of patient's concerns regarding a dietary change	NUTR&101
V Concepts of Effective Communication	
V.P.1. Use feedback techniques to obtain patient information including:	
a. reflection	121
b. restatement	121
c. clarification	121
V.P.2. Respond to nonverbal communication	121

V.P.3. Use medical terminology correctly and pronounced accurately to communicate information to providers and patients	118
V.P.4. Coach patients regarding:	
a. office policies	121
b. health maintenance	214
c. disease prevention	214
d. treatment plan	214
V.P.5. Coach patients appropriately considering:	
a. cultural diversity	121
b. developmental life stage	121
c. communication barriers	121
V.P.6. Demonstrate professional telephone techniques	121
V.P.7. Document telephone messages accurately	121
V.P.8. Compose professional correspondence utilizing electronic technology	121
V.P.9. Develop a current list of community resources related to patients' healthcare needs	214
V.P.10. Facilitate referrals to community resources in the role of a patient navigator	121, 214
V.P.11. Report relevant information concisely and accurately	118
V.A.1. Demonstrate:	
a. empathy	119
b. active listening	119
c. nonverbal communication	119
V.A.2. Demonstrate the principles of self-boundaries	119
V.A.3. Demonstrate respect for individual diversity including:	
a. gender	119
b. race	119
c. religion	119
d. age	119
e. economic status	119
f. appearance	119
V.A.4. Explain to a patient the rationale for performance of a procedure	118
VI Administrative Functions	
VI.P.1. Manage appointment schedule using established priorities	121
VI.P.2. Schedule a patient procedure	121
VI.P.3. Create a patient's medical record	121
VI.P.4. Organize a patient's medical record	121
VI.P.5. File patient medical records	121
VI.P.6. Utilize an EMR	121
VI.P.7. Input patient data utilizing a practice management system	121
VI.P.8. Perform routine maintenance of administrative or clinical equipment	121, 212
VI.P.9. Perform an inventory with documentation	121
VI.A.1. Display sensitivity when managing appointments	121
VII Basic Practice Finances	

VII.P.1. Perform accounts receivable procedures to patient accounts including posting:	
a. charges	121
b. payments	121
c. adjustments	121
VII.P.2. Prepare a bank deposit	121
VII.P.3. Obtain accurate patient billing information	121, 211
VII.P.4. Inform a patient of financial obligations for services rendered	121
VII.A.1. Demonstrate professionalism when discussing patient's billing record	121
VII.A.2. Display sensitivity when requesting payment for services rendered	121
VIII Third Party Reimbursement	
VIII.P.1. Interpret information on an insurance card	211
VIII.P.2. Verify eligibility for services including documentation	136
VIII.P.3. Obtain precertification or preauthorization including documentation	136
VIII.P.4. Complete an insurance claim form	136
VIII.A.1. Interact professionally with third party representatives	136
VIII.A.2. Display tactful behavior when communicating with medical providers regarding third party requirements	136
VIII.A.3. Show sensitivity when communicating with patients regarding third party requirements	136
IX Procedural and Diagnostic Coding	
IX.P.1. Perform procedural coding	136
IX.P.2. Perform diagnostic coding	136
IX.P.3. Utilize medical necessity guidelines	136
IX.A.1. Utilize tactful communication skills with medical providers to ensure accurate code selection	136
X Legal Implications	
X.P.1. Locate a state's legal scope of practice for medical assistants	115
X.P.2. Apply HIPAA rules in regard to:	
a. privacy	118, 115
b. release of information	118, 115
X.P.3. Document patient care accurately in the medical record	118, 115
X.P.4. Apply the Patient's Bill of Rights as it relates to:	
a. choice of treatment	115
b. consent for treatment	115
c. refusal of treatment	115
X.P.5. Perform compliance reporting based on public health statutes	115
X.P.6. Report an illegal activity in the healthcare setting following proper protocol	115
X.P.7. Complete an incident report related to an error in patient care	115, 125
X.A.1. Demonstrate sensitivity to patient rights	115
X.A.2. Protect the integrity of the medical record	118
XI Ethical Considerations	

XI.P.1. Develop a plan for separation of personal and professional ethics	115
XI.P.2. Demonstrate appropriate response(s) to ethical issues	115
XI.A.1. Recognize the impact personal ethics and morals have on the delivery of healthcare	115
XII Protective Practices	
XII.1. Comply with:	
a. safety signs	125
b. symbols	125
c. labels	125
XII.2. Demonstrate proper use of:	
a. eyewash equipment	125
b. fire extinguishers	125
c. sharps disposal containers	125
XII.3. Use proper body mechanics	125
XII.4. Participate in a mock exposure event with documentation of specific steps	125
XII.5. Evaluate the work environment to identify unsafe working conditions	121, 125
XII.A.1. Recognize the physical and emotional effects on persons involved in an emergency situation	IFAD 162
XII.A.2. Demonstrate self-awareness in responding to an emergency situation	IFAD 162

Cognitive Competencies embedded throughout the program:

I. Anatomy & Physiology

1. Describe structural organization of the human body
2. Identify body systems
3. Describe: a) body planes; b) directional terms; c) quadrants; d) body cavities
4. List major organs in each body system
5. Identify the anatomical location of major organs in each body system
6. Compare structure and function of the human body across the life span
7. Describe the normal function of each body system
8. Identify common pathology related to each body system including: a) signs; b) symptoms; c) etiology
9. Analyze pathology for each body system including: a) diagnostic measures; b) treatment modalities;
10. Identify CLIA waived tests associated with common diseases
11. Identify the classifications of medications including: a) indications for use; b) desired effects; c) side effects d. adverse reactions
12. Identify quality assurance practices in healthcare
13. List principles and steps of professional/provider CPR
14. Describe basic principles of first aid as they pertain to the ambulatory healthcare setting

II. Applied Mathematics

1. Demonstrate knowledge of basic math computations
2. Apply mathematical computations to solve equations
3. Define basic units of measurement in: a) the metric system; b) the household system
4. Convert among measurement systems
5. Identify abbreviations and symbols used in calculating medication dosages
6. Analyze healthcare results as reported in: a) graphs; b) tables

III. Infection Control

1. List major types of infectious agents
2. Describe the infection cycle including: a) the infectious agent; b) reservoir; c) susceptible host; d) means of transmission; e) portals of entry; f) portals of exit
3. Define the following as practiced within an ambulatory care setting: a) medical asepsis; b) surgical asepsis
4. Identify methods of controlling the growth of microorganisms
5. Define the principles of standard precautions
6. Define personal protective equipment (PPE) for: a) all body fluids, secretions and excretions; b) blood; c) non-intact skin; d) mucous membranes
7. Identify Center for Disease Control (CDC) regulations that impact healthcare practices

IV. Nutrition

1. Describe dietary nutrients including: a) carbohydrates; b) fat; c) protein; d) minerals; e) electrolytes; f) vitamins; g) fiber; h) water
2. Define the function of dietary supplements
3. Identify the special dietary needs for: a) weight control; b) diabetes; c) cardiovascular disease; d) hypertension; e) cancer; f) lactose sensitivity; g) gluten-free; h) food allergies

V. Concepts of Effective Communication

1. Identify styles and types of verbal communication
2. Identify types of nonverbal communication
3. Recognize barriers to communication
4. Identify techniques for overcoming communication barriers
5. Recognize the elements of oral communication using a sender-receiver process
6. Define coaching a patient as it relates to: a) health maintenance; b) disease prevention; c) compliance with treatment plan; d) community resources; e) adaptations relevant to individual patient needs
7. Recognize elements of fundamental writing skills
8. Discuss applications of electronic technology in professional communication
9. Identify medical terms labeling the word parts
10. Define medical terms and abbreviations related to all body systems
11. Define the principles of self-boundaries
12. Define patient navigator
13. Describe the role of the medical assistant as a patient navigator
14. Relate the following behaviors to professional communication: a) assertive; b) aggressive; c) passive 15. Differentiate between adaptive and non-adaptive coping mechanisms
16. Differentiate between subjective and objective information
17. Discuss the theories of: a) Maslow; b) Erikson; c) Kubler-Ross
18. Discuss examples of diversity: a) cultural; b) social; c) ethnic

VI. Administrative Functions

1. Identify different types of appointment scheduling methods
2. Identify advantages and disadvantages of the following appointment systems a) manual; b) electronic; 3) Identify critical information required for scheduling patient procedures
4. Define types of information contained in the patient's medical record
5. Identify methods of organizing the patient's medical record based on: a) problem-oriented medical record (POMR); b) source-oriented medical record (SOMR)

6. Identify equipment and supplies needed for medical records in order to: a) Create; b) Maintain; c) Store
7. Describe filing indexing rules
8. Differentiate between electronic medical records (EMR) and a practice management system
9. Explain the purpose of routine maintenance of administrative and clinical equipment
10. List steps involved in completing an inventory
11. Explain the importance of data back-up
12. Explain meaningful use as it applies to EMR

VII. Basic Practice Finances

1. Define the following bookkeeping terms: a) charges; b) payments; c) accounts receivable; d) accounts payable; e) adjustments
2. Describe banking procedures as related to the ambulatory care setting
3. Identify precautions for accepting the following types of payments: a) cash; b) check; c) credit card; d) debit card
4. Describe types of adjustments made to patient accounts including: a) non-sufficient funds (NSF) check; b) collection agency transaction; c) credit balance; d) third party
5. Identify types of information contained in the patient's billing record
6. Explain patient financial obligations for services rendered

VIII. Third Party Reimbursement

1. Identify: a) types of third party plans; b) information required to file a third party claim; c) the steps for filing a third party claim
2. Outline managed care requirements for patient referral
3. Describe processes for: a) verification of eligibility for services; b) precertification; c) preauthorization
4. Define a patient-centered medical home (PCMH)
5. Differentiate between fraud and abuse

IX. Procedural and Diagnostic Coding

1. Describe how to use the most current procedural coding system
2. Describe how to use the most current diagnostic coding classification system
3. Describe how to use the most current HCPCS level II coding system
4. Discuss the effects of: a) upcoding; b) downcoding
5. Define medical necessity as it applies to procedural and diagnostic coding

X. Legal Implications

1. Differentiate between scope of practice and standards of care for medical assistants
2. Compare and contrast provider and medical assistant roles in terms of standard of care
3. Describe components of the Health Insurance Portability & Accountability Act (HIPAA)
4. Summarize the Patient Bill of Rights
5. Discuss licensure and certification as they apply to healthcare providers
6. Compare criminal and civil law as they apply to the practicing medical assistant
7. Define: a) negligence; b) malpractice; c) statute of limitations; d) Good Samaritan Act(s); e) Uniform Anatomical Gift Act; f) living will/advanced directives; g) medical durable power of attorney; h) Patient Self Determination Act (PSDA); i) risk management
8. Describe the following types of insurance: a) liability; b) professional (malpractice); c) personal injury
9. List and discuss legal and illegal applicant interview questions
10. Identify: a) Health Information Technology for Economic and Clinical Health (HITECH) Act; b) Genetic Information Nondiscrimination Act of 2008 (GINA); c) Americans with Disabilities Act Amendments Act (ADAAA)

11. Describe the process in compliance reporting: a) unsafe activities; b) errors in patient care; c) conflicts of interest; d) incident reports
12. Describe compliance with public health statutes: a) communicable diseases; b) abuse, neglect, and exploitation; c) wounds of violence
13. Define the following medical legal terms: a) informed consent; b) implied consent; c) expressed consent; d) patient incompetence; e) emancipated minor; f) mature minor; g) subpoena duces tecum; h) respondent superior; i) res ipsa loquitur; j) locum tenens; k) defendant-plaintiff; l) deposition; m) arbitration-mediation; n) Good Samaritan laws

XI. Ethical Considerations

1. Define: a) ethics; b) morals
2. Differentiate between personal and professional ethics
3. Identify the effect of personal morals on professional performance

XII. Protective Practices

1. Identify: a) safety signs; b) symbols; c) labels
2. Identify safety techniques that can be used in responding to accidental exposure to: a). blood b) other body fluids; c) needle sticks; d) chemicals
3. Discuss fire safety issues in an ambulatory healthcare environment
4. Describe fundamental principles for evacuation of a healthcare setting
5. Describe the purpose of Safety Data Sheets (SDS) in a healthcare setting
6. Discuss protocols for disposal of biological chemical materials
7. Identify principles of: a) body mechanics; b) ergonomics
8. Identify critical elements of an emergency plan for response to a natural disaster or other emergency

Course Descriptions

TERM I

MEDA 116 Medical Terminology 5 Credits

Basic structure of medical terms including Greek and Latin roots, prefixes, suffixes, word analysis, spelling, and pronunciation. An overview of anatomical terms with an introduction to the basic concepts of health and disease.
PREREQUISITE: ENG 093

MEDA 115 Medical Law & Ethics 3 Credits

This course introduces students to the concepts of law, ethics, and bioethics as they pertain to the field of medicine. Gain knowledge of medical assisting law, medical contracts, explore workplace legalities, historical and social issues, and workplace responsibilities.
PREREQUISITE: ENG 099

BIO&175 Survey of Anatomy & Physiology 5 Credits

An introductory survey of human anatomy and physiology designed for non-science majors or pre-allied health students not going into nursing or dental hygiene. Relationships between structures and functions in each body system are emphasized.
PREREQUISITES: ENG 099, MATH 070

BTE 101 Computer Applications 2 Credits

This class is designed to prepare students to be successful as learners in an online environment. Students will utilize computers, software, a learning managements system, and other technology that they will be likely to encounter as online students. Students will also be instructed in general organizational skills that are needed be all students.
PREREQUISITES: NONE

MEDA 118 Exam Room & Patient Preparation 5 Credits

Introduction to clinical procedures in the medical office. Includes medical asepsis, Standard Precautions, vital signs, charting, preparing patient and rooms for examinations, pediatric and OB procedures.
PREREQUISITES: ENG 099, BIO&175

MEDA 121 Medical Office Skills 5 Credits

Medical office procedures including scheduling guidelines and telephone techniques related to the medical office, filing, accounts receivable/payable, payroll, inventory control, billing procedures, collections. Students will practice clerical skills utilizing electronic medical records.
PREREQUISITE: ENG 099, BTE 101, MEDA 116

MEDA 125 Phlebotomy 3 Credits

An overview of phlebotomy and the role of the phlebotomist in healthcare. Study includes infection control, clinical laboratory safety, circulatory system, and phlebotomy procedures and equipment. Students will learn to draw using the vacutainer method with straight needles and winged collection sets, perform capillary punctures, and handle blood specimens.
PREREQUISITE: MEDA 118; IFAD 216 must be completed prior or concurrent

MEDA 129 Pharmacology/ Med Math 5 Credits

Basic concepts of pharmacology including legal issues, dosage calculation, drug reactions and an overview of the most frequently prescribed medications.
PREREQUISITE: BIO&175, MEDA 116, MATH 087

MEDA 136 Coding/ Billing/ Insurance 5 Credits

Introduction of insurance terminology, terms, phrases and abbreviations. Learn ICD-9 coding, CPT coding, and HCFA-1500 billing forms, and basics of claims management.
PREREQUISITE: MEDA 121, MATH 080

MEDA 139 Assist with Exam & Administer Medications 4 Credits

Intermediate clinical skills including infection control, sterilization and disinfection techniques, minor surgery assisting, wound care, administration of injections, safety practices for administering medications, therapeutic modalities, and eye and ear procedures.
PREREQUISITES: MEDA 118; IFAD 216 must be completed prior or concurrent

MEDA 140 Medical Reimbursement Systems 5 Credits
A review of various types of health insurance plans, such as state, federal and managed care. Students will learn the insurance claims processing style, billing systems, and required documentation.
PREREQUISITES: MEDA 136

MEDA 212 Diagnostic Testing in Medical Office 5 Credits

Advanced clinical skills including, ECGs and Spirometry, plus the following laboratory CLIA waived tests: hematology, microbiology, immunology, chemistry, and urinalysis.
PREREQUISITES: MEDA 118, MEDA 125, MEDA 139 OR INSTRUCTOR PERMISSION

MEDA 214 Disease Conditions/ Community Health 5 Credits

An overview of the disease processes of major conditions, including infectious diseases, major neoplastic conditions, and major congenital diseases. The focus is on human diseases that are first diagnosed in the clinical setting. Community health and preventative patient education will also be presented.
PREREQUISITES: BIO&175 OR INSTRUCTOR PERMISSION

MEDA 293 Medical Assisting Externship Seminar 1 Credit

Discussion, problem-solving, and evaluation of experience gained in externship. Development of professional communication skills, resume development and job seeking strategies.
PREREQUISITES: MEDA 212, MEDA 211, MEDA 214, MEDA 129
COREQUISITE: MEDA 294

MEDA 294 Medical Assisting Externship 6 Credits

A supervised clinical work experience for a total of 180 hours, in an outpatient ambulatory facility that provides an opportunity to apply administrative and clinical skills in the role of a medical assistant.
PREREQUISITES: Students must pass all prior MEDA courses, each with a grade of 2.0 or higher, prior to extern.
COREQUISITE: MEDA 293

MEDA 296 CMA Review 2 Credits

This course is designed to review a comprehensive study book in preparation for the national CMA exam.
PREREQUISITES: MEDA 212, MEDA 211, MEDA 214, MEDA 129, or instructor permission.

Required texts and Supplies by Term

may vary with individual instructor; check with bookstore for most recent information

COURSE	APPROX. TERM	ITEM
MEDA 116	Term 2	Text – varies by quarter, see bookstore
MEDA 115	Term 2	Text – Medical Law and Ethics, Fremgen, ISBN 978-0-13-255922-5
MEDA 118	Term 2	Text – Clinical Procedures for Med Assistants (Bonewit-West) Study Guide to Clinical Procedures, Bonewit-West SUPPLIES: Stethoscope, BP cuff, LW Tech Scrubs, sturdy shoes, WATCH w/second hand
MEDA 121	Term 3	Text – All texts as required for MEDA 118 Plus: The Electronic Health Record for the Physician's Office, Pepper, and code to Sim Charts
MEDA 136	Term 4	Text – Step by Step Medical Coding. Check LW Tech bookstore for most up-to-date edition information
MEDA 125, 139, 212	Terms 3, 4, 5	All texts and Supplies as for MEDA 118 and 121 – no additional texts required
MEDA 129	Term 5	Text – Pharmacology for Healthcare Professionals, check bookstore for most recent edition
MEDA 140	Term 5	Text – Comprehensive Health Insurance, Braceland, current edition (check bookstore for edition)
MEDA 214	Term 4	Text – Essentials of Human Diseases and Conditions, 6th ed, Frazier & Dryzymkowski Workbook to above text also required.
MEDA 296	Term 6	Text – CMA Exam Review (text subject to change, check with instructor or bookstore for most up-to-date information)

Classroom and Laboratory Policies and Procedures

Every student in the Medical Assisting program must earn a minimum of 2.0 in all academic core and technical courses within the Medical Assisting Program in order to progress through the program to graduation. Every student must also pass all of the competencies with an 80% or better in progress in the program. The Medical Assisting Program follows Lake Washington Institute of Technology Policy and Procedures for Grading (Policy 6.P.31, Procedures 6.A.31).

% SCORE	GRADE POINTS		% SCORE	GRADE POINTS		% SCORE	GRADE POINTS		% SCORE	GRADE POINTS
97-100%	4.0		90%	3.0		83%	2.3		76%	1.6
96%	3.6		89%	2.9		82%	2.2		75%	1.5
95%	3.5		88%	2.8		81%	2.1		74%	1.4
94%	3.4		87%	2.7		80%	2.0		73%	1.3
93%	3.3		86%	2.6		79%	1.9		72%	1.2
92%	3.2		85%	2.5		78%	1.8		71%	1.1
91%	3.1		84%	2.4		77%	1.7		70%	1.0

All course assignments must be turned in on time and must be college-level work. Faculty have the right not to accept late assignments, and/or to deduct points for late or unacceptable work per course syllabi.

After the end of each quarter you can access your grades online using Student Toolbox (https://webapps.lwtech.edu/wts/student/index.html). Grade reports are not mailed. Be sure to check your grades at the end of each quarter and address questions about your grades promptly.

Attendance

Attendance is an important part of ensuring success in the medical assisting program. It is expected that you will be on time and attend all lecture, lab and clinical sessions. If you will be late or absent, you must contact the instructor for that class. If your message is not received by the instructor prior to the start of class, the absence will be considered unexcused and professionalism points will be deducted. The instructor has final determination on whether an absence will be excused.

A student cannot be absent or tardy more than 20% of the class during the quarter. Each tardy is equal to one (1) hour absence. If the student exceeds the 20% absenteeism, the student will not pass the class and will need to repeat it.

If you miss any portion of a lecture or lab session you are responsible for all material covered in that session. Instructors may require additional coursework to make up for missed class time and/or work. If you miss an exam, competency, or other assessment due to being late or absent, points may be deducted for each day that passes from the date the exam/assessment was administered to the date the test was taken, or make-up work may not be accepted at all, at the instructor's discretion.

Tardiness

Students are expected to be on time and ready to learn at the beginning of each class or lab. If you are going to be late, the instructor must be notified. Attendance will be noted at the beginning of each class. A pattern of tardiness reflects poorly on your professional behavior course expectations. Tardiness may affect your grade.

In- Class Participation

Participating in class discussions is an important part of your learning experience. You will be called upon and you will be expected to participate. During group activities, equal participation among all members in the group is required. During Peer competency review you will be called upon to reflect on fellow classmates' skills and honesty is an important part in ensuring that everyone in the class is learning the skill properly prior to final competency review with the instructor. Participation is an academic skill and will be graded.

Body Mechanics and Mobility

Medical assistants should be able to lift and/or carry a minimum of 50 pounds and have the ability to stand, sit, and bend over, squat, and walk for prolonged and intermittent periods. The medical assistant may be required to sit at a reception desk and/or at a computer terminal for prolonged periods of time and to reach a computer keyboard or phone while sitting. Prolonged and intermittent use of the telephone and keyboard may also be required. Adequate range of motion of joints for the safe and competent performance of duties is required.

Vision, Hearing, and Sense of Smell

The senses of vision, hearing and smell should be within normal ranges. Corrective devices may be utilized as needed for the safe and competent performance of duties.

Lab Protocol

- No lab equipment will be used by students without the supervision of a Medical Assisting faculty member.
- All lab sessions will begin promptly at the scheduled start time. Students should be changed into lab attire before class starts.
- Changing areas are the respective Men's/Women's restrooms located near the Medical Assisting Program Lab. There is also a restroom within the Medical Assisting laboratory classroom.
- Lab attire must be worn for lab classes. Appropriate lab attire includes the following:
    a. LWTech medical assisting program scrubs (available at bookstore)
    b. Leather or canvas work shoes (no mesh shoes)
    c. hair should be pulled back off the face and be a natural color
    d. nails trimmed short (1/4" or less) and clear or neutral color
    e. limited jewelry (piercings limited to ears, 2 earrings per ear)
    f. watch with a second hand (needed for pulse and for timed lab tests).
- During lab sessions, students will role play as either patients or medical assistant during practice sessions. Students should be prepared to expose the required treatment area. Privacy will be respected and modesty will be retained using appropriate methods.
- Students will be prepared for lab class by bringing appropriate texts, equipment, assignments and notes.
- Students are expected to maintain the lab in clean, working order. Equipment used should be used with care and properly stored before leaving. Tables and counters should be returned to their proper place and cleaned appropriately. Restocking needs to be done from main storage areas for the next class.
- Children are <u>never</u> allowed in the lab at any time. Even on non-lab days, we have many sharp items, electrical equipment, chemicals, and other potentially dangerous types of supplies and tools as well as biohazard waste.
- Non-program adults are allowed in the lab by invitation (permission) only. Of course, college employees, such as maintenance, administrators, faculty and staff are permitted with appropriate college business.

Lab Competencies

A skill check is an assessment of a student's ability to demonstrate competence in a medical assisting skill. Competency evaluation assessed by an instructor will be performed during open lab times or during scheduled course labs, if there is time. To pass a competency, you must practice the skill a set amount of times, determined by instructor, and then during instructor evaluation earn an 80% or higher. If you do not pass a skill check, it must be retaken. If a skill check must be retaken, a maximum score of 85% can be earned for that skill. A skill check may be retaken only once. Only two (2) skill checks may be repeated in each clinical class.

Each Skill Competency Procedure Sheet (or evaluation form) is to be kept in your student record. Student records are to be kept in A211. Removal of student record constitutes a HIPAA violation and is subject to expulsion of the course.
Skill Check-Offs will be completed as follows:

1. Skill will be demonstrated by Instructor.
2. Using wise time management, you will practice the skill.
3. You will successfully check off the skill with a partner.
4. Your partner will sign off your Skill Check-Off on the Procedure Sheet and Master Skill Check-Off Sheet.
5. You will then check off your skill with your Instructor for which you will receive a score of your competency which must be 80% or better.

A maximum of two Skill Check-Offs may be repeated over the course of the quarter.

- If you are unable to successfully complete a single competency after two attempts, you are required to complete that Skill successfully for the Practical Final Exam. If you are unable to do so, you do not meet the requirements for that clinical class and must retake the course.

- If you are unable to successfully complete two separate competencies after two attempts, you will not meet the requirements for the clinical class and must retake the course; you will not be able to take Final Exams or complete any further competencies.

Each competency contains specific safety elements of medical assisting skills that must be completed in order to pass that competency. If you fail any safety element, you automatically fail the competency and must retake it. Cueing by the instructor in order to complete a competency results in reduction of your score.

Students are expected to take competencies the week they are scheduled. Delays due to faculty absence will not be penalized. Students must successfully take or retake a competency prior to taking the practical exam. It is the student's responsibility to make sure all competencies have been completed prior to practical exams. Students who have successfully passed a competency are considered to have demonstrated competence in that skill, and are expected to maintain their competence through regular review of the competency throughout the program.

Lab Practical Exams

Practical Exams are used to assess your ability to effectively and safely integrate course material and perform a patient treatment following a physical therapist's plan of care. Practical exams integrate content from current and prior program courses. You will receive instructions prior to scheduled skill checks or practical exams. You will also be required to have passed all competencies *prior* to taking the final practical exam.

Practical exams must be passed with a score of at least 80% and can be retaken once if an 80% score is not achieved. If a student obtains a score above 80% on a re-taken practical examination, a maximum score of 85% will be used for final grade calculation. You must earn 80% of the points and pass all critical safety elements on either the initial practical exam or the practical exam retake to pass the course. If you do not pass the re-take practical exam, the maximum grade you can earn in the course is 1.9.

Unsafe behavior during a practical exam is, at the instructor's discretion, grounds for immediate failure of the practical exam. Required cueing to complete a practical exam may result in a reduction in the student's score.

Food and Beverages

Bottled drinks and covered beverages are allowed in classrooms during lectures. No food or beverages are allowed in the Medical Assisting Program Laboratory at any time.

Progression through the Program

Standards of academic progress are established to require students to move forward in a satisfactory and timely way toward the completion of their degree. Students are responsible for the academic progress and for seeking assistance when experiencing academic difficulty. Students are encouraged to work closely with Medical Assisting program faculty to ensure that students are successfully completing graduation requirements and maintaining satisfactory progress. We want students to be successful in the program. The earlier that they let us know about any difficulties they are having, the better we can work with them to find the best resources to help students succeed.

Medical Assisting students must successfully pass (earn a 2.0 or higher) each course in a quarter in order to progress to the subsequent quarter. If a student is unable to pass a class then he or she is unable to progress in the program but does have two additional attempts in trying to complete the class successfully before being unable to complete the program. If the student is unable to pass a class the first time, he or she must meet with the Faculty Director prior to taking the class a second time in order to discuss the student's pathway to success with the second

attempt. If the student is unable to pass for a second time then the student must meet with the dean of students prior to taking the class for a third time. If the student is unable to pass the class after their third attempt then the student will be unable to complete the program.

Academic Integrity

Honesty is the foundation of academic integrity and is a vital component of Medical Assisting training and subsequent work performance. It is expected that all Medical Assisting students will be honest and perform work and clinical assignments with integrity. This is a foundational ethical principle of the field of Healthcare.

The Medical Assisting Program follows the LWTech policy on academic honesty which is located in the Student Handbook. Violations of academic honesty include:

- "Cheating": Defined as using another person's answers on tests, lab quizzes, etc. with or without his or her cooperation
- "Plagiarism": Claiming another person's creations, written assignments, papers, or projects as one's own, with or without his or her knowledge
- Falsifying records or academic claims
- Lying to college personnel about attendance, behavior, or personal issues that may impact attendance or quality of performance

LWTech regards acts of academic dishonesty, including such activities as plagiarism or cheating as very serious offenses. In the event that cheating, plagiarism or other forms of academic dishonesty on the part of student is discovered, each incident will be handled on an individual basis as deemed appropriate. Care will be taken that students' rights are not violated and that punitive measures are instituted only in cases where documentation or other evidence of the offense(s) exists. A description of all such incidents shall be forwarded to the executive vice president of instructional services where a file of such occurrences will be maintained. The executive vice president of instructional services or designee may institute action against a student according to college policy and the LWTech Student Handbook.

Rescheduling of Classes

On occasion, classes may need to be rescheduled. Efforts will be made to reschedule at a time that the majority of students can attend. In the event a faculty member must cancel a class session, it is the faculty member's responsibility to notify the Faculty Director. Instructional services will post a class cancellation notification for students outside the scheduled classroom. The Faculty Director or faculty member will notify the class via email if there is sufficient time.

Withdrawing from a Course

If it becomes necessary to add/drop a course or withdraw from a course, it is your responsibility to complete the college's approved withdrawal process as outlined in the current LWTech catalog. If you do not initiate course withdrawal with their academic advisor and instructor, you will be considered an enrolled student in the course and will receive a grade appropriate for what grade was achieved while enrolled. Note that withdrawing from one Medical Assisting technical course you may be delayed in graduating from the program until a later date.

Official withdrawal from a course occurs when a student drops the course in person, through web services, in writing or by signed fax to Enrollment Services (425-739-8110), or by email with student PIN. *Note that the ability to drop courses via web services usually ends at the end the of the 100% refund period as noted in the quarterly Class Schedule.* WARNING: Withdrawing from a class when you are funded might reduce your financial aid eligibility. Contact the Financial Aid Office for information.

Grade Appeal Process

The MEDA Program will follow the LWTech Grade Appeal process. Information on this process can be found in the LWTech Student Handbook, the LWTech Catalog and the LWTech Policies and Procedures Manual (online www.lwtech.edu).

Academic Program Leave/Medical Leave

If uncontrollable or unforeseen circumstances require that a student must sustain their academic enrollment in the LWTech Medical Assisting program, the student must apply for Academic or Medical leave from the program through Enrollment Services.

The student will be granted up to two quarters of leave from academic progress and program enrollment. After two quarters of absence from the program, students may be required to demonstrate competency in technical skills and knowledge base content in order to be allowed to continue participation and enrollment into the advance courses of the program. If competency is not achieved by the student during the demonstration of competency skills, the student will be required to enroll in the appropriate classes.

If a student takes more than one quarter of absence from a clinical course (MEDA 118, 125, 139 or 212), he or she may be required to pass a skills test to be allowed entry to the next clinical course.

Other Academic Policies and Procedures

Academic standards include regulations regarding student behavior, discipline, standards of progress, and academic performance. The guidelines for academic standards and related procedures are developed, maintained, and implemented by the executive vice president of instructional services or designee. State of Washington student conduct rules for behavioral problems in and out of the classroom are located in WAC 495D-120, Student Conduct Code (see LWTech Student Handbook).

Externship (Practicum) Policies and Procedures

MEDA 294 Medical Assisting Externship

Students will complete 180 hours of clinical work during the last quarter of the program. An unpaid, supervised practicum in an ambulatory healthcare setting must be completed prior to graduation with the performance of psychomotor and affective competencies for both clinical and administrative duties included. Students cannot be substituted for staff.

Academic Requirements

Students must pass all previous Medical Assisting coursework with a 2.0 or better to be eligible for clinical externship.
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Externship grading policy

Externship is graded based on the Lake Washington Institute of Technology Satisfactory/Unsatisfactory system.

Health and other Documentation Requirements for Externship

Medical Assisting program faculty and the student work together to ensure that the student has completed the following requirements prior to starting the clinical education portion of the program:

- Current AHA BLS Healthcare Provider CPR (IFAD 162 satisfies this requirement)
- HIV/AIDS & Blood borne pathogen training (IFAD 216 satisfies this requirement)
- Student identification badge (Given in MEDA 118)
- Clearance by physician that the student is physically capable of doing MA work (last pages of handbook)
- National and state background checks (Done in MEDA 118 and again prior to externship)
- Drug testing (if required by clinical site)
- HIPAA Privacy training
- Immunization record
    - HepB (Hepatitis B) vaccine X3 or positive titer showing immunity
    - Tdap (Tetanus, Diphtheria, Pertussis) vaccine
    - MMR (Measles, Mumps Rubella) vaccine or positive titer
    - Varicella vaccine or positive titer
    - TB (Tuberculosis) 2 step PPD or 2 consecutive yearly PPDs. If student has history of positive PPD then a copy of a chest x-ray or further testing is required.
    - Seasonal influenza vaccine (if required by clinic)

Immunizations and other documentation must be uploaded through the Castlebranch website by Advising Day of the QUARTER BEFORE the student wishes to extern in order to provide the extern coordinator time to secure a site. Late documentation entries may cause the student to miss out on placement for the desired quarter and wait until the subsequent quarter after documents are turned in.

CPR Certification

Medical Assisting Program students must provide up-to-date adult, child, and infant CPR certification for health care providers (with AED training) prior to the start of externship. Students must submit a two-sided copy of their CPR certification card to the Medical Assisting Program Extern Coordinator. This copy must include the expiration date, the student's name, student's signature and CPR instructor's signature. IFAD 162 satisfies this requirement.

Criteria of Practicum Education Sites

1. The practicum site's philosophy regarding clinical education is compatible with the LWTech Medical Assisting Program philosophy.
2. The practicum site's clinical education program is planned to meet the specific objectives of the academic program, the healthcare service, and the individual student.
3. The medical assisting staff practices ethically and legally.
4. The practicum site demonstrates administrative support for medical assisting clinical education.
5. The practicum site is willing to negotiate and sign an official agreement with Lake Washington Institute of Technology for clinical education.
6. The practicum site has a variety of learning experiences, appropriate to the setting, available to students.
7. The practicum site provides an active, stimulating environment appropriate for the learning needs of the student.
8. The medical assisting staff is adequate in number to provide an educational program for students.
9. There is an active staff development program for the clinical site.
10. The practicum site is committed to the principle of equal opportunity and affirmative action as required by Federal law.
11. The practicum site is evaluated by the practicum coordinator to ensure that specific objectives of the academic program is met.

Health and Professional Liability Insurance Requirements

LWTech and clinical affiliation sites do not provide health insurance to students. It is advised that students carry their own health insurance during the program.

All registered students taking six (6) or more credit hours per quarter are eligible to enroll in the Student Injury and Sickness Insurance Plan designed especially for students of Washington State Community Colleges. Information regarding this program is available in LWTech Enrollment/Student Services.

As a Medical Assisting student, students are covered by LWTech for liability insurance when participating in off-campus clinical affiliation experiences. Students are covered to work at extern sites ONLY on days LWTech has classes in session.

Externship Placement Procedure

1. The student will provide the externship coordinator with a current or updated resume and cover letter.
    a. Prior to externship the student will attend workshops held by employment services to prepare resumes.
2. The extern coordinator will ask the student to choose their top three choices of clinic specialties he or she would like to work in.
3. The extern coordinator will use the student's choices as a guideline for where to place the student. The coordinator will provide clinical sites with resumes and help the sites set up interviews with students. From the interviews the clinical site will chose who they will take as an extern.
    a. Interview workshops are offered in Employment Services to help students prepare for interviews.
4. If a student is not chosen during interview selection a second interview will be set up by the Extern Coordinator with another clinic.
5. If a student is not chosen after a second interview the student will:
    a. Meet with the coordinator in order to discuss strategies of success

   b. Meet with LWTech employment services to discuss strategies for success and will hold mock interviews with medical assisting faculty and employment services to improve skills.
6. If a student is not chosen after a third interview the student will be tasked to find their own clinical site.
7. If a student is dismissed from a clinical site due to breach of conduct or unacceptable performance, the student will be tasked to find their own replacement site – one not already affiliated with LWTech.
8. If the student is unable to find a site then the student will fail MEDA 294 class.

Transportation

Students will be responsible for transportation to and from the clinical affiliations and for any scheduled academic fieldtrips. Because of the number of students and the availability of clinical sites, students may have to travel outside the King County area. The externship coordinator will make every effort to enroll students in clinical experiences within a reasonable driving distance.

Responsibility for Cost of Emergency Services in Off-Campus Educational Experiences

Any injury occurring during transportation or at the site will be the sole responsibility of the student.

Safety in Externship Sites

During clinical affiliation experiences, the supervisor or mentor is responsible to orient students to safety and emergency procedures and to any equipment used at the clinical site. During clinical affiliation experiences students will be supervised by the supervisor or mentor.

Professional Behaviors

As Medical Assisting Students, you are expected to behave in a professional manner at all times. Guidelines are based on the Medical Assisting Code of Ethics described by the American Association of Medical Assistants (AAMA):

> The Medical Assisting Code of Ethics of the AAMA sets forth principles of ethical and moral conduct as they relate to the medical profession and the particular practice of medical assisting.
>
> Members of AAMA dedicated to the conscientious pursuit of their profession, and thus desiring to merit the high regard of the entire medical profession and the respect of the general public which they serve, do pledge themselves to strive always to:
>
> 1. Render service with full respect for the dignity of humanity.
> 2. Respect confidential information obtained through employment unless legally authorized or required by responsible performance of duty to divulge such information.
> 3. Uphold the honor and high principles of the profession and accept its disciplines.
> 4. Seek to continually improve the knowledge and skills of medical assistants for the benefit of patients and professional colleagues.
> 5. Participate in additional service activities aimed toward improving the health and well-being of the community.

Taken from http://www.aama-ntl.org/about/overview#.VCg5fvldUeo.

Communication Skills

Faculty members post a quarterly schedule of office hours and availability for appointments. These hours are reserved for advising, assisting, and meeting with students. Please schedule appointments for meeting with faculty. If you must cancel a scheduled appointment, let the instructor know in advance. All instructors have voice mail and email for convenient contact.

As a Medical Assistant student, you should use the following guidelines with all communication:

Phone

- Introduce yourself when calling someone new and state you are a Medical Assistant student.
- Identify yourself by name every time you call.
- Say why you are calling.
- When leaving a message, leave a number(s) and/or email where the person may call you back or contact you electronically.
- Say when you are available for a return call.
- Do not call very early or very late (i.e. call during business hours, 7:30am - 6pm).
- Speak clearly and slowly.
- Do not use slang.

Email Etiquette

- Check email daily and respond promptly.
- Notify all instructors if you have a change in email address. Email will be the program's primary means of off-site communication with you.

- Use complete sentences, proper spelling, grammar and punctuation. Do not use "slang" abbreviations (e.g. "R U reading this?")
- Do not share another person's email address unless you have his/her permission.
- Refrain from sending jokes, chain letters, and/or non-program related images or links.
- Please be courteous and use please, thank you, you're welcome, etc. Thanks!
- Be aware of who you intend to reply to; reply-all when appropriate and be careful not to reply-all when it is not appropriate.

Verbal and nonverbal communication skills must be sufficient to effectively instruct/teach patients, participate in team discussions, deliver and receive information to physician employers and patients, respond appropriately to questions and instructions.

Multi-Tasking Ability

The ability to accomplish multiple tasks simultaneously, accurately, and safely is a necessary skill for medical assisting. Multi-tasking requires the ability to organize and prioritize tasks, manage time, and arrange the work area for maximum efficiency. The ability to be flexible in attitude and adapt to change is also necessary.

Confidentiality, Honesty and Trustworthiness

Medical assisting requires the ability to handle sensitive personal and business information with utmost confidentiality. In addition, medical assistants also need to be completely trustworthy and honest with money, medications, and property.

Behavior, Social and Interpersonal Skills, Professionalism and Boundaries

Medical assistants must be emotionally healthy and stable and be able to practice sound judgment. Stressful situations must be handled on a daily basis in a professional manner. Interpersonal skills must be adequate to acknowledge and respect individual values and opinions and maintain good working relationships with employers, co-workers, supervisors, staff and patients. Individuals must be able to evaluate their own abilities, needs and limitations. Professional boundaries must be understood and respected. While these professional characteristics and skills are reinforced continually within the Medical Assisting Program, the inability to obtain these attributes may lead to probation, dismissal, loss of employment opportunities, and may even have legal consequences.

Dress Code

Medical Assisting Program dress code expectations are for both student and patient safety and are important habits to establish for workplace preparation. Dress code expectations apply to classroom, laboratory and clinical settings unless noted otherwise.

1. Student attire during lecture is expected to be dress casual.
2. Lake Washington Medical Assisting Program Scrubs are expected to be worn on laboratory days.
   a. Scrub pants must be tailored to the appropriate length and not dragging on the ground
   b. Scrubs must fit the student. Please avoid sizes that shows cleavage or shows the back area.
3. Watch with a second hand, stethoscope and sphygmomanometer.
4. Nails trimmed short (1/4" or less). Nails must be at a length that will not tear gloves. Nail polish should be neutral color, or clear.
5. Limit jewelry/piercings to ear rings. Facial jewelry must be removed. Two earring maximum per ear and limit size to ½" from ear.
6. Leather or canvas shoes must be clean and sturdy with a non-skid sole. No open-toed shoes or heels more than one inch are allowed. Shoes cannot be more than 10% mesh.

7. Hair must be well kept, off the face, tied back if long, and must not interfere with lab activities. Hair must be a natural color.
8. Beards, mustaches, and sideburns must be clean and trimmed.
9. Makeup use should be appropriate for the workplace.
10. All students are to be well groomed, clean, and non-offensive to others. Personal hygiene should be completed before coming to class or clinical settings.
11. Deodorant/antiperspirants should be used prior to classroom, laboratory or clinical sessions.
12. Perfumes and colognes are not permitted. It is expected that students attend clinical sessions without smelling of smoke or other scents that may be offensive to others.
13. Tattoos must be concealed.

Excessive jewelry must not be worn. Watches, wedding rings, and small non-dangling earrings may be worn, but avoid large hoop or dangling earrings, loose necklaces/bracelets, and/or protruding rings.

Name Badges

As an MA student you will be issued two identical name badges by the end of MEDA 118 class. Your name badge is expected to be worn for all skill checks, practical exams, during guest lectures and for all MEDA program-related on and off-campus activities. Should you lose your name badge, you will be expected to cover the cost of a replacement name badge.

Telephone and Electronic Device Use

All pagers, cell phones and other electronic devices that may disrupt the classroom must be turned off during lecture and lab periods. Cell phones and other electronic devices must also be turned off during off campus labs and during field trips. You will have opportunities to check your phone for messages during scheduled breaks or between classes. If you have an emergency situation where you are waiting for a call, let the instructor know this before class. Calculators may be allowed for specific quizzes/tests/exams. Palm pilots or other internet, recording, or messaging devices of any kind are not allowed during testing. Audio or video recording of lectures, laboratory sessions, etc. may only be performed with the expressed permission of the instructor. Many clinics will dismiss externs seen using personal electronic devices while on shift. This is a breach of conduct and if you are dismissed you will need to find your own extern site, or fail the externship.

Social Media, HIPAA violations, and Common Sense

LWTech and extern sites take HIPAA violations and unethical use of social media very seriously. If you are a social media user (e.g. Facebook or other sites), posting of any reference to patients or coworkers with or without mention of names or companies could get you fired from your job and cause you to fail extern. ANY breach of confidentiality (or trash-talking coworkers) with or without electronic devices may get you dismissed. Be professional at all times. You represent yourself, your school, and the medical assisting profession.

Ethics: Gifts or Gratuities

The Washington Ethics in Public Service Law (chapter 42.52 RCW) applies to all state employees. Employees may not receive, accept, take, seek, or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person if it could reasonably be expected that the gift, gratuity, or favor would influence the action or judgment of the employee, or be considered part of a reward for action or inaction. The instructors and staff of the Medical Assisting program may not accept gifts or gratuities.

LWTech Facilities and Services

LWTech has a variety of services available to students to assist with student retention, including a tutoring center, an academic success center, disability services, academic advising, and a counseling center. Students are encouraged by program faculty to communicate with program faculty and student services personnel.

LWTech has implemented a college-wide early alert and intervention plan that allows faculty to identify students who are experiencing difficulties in the early weeks of the quarter, to refer them to the student development office who will evaluate and identify support services to assist the student in their academics. The student development office will follow up with the student and the program faculty as appropriate.

All Medical Assisting program faculty are responsible to send an alert through the LWTech early alert process to student services using this tracking tool for any students in danger of failing a Medical Assisting course. This online tool is password protected and faculty only have access to information regarding students in their respective courses.

Counseling and Advising

The primary goal of LWTech's counseling and advising services is to provide the necessary academic and personal support to enable students to succeed at college. Short-term personal counseling is available to students who are experiencing difficulties that may be interfering with their educational progress. Counseling emphasis is on providing support, clarifying choices, handling difficult situations, and accessing community resources. Confidential assistance is available for a variety of concerns including:

- College transition
- Career planning
- Academic success strategies
- Problem solving and decision making
- Support for problems resulting from chemical dependency
- Referral to community support services

Disability Support Services

Disability Support Services at LWTech are located in the West Building, Room W207O. They can be reached at (425) 739-8204 or http://www.lwtech.edu/campus-life/disability-support/.

If you have a disability that may affect your access to instruction, you are entitled to academic adjustments. This also applies to all services, programs, events and facilities of the college. Receiving adjustments, services and aids, based on disability, is a three step process:

- Self-identify to the Disability Support Services (DSS) Office.
- Provide written documentation from a qualified professional to the Coordinator of Disability Support Services. This information should outline the nature and extent of your disability.
- Request services through an intake interview with the Coordinator of Disability Support Services. Quarterly, you will need to provide written notification to your instructors of your request for academic adjustments.

Please refer to the college and DSS website for additional information on the college's non-discrimination policy.

In addition, the TRiO student success program at LWTech provides support services to students with disabilities. Students must be registered with Disability Support Services. TRiO staff can be reached at (425) 739-8360 or in Room W207N of the West Building. TRiO Services include:

- Academic/Technical Tutoring
- Support Groups

- Study & Life Skills Workshops
- Financial Aid Advising
- Academic & Transfer Advising
- Counseling (Personal & Career)
- Peer Mentoring

Academic Skills Center

If you are having any difficulty academically, we encourage you to talk to a Medical Assisting Program instructor to seek guidance and assistance. The LWTech Academic Skills Center offers skills development and tutoring in a variety of subjects, such as math and writing. The Writing Center and the Math Center are located within the Academic Skills Center which is accessible inside the Library & Media Center in room T217.

Library/Learning Commons

As a Medical Assisting student, many assignments will require the use of the college library. The Library-Learning Commons, located on the second floor of the Technology Building (T213), is a centralized resource for accessing course reserves, research databases, and knowledgeable library staff. We can help with citing sources, locating print and online books and journals, and identifying credible information.
Open hours are Mondays-Thursdays 7:30am-8pm, Fridays 7:30am-5pm, and Saturdays 11am-5pm.

Computer Lab

Computer access is available in the LWTech Learning Commons and in the computer lab located in room T213. Owning a laptop is not a requirement of the Medical Assisting Program.

Financial Aid

To assist you in meeting your college costs, you can meet with personnel in the Financial Aid office at LWTech. For more information on eligibility and application procedures, you can call the Financial Aid Office at (425) 739-8508 or stop by room W209. Additional information regarding Financial Aid is available in the LWTech Student Handbook and the LWTech Catalog.

Assessment Center

The Assessment Center administers placement tests and make up exams. It is located in W204. Hours are posted on the door and in the LWTech Student Handbook available in Enrollment Services and the Library Media Center. The testing center's phone number is (425) 739-8115.

Graduation

Upon successful completion of the following criteria, Lake Washington Institute of Technology will grant:

- Certificate of Proficiency in Medical Assisting
- Certificate of Completion in Office Administration

Upon completion of additional course work Lake Washington Institute of Technology will grant:

- Associate of Applied Science Degree in Medical Assisting

- Credit Courses: Students are required to complete all program general education and technical coursework with a minimum passing numeric grade (2.0 or higher) for each course.
- Clinical Education: Students are required to pass all clinical education courses.

In order to qualify to participate in commencement, a student must have met all program requirements and be in good academic standing.

You must apply for graduation by completing the Application for Degree or Certificate form and submitting it to Enrollment Services for evaluation of their satisfaction of certificate and degree requirements. This form can be found at: http://www.lwtech.edu/admissions/enrollment/graduation/. These forms will be filled out with the Extern Coordinator in the sixth term of the program.

Commencement ceremonies for LWTech are held annually in June. You can sign up for the ceremony at the same time you apply for graduation. Registering for the Commencement ceremony is a separate process from applying for graduation. You are strongly encouraged to attend and bring friends and family to the annual June commencement.

A Medical Assisting program pinning ceremony is held every quarter in the conclusion of each quarter.

Graduation Checklist

To Do:

- Review the required courses by checking and attaching a Degree Audit report

Check that the following problems have been corrected:

- Missing grades on transcript have been replaced with actual grades (if not, contact instructor).
- Repeated classes have been coded as repeats (if not, attach a note to this checklist).
- Incomplete grades have been replaced with actual grades (if not, contact the instructor).

General Information:

- Minimum credits: 90 credits for AAS.
- Residency: 30% of technical courses AND final quarter taken at LWTech.
- Academic Core: At least 20 credits
- Technical course grades must each have a grade of at least 2.0.
- Academic Core grades: at least 2.0.
- Waivers or substitutions have been approved by dean and filed with registrar.
- Cumulative GPA is 2.0 or better.

Licensure

Washington State requires Medical Assistants to have a Medical Assistant License to work as a Medical Assistant. Graduates of accredited Medical Assisting programs are eligible to sit for the American Association of Medical Assistants (AAMA) Certified Medical Assistant Exam and to apply for Medical Assistant – Certified state licensure.

Certification Examination

In Washington State Medical Assistants are required to have passed a certification exam in order to obtain a Medical Assistant License.

The credential of the Certified Medical Assistant (CMA) is obtained by first graduating from a CAAHEP or ABHES Accredited program (LWTech's Medical Assisting Program is CAAHEP Accredited) and then passing the American Association of Medical Assistants (AAMA) National Board Exam. The exam is offered online.

Further information, an Exam Application Packet and an Exam Outline are available online through the AAMA website at www.aama-ntl.org.

Certification, once obtained, must be maintained. Recertification must occur every five years either by retaking the Certification Exam or by obtaining Continuing Education Units (CEUs). Sixty CEUs are required for recertification. If your Certification is allowed to lapse, you will not be allowed to use the CMA credential in a professional setting or identify yourself as a CMA until recertification occurs. Recertification, after a lapse, may be obtained with CEUs.

Employment Resource Center

The LWTech Employment Resource Center is located in the West Building, Room W205. Staff can be reached at (425) 793-8113 or by emailing Job.placement@lwtech.edu. The Employment Resource Center web page is: http://www.lwtech.edu/campus-life/employment-resource-center/.

The Employment Resource Center at LWTech offers career exploration and job search assistance to students, alumni, and community members. In addition to the ERC staff, there are representatives from Community Based Organizations that can assist you with job placement and training opportunities. Other staff members include Associated Student Government work-study students.

Whether you are looking for your first job, needing a part time job while attending school, or are ready to start your career after graduation, the Employment Resource Center is focused on giving you the tools you need to successfully reach your employment goals.

References

Professionalism dictates that you ask a supervisor or instructor if they are willing to be a reference for you BEFORE you give their name to a potential employer. If you do not get prior approval from the desired reference, that person may decline to be a reference for you. At the minimum, they will not be able to give you a good reference regarding professional behavior.

Due Process

The Medical Assisting program follows the LWTech policies and procedures for due process for students and faculty. For more information on due process and filing a complaint, please see the LWTech Student Handbook or the LWTech Catalog.

Program Costs

(Estimated program costs based on 2016-17 tuition)

Medical Assisting Certificate of Proficiency

Res. tuition & fees	9,307
Books, Clothing & other costs (estimate)	3,000
TOTAL	$12,307

Medical Assisting Applied Associate of Science Degree

Res. tuition & Fees	9,918
Books, Clothing & other costs	3,228
TOTAL	$13,146

Estimated Licensure Costs:

CMA exam(covered in tuition for MEDA 293)	125
Background check	95
License application* (Washington DOH)	115
TOTAL	$325

*licensing fees are subject to change by the Washington DOH.

Job Outlook and Salary Ranges

Employment Outlook

In King County, it has been estimated that there will be 692 annual total openings annually from 2014-2024 for medical assistant positions due to employer growth and net replacement. (Figures taken from Washington State Employment Security Department website*.) Most job openings will be in doctors' offices and clinics. Job prospects should be excellent for medical assistants who have formal training or experience.

Wages

The average hourly wage for medical assistants in King County in 2016 was $18.78 per hour ($39,000 per year). (Figures taken from Washington State Employment Security Department website*.) Anecdotally, medical assistants in King County earn between $17.50 and $24.50 per hour ($35,000 and $49,000 per year).

Medical Assistant wages vary by employer and area of the country. The medical assistant's level of education, experience, and responsibility also affect wages.

Medical Assistants who work full time usually receive benefits. Typical benefits include paid sick leave, paid vacation, and health insurance. Many larger companies also provide tuition reimbursement for continuing education.

*https://fortress.wa.gov/esd/employmentdata/reports-publications/occupational-reports/occupations-in-demand

Professional Activities

Membership in the American Association of Medical Assistants (AAMA) is recommended. The AAMA is instrumental in providing professional development for the Medical Assistant after graduation from the program by providing networking resources and continuing education for certification requirements.

STUDENT FORMS

Please complete the required forms. Do not depend on LWTech Medical Assisting Program to maintain copies of your immunization records or other documents for you.

Please give the following forms to:
Lake Washington Institute of Technology Medical Assisting Clinical Faculty or Faculty Director

- Release of Liability
- Informed Consent
- Immunization Policy
- Consent to Release Confidential Information (this form also uploaded to Castlebranch)
- Invasive Procedure Consent
- Media Consent Form
- Acknowledgement of Student Handbook
    - These forms are due <u>during</u> enrollment in MEDA 118.

The following documents should be uploaded to Castlebranch website (used for Background check as well):

- Release of Student Information
- All immunizations (see required list)
- Physical exam completion
- CPR card when you get it
- HIV 7-hour course certificate when you get it
- Bloodborne Pathogen training 2-hour course when you get it (can select when taking IFAD 216)

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Medical Assisting Program● **11605 132nd Ave NE Kirkland WA 98034 ● (425) 739-8257 ● (425) 576-5801 (f)**

Informed Consent for Course-Work Requiring Human Subjects

The use of human subjects for educational purposes carries with it the responsibility to protect the rights, well-being, and personal privacy of individuals; to assure a favorable climate for the acquisition of practical skills and the conduct of academically-oriented inquiry, and to protect the interests of the institution. Some Medical Assisting Program courses involve classroom, laboratory, and clinical activities where learning by students requires the use of fellow students as part of the training procedures and/or demonstrations. This means that you will be undergoing procedures given by your fellow students.

ELECTROCARDIOGRAPHY (ECG/EKG) - involves being a "patient" for the performance of an EKG by a fellow student. This requires partially disrobing and being draped appropriately to avoid undue embarrassment in a room that is private and separate from the rest of the classroom.

Possible risks and discomforts:	Personal embarrassment
Benefits:	Participation in a learning experience necessary to become a medical assistant. Acquisition of empathy for future patients undergoing EKG

LABORATORY TESTING OF BODY FLUIDS - involves working with body fluids (such as blood and urine) obtained from fellow students within the classroom laboratory.

Possible risks and discomforts:	Exposure to infection carried by body fluids Injury while handling laboratory equipment
Benefits:	Participation in a learning experience necessary to become a medical assistant. Acquisition of empathy for future patients undergoing testing

INJECTIONS - involves being the recipient of one or more injections administered by a fellow student. Each will contain sterile saline and be given privately under the direct supervision of the course instructor.

Possible risks and discomforts:	Personal embarrassment Damage to nerve, muscle, or other soft tissue Introduction of infection into body tissues Pain resulting from the procedure itself
Benefits:	Participation in a learning experience necessary to become a medical assistant Acquisition of empathy for future patients undergoing injections

VENIPUNCTURE - involves being the recipient of one or more venipuncture procedure(s) performed by fellow students for the purpose of obtaining venous blood samples under the private and direct supervision of the course instructor.

Possible risks and discomforts:	Damage to nerve, muscle, or other soft tissue Introduction of infection into body tissues Pain resulting from the procedure itself Bleeding that may result in bruising
Benefits:	Participation in a learning experience necessary to become a medical assistant Acquisition of empathy for future patients undergoing venipuncture

FINGERSTICK - involves receiving numerous fingersticks performed by fellow students for the purpose of obtaining capillary blood samples under the direct supervision of the course instructor.

Possible risks and discomforts:	Damage to nerve, muscle, or other soft tissue Introduction of infection into body tissues Pain resulting from the procedure itself Bleeding that may result in bruising
Benefits:	Participation in a learning experience necessary to become a medical assistant Acquisition of empathy for future patients undergoing injections

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Release of Liability against Lake Washington Institute of Technology

- As a student in the Medical Assisting Program sponsored by Lake Washington Institute of Technology, I am aware of the risks and hazards of personal injury incident to my voluntary participation in that program. These include, but may not be limited to risk of invasive injuries, exposure to bio-hazardous materials or musculoskeletal injuries.

- I understand that it is to my educational benefit to serve as a subject and/or patient-simulator in clinical learning laboratory and classroom situations. It is my understanding that all activities are performed under appropriate supervision, and according to applicable laws, regulations and safety standards.

- I further understand it is my right to express any and all concerns and/or contraindications for activities for which I am subject. I will report immediately any adverse reactions that I may experience. I understand that I may revoke this consent in writing at any time and that if I refuse to participate in any Medical Assistant Program activities that may place me at risk, as outlined above, that I am responsible to provide an appropriate subject for the completion of the required activity.

- I verify that I have an opportunity to ask questions regarding circumstances outlined above.

- I further state that I am of legal age and legally competent to sign this agreement or that I will obtain a signature from my legal guardian. I have read and understand the terms of this agreement and I sign the agreement as my own free act.

_____ _____
Signature Date

_____
Printed Name

_____
SID #

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Immunization Policy

I understand that my Hepatitis B series must be started prior to taking MEDA 125 and MEDA 139. This is a requirement to participate in invasive procedures. I further understand that clinical labs are critical for success in those courses and in the Medical Assisting Program. I also may be denied or have difficulty obtaining Externship placement and employment in the field of health care. This form will be placed in your Medical Assisting Program student file.

ALL REQUIRED IMMUNIZATIONS AND TB TESTING
(with the exception of the third Hepatitis-B)
MUST BE COMPLETED BY THE END OF WEEK 5 OF THE QUARTER BEFORE EXTERNSHIP.

I understand that as a student in the Medical Assisting Program (including Externship) I have an increased risk of contracting vaccine preventable diseases. I will either provide proof of vaccinations and TB test or provide a waiver.

Failure to obtain immunizations and TB test for any reason may result in denied access to labs, competency evaluations and inability to obtain Externship placement and employment in the field of health care.

By signing this waiver, I am stating that I understand all of the above and that I release Lake Washington Institute of Technology and my instructors of any responsibility of my contracting vaccine preventable diseases while in the Medical Assisting Program. I am also acknowledging that these records will be shared with my extern site(s) without further notice.

_____ _____
Signature Date

_____
Printed Name

_____
SID #

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Student Information Release

Name of student making the request: _____
(Please print clearly: Last Name, First Name, M.I.)

Student ID Number: _____-_____- _____

I authorize the Lake Washington Institute of Technology Medical Assisting Department to release information to the clinical site(s) to which I am assigned during my enrollment and participation in the Medical Assisting Program at Lake Washington Institute of Technology. Information to be released includes documentation related but not limited to:

- Current Healthcare Provider CPR
- HIV/AIDS training
- Blood borne pathogen training
- Student identification badge (LWTech)
- Health Insurance
- National background check
- Drug testing (if required by clinical site)
- HIPAA Privacy training
- Immunization records

I further understand that refusing to authorize the release of the above information to clinical sites may jeopardize my ability to continue in the Medical Assisting Program.

My signature below signifies my approval to release the above information to clinical sites associated with the Lake Washington Institute of Technology Medical Assisting Program during the course of my enrollment in the program.

The authorization for this release will expire:

- Once I complete the Medical Assisting Program or
- If I am no longer enrolled for courses in the Medical Assisting Program

Student Signature Is Required: _____
Signature Date

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Invasive Procedure Permission Policy

I, _____ understand that venipuncture and medication injection procedures are skills taught in the Medical Assisting curriculum. I also understand that "clinical" competency requires me to perform these skills on an individual other than a mannequin, therefore I will allow a fellow student to perform or not perform (circle one) these skills on me under the direct supervision of the faculty.

_____ _____
Signature Date

_____
Printed Name

_____
SID #

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Media Consent Form

I hereby grant permission for Lake Washington Institute of Technology (LWTech) to record by videotape, audiotape, digital means, or otherwise, my image during educational experiences. LWTech includes, but is not limited to, employees of LWTech and any other agent, representative, or person authorized by LWTech to make the recording and use it as described below.

Recordings will be made by the LWTech Medical Assisting Program for educational purposes and will not be used for commercial purposes. I grant permission to LWTech to (check items you grant permission for):
Use all or part of this recording in podcasts originating from LWTech which may be available to the public.

Post all or part of this recording on YouTube, Facebook, iTunes, or other open websites.
Incorporate all or any portion of the recording in LWTech's publications and/or public relations media.
Duplicate the recording for educational purposes.

I understand that I am not entitled to receive any compensation for the recording or LWTech's use thereof, as described above, and that the recording may be archived for future use.

_____ _____
Signature Date

_____
Printed Name

_____
Address

_____
City, State, Zip code

_____
Phone number

_____
Email

I do NOT grant LW tech permission to record by videotape, audiotape, digital means, or otherwise, my image during educational experiences.

Printed name _____signature_____date _____

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Acknowledgement of Student Handbook

I have read the policies and responsibilities contained in this handbook. I understand that failure to comply with the established guidelines may result in probation and/or dismissal from the Medical Assisting Program.

This handbook was developed to assist students throughout the Medical Assisting Program. Students are expected to be familiar with the information provided in this handbook and the Lake Washington Institute of Technology Student Handbook.

Clarification of information contained in this handbook must come from the Faculty Director.

I agree to observe the policies and procedures contained in this handbook.

_____ _____
Signature Date

_____
Printed Name

_____
SID #

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Medical Assisting Clinical Passport: Document checklist for externship

Measles (Rubeola), Mumps, Rubella Immunity (MMR)

1. Proof of vaccination: Two doses of MMR vaccine or separate measles, mumps and rubella contained vaccine are required.
2. Measles (Rubeola), mumps and rubella documentation by immune titer is acceptable. If titer is negative, vaccine needs to be given. Titers for all three diseases must be drawn to avoid repeating immunization series.

MMR First Vaccine Date: _____ Second Vaccine Date: _____

OR

Titer Date: _____ Results: _____ If not immune, vaccine needs to be given.

Hepatitis B Vaccine

First dose _____ Second Dose _____ Third Dose _____ confirmation titer _____

OR Titer date, if no documentation of immunization available _____

2-step Tuberculin Test (Mantoux)

1. 2-step test required (2 separate tests placed 2 weeks apart) if no TST on file within 364 days before extern placement

   Test 1 placement date _____ read date _____ results _____ mm

   Test 2 placement date _____ read date _____ results _____ mm
2. OR Annual TB IGRA ("Quanteferon Gold blood test") date _____ results_____
3. If new positive test: X-ray date: _____ X-ray normal or abnormal? _____ Treatment? _____

Tetanus, Diphtheria, Pertussis (Tdap) – needed every 10 years

Date Given: _____

Varicella (Chickenpox) need two vaccine doses OR positive titer

Titer: Date: _____ Results: _____ OR Vaccine Date: (1) _____ (2) _____

Flu vaccine in season (Fall or Winter)

The influenza vaccine will be mandatory for most extern sites.

Date given:

Additional documents needed 5 weeks prior to externship quarter: (all docs to be uploaded to Castlebranch)

WA state mandated 7-Hour HIV training certificate (IFAD 216) DATE _____

2-hour Bloodborne Pathogen training certificate (IFAD 216) DATE _____

Current American Heart Assoc BLS Provider-level CPR card DATE _____

Physical exam signed by physician DATE _____

Acknowledgement of Handbook signed DATE _____

SOME extern sites require drug testing or additional background checks. Failure to comply with drug testing or background checks may delay or eliminate placement in externship.

I understand the above information and deadlines, and am willing to release the above information to extern sites.

Printed name _____ Signature _____ Date _____

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Lake Washington Institute of Technology
Medical Assisting
Student Health Examination Form

Name _____ Date of Birth _____

On entering the Medical Assisting program, each student is required to submit a completed physical form signed by a medical provider.
Clinical affiliates require verification of health and required immunizations and lab tests in order for the student to be permitted into the facility. Lake Washington Institute of Technology reserves the right to not admit an applicant to a clinical course if the applicant cannot produce attestation of physical ability to perform routine medical assistant duties, or if the applicant cannot produce documentation of required immunizations and procedures.

Height _____ Weight _____

Pulse _____ Respirations _____ Blood Pressure _____

Are there any abnormalities of the following systems? If yes, describe to the right of the table:

	Normal	Abnormal
Head		
Eyes		
Ears		
Nose		
Throat		
Cardiovascular		
Respiratory		
Gastrointestinal		
Genitourinary		
Musculoskeletal		
Neurological		

I have examined _____and find the applicant capable of delivering direct patient care and/or client services in keeping with the "Essential Functions of Medical Assisting Students" (see description below).

_____ _____ _____
Printed Name of Physician Physician's Signature Date

Physician Address and phone: _____

Essential Functions of Medical Assisting Students

Qualified applicants are expected to meet all externship criteria, as well as these essential abilities (technical standards) with or without reasonable accommodations. Students requesting accommodations to meet these criteria must inform the Program Chair in writing of the need for accommodations prior to the time of externship placement.

Please see below descriptions:

Essential Function	Description	Examples
Observation	**Use of senses:**	
	Visual	Identify color changes in skin, sclera, and lab test results Locate veins to draw blood Regulate equipment (pulmonary function, EKG, and point of care chemistry, computer) Eye-hand coordination (blood pressure, keyboard, diagnostic instruments
	Auditory	Identify and differentiate: blood pressure sounds, transcription Differentiate between sounds
	Touch, Smell	Pulse, respiration, urinalysis
Communication	**Interaction and Therapeutic Communication:**	
	Speech	With clients, families, health care team members
	Non verbal	Identify/interpret non-verbal communications
	Writing, Recording	Charting and other written documentation
	Reading	Orders (typed and handwritten), policies, procedures, and instructions
		Measurement, recording, evaluating
Intellectual/ Conceptual	**Ability to Problem Solve:**	
	Critical Thinking Measuring Calculating	Medication calculation and administration: PO, IM, and IV Lab/diagnostic procedure implementation and interpretation of findings/observations Delivery and delegation of care

	Analyzing Prioritizing Synthesizing	
Motor	**Physical Ability:**	
	Gross Motor Skills Strength Flexibility Extension	Lift position and assist clients with position changes and ambulation Lift, position and move equipment Administer and assist clients with treatments Walk and stand for prolonged periods throughout the day
	Fine Motor Skills	Keyboarding, computer Fasten masks and protective gowns Perform CPR Provide routine and emergency care Touch and palpate Manipulate equipment
Behavioral/ Social	**Emotional Stability:**	
	Flexibility Function Under Stress	Accept responsibility for delegated client care
		Plan and implement execution of duties within a given time frame
	Demonstrate Caring Behavior	Avoid demonstrating personal stress or frustration when interacting with client's and significant others
	Follow up Doctor's plan for continuity of care	Interact professionally with client and significant others in a positive manner without demonstrating personal frustration Identify client knowledge deficits Implement Doctor authorized teaching plans Interact professionally with client, significant others and health care team members and organizations

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Student Handbook

2018-2019

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INTRODUCTION

September, 2018

Welcome to the Nursing Program at Lake Washington Institute of Technology. The nursing faculty and staff at Lake Washington Institute of Technology (LWTech) are here to facilitate your academic and clinical success to help you reach your goal of becoming a knowledgeable and responsible Registered Nurse. Prepared to be mentors and advocates of adult learners, the faculty and staff believe that students receive an excellent and rewarding education that prepares them for entry-level nursing practice in an ever-changing healthcare field. Collaborating with experienced nursing faculty and healthcare providers, students will experience growth and opportunities to expand their nursing knowledge and develop inter professional skills consecutively.

This handbook contains policies and guidelines for the Nursing Program. Standards for Nursing Student conduct and professionalism are described for students enrolled at LWTech. Each student is expected to be familiar with the contents of this handbook and will be responsible for following the guidelines provided. This handbook does not replace the LWTech college catalog.

Both the broader college catalog and nursing program policies and procedures must be followed.

The Nursing leadership and faculty reserve the right to make program changes as needed, and to change without previous notice, any information requirements and regulations published in this document. Changes, once made, will be announced.

As a faculty our commitment to you is to be open and honest, treat you with respect, and be accountable and committed to doing our very best. The faculty adheres to the ANA code of Ethics, the National Education Code of Ethics, and all competencies and standards of the nursing profession. Wishing you success.

Sincerely,

Chitra Sharifian, DNP, RN-BC, ONC

Associate Dean, Nursing Program

LWTECH NURSING ADMINISTRATION AND FACULTY

Administration

Chitra Sharifian, *Associate Dean*, Nursing Programs

Bryan Cofer, Clinical Coordinator, Nursing Program

Misty Vargas, Administrative Assistant, Nursing Program

Jamilyn Penn, *Dean of Health Sciences*

Full time Faculty

Tara James MN, RN Assistant Professor, Pediatrics	Lizabeth Reents MSN, RN Assistant Professor, Medical Surgical
Melissa Hernandez, MN, RN Assistant Professor, Medical-Surgical	Pacha Badibanga MN, RN Assistant Professor, Medical- Surgical
Suzanne Dalgarn MN, ARNP, RN Professor, Mental Health	Anita Hedlund MN, RN Assistant Professor, Obstetrics

Adjunct Faculty (May change throughout year)

Anna Maul, BSN, RN Adjunct Faculty, Medical-Surgical	Chrisondra Scheffler, BSN, RN Adjunct Faculty, Medical-Surgical
Ali Valibigi, MN, RN Adjunct Faculty, Medical-Surgical	Jodi Cooley, BSN, RN Adjunct Faculty, Mental Health
Terri Fredlaw, BSN, RN Adjunct Faculty, Medical Surgical	Aurora Vandewark, BSN, RN Adjunct Faculty, Obstetric
Andrea Brady, MN, RN Adjunct Faculty, Medical Surgical	

Susan Bayes MN, RN Associate Professor, Medical-Surgical	Leah Ngoche, MN, RN Adjunct Faculty, NICU, Peds

NURSING PROGRAMS MISSION AND PHILOSOPHY

Mission

To prepare students who are highly educated, technically advanced, competent and caring individuals to practice professional nursing in a variety of settings, and to participate in lifelong learning. The program graduates nurse ready for today's market and is constantly improving for tomorrow's opportunities.

In addition, the Nursing Program is dedicated to fostering student excellence and to developing productive citizens who function as skilled professionals. Further, we champion teaching, inquiry, creative activities, community involvement through health initiatives, and life-long learning.

Philosophy

Guided by a multidisciplinary body of knowledge as well as nursing theory, nursing is characterized by a commitment to the value of caring, to meeting the legal and ethical standards for the profession, and to life-long learning. Nurses practice holistically with clients and families who have a wide variety of cultural and ethnic backgrounds. Utilizing critical thinking within the nursing process, the nurse practices within the roles of caregiver, decision maker, user of information technology, communicator, teacher, manager of care, collaborator within the health care team, leader with in the nursing team, and member of the profession with the goal of promoting optimal functioning and health for individuals, families and communities.

Nursing Education

Nursing education is dynamic and responds to current and future needs of individuals, groups, and communities in a constant changing health care environment.

Nursing education consists of basic preparation and continuing education. Basic education prepares graduates eligible to take the national licensure examination for practical and registered nurses. Continuing education enhances the nurses' health related knowledge and skills, supporting lifelong learning.

Faculty

The faculty recognizes that students enter the nursing program with a variety of educational and life experiences. The faculty believes that learning is a lifelong process enabling students to assimilate knowledge and develop values, skills, and

competencies. The faculty believes that learning and teaching are interactive processes and expects the student to assume an active role. The faculty uses a variety of instructional strategies to facilitate critical thinking, problem solving and individualized learning experiences. Resulting acquisition of new skills and knowledge enable the Associate Degree Nurse to make decisions and take actions that are consistent with standards for nursing practice.

To support this mission and philosophy, the faculty contributes individual expertise in both the clinical and academic arena. The collective result is a fully integrated nursing program to prepare entry level and professional nurses as well as promote the qualities of a good education as set out by Lake Washington Institute of Technology. By example, the faculty demonstrates effective team work, open communication, dedication to the profession, and an abiding commitment for education. It is by example, the students are able to observe, integrate and practice the values of the college and the profession. The faculty's approach is based on adaptation, self-care, environment, and interactive adjustments in which we teach the nurse to assist the individual in making internal or external life modifications to optimize physical, emotional, spiritual, and intellectual resources to enhance the quality of life. The faculty believes:

- Knowledge and application are inseparable
- Abilities are complex integrations of knowledge, dispositions, skills and self-perceptions
- Assessment is an integral part of learning, both as a means of assisting the learning process and a validation of individual achievement.
- Safety is the priority in nursing and is accomplished through competency.

NURSING CONGRESS

Nursing Congress will be held on the first day of each quarter. It may be considered clinical time and attendance **is mandatory.** There will be no makeup assignments. Attire is business casual. If attire is does not meet the standards, you will receive a clinical absence for the day.

Nursing Congress is a professional activity for faculty and nursing students to engage in professional discussions, activities, and lectures. Clinical orientation will occur, time permitting.

STUDENTS

Students are invited to attend the program based on academic achievement, life experiences, work experience, and a desire to work in a health care environment. The program encourages applications from students who seek learning as a lifelong, and active process. Student responsibility and integrity are modeled and taught via course objectives, clinical expectations,

individual participation, group contribution, and faculty feedback. Professionalism is demonstrated and taught throughout the program, in theory, lab and practicum.

ADVISING

Once accepted into the program, each student is assigned a nursing faculty advisor to work with throughout the program. The role of the advisor is solely professional and academic. Any outside issues will need to be dealt with by appropriate persons. Academic advisors will provide academic/nursing counseling and represent you at faculty meetings.

PROGRAM HIGHLIGHTS

Program Learning Outcomes (PLO)

The program has learning outcomes. The outcomes are the competencies each graduate has integrated into their practice. Each course teaches to Program Learning Outcomes. The outcomes are:

Holistically care for self, patients, colleagues, and community within an ethical, legal, and diverse framework within the scope of practice of the RN.

Level of achievement: Twelve months past graduation, a majority of responding

graduates will indicate satisfaction with the ability to effectively utilize the

nursing process and provision of culturally appropriate care.

Demonstrate competency in educating and communicating with patients, families, interdisciplinary teams, and systems with a focus on quality health care promotion and functional patient centered outcomes.

Level of achievement: Twelve months past graduation, a majority of responding graduates will indicate satisfaction in educating and communicating with patients, families, interdisciplinary teams, and systems.

Implement the nursing care process to demonstrate safe, competent and evidenced based care within a variety of settings using appropriate tools and technologies.

Level of achievement: Eighty-five percent (85%) of graduates will achieve a score of 75% on the ATI NCLEX Predictor Exam.

Level of achievement: Overall, yearly, first-time pass rate for the NCLEX-RN will be 90% or greater.

Utilize clinical reasoning skills to synthesize patient assessment data, scientific knowledge, and pharmacology to safely manage a rapidly changing health care status.

Level of achievement: Demonstrate a score of "2" or greater, in critical thinking, on the final clinical evaluation of each.

Provide leadership to effectively collaborate and delegate with patient, family, interdisciplinary, systems administration and the wider community.

Level of achievement: Twelve months past graduation, a majority of responding employers will indicate satisfaction with graduate performance in the use of the nursing process and provision of culturally appropriate care.

Demonstrate commitment, accountability, integrity, and discretionary judgment in their nursing practice.

Level of achievement: Twelve months past graduation, a majority of responding employers will indicate satisfaction with graduate performance regarding the professional attributes of commitment, accountability, integrity, and discretionary judgment.

Recognize their role in shaping healthcare delivery

Level of achievement: Twelve months past graduation a majority of responding graduates will indicate intent to enroll in further higher education in nursing.

Course Learning Outcomes (CLO)

The course learning outcomes are subsets to program learning outcomes. Each course learning outcome identified with a **QSEN (Quality and Safety Education for Nurses) competency** or college global outcome is mapped to identify how it is taught, measured and evaluated. The foundations of the nursing curriculum provide the structure for determining inclusiveness and direction for the program of study.

Core Values provide the broad foundation upon which the nursing courses are built. Values are those beliefs and ideals that serve as standards for behavior. These values lead to an assumption that nurses who are prepared in this program will integrate core values into their future practice.

Patient centered care is a commitment, by the nurse, to listen, inform, respect and be involved with each individual in making decisions regarding their care. Therefore, nurses must consider the patient's cultural traditions, personal preferences, values, familial situations, social circumstances, environment, and lifestyle in aiding the patient to make decisions. Patient-

centered care assists the patient to assume increasing responsibility for defining and maintaining health or moving toward a dignified death.

Human diversity is an awareness of and sensitivity to any human's unique cultural and/or societal beliefs and practices. Concern for diversity is expressed by caring for patients in a way that matches their perceptions of health.

Nursing ethics are the values or moral principles governing relationships and guiding actions between the nurse and patient, the patient's family, other members of the health professionals, and the general public. Thinking carefully about the ethical aspects of nursing decisions helps us make choices that are right, good, fair, and just.

Caring is a necessary and basic condition of life. Professional caring is an interaction between a giver and recipient directed toward maximizing positive health outcomes and assisting individuals to attain the highest level of wellness they desire. The expressions of caring are:

- A feeling of compassion
- An attitude of concern
- A philosophy of commitment
- An ethical disposition in the situation
- Acts of doing for another
- Conscious attention to the monitoring, surveillance, and protection of well-being.
- Nurturance of growth and adaptation
- The courage of entering into the experience of another and being fully present
- Advocacy on behalf of another
- Caring contributes to the perception of a safe environment and is an integrative force that organizes and binds together all the resources of the nurse.

Holism is a view of each individual as a unique and complex human being comprised of physiological, psychological, sociocultural, and spiritual components. Nurses consider the whole person in the context of the total environment.

Student Learning Outcomes (SLO)

Student learning outcomes may be a subset to course learning outcomes. These outcomes are typically identified with the weekly calendar and are representative of the outcomes you will be tested on or evaluated on in written assessments.

Student Learning Outcome

Lake Washington Institute of Technology Student Learning Outcomes (SLOs)	**Corresponding Quality and Safety Competencies for Education in Nursing (QSEN) ****
1. Demonstrate leadership skills that integrate an understanding of organizational systems and the internal and external forces impacting decision making.	Teamwork and Collaboration Quality Improvement
2. Engage in evidence-based practice as a means of enhancing the quality and safety of client care.	Evidence Based Practice Quality Improvement
3. Use information technologies to improve outcomes and the environments in which nursing practice occurs.	Informatics Teamwork and Collaboration
4. Utilize the nursing process to plan and implement culturally appropriate, patient-centered care to promote health and prevent disease and injury for diverse populations.	Patient-Centered Care Teamwork and Collaboration Evidence Based Practice Safety
5.Developcollaborative relationships both inter- and intra-professionally that enable the nurse to effectively advocate for clients, the nursing profession, and the health care system.	Teamwork and Collaboration Quality Improvement Safety
6. Model professionalism based on personal values, ethical principles, and the nursing profession's values and standards.	Teamwork and Collaboration

*AACN (2008) The Essentials of Baccalaureate Education for Professional Nursing. Available at http://www.aacn.nche.edu/education-resources/baccessentials08.pdf

**QSEN Institute (2009). QSEN Undergraduate Knowledge, Skills and Attitudes (KSAs). Available at http://qsen.org/competencies/pre-licensure-ksas/

Student Competencies

Student competencies represent the elements of nursing practice that weave in and out of the program of study producing the final tapestry of nursing knowledge and skills. They are continuous elements that are developed in an evolving way throughout the various courses. In each course, the competencies are studied, in a distinct way, with increasing complexity throughout the curriculum.

Clinical reasoning is defined as the observed outcome of critical thinking and decision-making. It is a process that uses nursing knowledge to observe and access presenting situations, identify prioritized patient concerns, and generate the best possible evidence-based solutions in order to deliver safe patient care.

Communication is the verbal and non-verbal exchange of ideas, feelings, thoughts, and knowledge between individuals. Communication includes such methods as talking and listening; writing and reading; or expressive forms such as touch and other body movements. Thus, communication includes all the modalities by which one individual affects another. Communication serves as a catalyst for shaping relationships in all interactions in which the nurse engages. Communication between the nurse and patient is considered therapeutic when interactions are directed toward achieving optimum outcomes for the patient.

Teamwork and collaboration represents effective functioning within nursing and interprofessional teams to foster open communication, develop mutual respect, and create shared decision-making for achievement of quality patient care.

Evidence-based practice involves the integration of current research findings and clinical expertise to guide the selection and implementation of therapeutic strategies designed to bring the individual to a state of optimum health.

Quality Improvement involves the use of data and improvement methods to create changes that improve quality and safety in healthcare delivery.

Safety minimizes risk of harm to patients and providers through system effectiveness and individual performance.

Informatics utilizes information and technology to communicate and manage care, mitigate error, and support decision-making.

Program of Study

A combination of lecture, demonstration, discussion, hands-on laboratory experience, small group discussion, case study, observation, written projects and reports, clinical practice, audio visual and computer-assisted learning methods are used throughout the programs.

Throughout the Nursing Programs, supervised clinical experiences afford the student the opportunity to put knowledge and skills learned into practice with real patients in a variety of clinical settings. Students are assigned to clinical groups of approximately 6 to 8. These groups may rotate to a new clinical site or simulation for an enhanced experience. In this way, the student has the opportunity to learn and apply skills in a variety of settings and to interact with a variety of clinical instructors, nursing staff members, and new learning situations.

Clinical experiences also take place in a variety of specialty areas. While shorter in length, these experiences provide the student with exposure to additional settings where nurses are employed. They include maternal child nursing as well as pediatrics, medication administration, mental health, advanced medical/surgical nurse experience. Each clinical day may include a clinical conference in which students share learning experiences. Clinical sites are located throughout the greater Eastside and Seattle area and southern Snohomish County. Shifts will vary by clinical agency. Schedules are determined by faculty based on facility availability. Commuting issues and child care issues need to be managed by the student.

NURSING PROGRAM POLICIES

All nursing students are subject to the policies and procedures of Lake Washington Institute of Technology as stated in the general Student Handbook. Variations do exist for the nursing program due to the nature and sequencing of this program. If you have any questions regarding these policies, please see the nursing program director. All policies are posted on the Nursing Forum in the CANVAS Learning System.

Channels of Communication

The channels of communication reflect the history and tradition of nursing, founded in religious and military roots. There is an expectation of mutual respect between faculty and students. If an issue should arise, the student schedules a meeting to discuss the issue directly with the faculty member. Issues are often resolved by direct communication. If the issue is not resolved at the faculty level, the second step is the see the faculty advisor. If the faculty advisor is unable to assist in resolving the issue, the next step is the Associate Dean for Nursing. If the issue needs to go above the Associate Dean, students may schedule an appointment with the Dean for Health Sciences. This appointment must be scheduled with the Dean’s Administrative Assistant.

Grade Appeal Process

Grade appeals are managed in compliance with the college student handbook. This appeal process is also listed online: https://www.lwtech.edu/about/policies-procedures/grade-appeal/ The student must first appeal to the faculty, then follow the communication chain. The Division Dean is the final decision maker in this process.

Program Grievance

Non-academic concerns need to be brought forward as well. Students who wish to file a formal written grievance regarding any action taken (other than grades or academic progression) must follow the college's procedure as published online:

https://www.lwtech.edu/about/policies-procedures/grievances-appeals/

Other student issues may be brought to the Student Quality Council and/or Program Faculty for input to the Director. The above Channels of Communication will guide the student in informal pathways for addressing concerns.

STUDENT GOVERNANCE

All students are encouraged to provide input on decisions including admission standards, curriculum, student services, and the teaching/learning process. Students are invited to become active in student government and nursing student associations and organizations, both on campus and in the community.

The following list includes a sample of ways that students can become involved in governance:

- Participate in course
- clinical, faculty
- program
- alumni surveys
- Provide honest and fair feedback to your instructor when asked to complete instructor and course evaluations at the end of a course
- Participate in Student Quality Council activities.
- Volunteer for committee membership by informing the Director Nursing Programs in writing that you would like to serve on the Curriculum, Advisory, and/or Student Affairs Committees.
- Provide input when your peers are representing your issues at committee meetings and student forums.

Students have input into the program and college through the Quality Student Council, the Student Nursing Organization, Nursing Advisory Committee and the Association of Student Government. Students also have access to any administrator in the college. At all times, it is requested the Chain of Communication be followed.

INFORMATION TECHNOLOGY

Courses within the nursing program of study use online resources as a learning and communication tool between instructors and students. Students will need access to a computer and network connection. It is highly recommended each student have a personal laptop computer.

Criteria for use of mobile device during clinical and classroom rotations

Mobile devices can be a valuable tool for healthcare education when used appropriately. The following guidelines apply:

Professional behavior and proper technology etiquette should be observed at all times when using cell phones, iPads, iPods, mobile devices, laptops or other electronic devices. These may be used only when authorized by faculty and for clinical activities, not personal use.

Cell phone/mobile device/mobile devices appliances must be on “airplane mode” or “silent” during class or clinical experiences.

No photos may be taken by students in the clinical agency or lab environments. The exception to taking photos or videos in the laboratory environment is when it is a course assignment.

No personal phone conversations or texting allowed at any time while in a client area. Using a personal mobile phone during clinical will be subject to disciplinary action. See Handbook Section on Disciplinary Action.

For combined cell phone/mobile device appliances, students are expected to have the equipment turned off if agency policy requires it and to go to an area designated for cell phone use when accessing information on their mobile device when needed.

Be respectful to the client at all times and ensure that your entire attention is focused on the client when you are in the client’s room. If you are using the mobile device at the bedside be sure to explain why the device is being used and how this will help in their care.

Faculty or hospital staff may ask to see what programs you are using at any time. Use of facility computers for personal use is prohibited.

You must protect the confidentiality of patient information at all times in accordance with HIPAA.

Students may not take any photographs of clients or client records, nor make Xerox copies of client records.

Students who violate patient privacy with the mobile device will be subject to HIPAA infractions of the clinical agency as well as program action. Just as other medical equipment may act as a reservoir for microorganisms and contribute to the transfer of pathogens, so may mobile devices. Be sure to disinfect/decontaminate them as needed.

Social networking sites

When contributing to a social networking site, it is important to remember that everyone can see and read what is placed on the site. Keep your interactions professional and err on the conservative side when placing written communication or posting pictures.

Always remember that your online presence reflects you as a professional. Be aware that your actions captured via images, posts, or comments can reflect on you and many recruiters now routinely search the social networking venues when considering people for a new hire. It is never appropriate to post photos or information about a patient. Inappropriate social network postings can be subject to disciplinary action from the nursing program. See section on disciplinary action.

STUDENT RESPONSIBILITIES/DRESS CODE

Professional Appearance

The following guidelines are required for students to remain in compliance with the dress code.

Appearance must be professional, clean and neat and students must present themselves in a professional manner at all times while enrolled in the nursing program. Students must be in compliance with the professional dress code guidelines at all times to remain in the classroom and clinical setting. In uniform, students represent themselves, Lake Washington Institute of Technology, the Nursing Program, and the nursing profession.

Students begin wearing the Lake Washington Institute of Technology Nursing uniform during the first quarter when participating in lab courses at the Skill Lab, and later when at clinical agencies.

Any questions about the appropriateness of attire will be resolved at the discretion of the clinical faculty.

Uniform: The uniform consists of grey scrubs top and pants. These items can be purchased at the Lake Washington Institute of Technology Bookstore. At all times the uniform should be clean and pressed. Students in preceptorship are required to wear the official nursing program uniform scrubs unless otherwise required by the agency. Sweaters, hoodies, or other types of similar apparel are not permitted in the clinical setting because it interferes with patient care.

Shoes: "Professional" shoes with non-perforated leather or rubber uppers are required (no canvas). Shoes should have closed toes (for safety with liquid spills, bodily fluids, and sharp instruments), offer good support, and should be reserved for clinical use only. Uniform style shoes are to be white/black with low heels. No open toes, backless shoes or sandals. Clogs with a back strap are permitted. Shoes and laces must be clean at all times when in the clinical setting. Shoes should be clean and polished.

Name badge: Students are required to wear a name badge identifying them as Lake Washington Institute of Technology nursing students at all times in all clinical settings. Picture ID badge must be worn at all times above the waist with the picture facing forward while in the clinical agency.

Additional Nursing Program dress code considerations:

• Students must be personally clean and well-groomed to minimize odor.

• Perfume, cologne, aftershave and lotions with fragrances should not be worn. Strong odors may cause nausea, and many clients are allergic to perfumes.

• Hair must be clean, combed, worn up/off the collar, and worn back from face while in uniform to meet health and safety standards. Long hair should be gathered to the back and arranged up for cleanliness and safety. Closely trimmed beards, sideburns, and mustaches are permitted, but must meet facility policy for client safety.

• Makeup should be worn with discretion and moderation.

• Nails should be kept short, clean, and in good repair. If nail polish is worn, it should be neutral and not chipped. Acrylic nails are not allowed, as they promote bacterial growth and put patients at risk for infection.

• Jewelry should be minimal (ex: a wedding band; small, plain, non-dangling earrings). Some clinical agencies and units require students to remove all jewelry. If this is the case, clinical faculty will inform students of this restriction.

• Students must adhere to the agency's dress code in accordance with jewelry and tattoos. The Nursing Program policy is that body art, piercings, plugs, etc. cannot interfere with patient care.

- No chewing gum while in the nursing laboratory or in the clinical setting.
- Clinical Requiring Street Clothes: Professional attire is expected. Any specific agency/facility specifications will be followed. If there are exceptions, alternate style of uniform may be required on other occasions such as office and clinic visits, as indicated by the instructor. Guidelines for appropriate attire will be provided by the clinical instructor.

Clinical Agency Policies: In all cases, the student must be in compliance with the professional appearance policy, or dress code policy of the clinical agency. No changes will be made to the location of clinical experiences based on unwillingness to follow clinical agency policies.

A student may be dismissed from the program and receive a failing grade in the course based on the inability to place the student in a clinical facility due to noncompliance with the professional appearance policies

.

HEALTH AND SAFETY GUIDELINES

The health of the nurse is a safety issue for the patient. Nurses have the obligation to prevent the spread of disease.

Health Declaration

It is essential that nursing students be able to perform a number of physical activities in the laboratory and clinical portions of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students must be able to provide direct patient care with no restrictions. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions to remain in the program. Individuals should give careful consideration to the mental and physical demands of the program prior to application.

Health and Safety Requirements*

All students entering nursing courses must meet all Health and Safety requirements to maintain enrollment status for the course. Students will meet these requirements by providing a completed and signed Health and Safety Documentation Checklist with all accompanying required documentation and the Health Care Provider Signature Form to the Nursing Department as

directed. Students unable or unwilling to provide documentation of compliance with the Health and Safety Requirements will not be registered or allowed to continue in nursing clinical courses. A physician note or other documentation will not negate the need to complete all health and safety documentation requirements due to the need to protect patient safety. There are no exceptions to these requirements. In circumstances of student illness, injury, or other health limitations, both the clinical agency and the college health policies must be upheld. The faculty member and/or clinical agency representative will determine a student's ability to provide nursing care, regardless of a physician's approval for return.

* Health and Safety requirements an agency requirement.

Disabilities

Students are expected to participate fully in activities required by the program. See the Essential /Functional Abilities for Nursing Students. If a student believes they cannot meet the standards without accommodations, the student must notify the Disability Support Services (DSS) Office. Official documentation of the disability is required for any accommodation including but not limited to additional time to meet requirements, alternative environments, or modified reference materials.

The DSS Office, in conjunction with the nursing program, must determine, on an individual basis, whether reasonable accommodation can be made. Preservation of patient safety will be an integral part of this determination. Accommodations will be given only with appropriate documentation and notification to the program by DSS.

Any student having a temporary medical condition inhibiting/restricting their activities must supply a written explanation from their health care provider to the DSS Office. Should a student become unable to participate fully in the program's activities, they may be given an incomplete or withdrawn.

Essential/Functional Abilities for Nursing Students

Individuals enrolled in the LWTech Nursing program must be able to perform certain Skills. See Appendix A: Functional Abilities for details.

CLINICAL PASSPORT/CLINICAL ELIGIABILITY/CLEARNACE

All pre-licensure RN students are required to submit a **Clinical Passport** by the **designated deadline for clinical clearance prior to direct patient care contact and scheduled clinical hours. The Clinical Passport** published by North Puget Sound Clinical Placement Consortium

(NPSCPC) is the only authorized form. It is located on Nursing Forum and is designed for students to complete the form on-line.

Students are expected to have all immunizations up to date and entered in to the Immunization Tracker System by the announced deadline. A copy of all current immunization records must be kept by the student throughout the program and provide the program director with a hard copy upon request.

Clinical eligibility/clearance includes but is not limited to: ☐Seasonal influenza vaccine

- Hepatitis B Series Vaccine X 3 and a positive titer
- TB Test (Tuberculosis) 2 step PPD Skin Test or 2 consecutive yearly PPD's
- Measles, Mumps, and Rubella (MMR) vaccine X2 or titer showing immunity
- TDAP (Tetanus, Diphtheria, Pertussis) vaccine
- Varicella (Chickenpox) vaccine X 2 or titer showing immunity
- CPR: American Heart Association
- National Criminal Background check

Without the above compliance the student will not be cleared to attend their clinical courses. It is the student's responsibility to insure the form is complete. If the form is incomplete or not done, the student will be notified via email before the assigned deadline.

The following requirements expire and will need updating:

TB Testing – This is the most complicated and confusing requirement!

Original TB Requirement	**Expiration Date**	**Requirement for the Next Year**
A two-step in proper timing	The "read" date of the second step	A one-step PPD
A positive PPD with negative Chest X-Ray (CXR) results	The date of the CXR Radiological Report	A TB Clearance Letter/Signs & Symptoms Letter from a healthcare provider
A Quantiferon Gold Blood test (IGRA)	The "resulted" date of the lab work	Either another Quantiferon Gold Test OR a one-step PPD

NOTE: If you go over the expiration date by even one day, you are back to completing a twostep OR a Quantiferon Gold Test.

Other Requirements: Requirements:

Requirement	**How Long it is Good for**
Influenza	You need a new vaccine for each flu season (annual)
CPR	Two years – Must be AHA BLS
TDaP	Good for ten years

Criminal Background Checks

Each student is required to complete background checks prior to entry to the Nursing Program. In some situations, the Nursing Program may request separate background checks on individual students. Clinical agencies may also conduct Washington State Background checks to meet their own individual standards.

If a criminal background check shows a less than satisfactory result, clinical agencies are likely to refuse to allow the student to participate in the care of clients. While participation in class activities will not be limited, the inability to participate in clinical settings will prevent the student from successfully completing nursing courses and thereby prevent progress in the Nursing Program.

Questions about your criminal background will also be asked by the Washington State Nursing Commission on your application for licensure. If you have concerns about your past record, you should check with the Nursing Commission to find out whether you will be eligible for licensure.

If the Clinical Passport is not submitted by the required dead-line, the student will be withdrawn from the course and not allowed to attend clinical.

Physical Requirements for Attending Clinical

Providing direct patient care is physically demanding, students need to meet the physical requirements of the facility of a staff nurse in the same setting in which they are completing their clinical rotation. Any Physical conditions that may result in the inability to complete a clinical rotation include acute illness, injury or complications due to pregnancy. Changes in physical status that require activity limitation or bed rest will require documentation from the student's health care provider and may result in the need to withdraw from or take an incomplete in a course.

Report of Injury or Illness

Any injury that occurs during class or clinical work must be reported immediately to the instructor. The Lake Washington Institute of Technology Accident/Incident Report must be completed by the student and any witness to the event. The form is on Nursing Forum and/or can be provided by the instructor.

CLINICAL/LAB ATTENDANCE

Attendance is mandatory on each scheduled clinical day. The student is expected to be on the unit ready for duty at the time specified by the instructor. The student must actively participate and be in uniform to be counted as present. Greater than 2 absences may result in failure of the course/clinical lab. Missed class time includes; but is not limited to:

- Tardiness (twice is equal to a missed day)
- Leaving early
- Leaving for unscheduled breaks
- Disrupting pre or post conference with texting or cell phone usage

There **may not** be make-up time available so any absence must be discussed with your instructor and adviser.

If more than one day is missed in clinical or lab the student will be required to attend a makeup day at a time and place to be determined by the instructor or an assignment determined by instructor. If two days are missed due to illness a note from a health care provider must be provided to the clinical faculty.

You may not do any procedure in the clinical area that you have missed practicing in lab. Students must complete clinical assignments. Failure to complete on schedule will result in an unexcused absence.

You must inform your preceptor and/or instructor before the beginning of your shift if you will be absent to assure patient care needs are met. Failure to do so will constitute an unexcused absence.

Breaks and lunch policy will be consistent with workplace standard.

It is the student's responsibility to arrange for reliable transportation to and from the clinical sites.

PROFESSIONAL BEHAVIOR/PERSONAL ACCOUNTABILITY

- ✓ Be a self-directed learner including self-evaluation and peer evaluation.
- ✓ Retain and integrate knowledge from one course to another.
- ✓ Maintain all skills at an acceptable level and maintain a record of all learned skills and your progress in each course.
- ✓ Maintain all annual immunization schedules and or tests (PPD, CPR) Note all changes in health and Background checks on quarterly Attestation forms.

- ✓ Keep all evaluation appointments with your instructor and sign all evaluation reports as evidence that you have read them.

- ✓ Observe HIPAA Requirements per institution, maintaining strict patient confidentiality at all times.

- ✓ Be professional when representing the college and the Nursing Programs. Any misbehavior reflects on everyone in the program.

- ✓ Care for all patients assigned to them. This may include patients with infectious diseases such as AIDS and Hepatitis B.

- ✓ Report errors immediately to the clinical instructor and Staff RN. Failure to do so is unsafe, may harm the patient, and may result in dismissal.

- ✓ Seek assistance from the instructor to assure safe patient care as appropriate

- ✓ Recognize and assume responsibility for the consequences of your actions.

Self-Evaluation in Clinical

Students will:

- ➢ Identify (to the instructor) objectives they are having difficulty meeting.
- ➢ Recognize their own limitations and attempt only those procedures within their experience at LWTech Nursing Program.
- ➢ Complete the self-evaluation form at the end of the practicum experience based on:
- ➢ Organization of time
- ➢ Application of the nursing process
- ➢ Mastery of technical skills
- ➢ Self confidence
- ➢ Maintenance of confidentiality

Social Media Guidelines

Information you choose to post on social networking sites could result in negative consequences for your education, could interrupt your program of study, and could negatively impact your future employment.

If you feel that you must continue to access such sites, the following steps are recommended:

- Set settings to private or friends only and make sure you only accept requests from people with whom you are well acquainted.
- Un-tag photos of yourself from other friends' sites and ask your friends to remove the photos.
- Avoid expressing personal opinions about issues. Your personal opinion on an issue may not be aligned with that of your future employer.
- Google yourself periodically. This is your on-line reputation
- Remember that anything you post on social network sites may be re-posted, copied or printed.
- In compliance with student and patient privacy laws, do not post, discuss or make public any information which could allow others to identify peers, patients or patient's family members.
- Before posting anything ask yourself if you think there could be ANY concern if your employer, or future employer, your family or friends, a patient or a patient 's family member, a peer, a supervisor or mentor, or your instructor read what you plan to post.

Students whose postings violate HIPAA regulations, or the LWTech Confidentiality Statement, or jeopardize clinical placements may be dismissed from the Nursing Program

SUBSTANCE ABUSE POLICY

Refer to the LWTech Student Code of Conduct.

Students self-identifying with addictions may use the Washington Health Impaired Professional Programs resources. The program also accepts anonymous referrals and the program will contact the individual for an interview.

Handling Body Substances

Caring for clients necessarily involves exposure to body substances. The following policy was developed to guide LWTECH Nursing students in knowing how to safeguard themselves as they come into contact with such substances. LWTECH Nursing students are required to read, understand, and demonstrate compliance with the Policy for Handling Body Substances presented below. Failure to comply with this policy, both in campus and clinical settings, will be viewed as an error of safety and will result in academic action.

Policy for Handling Blood and Body Fluids

1. Students will wear appropriate personal protective equipment when dealing with blood or other body fluids. Students will wash their hands immediately after coming into contact with blood or other body fluids.

2. Students will place all used sharps, glass, needles (clean or contaminated), lancets, and blood specimen tubes into biohazard sharps containers.

3. Students will dispose of sharps immediately upon use.

4. Students will avoid recapping a contaminated needle.

5. Students will call for assistance of an instructor (campus lab) or facilities maintenance personnel (clinical site) upon any spillage of blood or other body fluids. Students will not attempt cleanup of any spillage of blood or other body fluids.

6. Students will immediately notify the instructor regarding all personal injuries that occur during clinical experiences, including possible exposure to blood or other body fluids.

Use of Equipment and Supplies

Students practice skills in the campus lab using expendable and non-expendable equipment and supplies. It is the responsibility of the student to utilize such equipment and supplies in a manner that does not result in damage or injury. The following policy has been established to provide guidelines for student use of equipment and supplies and to delineate responsibility for damage or injury that results from equipment and supply usage.

Policy for Appropriate Use of Equipment and Supplies

1. Students may use non-expendable equipment and supplies in LWTECH labs during designated labs only.

2. Students will be held financially responsible for equipment which requires check-out procedures. Failure to return the equipment in the condition in which it was received will result in the student receiving a grade of Incomplete in the Nursing course in which the student is enrolled, until the equipment cost is reimbursed.

3. Students will be provided with certain expendable supplies in the form of a “lab kit.” Such supplies are issued at predetermined points during the educational program and will not be replenished. The cost of such supplies is covered by student lab fees, which are subject to change as supply costs increase.

4. Students may store expendable supplies in the labs, at their own risk, if the lab has sufficient storage space. All supplies must be removed by the student on or by the last day of each quarter. Failure to remove supplies will result in loss of supplies without reimbursement or replenishment.

5. Under no conditions may students remove sharps from the classroom or lab setting.

6. All sharps must be disposed of in proper sharps containers.

7. Any injury that results from use of a sharp must be reported to the instructor or lab assistant immediately and the following procedure followed:

a. thoroughly wash the injury with soap and water

b. cover the injury with a bandage

c. student reports to his/her personal health care provider for injury care and follow-up

d. follow college reporting procedures as designated by Faculty

e. Students will be offered immediate excused absence for post-exposure prophylaxis and/or any necessary follow-up care.

THEORY CLASSES

Attire

It is expected that the student dress professionally for class. Business casual is the acceptable standard. The classroom is a scent free environment. Attire in class is considered in any "Participation" component of the grade.

Student Behavior

Student behaviors are to comply with the LWTech student handbook guidelines, the Nursing Student Handbook, and any specific guidelines in the course syllabus.

Attendance

Students are expected to be in school every day. Attendance is part of any "participation" portion of a grade. Students are responsible for material presented in class whether present or not. Tests are based on a combination of classroom content and assigned readings.

Attendance is expected and tardiness is unacceptable.

Since theory classes often involve discussion or hands on participation, the expectation is that students will come to class prepared.

If the student misses a scheduled exam, 10% may be deducted from the total score on exams taken late (if late exams are allowed). Other policies related to theory courses are included in the course syllabus.

For students with children, it is advisable to have alternate childcare arrangements to back-up any present arrangements to minimize absences. Children are not allowed in the classroom, unless prior arrangements have been made with the instructor. Please see college policy.

Outside appointments should be made well in advance so that they can be scheduled around school hours or on Saturdays. This includes medical appointments for the student and family members. Please advise your instructor of any anticipated absences.

Excessive absences may lead to correctional action including counseling, probation, course failure or even dismissal from the program. Vacations, non-emergent family events, and conflicting outside activities should not be scheduled during class or clinical time. See LWTech Student Handbook.

COMMUNICATION

Communication is an element of safety. Please learn to use professional, appropriate and safe communication tools. Professional behavior dictates respect for peers, co-workers, and faculty. There are numerous channels of communication available to the student. Course work issues should be addressed with the faculty. Professional issues should be discussed with the advisor. If a higher resolution is needed, please make an appointment with the Director of Nursing.

Course/Instructor issues from one course should never be discussed with an instructor from another course. Group concerns should come through the Quality Student Council.

Full time faculty hold office hours for face to face communication. Arrangement with part time faculty is individual. The faculty is expected to be available during working hours only.

CANVAS, an e-learning educational platform is used by LWTech is an integral part of communication and teaching. It is expected that the student become proficient in its use. This is the major source of communication between faculty, students, and administration.

MISCONDUCT AND PROFESSIONALISM

Nursing students are to adhere to the Washington State Administrative Code regarding student conduct. In addition, the student nurse is expected to conform to the uniform disciplinary code and the Washington State Nurse Practice Act. Any student who violates these codes may be dismissed from the program. The nursing faculty, Director of Nursing programs, and Dean of Health Sciences will come to a decision on program dismissals. The LWTech Student Conduct Officer will make a decision on dismissal from the college.

Refer to the LWTech Student Code of Conduct, for an outline of steps to be taken when program expectations are not met, and the student rights and appeal process.

When a nursing student is in violation of any requirement contained in this Nursing Student Handbook, they are subject to disciplinary action. All students should carefully review the LWTech Student Code of Conduct addressing misconduct and possible outcomes. Dismissals and suspensions for reasons based on academic misconduct and student discipline, as well as reasons based on the Nursing Student Handbook, will proceed according to the college and program policies and procedures.

Zero Tolerance *These items are considered Category III offenses. See Disciplinary Action below.*

The Nursing Program supports a Zero Tolerance Policy for intentionally or recklessly causing physical harm to any person on the campus or at a clinical site and/or intentionally or recklessly causing reasonable apprehension of such harm.

Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.

Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical site.

Bullying and incivility: any verbal, non-verbal, and/or written actions which are deemed threatening or bullying will not be tolerated.

Nursing students engaging in this misconduct are subject to immediate dismissal from

nursing classes and disciplinary action as described in the Student Code of Conduct of the college.

Academic Misconduct/Dishonesty: Academic misconduct is considered a Category III offense. (See Disciplinary Action below)

Cheating **on** an examination, laboratory work, written work (including plagiarism); falsifying, forging or altering college records is prohibited. Cheating includes, but is not limited to:

- Copying from others during an examination.
- Communicating exam answers with another student during or after the completion of an examination.
- Offering another person's work as one's own (plagiarism). Taking an examination for another student or having someone take an examination for you.
- Sharing answers for a take-home assessment or assignment unless specifically authorized by the instructor.

- Tampering with an examination after it has been corrected, then returning it for more credit.
- Using unauthorized materials, prepared answers, written notes or information concealed in an exam or blue book or elsewhere during an examination.
- Acquiring, without permission, tests or other academic material belonging to a member of the college faculty or staff.
- Removing tests from the classroom or duplicating, writing down, or copying questions or answers on any copying, photography or recording device during testing or test review sessions.
- Any student who knowingly or intentionally helps another student perform any of the above acts of cheating or plagiarism is subject to discipline for academic dishonesty.

Plagiarism - includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Any preparation of written material that is fraudulent and/or untruthful.

MISCONDUCT/DISCIPLINARY ACTION

Program Disciplinary Sanctions

Below are examples of misconduct/behavioral offenses and the typical sanctions for those infractions. However, each case is judged independently and the sanctions are applied to meet causation. Individual Faculty will identify and assign Sanctions for Category I Offenses. For Category II and III offenses, the decisions about sanctions will be made by a faculty committee. In all cases, appeal to the Associate Dean of the Program and then the Dean of Health Sciences is available.

Category I Offense:

- Disregard of the dress code for lab or clinical
- Tardiness

Category I Sanctions:

1. First occurrence: Verbal warning
2. Second occurrence: Written warning with notation in the student permanent file.
a. In addition, the student will be referred to the Associate Dean of Nursing Programs.
3. Third offense: Final warning with notation in the student file and referral to the Associate Dean of Nursing Programs and the Dean of Dean of Health Sciences.
4. Fourth offense: Probation and possible dismissal from the program.

Category II Offense:

- A pattern of inconsiderate treatment of patients, faculty, staff, and/or other students
- Repeated Incivility in the classroom towards peers, or faculty, after previous counseling has occurred
- Unprofessional or disparaging remarks on any social media about other students or faculty at LWTech.
- Disruption of patient care due to relating poorly to unit/facility personnel, poor interpersonal relationships with health care providers on the team, peers or faculty
- Disruptive or inappropriate behavior in the classroom, lab, or clinical area
- Irregular attendance or unexcused absences from class, labs, and/or clinical assignments
- Breaching patient confidentiality (HIPAA violation)
- Inappropriate verbal or written communication

Category II Sanctions:

1. First occurrence: Written warning with notation to the student file. Notification sent to the Associate Dean of Nursing Programs and Dean of Dean of Health Sciences
2. Second occurrence: Termination/Dismissal from the program

Category III Offense:

- Abusive treatment of others, physical or verbal, or threat of physical violence
- Possession of a weapon
- Possession and/or use of illegal substances/
- Attending clinical experiences under the influence of drugs/Intoxication
- Use of alcohol or illegal drugs prior to or during class
- Immoral, indecent, or obscene conduct
- Falsification of records or fraud
- Unsafe patient/client care
- Participating in acts of omission or commission in the care of patients such as physical abuse, placing the patient in a hazardous position, condition or circumstance; mental or emotional abuse
- Anything that demonstrates and affects the parameters of safe clinical practice and/or jeopardizes the well-being of the patient, patient's family, health team members, peers or faculty.
- Academic misconduct/Cheating (including plagiarism)

Category III Sanctions:

Probationary Status

It is an expectation of the Nursing Faculty that Nursing Students are learners. While progressing through the Nursing Program, students gain information and demonstrate growth in knowledge and skill. During this learning process guidelines for safe and effective behavior are presented

and students are held accountable for standards in a manner that matches their expected levels of growth. Such standards include the policies that are available in the Nursing Student Handbook and in course syllabi. While unusual, in such situations where a student fails to meet these expectations, the following probationary status will be implemented: Probationary Status:

- The student receives oral and written notification, with action plan, that continuation of an unsatisfactory behavior may be cause for receipt of a failing grade, termination from the course, and separation from the Nursing Program.

  Note: In situations where client safety has been seriously jeopardized, there is no option for a Probationary Status. Examples of such action are: patient abandonment (leaving the clinical area without notification), and practicing outside of the scope of practice for a student. Instead of Probationary Status, because of violation of Washington State Administrative Code (WACs), which delineates safe nursing practice, immediate and final termination from the course and the Nursing Program will occur.

  When immediate health and safety are at risk, immediate suspension may be instituted by the Associate Dean of Nursing Programs to be followed by faculty committee review to determine whether permanent dismissal is warranted.

Dismissal from the program

- A student may also be dismissed from the program and receive a failing grade in the course based on the inability to place the student in a clinical facility due to misconduct or inappropriate behavior.
- A student may be dismissed and receive a failing grade in the course for violation of Standards of Professional Conduct and/or failing to meet Essential/Functional Abilities.

DEFINITIONS OF SAFE AND UNSAFE STUDENT CLINICAL PRACTICE

Safe Student Clinical Practice

Through application of knowledge and skills from previous and concurrent courses, students are expected to demonstrate growth in clinical practice as they progress through courses and practical experiences. They must meet all clinical expectations outlined in each clinical course evaluation tool.

Students are expected to prepare for clinical practice in order to provide safe, competent care.

Adequate preparation to assure safety meaning being prepared to carry out all skills and knowledge that is necessary to execute the activities associated with the clinical assignment. Preparation expectations are detailed in each clinical course syllabus.

Unsafe Student Clinical Practice

- Any behavior that places the client, or staff in physical or emotional jeopardy
- Physical jeopardy is creation of the risk of causing physical harm
- Emotional jeopardy means the student has created an environment of anxiety or distress that places the client or staff at risk for emotional or psychological harm.
- Unsafe clinical practice is an occurrence or a pattern of repeated behavior involving unacceptable risk. (*Adapted from Scanlon et.al; 2001)*
- Patient safety negates any policy. A student will be dismissed from the clinical area immediately if the instructor/preceptor determines the student is unsafe. Dismissal from the program is immediate.

Students should become familiar with Revised Codes of Washington (RCW) and Washington Administrative Codes (WAC) pertaining to the appropriate conduct as a licensed nurse.

Important to the areas of professional behavior and misconduct are:

RCW 18.130.180 Unprofessional Conduct

WAC 246-840-700 Standards of Conduct

WAC 246-840-715 Standards and Competencies

These codes and others can be found online at www.doh.wa.gov.

Student Dispute and Grievance Due Process

Students in the nursing programs should make every attempt to resolve any disputes regarding academic matters.

- The first step is to confer with the faculty member of the course.
- If the problem is not resolved at this level, the student may then appeal to the Associate Dean of Nursing for resolution. The Associate Dean may ask a nursing faculty committee to consider the issue and recommend action.
- If the problem is not resolved at this level, the student may then appeal to the Dean of Health Sciences.
- The LWTech College grievance policy is also available to any student. (See LWTech Student Handbook.)

Ethics

The Washington Ethics in Public Service Law (chapter 42.52 RCW) applies to all state employees. Employees may not receive, accept, take, seek, or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person if it could reasonably be

expected that the gift, gratuity, or favor would influence the action or judgment of the employee, or be considered part of a reward for action or inaction.

The instructors and staff of the nursing program may not accept individual gifts or gratuities.

GRADING

Grading will follow the decimal grading system. All classes will follow the nursing handbook grade scale. (See Appendix B.) The student must maintain an overall grade point average of 2.0 (80%) to remain in the program and receive a certificate/degree. All final exams will be comprehensive. There is no review of final exams.

This information is in line with the LWtech **Grading Policies.**

Instructor-Student Conferences

Periodically, the course instructor(s) and a student may meet to discuss issues of relevance to a student's success. Such conferences are not open to anyone other than the course instructor(s), and the student, even if the student gives permission for or requests such attendance. During such conferences, students receive written and verbal information regarding clinical performance, classroom/lab behavior and performance, and course standing. Documentation of such conferences may be placed in the student's file. Final evaluations are conducted with every student. Written documentation of such evaluations are given to the student and placed in the student's file.

Progression in the Nursing Program

Students must achieve an 80% or higher in each nursing course in order to progress to the next level. 80% or higher must be received in both the theory work of the course and the clinical work of the course. A student who withdraws from the Nursing course prior to the end of a quarter is not allowed to continue in the lab section during that quarter. Failure/withdrawal in a Nursing course requires that the course must be repeated prior to the student moving on to the next course level.

A student may be allowed, at the discretion of the Nursing Admission/ Progression/Graduation Committee, to repeat a course once, and may, at the discretion of the Nursing Admission/ Progression/Graduation Committee, re-enter the program one time before being ineligible for readmission to the program.

MEDICATION PASSING and MATHEMATICS

Lake Washington Institute of Technology Nursing Program endeavors to ensure that its students are fully and safely proficient in the calculations necessary to determine the correct dosage of medications to be administered throughout the profession of nursing. The program uses *ATI Drug and Dosage Calculations & Safe Medication Administration program.*

Every quarter, the student is responsible for maintaining math competency.

Prior to each clinical practicum, where students will be administering medications, they are expected to be prepared to demonstrate proficiency in medication mathematics by achievement of 100% or greater on the medication math exam, administered by the faculty. Note: This is a separate assessment from the ATI Drug and Dosage Assessment.

If a student fails to demonstrate safe medication calculation skills by being unable to pass the medication exam associated with the respective class, the student will not attend clinical. For more details, please review the policy and procedure.

Math Competency for Nursing Students

To provide Nursing Students with continued opportunity to demonstrate their nursing math skills as they progress through the program and to ensure that students' nursing math skills are adequate for their safe practice in the clinical arena, the following Math Competency Policy has been established.

Math Competency Policy

1. Nursing students will be formally tested in math competency during the 2nd, 3rd and 5th quarters of the Nursing Program.

2. Math tests will be written tests comprised of free-response questions. Students are allowed to use calculators for such tests.

3. Points from the first taking of the math test will be calculated into the student's theory grade for each quarter. A 100% is required for passing.

4. A student who fails a math test during a particular quarter will be given three opportunities to retake the math test within that quarter. The retake(s) may be comprised of different questions, may be more comprehensive than the original test, and may take a different format from the original test (***Please see Medication Math & Clinical Medication Progression Document)***. Points earned on the retake(s) will not be calculated into the student's theory grade.

5. Failure of both retakes will result in the student being immediately removed from the nursing course in which they are enrolled. Students may withdraw from the quarter. Students who are removed from the course for failing the math component of the program may seek readmission to the program under the guidelines for Program Readmission as published in the Nursing Student Handbook.

SAFE MEDICATION ADMINISTRATION POLICY

The purpose of this policy is to provide guidelines to the faculty and nursing students on safe medication administration while undertaking a range of experiences during the student's course of study.

At Lake Washington Institute of Technology, the nursing student's competency of Safety is integrated throughout the curriculum. Patient safety is the primary concern for any medication administration performed by nursing students. As such, the following procedures will be followed to ensure safe medication.

Procedure

Students will be provided with both theory and clinical learning experiences related to safe medication administration appropriate to their level of education. Simulated experiences with medication administration skills will be satisfactorily completed in the Skills Practice Lab before a student is allowed to administer medications in the clinical environment with supervision. Students must always be supervised by a licensed nurse for any medication administration to a patient. Student orientation to safe medication administration includes, but is not limited to, the following simulated learning experiences:

1. Correct reading and interpretation of a medication order

2. Safe identification of the patient

3. Routes of medication administration, including the nursing judgment required to safely implement the routes of medication administration

4. Safe use of Automated Drug Delivery Devices (ADDD) and other medication dispensing systems

5. Processes for administration for controlled substances, medication wastage, and monitoring for drug diversion

6. Medication reconciliation procedures

7. Accurate dosage calculation

8. Correct documentation of medication administration

Students will complete training on Automated Drug Delivery Devices (ADDD), by online tutorial, prior to the use of such in the clinical setting. In addition, students will receive simulated learning experiences with ADDD in the practice lab and on-site orientation(s) to agency-specific ADDD, with supervision, by a licensed nurse (instructor or preceptor).

Documentation of Student Medication Errors and Alleged Diversion

As mandated by the Washington State Nursing Care Quality Assurance Commission NCQAC), the Nursing Program will complete documentation of student medication errors and alleged diversion of drugs and report these to the NCQAC as required. All student medication errors will be documented according to the LWTech Reporting and Recordkeeping Policy and Procedure.

Principles of "Just Culture", Fairness, and Accountability

Open reporting and participation in error prevention and improvement is facilitated by the use of the principles of "Just Culture". Most medication administration errors are unintentional behavioral choices where risk is not recognized. However, there are rare instances where a student makes the conscious behavioral choice to disregard a substantial and unjustifiable risk, which results in a medication administration error. Careful review of mistakes, errors, and "near misses" facilitates learning from such occurrences and identifies opportunities for process and system improvement. With this in mind, all error incidents will be reviewed by the Nursing Program with the intent of:

1. Determining the cause and contributing factors of the incident

2. Preventing future occurrences

3. Facilitating student learning

4. Using the results of incident assessments for on-going program improvement Nursing

Program Responses to Medication Administration Errors or Alleged Drug Diversion

1. Nursing Program responses to medication administration mistakes are dependent on the student's level in the Nursing Program and most often are in the form of system improvement or individual coaching, education, counseling, and/or remediation in the Skills Practice Lab

environment. The response focuses on the behavioral choice of the individual, not merely the fact that an error occurred or the outcome of the error.

2. Disciplinary actions, up to dismissal from the Nursing Program, may be taken for a student who either:

a. Recklessly disregards patient safety with medication administration, or

b. Has an incident of confirmed drug diversion

ATI TESTING, REMEDIATION, AND PROGRAM EVALUATION

Nursing Faculty have determined that the purpose of the ATI tests is to assess student learning and skill levels and to provide practice in taking computerized tests in preparation for NCLEX tests. The completion of ATI tests is a program requirement. Students are required to test at the required level, demonstrate remediation as required (generally a similar test retake), and show evidence of completion via an ATI Student Transcript in order to receive a grade for the course. Continuation into the next quarter may then occur. Note that remediation tests may be taken no more than once every 24 hours, and students are required to pass at a minimum of the 90th percentile in order to progress.

What is ATI?

- ATI stands for Assessment Technologies Institute.
- ATI offers an assessment driven review (ADR) program designed to enhance student NCLEX-RN success.
- The ATI comprehensive program offers assessment and remediation activities. These ATI tools, in combination with the nursing program content, assist students to prepare more effectively, as well as increase confidence and familiarity with nursing content

Faculty Expectations based on ATI recommendations:

- ✓ Each faculty member will review the educator implementation guides (EIG) found on your ATI faculty home page (resources) to promote successful ATI integration into curriculum.
- ✓ Each theory course instructor will implement ATI products in content area and customize specific to their course.
- ✓ Each theory course instructor will assign practice ATI assessments.
- ✓ The assessments and remediation activities should count for no more than 10% of a students' grade.
- ✓ The syllabus will describe specifically how the student will use ATI during the course and how ATI content will contribute to the grade.

- ✓ Faculty will retrieve student Analytical scores from ATI and enter in to the student's grade as appropriate.
- ✓ All theory faculty will participate in proctoring ATI assessments. Assessments must be proctored by faculty who are certified by ATI or administration.
- ✓ All course faculty will evaluate ATI assessments results quarterly in order to guide instructional changes.
- ✓ ATI evaluations and curriculum changes will be accessible for DOH and ACEN review.

- ✓ Program faculty will perform overall annual reviews and revisions of the LWTECH ATI policy.

Student expectations for ATI assessments:

- ➢ Students in the LWTECH ADN program are required to take ATI competency assessments pertaining to each of the major courses/content areas throughout the curriculum.
- ➢ The ATI assessments will be scheduled and posted early each quarter for students to view.
- ➢ Students are required to attend the designated scheduled assessment times.
- ➢ Students are expected to complete ATI remediation as assigned by their faculty.
- ➢ ATI assessment scores will be included in quarterly course grades, **to equal no more than 10% of a course grade as indicated in course syllabi.**
- ➢ There will be no ATI retakes in quarters one through five.
- ➢ The 6th quarter ATI Comprehensive exit assessments must be passed at **90%.** If students are not successful with an initial attempt, ATI remediation will be implemented and the student will be scheduled for an ATI comprehensive retake. If students are unable to obtain an 90% on the second attempt at the comprehensive assessment, students are encouraged to enroll in a NCLEX review course prior to taking the NCLEX.

ATI dosage Calculations-Students and Instructors:

- ❖ ATI Dosage Calculation Assessments will be administrated within the first two weeks of each quarter. (see table below).
- ❖ In order to pass medications in clinical, students must pass their ATI dosage calculation assessments with 100%. Any Medication error can potentially cause patient harm.
- ❖ Students unable to pass the ATI dosage and calculation assessment at 100% will be required to complete remediation per their clinical instructor until they reach 100%.
- ❖ ATI Assessment will be administered 1st week, mid (advising day) and 10th week of quarter.

	ATI ASSESSMENTS TEST NAME	PASSING CRITERIA
Quarter 1	Critical Thinking Entrance Assessment (N111) Dosage Calculation Fundamental(N117) Assessment	
Quarter 2	Fundamentals Assessment (N121) Dosage Calculation Fundamentals(N122)	
Quarter 3	RN Community Health (N131) RN Mental Health (N135) Dosage Calculation Assessment Medical Surgical (N131)	
Quarter 4	Dosage Calculation Assessment, RN Maternal & Newborn Assessment Proctored(N221) Dosage Calculation Assessment, RN Nursing Care of Children(N225) Maternal Newborn Pediatric	
Quarter 5	RN Pharmacology (N241) RN Adult Medical Surgical (N241) Dosage & Calculation Med/Surg (N242)	
Quarter 6	RN Comprehensive Predictor (N243) RN Leadership (N242) RN Nutrition (N241) Critical Thinking Assessment: Exit (N243	

References:

http://www.atitesting.com/ati_next_gen/Includes/PDF/en-US/Nursing/HowTo/Faculty/ATIPositionOnHighStakesTesting.pdf

http://www.atitesting.com/ati_next_gen/Includes/PDF/en-US/Nursing/HowTo/Faculty/RNCMS2016ProficiencyLevels.pdf

PERSONAL INTEGRITY

Nurses are accountable for the lives of their patients. Therefore, the Nursing Program at LWTech places great importance on high ethical and moral standards. Students are expected to be honest and trustworthy in all aspects of their education in the Nursing Program and as a student at LWTech.

ACADEMIC TESTING

The faculty control all aspects of the testing environment including seating arrangements, movement in the room, leaving the room, and stopping an exam for violations according to the Student Conduct Code on Academic Dishonesty in a classroom, clinical or lab area.

(WAC495D-121-140)

ADVANCEMENT/Progression

Advancement in the nursing program depends on a 2.0 (80-%) or higher GPA throughout the program. Satisfactory clinical performance is also required. A student may repeat a nursing course only once to obtain a passing grade. Courses must be taken in sequence. Certain courses are intended to be taken together and passed as a block. If a student needs to repeat a block course, it might be required to repeat the block and not just the failed course. This will be a faculty decision. As stated above, advancement in the program depends upon satisfactory clinical performance. To repeat a clinical rotation requires approval of the Associate Dean and faculty, and additional cost to the student, if they are allowed to repeat.

WITHDRAWAL/FAILURE

Any student who fails a course, withdraws from a course, or from the Nursing Program, regardless of the reason, is subject to readmission criteria. Meeting the criteria does not guarantee there will be space available for readmission.

READMISSION

Ineligibility For Readmission

Students will be denied re-admission to the program for the following reasons:

- Failed the same nursing course twice;
- Failed three courses during the nursing program,
- Dismissed for Academic dishonesty
- Dismissed for Lack of Personal Integrity
- Not meeting the Functional/Essential Abilities
- If it has been more than two years since the student has been in the program, they must apply as a new student, repeating all courses regardless of previously earned grades.

Readmission to the Program

1. Students seeking readmission to the Nursing Program will express their desire for readmission in written form. Students are able to schedule an appointment with the Associate Dean to review their written communication prior to submission to the Admission Committee.

2. Such written communication will include:

- an explanation of the circumstances of the student ‘s non-completion of nursing courses
- the student ‘s plan of action to ensure future success
- student’s current phone number and e-mail address

3. Written requests for re-admission to the nursing program are considered at the last Admissions Committee meeting of each quarter. Requests not received by the time of the last Admissions Committee meeting will not be considered until the following quarter, resulting in the student's progression in the program being delayed.

4. Students are accepted into a specific quarter of the program at a specific point in time on a space available basis.

5. Items considered in the decision of the Admission/Progression/Graduation Committee are:

- Student’s entire academic record
- Recommendations from the student’s theory and clinical instructors
- Recommendations from the Nursing Student Success and Retention Specialist (as available)
- Previous interruptions in the student’s program sequence
- Student’s written request and stated corrective action
- Priority number assigned to the student
- Needs/logistics of the Nursing Program

6. Students are informed of the decision of the Admissions Committee by e-mail.

7. Students are readmitted into the program at the discretion of the Nursing Admission/Progression/ Graduation Committee. Readmission into the program resulting from academic failure, when permitted, is allowed one time only.

8. Students will be denied reentry into the program if failure in clinical was the result of unsafe practice, unprofessional, and/or unethical behavior.

Priority Number for Readmission Consideration

Requests for readmission are assigned a priority number by the Admission/Progression/Graduation Committee. This priority number is one of many factors which are considered as part of a student ‘s request for readmission (see Readmission Policy).

1.Returning student:

- out of the program less than one quarter
- withdrawal from course or satisfactory completion of last nursing quarter
- transfer students who have previously been at a lower prioritization number and met course requirements as stipulated by the Admissions/Progression/Graduation committee

2.Returning student:

- out of the program less than one year but more than one quarter
- withdrawal or satisfactory completion of last quarter attended

3. Returning student:

- out of the program less than one year
- failed a nursing course but passed either the theory or the clinical portions of the course

4. Returning student:

- out of program more than one year
- withdrawal from course or satisfactory completion of last quarter attended

5. Transfer student:

- out of an accredited nursing program less than one year
- satisfactory progress from previous program

6. Transfer student:

- out of any nursing program more than one year
- satisfactory progress from previous program

7. Returning student:

- out of the program more than one year
- failed a nursing course but passed either the theory or the clinical portions of the course or had a withdrawal

8. Returning student who failed a nursing course by failing both the theory and the clinical portions of the course

9. Student with other circumstances/extenuating circumstances will be considered on an individual basis with final decision by the Admission/Progression/Graduation Committee

STUDENTS RIGHTS AND RESPONSIBILITIES

A student has the right to appeal any action in accordance with the LWTech Grievance Procedure.

STUDENT REPRESENTATION/ORGANIZATION ACTIVITIES

Student Nursing Organization (SNO)

This organization is open to all pre-licensure RN students. This organization is involved in building community and contributing to community projects and events that are related to healthcare.

Mission: Working together to empower the life of every person we encounter.

Core Values: Nurture, Leadership, Advocate, Enrich and Educate

Student Quality Council/Fireside Chats

The purpose of this council is to bring program level concerns and suggestions to the Director of Nursing Programs. This council also provides a forum for student representatives to have questions answered and the Program Director to update students on Program changes.

SUMMARY

In summary, it is required that students abide by Lake Washington Institute of Technology Student Conduct Code, the Nursing Program Professional Competencies, the ANA Code of Ethics, the Washington Administrative Codes (WAC) for Nursing, and the Student Nursing Handbook. All program, as well as clinical agency policies and procedures must be followed.

ACKNOWLEDGEMENT

Thank you to Maricopa Community Colleges for their Nursing Student Handbook 2013-2015. It was a great support to the faculty in the initial annual revision.

APPENDIX A: FUNCTIONAL/Essential ABILITIES

Functional Ability	Standard	Examples Of Required Activities
Motor Abilities	Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide patient care.	Mobility sufficient to carry out patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, providing care in confined spaces such as treatment room or operating suite.
Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe nursing care.	Motor skills sufficient to handle small equipment such as insulin syringe and administer medications by all routes, perform tracheotomy suctioning, insert urinary catheter.
Perceptual/ Sensory Ability	Sensory/perceptual ability to monitor and assess clients.	Sensory abilities sufficient to hear alarms, auscultator sounds, cries for help, etc. Visual acuity to read calibrations on 1 cc syringe, assess color (cyanosis, pallor, etc.). Tactile ability to feel pulses, temperature, palpate veins, etc. Olfactory ability to detect smoke, odor, etc.

Functional Ability	Standard	Examples Of Required Activities
Behavioral/ Interpersonal/ Emotional	Ability to relate to colleagues, staff and patients with honesty, civility, integrity and nondiscrimination. Capacity for development of mature, sensitive and effective therapeutic relationships. Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds. Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism. Negotiate interpersonal conflict	Establish rapport with patients/clients and colleagues. Work with teams and workgroups. Emotional skills sufficient to remain calm in an emergency situation. Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of patient Adapt rapidly to environmental changes and multiple task demands. Maintain behavioral decorum in stressful situations.
Safe environment for patients, families and co-workers	Ability to accurately identify patients. Ability to effectively communicate with other caregivers. Ability to administer medications safely and accurately.	Prioritizes tasks to ensure patient safety and standard of care. Maintains adequate concentration and attention in patient care settings. Seeks assistance when clinical situation requires a higher level or expertise/experience. Responds to monitor alarms, emergency signals, call bells

Functional Ability	Standard	Examples Of Required Activities
	Ability to operate equipment safely in the clinical area. Ability to recognize and minimize hazards that could increase healthcare associated infections.	from patients, and orders in a rapid and effective manner.
Communication	Ability to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language). Required communication abilities, including ability to communicate with patients, families, and co-workers, ability to detect heart and lung sounds perceived through a stethoscope, ability to respond to alarms and signals indicating patient problems. Communicate professionally and civilly to the healthcare team	Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in health care team discussions of patient care. Elicits and records information about health history, current health state and responses to treatment from patients or family members. Conveys information to clients and others to teach, direct and counsel individuals in an accurate, effective and timely manner. Responds to alarms with appropriate corrective action.

Functional Ability	Standard	Examples Of Required Activities
	including peers, instructors, and preceptors.	Establishes and maintain effective working relations with patients and coworkers.

Functional Ability	Standard	Examples Of Required Activities
Cognitive/ Conceptual/ Quantitative Abilities	Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis. Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities. Ability to comprehend three dimensional and spatial relationships. Ability to react effectively in an emergency situation.	Calculates appropriate medication dosage given specific patient parameters. Analyze and synthesize data and develop an appropriate plan of care. Collects data, prioritize needs and anticipate reactions. Comprehend spatial relationships adequate to properly administer injections, start intravenous lines or assess wounds of varying depths. Recognizes an emergency situation and responds effectively to safeguard the patient and other caregivers. Transfers knowledge from one situation to another. Accurately processes information on medication container, physicians' orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy and procedure manuals.
Punctuality/ work habits	Ability to adhere to all policies, procedures and requirements as described in the Student Nurse	Attends class and clinical assignments punctually. Reads, understands and adheres to all policies related to classroom and clinical.

Functional Ability	Standard	Examples Of Required Activities
	Handbook, college catalog and student handbook and course syllabus.	

APPENDIX B: GRADES AND EVALUATION

Evaluation of achievement includes assessment through:

- Written and oral tests
- Class, laboratory, and clinical assignments
- Clinical performance
- Professional behavior
- Individual or group presentations
- ATI testing

Grading Scale

Grading will follow a 4.0 decimal grading system used throughout the college. The student must maintain an overall GPA of 2.0 (80%) to receive a certificate or degree. In addition, courses may have unique elements that must be passed in order to progress. All courses will be grade bearing courses; none will be pass/fail.

The Program Grading Scale is:

4.0	96-100%
3.8	94-95%
3.6	92-93%
3.4	91%
3.0	89-90%
2.9	87-88%
2.6	86%
2.5	85%
2.4	84%
2.3	83%
2.2	82%
2.1	81%
2.0	80%

APPENDIX C: Associates Degree Pre Licensure Nursing

Medication Administration Policies

All medications must be "supervised" by LWTECH clinical faculty at all times.

All student signatures on med passes must be validated with either witnessing primary RN signature or clinical instructor signature.

All clinical site-specific limitations on medication administration that are more limiting than these guidelines will supersede.

Certain medications can never be passed by students in the clinical setting during any quarter:

IV narcotics/PCA/sedation agents

IV Vasoactive medications (i.e. Metoprolol, Diltiazem, Digoxin, etc.)

Chemotherapy agents

TPN (Total Parenteral Nutrition)

Blood Transfusions

IV Iron Dextran

Any Medication administered through a Central Line

(Inc. PICC or Midline) or Epidural

Any additional medications as directed by individual instructor

Definition of Terms:

Direct LWTech Supervision:

LWTech clinical instructor must be standing at the bedside and observing/verifying medication administration with student.

1:1 Supervision:

Less restrictive: Primary RN **or** clinical instructor must be physically present at the bedside as the student administers the medication.

Oversight:

Primary RN or clinical instructor must verify 6 rights of medication with student prior to administration prior to med pass with medications in student's possession.

Medication Sign-Off:

Each clinical instructor will require a medication passing sign off for each student before any student is granted any medication passing privileges other than direct LWTech supervision. In general, additional privileges are only granted to a student after they have successfully demonstrated medication skills on THAT clinical with a known instructor and have possibly passed a med math test (i.e. first med pass is under LWTech Supervision and if done well, student is granted 1:1 supervision with primary RN and oversight privileges).

Medication Administration by Quarter:

First Quarter:

No medications

Second Quarter:

All medication administration in 2nd quarter is under direct LWTech supervision

Non-narcotic PO / PR / IM / Topical / Feeding Tube medications

Insulin & Heparin SQ

Third Quarter:

All medication administration in 3rd quarter is under direct LWTech supervision

All second quarter medications Plus:

Priming and set-up of primary and secondary IV tubing

IV Flush (saline only)

IVPB antibiotics

Fourth Quarter:

All medication administration in 4th quarter is under direct LWTech supervision except as noted below:

All third quarter medications Plus:

Neonatal IM Vat. K & Hep B, & eye ointment with 1:1 Supervision

Postpartum Tap, Influenza Immunizations with 1:1 Supervision

Fifth Quarter:

All fourth quarter medications with Oversight after check off Plus:

PO narcotics (must not delay in transit from being handed narcotic by primary RN to administering) Nonnarcotic IV Push with 1:1 supervision –Clinical instructor may request student contact for each IV push medication prior to administration.

Sixth Quarter:

All fifth quarter medications with Oversight after check off by RN Preceptor

Additional medication administration opportunities that arise will be at the judgment and discretion of the clinical instructor. Students must consult their clinical instructor prior to administering any medication not addressed by this document.

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY

Physical Therapist Assistant Program

Student Handbook

2018-2019

WELCOME

Congratulations and welcome to the physical therapist assistant program at Lake Washington Institute of Technology.

This handbook contains important information about the LWTech PTA program and will guide you through some of the program's policies. As a PTA student, you are responsible for following the rules and policies contained in this handbook. Please keep this handbook as a resource to reference throughout your participation in the program.

Andrea Westman PT, DPT
Program Director

Claire Rogers, PT
Faculty, Academic Coordinator of Clinical Education

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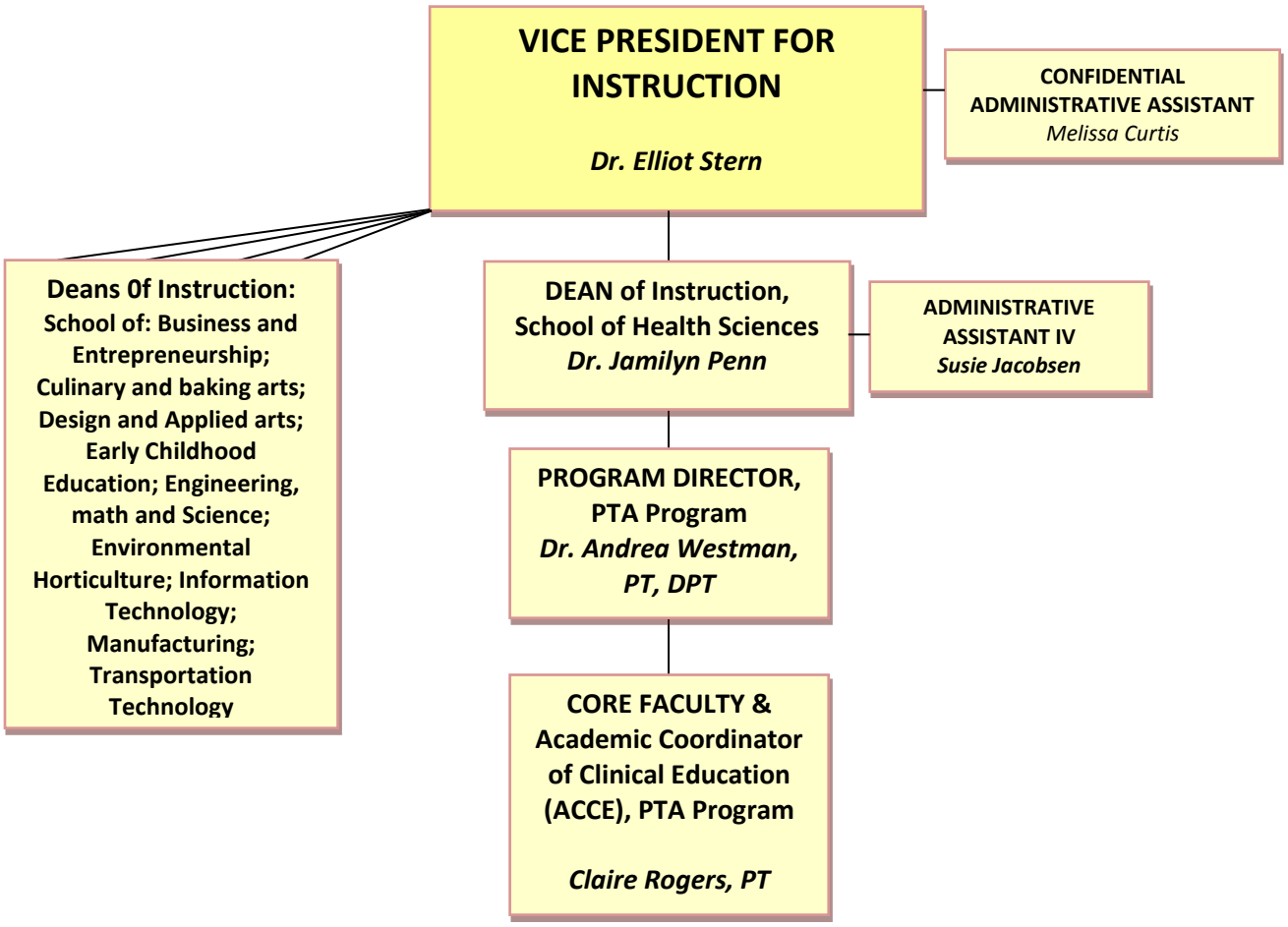
Lake Washington Institute of Technology

Physical Therapist Assistant Program

Instruction Organization Chart

Figure 1 Instruction Organization Chart



Accreditation Statement

Lake Washington Institute of Technology (LWTECH) is accredited through the Northwest Commission on Colleges and Universities (NWCCU; 8060 165th Avenue NE, Suite 100, Redmond, WA 98052-3981, (425) 558-4224.

The Physical Therapist Assistant program at Lake Washington Institute of Technology is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website link to CAPTE

Statement of Nondiscrimination

Lake Washington Institute of Technology values equality of opportunity, human dignity, racial, cultural and ethnic diversity both as an educational institution and as an employer. The college provides equal opportunity in education and employment and does not discriminate on the basis of race or ethnicity, creed, color, national origin, citizenship, sex, marital status, sexual orientation, gender identity, age, religion, disability, genetic information, or veteran status. The college complies with applicable laws prohibiting discrimination and harassment in employment, educational programs and admissions, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans With Disabilities Act of 1990, the Age Discrimination Act and the state law against discrimination, chapter 49.60 RCW.

Information regarding LWTech's nondiscrimination policies and procedures can be found in the LWTech Student Handbook. Inquiries regarding compliance procedures and complaints may be directed to the college's affirmative action officer:

Meena Park
Executive Director, Human Resources
Affirmative Action Officer/Title IX Coordinator
11605 132nd AVE NE
Kirkland, WA 98034
(425) 739-8251
(425) 739-8122 (TDD)

Current Faculty Contact Information

Program Director	Dr. Andrea Westman PT, DPT
Office Location	A104D
Email	andrea.westman@lwtech.edu
Office phone & voicemail	425.739.8223
Program Faculty/ACCE	Claire Rogers, PT
Office Location	A216A
Email	claire.rogers@lwtech.edu
Office phone & voicemail	425.739.8167

Faculty members post a quarterly schedule of office hours and availability for appointments. These hours are reserved for advising, assisting, and meeting with students. Please schedule appointments for meeting with faculty. If you must cancel a scheduled appointment, let the instructor know in advance. All instructors have voice mail and email for convenient contact.

As a PTA student, the following guidelines are to be used with all communication:

Phone

- Introduce yourself when calling someone new and state you are a student PTA.
- Identify yourself by name every time you call.
- Say why you are calling.
- When leaving a message, leave a number(s) and/or email where the person may call you back or contact you electronically.
- Say when you are available for a return call.
- Do not call very early or very late (i.e. call during business hours, 7:30 am - 6pm).
- Speak clearly and slowly.
- Use professional language.

Email

- Check email daily and respond promptly.
- Notify all instructors if you have a change in email address. Email and Canvas LMS will be the program's primary means of off-site communication with you.
- Use complete sentences, proper spelling, grammar and punctuation. Do not use "slang" abbreviations (e.g. R U reading this?)
- Do not share another person's email address unless you have his/her permission.
- Refrain from sending jokes, chain letters, non-program related images or links.
- Please be courteous and use please, thank you, you're welcome, etc. Thanks!
- Be aware of who you intend to reply to; reply-all when appropriate and be careful not to reply-all when it is not appropriate.

Program Summary

The PTA program at Lake Washington Institute of Technology is designed for you to participate in two quarters of general education and 6 quarters of technical, academic, and clinical education. Upon graduation you will receive an Associate of Applied Science degree in Physical Therapist Assisting. The program places a strong emphasis on integrating clinical education throughout the curriculum. After learning and gaining competency in the knowledge, behaviors, and skill techniques of physical therapist assisting, you will be introduced to direct patient care through a three week clinical education experience in the fourth technical quarter, and will participate in two full-time clinical affiliations during the last two quarters of the program. The Technical Standards that you must be capable of meeting are found in the appendix.

In addition, you will be educated in and held accountable for behavioral attributes that will lead you toward a successful career as a Physical Therapist Assistant (PTA). These attributes go beyond knowledge you gain and skills you learn. In broad terms, you will be expected to demonstrate respect for others; to communicate effectively; and to cooperate with fellow classmates, faculty, patients, supportive personnel, and clinical instructors. These attributes will be introduced on day one of class and will be a repeated theme throughout your time in the program. As a PTA student, others will come to depend on you to respond appropriately and in a capable manner. You will come to exhibit conduct, attitudes, and skills which reflect a commitment to the field of Physical Therapy and practice standards that are legal, ethical and safe. We are committed to this expectation and we will be here to help build that foundation for your future as a Physical Therapist Assistant.
The mission of the Physical Therapist Assistant (PTA) Program supports the mission of Lake Washington Institute of Technology (LWTech), which is “to prepare students for today's careers and tomorrow's opportunities.”

PTA Program Mission Statement

The mission of the Lake Washington Institute of Technology Physical Therapist Assistant Program is to prepare students to enter the healthcare workforce as entry-level physical therapist assistants who are competent to assist the physical therapist in the provision of safe, ethical and effective physical therapy. The program aims to provide students with high quality didactic and clinical education in the cognitive, psychomotor, and affective skills of physical therapy as well as tools for lifelong learning to maintain industry competitiveness.

PTA Program Philosophy

The Lake Washington Institute of Technology Physical Therapist Assistant Program believes the function of the physical therapist assistant is to assist the physical therapist in the provision of safe and effective physical therapy to help people restore and improve motion for greater quality of life. It is the philosophy of the Physical Therapist Assistant Program at LWTech to foster the acquisition of physical therapist assistant skills in a safe learning environment that supports communication, collaboration, and critical thinking, and to promote culturally sensitive, ethical, and compassionate care in the physical therapy workplace.

PTA Program Goals

Goal 1. Graduates of the Lake Washington Institute of Technology Physical Therapist Assistant program will possess the skills necessary to perform safe, effective, and ethical entry-level physical therapy services under the direction and supervision of a physical therapist

Goal 2. Graduates of the Lake Washington Institute of Technology Physical Therapist Assistant program will be prepared to obtain an entry-level position as a physical therapist assistant

Goal 3. Graduates of the Lake Washington Institute of Technology Physical Therapist Assistant program will be prepared to engage in lifelong learning and career development as a physical therapist assistant in order to maintain industry competitiveness

Goal 4. The LWTech PTA program will provide students with a curriculum consistent with the current contemporary practice of physical therapy, the current guidelines of the Commission on Accreditation in Physical Therapy Education (CAPTE) and the American Physical Therapy Association (APTA) Minimum Required Skills of Physical Therapist Assistant Graduates at Entry-Level.

Goal 5. Lake Washington Institute of Technology Physical Therapist Assistant program faculty will promote and model the importance of lifelong learning and career development through the identification and completion of relevant professional development activities

Program Curriculum

PHYSICAL THERAPIST ASSISTANT (PTA) Associate of Applied Science Degree, 96 credits

			Contact Hours				Credits
Prerequisite coursework			Total	Lecture	Lab	Clinic	
MEDA	(116)	Medical Terminology	50	50	0	0	3-5
BIOL&	211	Cell Biology	60	40	20	0	5
BIOL&	242	Anatomy & Physiology I	70	50	20	0	6
ENGL&	101	English Composition	50	50	0	0	5
CMST&		Oral Communications	50	0	0	0	5
PSYC&	100 or 200	General Psychology OR Lifespan Psychology	50	0	0	0	5
MATH&	146	Intro to Statistics	50	0	0	0	5
			Contact Hours				**Credits**
TERM I			Total	Lecture	Lab	Clinic	
PTA	105	Introduction to Physical Therapy	20	20	0	0	2
PTA	115	Procedures I	80	20	60	0	5
PTA	117	Pathophysiology	30	30	0	0	3
PTA	125	Kinesiology I	50	30	20	0	4
BIOL&	242	Anatomy & Physiology II	70	50	20	0	6
			Contact Hours				**Credits**
TERM II			Total	Lecture	Lab	Clinic	
PTA	126	Kinesiology II	70	30	40	0	5
PTA	135	Topics in Physical Therapy I	30	30	0	0	3
PTA	145	Orthopedics I	70	30	40	0	5
PTA	155	Physical Rehabilitation I	90	30	60	0	6
TERM III							
PTA	136	Topics in Physical Therapy II	30	30	0	0	3
PTA	146	Orthopedics II	110	30	80	0	7
PTA	156	Physical Rehabilitation II	110	30	80	0	7
TERM IV							
PTA	190	Clinical Affiliation I	120	0	0	120	4
PTA	215	Procedures II	60	40	20	0	5
PTA	255	Physical Rehabilitation III	50	30	20	0	4
TERM V							
PTA	235	Topics in Physical Therapy III	20	20	0	0	2
PTA	256	Physical Rehabilitation IV	60	20	40	0	4
PTA	280	Seminar I	10	10	0	0	1
PTA	290	Clinical Affiliation II	240	0	0	240	8
TERM VI							
PTA	236	Topics in Physical Therapy IV	30	30	0	0	3
PTA	281	Seminar II	10	10	0	0	1
PTA	291	Clinical Affiliation III	270	0	0	270**	9

LWTech PTA Program Course Descriptions

Term I - Fall

PTA 105 Introduction to Physical Therapy 2 credit
Covers the history and organization of the field of physical therapy, overview of practice settings, behavior and conduct expectations of the PTA, and the role of the PTA.
Prerequisites: Admission to the PTA program

PTA 115 Procedures I 5 credits
Introduces principles and techniques of basic patient care skills. Emphasis is on patient safety. Skills include vital signs, aseptic technique, positioning & draping, soft tissue mobilization, body mechanics and selected physical agents with focus on thermal agents.
Prerequisites: Admission to the PTA program

PTA 117 Pathophysiology 3 credits
Survey of human pathophysiology covering common pathologies of major body systems. Emphasis on connecting the key elements of pathology and disease to working with patients as a PTA.
Prerequisites: Admission to the PTA program

PTA 125 Kinesiology 4 credits
Principles of kinesiology including osteokinematics, arthrokinematics, force, torque, and levers as applied to human movement. In-depth study of musculoskeletal anatomy and kinesiology with a focus on application to physical therapy.
Prerequisites: Admission to the PTA program

Term II - Winter

PTA 126 Kinesiology II 5 credits
Continuation of in-depth study of musculoskeletal anatomy and kinesiology. Course also covers principles of typical gait, basic gait analysis techniques and common gait deviations.
Prerequisites: PTA 105, PTA 115, PTA 117, PTA 125, BIOL&242
Corequisites: PTA 135, PTA 145, PTA 155

PTA 135 Topics in Physical Therapy I 3 credits
Communication skills for the PTA including written documentation, plan of care review, recognizing and responding to individual and cultural differences, interpersonal communication, educating patients and caregivers, and educating others about the role of the PTA.
Prerequisites: PTA 105, PTA 115, PTA 117, PTA 125, BIOL&242
Corequisites: PTA 126, PTA 145, PTA 155

PTA 145 Orthopedics I 5 credits
Principles of therapeutic exercise and intervention skills for aerobic conditioning, agility training, postural awareness and stabilization, strengthening, flexibility and electrotherapeutic modalities. Data collection skills for joint movement and muscle performance.
Prerequisites: PTA 105, PTA 115, PTA 117, PTA 125, BIOL&242
Corequisites: PTA 126, PTA 135, PTA 155

PTA 155 Physical Rehabilitation I 6 credits
Intervention, data collection and communication skills for providing safe and effective physical therapy for patients in acute care settings as well as with geriatric patients. Skills include transfers and bed mobility, assistive mobility devices, and communicating with the healthcare team.
Prerequisites: PTA 105, PTA 115, PTA 117, PTA 125, BIOL&242
Corequisites: PTA 126, PTA 135, PTA 145

Term III - Spring

PTA 136 Topics in Physical Therapy II 3 credits
Administrative skills relevant to the PTA including accurate and timely billing, resource management, managing productivity and an overview of payment systems. Additional topics include skills for reading healthcare literature and the APTA Guide to PT Practice.
Prerequisities: PTA 126, PTA 135, PTA 145, PTA 155
Corequisites: PTA 146, PTA 156

PTA 146 Orthopedics II 7 credits
Review of pathology and application of skills for common musculoskeletal conditions. Application of concepts and skills from Orthopedics I to musculoskeletal conditions of the upper extremity, spine, and lower extremity.
Prerequisities: PTA 126, PTA 135, PTA 145, PTA 155
Corequisites: PTA 136, PTA 156

PTA 156 PTA Physical Rehabilitation II 7 credits
Therapeutic interventions and data collection skills for patients with neurologic conditions. Review of structure and function of the nervous system and common neurologic and neuromuscular disorders.
Prerequisities: PTA 126, PTA 135, PTA 145, PTA 155
Corequisites: PTA 136, PTA 146

Term IV - Summer

PTA 190 Clinical Affiliation I 4 credits
Initial full-time clinical affiliation in a physical therapy clinical setting under supervision of a clinical instructor. Application of behavioral, data collection, and therapeutic intervention skills acquired in previous PTA technical coursework.
Prerequisites: PTA 136, PTA 146, PTA 156

PTA 215 Procedures II 5 credits
Principles and application of physical agents and modalities with focus on mechanical and light agents. Therapeutic interventions and data collection skills for integumentary conditions and edema management within the role of the PTA.
Prerequisites: PTA 136, PTA 146, PTA 156, PTA 190

PTA 255 Physical Rehabilitation III 4 credits

Motor development, common diagnoses and treatment considerations for pediatric patients. Covers therapeutic interventions and data collection skills within the role of the PTA important for providing safe and effective physical therapy for children.
Prerequisites: PTA 136, PTA 146, PTA 156, PTA 190

Term V - Fall

PTA 235 Topics in Physical Therapy III 2 credits
Topics and skills in PTA career development, social responsibility, performance improvement & quality assurance, and ethical behavior.
Prerequisites: PTA 190, PTA 215, PTA 255
Corequisites: PTA 256, PTA 280

PTA 256 Physical Rehabilitation IV 4 credits
PTA skills for working with patients with complex conditions including patients with cardiac conditions and patients post amputation. Course also covers psychosocial aspects of patient care including topics of chronic pain, grief, depression and other common mental health conditions.
Prerequisites: PTA 190, PTA 215, PTA 255
Corequisites: PTA 235, PTA 280

PTA 280 Seminar I 1 credit
Foundational case presentation skills in preparation for capstone presentation in Seminar II.
Prerequisites: PTA 190, PTA 215, PTA 255
Corequisites: PTA 235, PTA 256

PTA 290 Clinical Affiliation II 8 credits
Full-time clinical affiliation to develop and refine practical application of PTA skills under the supervision of an on-site clinical instructor.
Prerequisites: PTA 190, PTA 215, PTA 255, PTA 235, PTA 256, PTA 280

Term VI - Winter

PTA 236 Topics in Physical Therapy IV 3 credits
Skills to obtain a job and enter the workforce as a PTA including licensure preparation, board exam review, job search and interview skills.
Prerequisites: PTA 235, PTA 256, PTA 280, PTA 290

PTA 281 Seminar II 1 credit
Review, presentation, and discussion of a case based on a clinical affiliation experience from PTA 290 or PTA 291.
Prerequisites: PTA 235, PTA 256, PTA 280, PTA 290

PTA 291 Clinical Affiliation III 9 credits
Final full-time clinical affiliation to continue to develop and refine practical application of PTA skills under the supervision of a clinical instructor in preparation to enter the field as an entry-level PTA.
Prerequisites: PTA 235, PTA 256, PTA 280, PTA 290

**Hours for Clinical Affiliations are calculated differently for LWTech curriculum purposes and actual contact hours. Actual contact hours for PTA 291 is 280 hours. Because of the formula used by LWTech to calculate clinical contact hours for 9 credits, on paper it is listed at 270.

Classroom and Laboratory Policies and Procedures

PTA Program Grading

Students must take all courses in the PTA Program in order of the block sequence of the program curriculum. Students must earn a minimum grade of 2.0 in all academic core and technical courses within the PTA Program Curriculum in order to progress through the program to graduation. The PTA Program follows LWTech Policies and Procedures for Grading (Policy 6.P.31, Procedures 6.A.31).

PTA Program Instructors will use the following grading scale in all PTA Technical Courses:

PTA Program Technical Course Grading Scale

GPA	Percentage	Letter Grade
4.0	98-100%	A
3.9	97%	A-
3.8	96%	
3.7	95%	
3.6	94%	B+
3.5	93%	
3.4	92%	
3.3	91%	
3.2	90%	B
3.1	89%	
3.0	88%	
2.9	87%	B-
2.8	86%	
2.7	85%	
2.6	84%	C+
2.5	83%	
2.4	82%	
2.3	81%	
2.2	80%	C
2.1	79%	
2.0	78%	
1.7-1.9	75-77%	**C-
1.3-1.6	70-74%	D+
1.0-1.2	65-69%	D
0.7-0.9	60-64%	D-
0.0	0-59%	F

****Grades below a 2.0 (78%) cannot be used for progression in the PTA program or for graduation requirements at LWTech.**

All course assignments must be turned in on time and must be college-level work. Faculty have the right not to accept late assignments, and/or to deduct points for late or unacceptable work per course syllabi.

After the end of each quarter students can access their grades online using Student Toolbox. Grade reports are not mailed. Be sure to check grades at the end of each quarter and address questions about your grades promptly.

Attendance

It is expected that students will be on time and attend all lecture, lab and clinical sessions.
If you will be late or absent, you must contact the instructor for that class. If your message is not received by the instructor prior to the start of class, the absence will be considered unexcused. Excused absences include death or serious illness of loved ones, infectious or serious illness of the student, and statutory government responsibilities (i.e. jury duty). The instructor has final determination on whether an absence will be excused.

If students miss any portion of a lecture or lab session the student is responsible for all material covered in that session. The student is responsible for making up the work missed during any absence. Instructors may require additional coursework to make up for missed class time and/or work. Unexcused absences may result in reduction of participation grades. Routine medical appointments are not considered excused absences. Please schedule these appointments outside of class times.

If a student misses an exam, skill check, or other assessment due to being late or absent, points may be deducted for each day that passes from the date the exam/assessment was administered to the date the test was taken, at the instructor's discretion.

Tardiness

Students are expected to be on time and ready to learn at the beginning of each class or lab. If you are going to be late, the instructor must be notified. Attendance will be noted at the beginning of each class. A pattern of tardiness reflects poorly on your professional behavior course expectations. Tardiness may affect a student's grade.

In-Class Participation

Participating in class discussions is an important part of your learning experience. Students will be called upon and are expected to participate. During group activities, equal participation among all members in the group is expected. Participation is an academic skill and will be graded.

Lab Protocol

- No lab equipment will be used by students without the supervision of a PTA faculty member.
- All lab sessions will begin promptly at the scheduled start time. Students should be changed into lab attire before lab starts.
- Changing areas are the restrooms located near the PTA Program Lab.
- Lab attire must be worn for lab classes. Appropriate lab attire consists of loose-fitting shorts and shirts for men; loose-fitting shorts and swimsuits (open back), sports bras, or open back halter top undershirts for women. Warmer clothes to wear over lab clothes are also appropriate.
- During lab sessions, students will role-play as either patients or PTAs during practice sessions. Students should be prepared to expose the required treatment area. Privacy will be respected and modesty will be retained using appropriate draping methods.
- Students will be prepared for lab class by bringing appropriate texts, equipment, assignments and course notes.
- Students are expected to maintain the lab in clean, working order. Linens and equipment used should be used with care and properly stored before leaving. Treatment tables and chairs should be returned to their proper place and cleaned appropriately.

Food and Beverages

Bottled drinks and covered beverages may be allowed in classrooms during lectures.

Lab Skill Checks

A skill check is an assessment of a student's ability to demonstrate competence in a PTA skill. Skill checks assessed by an instructor will be performed during open lab times or during scheduled course labs, if there is time. To pass a skill check, you must earn a 78% or higher. If you do not pass a skill check, it must be retaken. If a skill check must be retaken, a maximum score of 78% can be earned for that skill. A skill check may be retaken only once. **If a sore of 78% is not achieved on the retake, the maximum grade for the course that a student can earn is 1.9**

Each skill check contains specific safety elements of PTA skills that must be completed in order to pass that skill check. If you fail any safety element, you automatically fail the skill check and must retake it. Cueing by the instructor in order to complete a skill check results in reduction of your score.

Students are expected to take skill checks the week they are scheduled. Delays due to faculty absence will not be penalized. Students must successfully take or retake a skill check prior to taking the practical exam on the skill check content area. It is the student's responsibility to make sure all skill checks have been completed prior to practical exams. **Students who have successfully passed a skill check are considered to have demonstrated competence in that skill, and are expected to maintain their competence through regular review of the skill.**

Lab Practical Exams

Practical Exams are used to assess a student's ability to effectively and safely integrate course material and perform a patient treatment following a physical therapist's plan of care. **Practical exams integrate content from current and prior program courses.** Students will receive instructions prior to scheduled skill checks or practical exams. **Students will also be required to have passed all skill checks *prior* to taking the final practical exam**.

Practical exams must be passed with a score of at least 78% and can be retaken once if a 78% score is not achieved. If a student obtains a score above 78% on a re-taken practical examination, a maximum score of 78% will be used for final grade calculation. Two PTA Program faculty members will be present for the practical exam if a practical examination retake is required. **A student must earn 78% of the points and pass all critical safety elements on either the initial practical exam or the practical exam retake to pass the course. If a student does not pass the re-take practical exam, the maximum grade the student can earn in the course is 1.9.**

Unsafe behavior during a practical exam is, at the instructor's discretion, grounds for immediate failure of the practical exam. Required cueing to complete a practical exam may result in a reduction in the student's score.

Progression through the Program

Standards of academic progress are established to require students to progress in a satisfactory and timely way toward the completion of their degree. Students are responsible for the academic progress and for seeking assistance when experiencing academic difficulty. Students are encouraged to work closely with PTA program faculty to ensure that students are successfully completing graduation requirements and maintaining satisfactory progress. We want students to be successful in the program.

The earlier that they let us know about any difficulties they are having, the better we can work with them to find the best resources to help students succeed.

PTA students must successfully pass (earn a 2.0 or higher) each course in a quarter in order to progress to the subsequent quarter. All PTA technical courses must be taken together and passed (with a 2.0 or higher) in blocks as designated in the curriculum plan. Courses must be taken in sequence as represented by course prerequisites.

On skill check and practical exam assessment tools, critical safety elements (immediate failure items) will be noted on skill-check and practical exam grading forms. Prior to attempting a skill check or practical examination, students will be notified of the immediate failure items. Students must complete all required critical safety elements and pass a skill check or practical exam by earning a score of 78% or higher. If a student does not satisfactorily complete a critical safety element and/or does not earn a score of 78% or higher on a skill check or practical exam, the student will have one opportunity to re-take an equivalent skill check or practical exam. A second program faculty may be present during the skill check retake and must be present for a practical exam retake. If a student scores above 78% on a re-taken skill check or practical exam, a maximum score of 78% will be used for the final grade calculation for that item.

Significantly unsafe behavior by a student during a skill check or practical exam will be, at the instructor's discretion, grounds for immediate failure of the skill check or practical exam even when the item is not related to a critical safety element. Required cueing to complete a skill check or practical exam effectively or safely may result in a reduction of the student's score for that exam.

All skill checks in a course must be passed in order to take a practical exam for that course. Should a student not satisfactorily complete a critical safety element or does not earn a score of 78% or higher on the re-take of a practical exam the maximum grade the student can earn in the course is 1.9 (not passing) regardless of points earned in the course through other course assessments. Students must pass all skill checks and practical exams in order to pass a course which has a laboratory component. Should a student earn below a 2.0 in any course designated as a prerequisite to a clinical course or in any program course prior to the clinical course, the student will not be allowed to progress through the program to the clinical affiliation assignment.

If students do not successfully pass (earn a 2.0 or higher) one or more courses during Program Terms 1-5 they will not be able to progress to the following quarter due to the established course prerequisite guidelines. Students will be required to withdraw from the program. See pages 16-17 outlining the readmission process.

If students do not successfully pass one or more courses in Program Term 6 (final quarter), they will not be eligible for graduation pending review and decision by a Review Committee. The Review Committee will include appropriate representatives from the PTA Program and LWTech Student Services. The Review Committee may also include appropriate representatives from LWTech Allied Health Program(s) and/or the PTA Community Advisory Committee. The decision from this committee regarding the progression in and/or completion of the program will be final.

Academic Integrity

Honesty is the foundation of academic integrity and is a vital component of PTA training and subsequent work performance. It is expected that all PTA students will be honest and perform work and clinical assignments with integrity. This is a foundational ethical principle of the field of Physical Therapy.
The PTA Program follows the LWTech policy on academic honesty which is located in the Student Handbook. Violations of academic honesty include:

- "Cheating": Defined as using another person's answers on tests, lab quizzes, etc. with or without his or her cooperation
- "Plagiarism": Claiming another person's creations, written assignments, papers, or projects as one's own, with or without his or her knowledge
- Falsifying records or academic claims
- Lying to college personnel about attendance, behavior, or personal issues that may impact attendance or quality of performance

LWTech regards acts of academic dishonesty, including such activities as plagiarism or cheating as very serious offenses. In the event that cheating, plagiarism or other forms of academic dishonesty on the part of student is discovered, each incident will be handled on an individual basis as deemed appropriate. Care will be taken that students' rights are not violated and that punitive measures are instituted only in cases where documentation or other evidence of the offense(s) exists. A description of all such incidents shall be forwarded to the executive vice president of instructional services where a file of such occurrences will be maintained. The executive vice president of instructional services or designee may institute action against a student according to college policy and the LWTech Student Handbook.

Rescheduling of Classes

On occasion, classes may need to be rescheduled. Efforts will be made to reschedule at a time that the majority of students can attend. In the event a faculty member must cancel a class session, it is the faculty member's responsibility to notify the Program Director. Instructional services will post a class cancellation notification for students outside the scheduled classroom. The Program Director or faculty member will notify the class via email or via Canvas if there is sufficient time.

Withdrawing from a Course

If it becomes necessary to add/drop a course or withdraw from a course, it is the student's responsibility to complete the college's approved withdrawal process as outlined in the current LWTech catalog. If the student does not initiate course withdrawal with their academic advisor and instructor, he/she will be considered an enrolled student in the course and will receive a grade appropriate for what grade was achieved while enrolled. Note that PTA courses must be taken in a block sequence. Withdrawing from one PTA technical course (any course with PTA as a prefix) will not allow a student to progress in the program.

Official withdrawal from a course occurs when a student drops the course in person, through web services, in writing or by signed fax to Enrollment Services (425-739-8110), or by email with student PIN. *Note that the ability to drop courses via web services usually ends at the end the of the 100% refund period as noted in the quarterly Class Schedule.* WARNING: Withdrawing from a class when you are funded might reduce your financial aid eligibility. Contact the Financial Aid Office for information.

Grade Appeal Process

The PTA Program follows the LWTech Grade Appeal process. Information on this process can be found in the LWTech Student Handbook, the LWTech Catalog and the LWTech Policies and Procedures Manual (website link to LWTech.edu).

Other Academic Policies and Procedures

Academic standards include regulations regarding student behavior, discipline, standards of progress, and academic performance. The guidelines for academic standards and related procedures are developed, maintained, and implemented by the executive vice president of instructional services or designee. State of Washington student conduct rules for behavioral problems in and out of the classroom are located in WAC 495D-120, Student Conduct Code (see Link to LWTech Student Handbook).

Dismissal Procedures

A student dismissed from the PTA program for academic reasons may be considered for readmission under the program's readmission policy for the appropriate term on a space available basis. Any student receiving a second academic dismissal may not be considered for readmission into the program.

Violation of classroom procedures, clinical procedures or personal misconduct will result in disciplinary action and can result in immediate dismissal from the program and the Institute. Disciplinary actions can result from, but are not limited to, such examples as conduct dangerous to others, disorderly conduct, misuse of or damage to property, misuse of documents or identification cards, or violations of state or federal laws. Procedures for disciplinary action and/or dismissal from the PTA program, and related appeal procedures, are listed in the Link to LWTech Policy and Procedures Manual, Chapter 7 and in the Student Handbook under the section entitled Student Conduct Code. Link to LWTech Student Handbooks are available in Student Programs.

Conditions for Readmission to the PTA Program Readmission Policy

Readmission to the Physical Therapist Assistant Program is **NOT AUTOMATIC.** Students who leave the PTA program during the first quarter for any reason **MUST** re-apply to the program. Re-applicants to the program will be considered along with all other applicants. There is no priority given to the student for previous admittance status. The applicant will be assessed with all other applicants. Submission of application materials must be submitted by designated deadline for all applicants.

If a student is to re-apply to any other quarter in the program besides the first quarter, the student **MUST** go through the readmission process. Readmission will be considered based on the following:

- Space availability
- Performance on professional behaviors rubric used in all PTA coursework
- PTA course GPA
- Skill assessment (this may include passing but not limited to a written and/or skill checks with a passing grade of 78% as determined by the LWTech program faculty.)
- Students response to the following questions:
    - Discuss the reason(s) for leaving the program and what has changed that will help to facilitate your success in the program.
    - Identify 3-4 specific strategies that will help to improve your performance in the PTA program

Final decision regarding re-admission will be made by the Program Director, ACCE, Dean of Allied Health and Student Services representative. The committee reserves the right to require the student to participate in a custom success plan.

Students are limited to readmission in a one year time frame. Student will not be readmitted after more than one academic year of time has passed unless the student has maintained skill set in an employment or volunteer context during that time

A single failed course may be repeated only once; if a student fails the course a second time, the student will not be eligible for re-admission. In addition, if a student fails more than one course, the student is not eligible for re-admittance but is eligible to re-apply to the program. A student may also be eligible for a hardship withdrawal from the program.

Intentional, repeated or egregious unsafe practice may be referred to the student conduct process.

Note:
Re-application is considered applying to the first quarter of the program.
Re-admission is considered entering back into the program in quarters 2-6.

Clinical Education Policies and Procedures

Clinical Affiliation I
Students will complete 120 hours (3 weeks full-time) of clinical affiliations during the fourth quarter of the program.

Clinical Affiliation II
During the fifth program quarter, students will complete 240 hours (6 weeks full-time) of clinical affiliations.

Clinical Affiliation III
During the sixth program quarter, students will complete 280 hours (7 weeks full-time) of clinical affiliations.

Academic Requirements
Students must pass all PTA coursework up to the point of the clinical affiliation course with a grade of 2.0 or better to be eligible for clinical affiliations.

Clinical Affiliation Grading Policy
Clinical affiliations are graded based on the LWTech Satisfactory /Unsatisfactory system.

Clinical Affiliation Policies and Information
Clinical affiliations are an integral part of the PTA program curriculum. It is during the affiliation experience that students will be given the opportunity to apply the broad academic knowledge and skills to actual patients and patient care settings. Students will be supervised and directed by a physical therapist or physical therapist assistant clinical instructor so that students develop the observational, critical thinking and performance skills in order to become a competent entry-level physical therapist assistant.

Student Competence Prior to Clinical Assignment
PTA program academic faculty will follow established program procedures to ensure students are competent to safely perform data collection and intervention skills prior to a clinical assignment.

Students are required to pass all courses which are designated as prerequisites to a clinical affiliation course with a 2.0 or greater prior to clinical assignment. In order for students to earn a 2.0 or greater in courses with lab sections, students must have demonstrated competence to perform intervention and data collection skills in a safe and effective manner. Competence to perform appropriate components of intervention and data collection skills is assessed by program academic faculty utilizing program skill check and practical exam assessment tools. Students who have successfully passed a skill check or practical exam are considered to have demonstrated competence in that skill and are expected to maintain their competence through regular review of the skill. Practical exams may integrate skills from prior program courses with current course skills.

Requirements for Clinical Affiliation Preparation:
PTA program faculty and the student work together to ensure that the student has completed the following non-academic requirements prior to starting the clinical education portion of the program:

- Current Healthcare Provider CPR
- HIV/AIDS training
- Blood borne pathogen training

- Student identification badge (LWTech)
- Health Insurance
- National background check (if required)
- Drug testing (if required by clinical site)
- HIPAA Privacy training
- Immunization records

CPR Certification

PTA Program students must maintain up-to-date adult, child, and infant CPR certification for health care providers (with AED training). Students must submit a two-sided copy of their CPR certification card to the PTA Program ACCE. This copy must include the expiration date, the student's name, student's signature and instructor's signature.

Background Checks

The PTA program may require a comprehensive certified background check to be completed prior to placement in a clinical affiliation in compliance with Washington State Law, RCW 43.43.830 through RCW 43.43.840. LWTech currently accepts background checks conducted by Certifiedbackground.com – a secure online service. Ultimately it is the clinical site's decision whether or not the student qualifies to practice at that site. The background check typically contains: statewide criminal (WA), nationwide federal criminal, nationwide sexual offender index, nationwide healthcare fraud and abuse scan, nationwide Patriot Act, social security alert, and residency history. Background check results are electronically secure and can be provided to clinical affiliations prior to placement. Some convictions may disqualify students from clinical placements and therefore potentially from program completion.

Students are responsible for the cost of the background check. The PTA ACCE faculty member will provide students with the necessary codes to access the background check process.

Drug Testing

Some clinical affiliation sites may require students to complete a drug screening prior to clinical placement. Some sites may also request a drug screening during the clinical experience. A positive drug test may exclude a student from clinical placement and make it impossible for you to complete the clinical coursework required for graduation from the program. A positive drug test may also be cause for dismissal from the PTA program. If requested to do a drug test, the payment for drug test is the student's responsibility.

Selection of Clinical Education Sites and Clinical Instructors

The "Guidelines for Clinical Education" endorsed by the APTA's House of Delegates was used as a resource to select the following criteria for selection of clinical education sites and clinical instructors.

Criteria for Selection of Clinical Education Sites

1. The clinical site's philosophy regarding clinical education is compatible with the LWTech PTA Program philosophy.
2. The clinical site's clinical education program is planned to meet the specific objectives of the academic program, the physical therapy service, and the individual student.
3. The physical therapy staff practices ethically and legally.

4. The clinical site demonstrates administrative support for physical therapy clinical education.
5. The clinical site is willing to negotiate and sign an official agreement with LWTech for clinical education.
6. The clinical site has a variety of learning experiences, appropriate to the setting, available to students.
7. The clinical site provides an active, stimulating environment appropriate for the learning needs of the student.
8. The physical therapy staff is adequate in number to provide an educational program for students.
9. Clinical sites with more than three physical therapists have a designated Clinical Coordinator of Clinical Education.
10. There is an active staff development program for the clinical site.
11. The clinical education site is committed to the principle of equal opportunity and affirmative action as required by Federal law.

Criteria for Selection of Clinical Instructors (CI)

1. The CI is either a PT or PTA.
2. The CI graduated from an accredited program.
3. The CI is licensed, registered, or certified in those states where applicable.
4. The CI has at least one year of clinical experience.
5. The CI demonstrates clinical competence, professional skills, and ethical behavior.
6. The CI demonstrates effective communication skills.
7. The CI demonstrates effective instructional skills.
8. The CI demonstrates performance evaluation and supervisory skills.

Health and Professional Liability Insurance Requirements

LWTech and clinical affiliation sites do not provide health insurance to students. It is advised that students carry their own health insurance during the program and is mandatory during all full-time clinical education experiences.

As a PTA student, students are covered by LWTech for liability insurance when participating in off-campus clinical affiliation experiences.

Clinical Affiliation Attendance Procedures

If any scheduled time at a clinical experience must be missed for any reason, students must call both the PTA Program ACCE and the CI before students are scheduled to arrive at the clinical site for that day. Failure to do so will be considered an unexcused absence. To leave the clinic early, students must have prior approval of the CI and the ACCE. If prior approval is not possible, students must still notify the CI and ACCE before leaving the clinic.

All time missed from the regularly scheduled clinical experiences will be made up at the discretion of the CI and the ACCE at a time mutually agreed upon between the student and clinical instructor.

- If the student was absent due to an injury or has restrictions, the student must have a physician's letter stating the restriction.
- If the student was absent due to an infectious disease, the student must submit proof of recovery if requested. Students contracting an infectious disease during the time they are participating in a full-time clinical experience must report that fact to both the college and to

the clinical facility. Students should follow the clinical facility's policies and procedures when exposed to an infectious disease at the facility during the clinical experience.

- If the number of days missed interferes with the student's ability to learn and meet the objectives of the clinical experience and interferes with the clinical instructor's ability to assess the student's performance, the CI and ACCE may decide to discontinue the clinical experience. The student must resolve the cause of the frequent absenteeism before resuming any further clinical experiences. The clinical experience that was discontinued will be considered failed and must be repeated.
- While on the clinical experience, the student follows the schedule of the clinic and the holidays of LWTech.
- Regarding snow days, since the student is functioning as a professional, the student is expected to be present or to call the clinical site and exercise safety considerations to get to the site. The ACCE must be called if the student does not attend.
- If a student is working extra days at the clinical site for any reason, the student must notify the ACCE in advance.

If students are late more than once, or don't come to the clinic and don't call in a timely manner, the CI or CCCE is requested to inform the ACCE. The program does not want students to develop poor work or responsibility habits. The faculty cannot address this issue if they are unaware that it is happening.

Transportation

Students will be responsible for transportation to and from the clinical affiliations and for any scheduled academic fieldtrips. Because of the number of students and the availability of clinical sites, students will likely have to travel outside the King County area. The ACCE will make every effort to enroll students in clinical experiences within a reasonable driving distance.

Responsibility for Cost of Emergency Services in Off-Campus Educational Experiences

Any costs from any injury occurring during transportation to/from and/or at any off-campus educational experience site will be the sole responsibility of the student.

Safety in Clinical Affiliations

During clinical affiliation experiences, the supervisor or CI is responsible to orient students to safety and emergency procedures and to any equipment used at the clinical site. During clinical affiliation experiences students will be supervised at all times by the CI or his/her designee.

Professional Behaviors

As PTA students, you are expected to behave in a professional manner at all times. PTA students are expected to adhere to the behavioral expectations established in the American Physical Therapy Association (APTA) *Standards of Ethical Conduct for the Physical Therapist Assistant* and the *Professional Behaviors* assessment tool (see appendices).

Dress Code

PTA Program dress code expectations are for both student and patient safety and are important habits to establish for workplace preparation. Dress code expectations apply to classroom, laboratory and clinical settings unless noted otherwise.

1. Student attire is expected to be dress casual.
2. Clothes must be clean and appropriate for a health care clinical setting.
3. Shorts are not allowed in the classroom or clinic setting.
4. Shorts in the laboratory must cover your thighs.
5. Shirts/tops must cover the chest/breasts and midriff areas. Shirts must not have any writing or logos on them with the exception of appropriate Lake Washington Institute of Technology attire.
6. Shoes must be clean and sturdy with a non-skid sole. No open-toed shoes are allowed.
7. For certain labs or activities, socks will be required with shoes.
8. Hair must be well kept, and must not interfere with PTA lab activities.
9. Beards, mustaches, and sideburns must be clean and trimmed.
10. Fingernails are to be kept short and clean. Nails must be at a length that will not tear gloves. Nail polish is discouraged due to sanitation concerns.
11. Makeup use should be appropriate for the workplace.
12. All students are to be well groomed, clean, and non-offensive to others. Personal hygiene should be completed before coming to class or clinical settings.
13. Deodorant/antiperspirants should be used prior to classroom, laboratory or clinical sessions.
14. Perfumes and colognes are not permitted. It is expected that students attend clinical sessions without smelling of smoke or other scents that may be offensive to others.
15. Facial jewelry must be removed and tattoos must be concealed.
16. Excessive jewelry must not be worn. Watches, wedding rings, and small non-dangling earrings may be worn, but avoid large hoop or dangling earrings, loose necklaces/bracelets, and/or protruding rings for patient and student safety.

Name Badges

Each PTA student will be issued a LWTech student ID and a PTA program specific ID (third quarter). The PTA student name badge is expected to be worn for all off-campus activities. Should a student lose his/her name badge, he/she will be expected to cover the cost of a replacement name badge.

Disciplinary Procedure – Conduct and Behavior

All Physical Therapist Assistant students are subject to the student conduct code and the policies and procedures of Lake Washington Institute of Technology as stated in the LWTech Student Handbook, the LWTech Catalog and the LWTech Policies and Procedures Manual.

Any student who violates the student conduct code will be called for a meeting with the vice president of student services or designee and will be informed of what provision of the Student Conduct Code he/she is charged with violating and what appears to be the range of penalties which might result from consideration of the disciplinary proceeding. Violations include, but are not limited to:

- Academic dishonesty
- Habitual absence or excessive tardiness
- Unprofessional, unethical, or illegal conduct
- Refusal to comply with Physical Therapist Assistant Program policies
- Breach of rules or regulations of the student's assigned clinical education site
- Unsafe practice and/or repeated failure to demonstrate competency
- Sexual harassment of other students, faculty or clinical faculty
- Purposeful destruction or theft of college or clinic property
- Reporting to class or clinic under the influence of alcohol and/or controlled substances
- Insubordination
- Disruptive behavior in class or clinic
- A felony conviction while in the program

Ethics – Gifts or Gratuities

The Washington Ethics in Public Service Law (chapter 42.52 RCW) applies to all state employees. Employees may not receive, accept, take, seek, or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person if it could reasonably be expected that the gift, gratuity, or favor would influence the action or judgment of the employee, or be considered part of a reward for action or inaction. The instructors and staff of the PTA program may not accept gifts or gratuities.

Telephone and Electronic Device Use

All cell phones and other electronic devices that may disrupt the classroom must be turned off during lecture and lab periods. Cell phones and other electronic devices must also be turned off during off-campus labs and during field trips. Students will have opportunities to check electronic devices for messages during scheduled breaks or between classes. If a student has an emergency situation where she/he is waiting for a call or message, let the instructor know this before class. Electronic devices of any kind are not allowed during testing.

Safety and Equipment

Safety in Off-Campus Educational Experiences

PTA program faculty and students follow college and program procedures with regards to supervision, safety and notification of off-campus educational experiences. When students or staff in the PTA program participate in an off-campus field-trip educational experience, prior approval from the program director and division dean is required. Program faculty accompany students to all off-campus educational experiences, except for assigned clinical affiliation experiences, to ensure that the same level of supervision given to students in their on-campus experiences occurs in the off-campus experiences. Students receive an orientation about safety in the off-campus setting prior to and/or upon arrival at the off-campus experience.

During clinical affiliation experiences, the supervisor or CI is responsible to orient students to safety and emergency procedures and to any equipment used at the clinical site. During clinical affiliation experiences students will be supervised at all times by the CI or his/her designee.

Students are responsible to transport themselves to off-campus experiences including, but not limited to, off-campus laboratories, field-trips, observation experiences or clinical affiliation experiences.

Expenses for off-campus educational experiences are the student's responsibility. Each faculty distributes a course calendar with the course syllabus at the onset of each term, which will indicate possible dates of off-campus experiences; if the schedule changes, students will be notified as soon as possible of the change.

Safety Emergency Procedures Handbook

The PTA Program follows the campus safety and emergency procedures of LWTech. The Program Director is in charge of ensuring that necessary emergency supplies (first aid kit, Emergency handbook, CPR masks) are located in the PTA Laboratory. Program faculty are required to maintain CPR/AED certification at all times during employment. Students in the PTA Program are required to maintain current CPR/AED certification during Technical and Clinical Affiliation Terms.

Emergency and Safety policies are printed in the LWTech Emergency Procedures Handbook which is located in a variety of places throughout the college, including the PTA laboratory. This Handbook contains information relating to direct and immediate emergency situations and responses. Safety procedures will be reviewed and students thoroughly oriented to safety and emergency procedures in the first lecture and lab fall quarter.

Material Safety Data Sheets (MSDS)

The college is required to comply with the Hazard Communication Standard, WAC 296-62-054 through 296-62-05425. Faculty may not permit hazardous materials into training areas without also ordering the corresponding Material Safety Data Sheets (MSDS). MSDS Sheets for any hazardous substances are maintained in the PTA Laboratory. Items requiring MSDS sheets include but are not limited to: ultrasound gel, massage cream, mat cleanser, and paraffin wax.

Biohazardous Waste

The PTA Program follows the LWTech Exposure Control Plan maintained by the Facilities and Operations department.

Following the LWTech Exposure Control plan, faculty or appropriate facilities staff will take any biohazardous waste to the Dental Clinic for disposal. The Dental Clinic has an established process for disposal. Dental Faculty are also available to PTA Program faculty for questions regarding the transport or disposal of biohazardous waste. In addition to gloves, gowns and masks which are necessary to follow Contact Precautions, the PTA Program laboratory has a sharps container and biohazardous waste bag in which to transport soiled items to the LWTech Dental Clinic. The PTA Program Director checks the supply of these items to ensure that the necessary biohazardous waste supplies (sharps container and biohazard bag) are located in the PTA Laboratory.

Standard Precautions

Information on Standard Precautions will be provided in the 1st quarter of the program in PTA Procedures I. Content includes but is not limited to:

- Universal Precautions/Infection Control
- Chain of Infection
- Proper Hand Washing Technique

Lab Infection Control

To ensure a clean laboratory environment and to facilitate infection control, the following procedures will be in effect:

- Plinths, mats, and other treatment surfaces are cleaned using a bacteriocidal agent.
- Soiled linen is placed in the linen hamper located in the lab. If a bag is full, place a new bag in the hamper. Laundry is collected outside of A103.
- The hydrocollator is cleaned frequently. It is checked regularly to ensure appropriate water level and refilled as needed.
- PTA faculty members are responsible for assuring the infection control policies are enforced in the lab.

Use of Equipment in the Lab

As a PTA student, you will only use program laboratory equipment when supervised by faculty during designated lab times. Students will only use equipment on which they have been trained by program faculty. All students must sign and submit to the Program Director an Informed Consent Statement (see appendix) before using any modality or program equipment. The PTA Program Director is responsible for notifying program faculty which students have signed and submitted consent forms and which students have not.

Equipment Manuals

Equipment manuals are maintained by the program director and are available upon request.

Equipment Emergency Procedures

Students and faculty will follow established LWTech safety protocols in the event of an emergency. Should the emergency be precipitated by the use of a piece of equipment, the supervising faculty will report this to the Program Director who will ensure that an inspection and review of the equipment in question is completed before continued student use.

Equipment Testing and Maintenance

The PTA Program Director ensures that maintenance protocols for items not inspected by a vendor are followed. All electrical equipment owned and used by the LWTech PTA Program will be annually inspected. Appropriate personnel are scheduled to visit for inspection annually.

Non-electrical equipment (treatment tables, wheelchairs, crutches, etc.) are inspected on an ongoing basis by the PTA Program Faculty. Repairs are made or arranged by the program as needed.

Any real or potential equipment safety concerns discovered by faculty or students are labeled and taken out of use until repaired or replaced.

Safety in Student Interactions

PTA students are expected to follow the LWTech Student Conduct Code as outlined in the LWTech Student Handbook, in the LWTech College Catalog, and in LWTech Policies and Procedures Manual Chapter 7. In addition, PTA students are expected to conform to the APTA *Standards of Ethical Conduct for the Physical Therapist Assistant* and the *Guide for Conduct of the Physical Therapist Assistant*. All disciplinary actions will follow LWTech Procedures.

When students are in the role of providing therapeutic interventions and associated data collection skills in the laboratory setting they are responsible for:

- Identifying indications, contraindications, precautions and safety considerations for the particular intervention and for the person in the role of patient-simulator
- Asking the patient-simulator if he/she has any concerns or contraindications to the intervention
- Notifying the supervising faculty member of any concerns or contraindications

Safety for Participants as Patient Simulators

Students sign an Informed Consent Statement at the beginning of the PTA Program. Non-students sign an Informed Consent Statement prior to participation in a PTA classroom or laboratory session. Prior to participation in lab activities, participants are made aware of indications, contraindications, precautions and safety considerations for all therapeutic interventions and associated data collection skills for which they may be in the role of patient-simulator. Participants in the role of patient-simulators are responsible for expressing to a student providing simulated interventions and to the faculty supervising the laboratory any and all concerns and/or contraindications for activities.

Program Safety and Security

- All classroom and lab equipment is property of Lake Washington Institute of Technology and is not for personal use. Students are expected to exercise safety and good judgment when using all college equipment.
- Unsafe performance in any course, practical examination, or on any skill check may result in a failing grade in a course even if adequate points for passing the course, practical exam, or skill check were earned.
- The use of program electrical equipment or the practice of skills involving electrical equipment can only be performed with faculty supervision.
- All lab equipment and supplies must be returned to their proper place of storage after use. No equipment may leave the lab without faculty approval.
- PTA Program students are expected to notify academic faculty (and clinical faculty when participating in clinical education experiences) of any medical condition(s) and/or medication(s) taken that could potentially impair or alter the student's safe and effective performance or function of all program educational experiences. Students contracting an infectious disease during the time they are enrolled in the PTA Program must report that fact to program faculty and follow appropriate medical guidelines to minimize the risk of transmission.

Personal Property and Valuables

Lake Washington Institute of Technology and the PTA Program do not accept responsibility for loss of personal items. Theft does occur on campus and all students should secure their valuables accordingly. Lockers are available on campus for student use.

Health Services and Medical Emergency Procedures

Although many faculty and staff on campus are trained in emergency CPR and First Aid, please note that routine and urgent medical services are not available for students on campus. Emergency medical care is available through Emergency Medical Services by calling 911 (9911 from any classroom/laboratory phone).

Faculty and students are expected to respond quickly to an emergency. Students are oriented to emergency and evacuation procedures during the 1st quarter of the program.

Universal methods of treatment common to most emergencies are listed:

- If someone else is in the room, ask him/her to report the emergency to a faculty member or college staff. If appropriate, call for medical assistance (9911 from a classroom/lab phone) or have someone else call.
- A first aid kit is located in the PTA Program Laboratory E110
- An automated external defibrillator (AED) is located in the 1st floor of the East building near the fitness center and PTA Rehab Gym as well as in the 1st floor hallway of the Allied Health Building.

Student Health Services, Immunization/Health Requirements

Lake Washington Institute of Technology is located within five miles of a full-service hospital and many medical facilities and services.

Immunizations and tuberculosis screening are required in accordance with CDC recommendations for health care workers. Refer to the *Immunization Requirements Checklist* document in the appendix of this handbook for specific screening requirements. The PTA Program follows procedures for maintaining student immunization and relevant health records as private educational data in accordance with federal and state privacy laws.

Privacy and Confidentiality

Confidentiality/Data Privacy

Faculty and students in the PTA program follow the privacy provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regarding the use any protected health information that is obtained from patients and/or patient-simulators in demonstrations and practice for educational purposes. Students are introduced to the topics of confidentiality and patient privacy in PTA 105 Introduction to physical Therapy and complete formal HIPAA training in PTA 135 Topics in Physical Therapy I.

Students are expected to obtain and comply with site-specific expectations regarding the use of information other than protected health information (e.g. patient care protocols, administrative information, etc.) from the clinical instructor/supervisor.

Final clinical performance (grading and feedback) is posted electronically to students individually through a password-protected online learning management system by the Academic Coordinator of Clinical Education (ACCE). Clinical performance information is given to students confidentially verbally and/or in writing by the (ACCE) and designated clinical education faculty. Copies of all completed clinical assessments are kept in a secure location by the ACCE.

Informed Consent for Patients Cared for by Students

Students are instructed in the concept of patient right of refusal in didactic coursework prior to any interaction with patients. Students are instructed in lab courses that they will be expected to identify themselves as student physical therapist assistants to any patient in the laboratory or clinic setting and obtain patient consent for treatment prior to providing any physical therapy services under the supervision of a licensed clinical instructor. PTA clinical courses may incorporate this as an expected clinical behavior as assessed through the clinical assessment tool(s) completed by the clinical instructor.

Informed Consent

Students are expected to perform a variety of physical therapy procedures on each other in the classroom and laboratory for educational purposes. This participation is very important to the learning process. Students are notified of their responsibilities in course syllabi.

LWTech Facilities and Student Services

LWTech has a variety of services available to students to assist with student retention, including a tutoring center, an academic success center, disability services, academic advising, and a counseling center. Students are encouraged by program faculty to communicate with program faculty and student services personnel.

LWTech has implemented a college-wide early alert and intervention plan that allows faculty to identify students who are experiencing difficulties in the early weeks of the quarter, to refer them to the student development office who will evaluate and identify support services to assist the student in their academics. The student development office will follow up with the student and the program faculty as appropriate.

All PTA program faculty are responsible to send an alert through the LWTech early alert process to student services using this tracking tool for any students in danger of failing a PTA course. This online tool is password protected and faculty only have access to information regarding students in their respective courses.

Counseling

The primary goal of LWTech's counseling services is to provide the necessary academic and personal support to enable students to succeed at college. Short-term personal counseling is available to students who are experiencing difficulties that may be interfering with their educational progress. Counseling emphasis is on providing support, clarifying choices, handling difficult situations, and accessing community resources. Confidential assistance is available for a variety of concerns including:

- College transition
- Career planning
- Academic success strategies
- Problem solving and decision making
- Support for problems resulting from chemical dependency
- Referral to community support services

Disability Support Services *West Building, W207*

If you have a physical, psychological, medical, or learning disability that may impact your course work, please contact the Disability Support Services office. You may request accommodations and apply for services through DSS Online: Link to application*.*
They will coordinate reasonable accommodations for students with documented disabilities. All information and documentation is confidential. DSS is located in W207 in person, by phone 425-739-8300, or by email dssinfo@lwtech.edu. For additional information please refer to Link to DSS information

In addition, the TRiO student success program at LWTech provides support services to students with disabilities. Students must be registered with Disability Support Services. TRiO staff can be reached at (425) 739-8360. TRiO Services include:

- Academic/Technical Tutoring
- Support Groups
- Study & Life Skills Workshops

- Financial Aid Advising
- Academic & Transfer Advising
- Counseling (Personal & Career)
- Peer Mentoring

Academic Support Center

If you are having any difficulty academically, we encourage you to talk to a PTA Program instructor to seek guidance and assistance. Also, the LWTech Academic Support Center offers skills development and tutoring in a variety of subjects, such as math and writing. The Writing Center and the Math Center are located within the Academic Skills Center which is accessible inside the Library & Media Center.

Learning Commons / Library Media Center

As a PTA student, many assignments will require the use of the college library and media center. You should become familiar with the services offered by the Library and Media Center at LWTech which is located in the Technology Center.

The Learning Commons at Lake Washington Institute of Technology is designed to foster active learning for you as students. It combines traditional library services, academic support services, and technology services in one location. The library staff provides students with research support, information literacy instruction, online resources, and traditional sources of information (books, manuals, reference materials) to assist student learning.

Computer Lab

Computer access is available in the LInk to LWTech Learning Commons and in the LWTech computer lab. Owning a computer is not a requirement of the PTA Program.

Financial Aid

Financial Assistance is available for students for help with needs such as tuition, living expenses, and emergency needs through the Financial Aid Office. Scholarships are also available twice yearly through the LWTech Foundation. Students who need financial help should visit the Financial Aid Office, located in room W209 in the West Building. Information about the LWTech Foundation scholarships may be found on the following website: **Link to foundation scholarship information**

Graduation

Upon successful completion of the following criteria, Lake Washington Institute of Technology will grant an Associate of Applied Science Degree in Physical Therapist Assistant.

- Credit Courses: Students are required to complete all program general education and technical coursework with a minimum passing numeric grade (2.0 or higher) for each course.
- Clinical Education: Students are required to pass all clinical education courses.

In order to qualify to participate in commencement, a student must have met all program requirements and be in good academic standing.

Students must apply for graduation by completing the online graduation application. The deadline varies for Summer, Fall, Winter and Spring quarters. Application for graduation is complete online through the website. LInk to online graduation application

Commencement ceremonies for LWTech are held annually in June. Registering for the Commencement ceremony is a separate process from applying for graduation. Students are strongly encouraged to attend and bring friends and family to the annual June commencement.

A PTA program Completion Ceremony is held annually at the conclusion of the final quarter of PTA coursework.

Graduation checklist

To Do:

- Review the required courses by checking and attaching a Degree Audit report

Check that the following problems have been corrected:

- Missing grades on transcript have been replaced with actual grades (if not, contact instructor).
- Repeated classes have been coded as repeats (if not, attach a note to this checklist).
- Incomplete grades have been replaced with actual grades (if not, contact the instructor).

General Information:

- Minimum credits: 90 credits for AAS.
- Residency: 30% of technical courses AND final quarter taken at LWTECH.
- Academic Core: At least 20 credits
- Technical course grades must each have a grade of at least 2.0.
- Academic Core grades: at least 2.0.
- Waivers or substitutions have been approved by dean and filed with registrar.
- Cumulative GPA is 2.0 or better.

Licensure

Most states require PTAs to have a PTA License to work as a PTA. Graduates of accredited PTA programs are eligible to sit for the National Physical Therapy Examination (NPTE) and to apply for state licensure. In the Pacific Northwest, the states of Washington, Oregon, and Idaho require licensure to work as a PTA.

Employment Resource Center

The LWTech Employment Resource Center is located in the West Building, Room W205. Staff can be reached at (425) 793-8113 or by emailing Job.placement@lwtech.edu. The Employment Resource Center web page can be access through this link

The Employment Resource Center at LWTech offers career exploration and job search assistance to students, alumni, and community members. In addition to the ERC staff, there are representatives from Community Based Organizations that can assist you with job placement and training opportunities. Other staff members include Associated Student Government work-study students.

Whether you are looking for your first job, needing a part time job while attending school, or are ready to start your career after graduation, the Employment Resource Center is focused on giving you the tools you need to successfully reach your employment goals.

Due Process

The PTA program follows the LWTech policies and procedures for due process for students and faculty. For more information on due process and filing a complaint, please see the LWTech Student Handbook.

PTA Program Estimated Costs

Estimated PTA coursework costs for cohort starting in fall 2018

Resident tuition	98758.88
Books	1247.75
Lab Fees	842.00
Supplies & misc.	400.00
TOTAL	**$11,248.63**
Non-resident tuition	9,633.92
Books	1247.75
Lab Fees	842.00
Supplies	400.00
TOTAL	**$12,123.67**

Estimated PTA Licensure Costs:

Practice exam	99.00
NPTE exam	485.00
Testing center fee	70.00
Score report fee	80.00
License application (Washington DOH)	60.00
TOTAL	**$794.00**

Appendices

LWTECH Physical Therapist Assistant Program

Clinical Preparation Requirement Checklist – Example (ACCE will distribute most current list)

Instructions: Students are required to submit documentation of immunizations to the PTA Program's Academic Coordinator of Clinical Education (ACCE) prior to your enrollment in the third quarter. Documentation consists of a signed and dated record of the immunization administration from your health care provider regarding each immunization. Registration for clinical courses will not be allowed for any student whose file is not up-to-date.

You are required to keep documentation current and up to date at all times while in the Physical Therapist Assistant program. Additionally, Physical Therapist Assistant instructors and/or clinical facilities may request to review your documentation.

YOUR NAME: _____Date: _____

	HEPATITIS B SERIES: 3 immunizations and titer	**GUIDELINES:**
		Student must document the 1st dose **at the time of application to the PTA Program**.
		2nd dose is administered at least **30 days after the 1st dose**
		3rd dose is administered at least **4 months after the 1st dose** and at least 2 months after the 2nd dose and is required prior to entry into any clinical setting
	PPD	Tuberculin skin test must be repeated every 12 months, unless a test has shown 10 or more mm of in duration. (Tine test is NOT acceptable). If your PPD expires during your time in a clinical facility, you must update the test prior to the beginning of the quarter in which it expires. If your 1st PPD occurred more than 24 months ago, you will need 2 step testing and 2 negative tests to be considered negative. **If any of your PPD skin tests are positive**, a chest x-ray with written results, and personal statement of no symptoms of TB is required.
	MMR	Measles, Mumps, Rubella: Vaccine x 2 or titer showing immunity
	Varicella	"Chicken Pox". Vaccine x 2, titer showing immunity, or history of varicella
	TDP or TDAP	Tetanus, Diphtheria, Pertussis. Vaccine
	Polio	Per clinical site request: show immunity or vaccine record
	Seasonal Influenza Vaccine	Annual if required per clinic
	Proof of Medical Insurance	Written proof of medical insurance coverage for the student during clinical affiliation dates
	CPR	Current CPR certification for Healthcare Providers /First Aid Certification (must include AED training)
	HIV/AIDS Training (7 hour course)	To fulfill this requirement, MEDA 216 can be taken at LWTECH. Alternate agencies offering the 7 hour HIV/AIDS training with certificates of completion are listed on the Washington Department of Health HIV/AIDS Training Page Link to Washington Department of Health HIV/AIDS Training Page. Copy of certificate required.
	Background Check	National background check required through online processing center. See ACCE for specific details.

	Drug Testing / Screening	If required by clinical site
	HIPAA Privacy Training	To be completed in PTA coursework prior to clinical affiliation. Copy of certificate required.

Lake Washington Institute of Technology

Technical Standards: AAS -Physical Therapist Assistant

To ensure that graduates of the PTA program can become fully competent and caring physical therapist assistants capable of providing safe and effective physical therapy interventions appropriate to the role of a Physical Therapist Assistant under the supervision of a Physical Therapist, as a student enrolled in the program you must be capable of the following technical standards:

Sensory / Motor Skills

1. Perform tasks requiring the strength and coordination of both gross and fine motor skills, balance and perception as is necessary to providing physical therapy procedures to patients. These tasks may include:
   - Occasionally (0.5 – 2.5 hrs/day): lift up to 60 pounds, sit in place, twist, crouch/squat, kneel, reach overhead, climb stairs
   - Frequently (2.5 – 5.5 hrs/day): lift up to 10 pounds, walk, stoop (bend at waist), turn/pivot in standing or sitting, reach to shoulder level, operate documentation technology
   - Continuously (5.5 – 8 hrs/day): sit, stand, move throughout work area
2. Given instruction in proper technique, safely assist a patient in transferring between positions, for example: from a wheelchair to a bed, using proper body mechanics and avoiding injury to self or others
3. Provide emergency treatment, including CPR, as appropriate to the role of a PTA
4. Respond to warning or distress signals such as a person calling from behind a curtain, bells, alarms, and/or lit signals
5. Observe and interpret patient movement, skin condition, and anatomic structure when a patient is both at a distance and close in
6. Perceive and interpret charted patient information, professional literature, notes from physicians and other professionals, equipment, dials and displays in physical therapy treatment environments

Communication Skills

1. Provide clear instructions to patients that are appropriate for a patient's cognitive levels and communication needs
2. Communicate effectively, compassionately, and respectfully with patients, family members, and coworkers including perception and interpretation of non-verbal communication
3. Create clear and legible progress notes in patient charts, written home exercise programs and other instructional materials to patients and family members
4. Process and communicate information on the patient's status with accuracy and in a timely manner to the supervising physical therapist and other members of the health care team as appropriate

Cognitive Skills

1. Concentrate and attend to details amidst a variety of environmental distractions in classroom, laboratory and clinical settings
2. Prioritize multiple tasks and carry out a complex sequence of instructions

3. Comprehend and apply information and engage in critical thinking in the classroom, laboratory and clinical settings
4. Problem-solve in a timely manner to transfer learning from one situation to another and make appropriate decisions to promote patient safety

Behavioral and Emotional Skills
1. Maintain mature, sensitive, and effective relationships with patients, students, faculty, staff and other professionals under all circumstances including highly stressful situations
2. Function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways
3. Given instruction in proper technique, provide safe, effective and caring physical therapy interventions under the supervision of a physical therapist to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults
4. Engage with and respect individual values, beliefs, attitudes and opinions to successfully foster harmonious working relationships with fellow students, patients, and other professionals
5. Self-evaluate capabilities, needs and performance and demonstrate a willingness and ability to give and receive feedback
6. Maintain personal appearance and hygiene appropriate to classroom, laboratory and clinical settings
7. When necessary and/or appropriate, seek supervision and consultation in a timely manner

Ethical Conduct
1. Learn and abide by standards of practice including the APTA Standards of Conduct for the PTA and the Guide for Conduct of the PTA
APTA Guide and Standards of Conduct for the PTA can be accessed through this Link.

2. Learn and abide by the Washington State laws/code including but not limited to those relevant to physical therapy and physical therapist assistants
Washington State Department of Health Board of Physical Therapy links to law/code.

I certify, by my signature below, that I have read and understand the Technical Standards for selection into the Lake Washington Institute of Technology Physical Therapist Assistant program as listed above, and I believe to the best of my knowledge that I meet each of these standards with or without reasonable accommodation.

PTA Student Signature _____Date_____

LAKE WASHINGTON
INSTITUTE OF TECHNOLOGY

PTA Program Handbook Agreement

I have received and read the PTA Student Handbook for the Physical Therapist Assistant Program at Lake Washington Institute of Technology. I understand the contents and agree to abide by the policies and procedures set forth during my tenure as a Physical Therapist Assistant student. The PTA Program Director reserves the right to alter policies, procedures and content.

_____
Student Name (Please Print)

_____
Signature

_____
Date

LAKE WASHINGTON INSTITUTE OF TECHNOLOGY

Occupational Therapy Assistant Program

Student Handbook

2018-2019

WELCOME

Welcome to the Occupational Therapy Assistant Program at Lake Washington Institute of Technology.

Congratulations! You have chosen a very challenging, exciting and rewarding profession. You will be learning a new language (medical terminology), new ways of thinking through problem-solving (the OT process), and how to practice with confidence and competence.

All of this new learning seems to come at one time and can be confusing and leave you feeling overwhelmed. Since you will have many questions as you progress through the program, this handbook was designed to cover the most common ones. Keep this handbook in a handy place where you can refer to it often. You are responsible for knowing the policies and rules covered in this book! Read it through once, highlighting important items, and then look at it again from time to time. As policies change, you will be given updates for your book, so be sure to add them!

The OT Assistant Program will demand a great deal of your time, energy, intellect, and patience. Upon graduation, you will have the pride and satisfaction of knowing that you have joined the ranks of the faculty, fieldwork educators and staff therapists who helped you along the way.

Good luck and good learning!

Jennifer (Jenny) Rogoff, MEd OTR/L
OTA Program Director
Lake Washington Institute of Technology
11605 132nd Avenue NE
Kirkland, WA 98034-8506
E-mail: Jenny.Rogoff@lwtech.edu
Direct: 425-739-8178
Fax: 425-739-8101

Robin Huesca, MOT OTR/L
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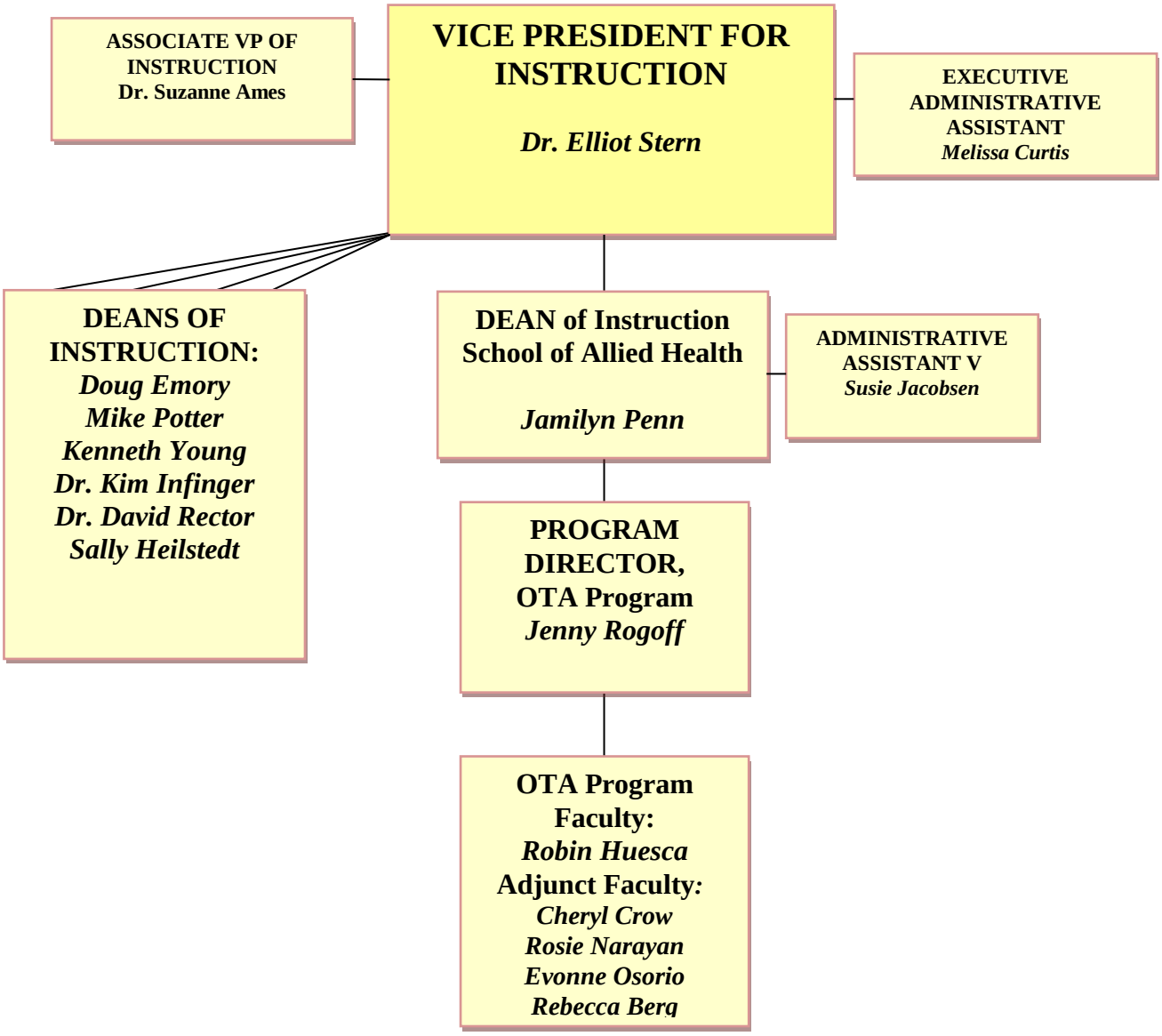
Fax: 425-739-8101

Lake Washington Institute of Technology
Occupational Therapy Assistant Program

Organization Chart (Instructional Services)



Current Faculty Contact Information

Program Director	Jenny Rogoff, MEd OTR/L
Office Location	A104B
Email	Jenny.Rogoff@lwtech.edu
Office phone & voicemail	425.739.8178

Program Faculty	Robin Huesca, MOT OTR/L
Office Location	A213B
E-mail	Robin.Huesca@lwtech.edu
Office phone & voicemail	425.739.8333

Faculty Support	Susan (Susie Jacobsen) – Administrative Assistant
Office Location	East Building Room E221
Phone	425.739.8225

Faculty members post a quarterly schedule of office hours and availability for appointments. These hours are reserved for advising, assisting, and meeting with students. Please schedule appointments for meeting with faculty. If you must cancel a scheduled appointment, let the instructor know in advance. All instructors have voice mail and email for convenient contact.

As an OTA student the following guidelines are to be used with all communication:

Phone Etiquette

- Introduce yourself when calling someone new and state you are an OTA student.
- Identify yourself by name every time you call.
- Say why you are calling.
- When leaving a message, leave a number(s) and/or e-mail where the person may call you back or contact you electronically.
- Say when you are available for a return call.
- Do not call very early or very late (i.e. call during business hours (7:30 am – 5:30pm).
- Speak clearly and slowly.
- Do not use slang.

"Netiquette"

- Check e-mail daily and respond promptly.
- Notify all instructors if you have a change in e-mail address. School e-mail will be the program's primary means of off-site communication with you.
- Use complete sentences, proper spelling, grammar and punctuation. Do not use "slang" abbreviations (e.g. R U reading this?)
- Do not share another person's e-mail address unless you have his/her permission.
- Refrain from sending jokes, chain letters, non-program related images or links.
- Please be courteous and use please, thank you, you're welcome, etc. Thanks!
- Be aware of who you intend to reply to; reply-all when appropriate and be careful not to reply-all when it is not appropriate.

Accreditation Statement

Lake Washington Institute of Technology (LWTech) is accredited through the Northwest Commission on Colleges and Universities (NWCCU); 8060 165th Avenue NE, Suite 100, Redmond, WA 98052-3981, 425-558-4224.

The OTA Program at Lake Washington Institute of Technology is accredited through the Accreditation Council for Occupational Therapy Education (ACOTE).

Statement of Nondiscrimination

Lake Washington Institute of Technology values equality of opportunity, human dignity, racial, cultural and ethnic diversity both as an educational institution and as an employer. The college provides equal opportunity in education and employment and does not discriminate on the basis of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, disability, or veteran status. The college will comply with applicable laws prohibiting discrimination and harassment in employment, educational programs and admissions, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans With Disabilities Act of 1990, the Age Discrimination Act and the state law against discrimination, chapter 49.60 RCW.

Information regarding LWTech's nondiscrimination policies and procedures can be found in the LWTech Student Handbook. Inquiries regarding compliance procedures and complaints may be directed to the college's Affirmative Action Officer, Meena Park, acting Executive Director of the Human Resources Department. She can be reached at 425-739-8251 or Meena.Park@lwtech.edu.

Mission Statement

The mission of the Occupational Therapy Assistant (OTA) program is to prepare assistants in the field of occupational therapy with the skill base, fund of knowledge, and understanding and demonstration of professional behaviors necessary to succeed in their chosen vocational pathway. This is congruent with the mission of Lake Washington Institute of Technology which is focused on successful workforce education of individuals from diverse backgrounds, giving them the skills, knowledge, and attitudes to successfully compete for jobs and to cope with ever-changing work force requirements; and to provide education that encourages lifelong learning and growth, both on the job and in the home. We will provide our students with an engaging curriculum which encourages life-long learning, and high standards of occupational therapy assistant practice.

The primary objective of this training is to produce clinicians in the field of occupational therapy to plan and implement, in collaboration with occupational therapists, the use of occupation-based, meaningful activities to achieve the desired functional, cognitive and psychosocial patient and client outcomes.

The OTA Program at LWTech seeks to fulfill the need for qualified Occupational Therapy Assistants in the North Puget Sound, as well as other Pacific Northwest areas. In addition, the program mission includes:

- Preparing students for successful completion of Levels I and II Fieldwork

- Preparing graduates to pass the national certification examination and the National Board for Certification in Occupational Therapy, Inc. (NBCOT)
- Developing entry-level skills through effective didactic and laboratory learning experiences
- Developing professional behaviors including communication skills, good work habits, and an understanding of health care and community work arenas
- Preparing students for their profession in accordance with the Standards outlined by The Accreditation Council for Occupational Therapy Education (ACOTE) and by the Ethics policy documents published by The American Occupational Therapy Association
- Developing an appreciation and respect for the inherent worthiness and uniqueness of each student and all future patients or clients, regardless of differences in age, religion, gender, socioeconomic status, sexual preference, or race.
- Instilling a desire and pursuit of life-long learning to comply with licensure continuing education requirements and to enhance both professional and personal growth
- Encouraging the active engagement in professional associations, nationally and locally
- Enabling students to articulate, with simplicity and enthusiasm, the benefits of occupational therapy services and the uniqueness of the profession
- Integrating campus wide learning outcomes into curriculum requirements

LWTech Mission Statement:

To prepare students for today's careers and tomorrow's opportunities

LWTech Vision

To be the regional college of choice for workforce education

Philosophy Statement

The Occupational Therapy Assistant Program at Lake Washington Technical College is guided by the philosophy that individuals, through the lifespan, are shaped and influenced by meaningful occupation, by physical and social environments, and the development of skills and patterns of behavior.

Purposeful activity, or occupation, is the means for persons to engage in meaningful behavior and valued life roles. This view maintains that occupation is an essential aspect of human life and health, and that activity patterns, roles, and environments are definitive, unique, and can be used for healing, maintaining wellness, and establishing a satisfying life. Individuals form and act out their unique roles through occupation. Activity patterns can be as unique as a finger print, even though culture, age, sex, and vocational choices may standardize these patterns. Human adaptation, necessary for growth and development, is fostered or hindered by occupational behavior.

When a person's health and activity patterns are changed due to illness, injury, or an environmental threat, he or she can use occupation as the goal-directed use of time, energy, interest, and attention to reclaim the desired function. Occupational Therapy clinicians use purposeful, goal-directed activities to promote the maximum

performance to which the individual is capable and to which the individual is intent upon. Occupational Therapy practitioners also enable clients to adapt to their environment and unique situations, or to change them in order to reach the maximum desired functional performance in their daily routines. The intrinsic value of daily activities and purposeful occupation cannot be overemphasized. All human occupations have emotional, cognitive, physical, spiritual, and contextual dimensions. People may be independent and functional in a variety of ways and have the right to choose their activities and the context in which they are performed.

The OTA Program at Lake Washington Institute of Technology will use occupation and purposeful activity as a main tool for the education of students. OTA students will be introduced to models of occupation at the onset of the curriculum, and will apply the tenets to their own lives as they progress. This, the application of the very concepts and foundations of occupational therapy, will allow them to graduate with a firm understanding of occupation as the foundation of their chosen profession. The education will follow a developmental sequence with an emphasis on volition, habituation and skill development, which occurs in a specific environment. This sequence will introduce basic concepts, tie them to the OT Practice Framework, reinforce learning through lab activities and assignments, and then introduce higher level concepts and skills after repeating the already learned material. Each subsequent class will build on the ones the students have already taken. The individual student will receive input, process it cognitively, neurologically, emotionally, and physically, and then act on the environment in a dynamic, open system. The Program is guided by the belief that Occupational Therapy is a true synergy of art and science. Active learning in this curriculum involves student participation in lab activities which are specifically designed to support the didactic sessions. An example would be the opportunity to interview family members with an interest check list. Another assignment is the essay which uses the Model of Human Occupation as a self-analysis tool and a plan for role success as an OTA student and a future occupational therapy clinician.

The very essence of everyday life is the elegant and humble focus of occupational therapy. It is the “doing” of chosen activities of daily living, and the participation in valued projects, desired engagements, and goal-directed behavior which gives a unique pattern to the lives of individuals. These activities are guided by values, interests, beliefs and intrinsic human motivation. Occupational behavior is molded by habits, roles and personal style. Effective occupational behavior, if supported by skills and knowledge, will help our students and their future clients to lead satisfying and meaningful lives.

Curriculum Design

The curriculum design at Lake Washington Institute of Technology for Occupational Therapy Assistant students will be based on the philosophical foundations of the profession. In addition, the OTA Program reflects the mission and values of the College in its belief that learning is a lifelong process that continues beyond formal academic training and fieldwork experiences. The curriculum design focuses on the use of the Model of Human Occupation, particularly the fulfillment of role expectations as a part of the Habituation Sub-system. In order to successfully fulfill the following roles as a practicing occupational therapy assistant, the student must also demonstrate the values, interests and skills necessary for this achievement. Central to the curriculum design is the foundational assertion that there are three main roles that the OTA must assume in order to meet the responsibilities and expectations of practice. These roles are:

- Direct service provider of care to a diverse population

- Facilitator and manager of health care services in a variety of practice settings
- Member of a profession

Successfully fulfilling these role expectations is the organizing framework of the curriculum. The following outcomes provide a guide for the knowledge, skills, behaviors, and attitudes needed to engage in each role:

To assume the role of a direct service provider to a diverse population, the OTA will:

1. Demonstrate accurate and effective written and oral communication skills appropriate to the environment and the individuals served.
2. Establish and adapt behavior for fostering effective interpersonal communication.
3. Exhibit openness, respect, and receptiveness to diverse cultures, lifestyles, processes, ideas, and views of those being served.
4. Evaluate and appreciate the conditions, contexts, and barriers that prevent human participation in desired roles, activities, and occupations.
5. Establish and maintain effective therapeutic relationships with clients, caregivers, and significant others.
6. Identify and explain the areas of occupation that comprise the motivation and desire to engage and participate in life roles and activities.
7. Analyze and identify performance skills, patterns, environments, activity demands, and client factors that affect participation.
8. Select, prioritize, and sequence occupations, purposeful activities, and interventions relevant to the goals and desires of individuals or groups of people being served.
9. Evaluate and recognize when to adapt, grade, compensate, or change instructions, methods,
10. Recognize principles and implement techniques and methods that ensure a safe environment or experience for the clinician and client.
11. Demonstrate professional behaviors including punctuality, attendance, dress, time management, and cooperation with other professionals and health care team members.
12. Maintain confidentiality of clients, families, peers, team members, and the institutions in accordance with ethical and policy regulations.
13. Understand the collaborative working relationship and licensing parameters of the assistant (COTA/L) and the registered occupational therapist (OTR/L).

14. Assist in locating, accessing, and informing clients of possible resources to promote community integration and participation in valued life roles.

15. Explore, identify and advocate for necessary services for the client or population being served.

To assume the role of facilitator/manager of health care services, the OTA will:

1. Understand and apply the Standards of Practice and the OT process to deliver services in an efficient and ethical manner.

2. Generate or follow a system for maintaining an inventory of supplies, equipment, and tools for therapy as appropriate to the job setting.

3. Identify the conditions, environments, and contexts that promote safety, personal growth and risk-taking as clients adjust and compensate for changes in occupational performance.

4. Assist in the development, implementation, and evaluation of quality assurance activities under appropriate supervision.

5. Assume leadership roles in management appropriate to the role of the OTA.

6. Complete requirements for documentation of OT services to comply with fiscal, legal, professional, and employer standards.

7. Respect and comply with supervision and lines of authority in the clinical/institutional setting.

To assume the role as a member of the profession, the OTA will:

1. Recognize and apply the OT Code of Ethics, Core Values and Attitudes for OT Practice, and the Philosophical Base of OT into practice on a daily basis.

2. Recognize the importance of continuing professional education and lifelong learning to remain a competent, reflective, and ethical practitioner.

3. Recognize and appreciate the role and contribution of other members of the health care team in meeting institutional goals of patient care and health outcomes.

4. Acknowledge and understand federal, state, and institutional regulatory and legislative actions and their effect on the delivery and implementation of health services.

5. Regularly survey and analyze the research literature for application to current practice issues and concerns.

6. Request and follow an appropriate plan for supervision and training in the delivery of occupational therapy services.
7. Contribute to, participate in, and support local, state, and/or national professional organizations to promote advancement and advocacy efforts of critical issues.
8. Maintain current licensure, certification, or registration required by law or regulation.
9. Acknowledge and understand the importance of providing training and fieldwork opportunities for the next generation of OT practitioners.

The curriculum will be presented in a developmental sequence based on models of human occupation. Students will be introduced to OT theory in the first class of the first year, and will begin learning about occupation and apply concepts to themselves. This will encourage reflection and empathy development with future clients. In addition to theoretical constructs, students will be given tools for success during the first several quarters. These tools include time and stress management skills, study strategies (to facilitate an important occupation) communication techniques, including basic speaking and writing skills tailored to the role of the OTA. In addition to didactic learning, most courses will include lab sections which use various active learning methods and require participation. These labs will emphasize treatment skills, psychomotor learning, and activity analysis. In concert with the belief in "learning through doing," students will begin experiencing activity-based instructional activities in their first quarter of technical courses. They begin working with clients at the start of 2nd quarter.

In summary, the curriculum design is based on occupational therapy theory and the application of this theory by the students to their own lives in a program which is constructed to provide a thoughtful base of knowledge and skill development. The curriculum design adds complexity and generalization of this material in each subsequent class. Repetition, generalization, and a bridge to the affective and positive emotional development of each student will be emphasized. Successful role assumption, with the concomitant values, interests, and skills, will be the guiding construct for the curriculum. A graduate of the OTA Program at Lake Washington Institute of Technology will be prepared to contribute to the profession, to their communities, and to the occupational success of their future clients.

Occupational Therapy Assistant (OTA)

Occupational Therapy Assistant (OTA)
Associate of Applied Science Degree*
99 Credits

Occupational therapy assistants (OTAs) provide occupational therapy services with the direction and supervision of an occupational therapist. Graduates of the OTA Program will work in a variety of settings including hospitals, private practices, outpatient clinics, client homes, long term care facilities, retirement communities, assisted living facilities, school systems, and mental health centers. Graduates of the OTA Program will be able to teach patients or clients to manage basic activities of daily living, such as dressing and grooming; teach exercise and purposeful activities to increase coordination, strength, and work tolerance; and assist the occupational therapist with assessments of patient function. One of the main tenets of occupational therapy is the belief that purposeful and

meaningful activity, guided by the OT Clinician, with the participation of the client, is transformative.

All programs at LWTech aim to provide students with workplace skills that include Communication, Critical Thinking, Global and Cultural Awareness, Teamwork, Technical and Information Literacy. Each program will include coursework used to assess student performance in these global outcomes.

Students must take all courses in the OTA Program in order of the block sequence of the program curriculum. Students must earn a minimum grade of 2.0 in all academic core and technical courses within the OTA Program Curriculum in order to progress through the program to graduation.

Admission Dates: Fall quarter

Course prerequisites for OTA 101:		**Total Hrs**	**Lec. Hrs**	**Lab Hrs**	**Clin Hrs**	**Crs**
BIOL &175	Human Biology with Lab	50	30	20		5
MEDA 116	Medical Terminology	50	50	0		5
ENGL&100	English Composition	50	50	0		5
MATH&146	Statistics	50	50	0		5

Technical Requirements		**Total Hrs**	**Lec. Hrs**	**Lab. Hrs**	**Clin Hrs**	**Crs.**
TERM I						
OTA 101	Conditions in Occupational Therapy	30	30	0		3
OTA 110	Foundations for OTA	50	50	0		5
OTA 112	Functional Movement and Kinesiology	40	30	20		4
TERM II						
OTA 131	Human Activity and Occupational Performance	50	30	40		5
OTA 132	Functional Movement and Kinesiology 2	30	20	20		3
OTA 140	Pediatrics and Occupational Therapy	50	30	40		5
OTA 144	Fieldwork Level 1A with Seminar	20	10		30	2
TERM III						
OTA 180	Functional NeuroRehabilitation	30	20	20		3
OTA 120	Professional Communication in Healthcare	30	20	20		3
OTA 211	Mental Health and Occupational Therapy	50	30	40		5
OTA 217	Fieldwork Level 1B with Seminar	20	10		30	2
TERM IV						
OTA 190	Assistive Technology	30	20	20		3

OTA 218	Occupational Therapy and Rehabilitation 1	50	30	40		5
OTA 219	Professional Topics in Occupational Therapy	30	20	20		3
OTA 227	Occupational Therapy with Older Adults	20	20			2
TERM V						
OTA 225	Occupational Therapy and Rehabilitation 2	50	30	40		5
OTA 226	Occupational Therapy Assistant Capstone	50	30	40		5
OTA 232	Fieldwork Level 1C with Seminar	20	10		30	2
TERM VI						
OTA 235	Fieldwork Level II Clinical Experience A	300	0	0	300	10
OTA 236	Seminar IIA	20	20	0		2
TERM VII						
OTA 240	Fieldwork, Level 2 – Clinical Experience B	300	0	0	300	10
OTA 241	Seminar V	20	20	0		2

ACADEMIC CORE REQUIREMENTS – 15 credits*					
CMST&220	Introduction to Public Speaking	50	50	0	5
OR					
CMST& 230	Small Group Communication	50	50	0	5
PSYC&200	Lifespan Psychology	50	50	0	5

*All academic core classes must be completed by the beginning of the 5th term. It is recommended that the Academic Core requirements be taken before the student enters the program.

Prior to clinical fieldwork Level I, the student must provide to the OTA Program Director evidence of the following:

1. Criminal background check
2. Current CPR card (class for health care professionals)
3. TB Test results
4. Immunization record
5. 7 hour HIV/AIDS course certificate

Additional items may be required based on the specific FW site requirements.

Classroom and Laboratory Policies and Procedures

OTA Program Grading

Students must take all courses in the OTA Program in order of the block sequence of the program curriculum. Students must earn a minimum grade of 2.0 in all academic core and technical courses

within the OTA Program Curriculum in order to progress through the program to graduation. The OTA Program follows LWTech Policies and Procedures for Grading (Policy 6.P.31, Procedures 6.A.31).

OTA Program instructors will use the following grading scale in all OTA Technical Courses:

OTA Program Technical Course Grading Scale

Total Points Earned	GPA	Percentage	Letter Grade
	4.0	98-100%	A
Point values vary per course; Refer to syllabi for details	3.9 3.8 3.7	97% 96% 95%	A-
	3.6 3.5 3.4 3.3	94% 93% 92% 91%	B+
	3.2 3.1 3.0	90% 89% 88%	B
	2.9 2.8 2.7	87% 86% 85%	B-
	2.6 2.5 2.4 2.3	84% 83% 82% 81%	C+
	2.6 2.5 2.4 2.3	84% 83% 82% 81%	C+
	2.2 2.1 2.0	80% 79% 78%	C
	1.7-1.9	75-77%	**C-
	1.3-1.6	70-74%	D+
	1.0-1.2	65-69%	D
	0.7-0.9	60-64%	D-
	0.0	0-59%	F

****Grades below a 2.0 cannot be used for progression in the OTA program or for graduation requirements at LWTech.**

All course assignments must be turned in on time and must be college-level work. Faculty has the right

not to accept late assignments and/or to deduct points for late or unacceptable work per course syllabi.

After the end of each quarter you can access your grades online using the Student Toolbox (www.lwtech.ctc.edu/current/toolbox). Grade reports are not mailed. Be sure to check your grades at the end of each quarter and address questions about your grades promptly.

In addition to the academic grades, students will be evaluated on professional behavior displayed during each class. Grades, professional behavior, progress through the program and student goals will be discussed quarterly 1:1 in advising with Program Director.

Grade Appeal Process

The OTA Program will follow the LWTech Grade Appeal process. Information on this process can be found in the LWTech Student Handbook, the LWTech Catalog and the LWTech Policies and Procedures Manual (online at www.lwtech.edu).

Academic Integrity

Honesty is the foundation of academic integrity and is a vital component of OTA training and subsequent work performance. It is expected that OTA students will be honest and perform work and clinical assignments with integrity.

The OTA Program follows the LWTech policy on academic honesty which is located in the Student Handbook. Violations of academic honesty include:

- "Cheating": Defined as using another person's answers on tests, lab quizzes, etc. with or without his or her cooperation
- "Plagiarism": Claiming another person's creations, written assignments, papers, or projects as one's own, with or without his or her knowledge
- Falsifying records or academic claims
- Lying to college personnel about attendance, behavior, or personal issues that may impact attendance or quality of performance

LWTech regards acts of academic dishonesty, including such activities as plagiarism or cheating, as very serious offenses. In the event that cheating, plagiarism or other forms of academic dishonesty on the part of student is discovered, each incident will be handled on an individual basis as deemed appropriate. Care will be taken that students' rights and due process are not violated and that punitive measures are instituted only in cases where documentation or other evidence of the offense(s) exists. A description of all such incidents shall be forwarded to the vice president of instruction where a file of such occurrences will be maintained. The vice president of instruction or designee may institute action against a student according to college policy and the LWTech Student Handbook.

Telephone and Electronic Device Use

Pagers, cell phones and other electronic devices must be turned off during lecture and lab periods. Cell phones and other electronic devices must also be turned off during off-campus labs and field trips. Students will have opportunities to check their phone for messages during scheduled breaks or between classes. If a student has an emergency situation where they are waiting for a call, the student must let the instructor know this before class. Calculators may be allowed for specific

quizzes/tests/exams. Lap tops or other internet, recording, or messaging devices of any kind are not allowed during testing. Audio or video recording of lectures, laboratory sessions, etc. may only be performed with the expressed permission of the instructor. Failure to comply with this policy will result in a deduction of participation points earned for the class. For FW education assignments students must follow the policies of the FW site. This typically requires that the cell phone NOT be on the student's person but left in the office area. At no time should a student accept a phone call or respond to any personal communication when in treatment sessions, meetings or other FW activities.

Ethics – Gifts or Gratuities

The Washington Ethics in Public Service Law (chapter 42.52 RCW) applies to all state employees. Employees may not receive, accept, take, seek, or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person if it could reasonably be expected that the gift, gratuity, or favor would influence the action or judgment of the employee, or be considered part of a reward for action or inaction. The instructors and staff of the OTA program may not accept gifts or gratuities.

Attendance Requirements

Attendance at ALL OTA classes and class activities (including but not limited to lab, lecture, fieldtrip, and FW assignments) is MANDATORY. Students who miss class meetings are still responsible for lecture material covered, handouts, and announcements. It is a good idea to contact a class member for additional instructions and/or assignments given in class. Students are encouraged to make an appointment with the instructor or meet during office hours for any further clarification. Participation points will not be awarded for missed class meetings. **Only one exam can be made up per class per quarter and only with the instructor's approval.** The instructor must be notified before the time of the exam to make alternative arrangements. Make-up exams may result in automatic point deductions due to lateness at the discretion of the instructor. If more than one exam is missed, a student will receive a "0" on the additional missed exams but they must be completed.

Students are responsible for making up the work missed during any absence. If it becomes necessary to drop a course or withdraw from a course, it is the student's responsibility to complete the college's approved withdrawal process as outlined in the current LWTech catalog.

If the student does not initiate course withdrawal with their academic advisor and instructor, the student will be considered an enrolled student in the course and will receive a grade appropriate for the grade earned per the syllabus.

Attendance in Lectures

Call or email the instructor prior to the beginning of class to report absences. If notification is not received prior to the start of class, the absence will be considered unexcused. Three unexcused absences due to not notifying the instructor of an absence in advance may qualify the student for administrative withdrawal from the course.

Excused absences include death of immediate family members, physician certified illness of the student, statutory government responsibilities, and absences that follow the college policy for absence due to faith on conscience. Students are expected to follow the public health policies regarding infectious illness and attendance of LWTech. The instructor has final determination on whether an absence will be excused. If it is necessary to be absent on the day of an exam, the instructor must be notified in advance. At the instructor's discretion, points may be deducted for each day that passes from the date

the test was administered to the date the test was taken (points will be deducted from test score). Quizzes missed due to unexcused absences (not notifying the instructor in advance) may not be made up.

Attendance in Lab

Attendance in lab follows the same policies as outlined with lectures. If a student is unable to attend on a day they are scheduled for a skills check, the student must call the instructor within one day to make arrangements for a re-take. For each day that passes for which such arrangements are not made, points may be deducted from the skills check score.

Tardiness

Students are expected to be on time and ready to learn at the beginning of each class or lab. Attendance will be noted at the beginning of each class, and a pattern of tardiness will alert the faculty to counsel the student on this aspect of career development behavior. Excessive tardiness will be counted as an unexcused absence (3 late= 1 absence).

In-Class Participation

Participating in class discussions and activities is an important part of your learning experience. Students will be called upon and you will be expected to participate. During group activities, equal participation among all members in the group is the expectation. In-class participation is assigned a point value in the grading process for each class. There will be various methods by which participation will be evaluated and points awarded such as online discussion forums, small group in class activities, large group discussion, etc. While we are aware and sensitive to the fact that not all students are comfortable participating in class we are working towards meeting requirements of the profession and in this profession interpersonal communication is imperative. If a student is absent participation points will not be given.

Lab Protocol

- All lab sessions will begin promptly at the scheduled start time. Students should be changed into lab attire before class starts. If needed- changing areas are the respective restrooms located near the OTA Program Lab.
- Lab attire must be worn for lab classes. This consists of loose fitting clothing and closed-toe shoes that will allow movement including bending, reaching, lifting in a safe, comfortable manner. As in all OTA classes attire should cover students in such a way that cleavage, mid-riff, backs/bottoms do not show when performing any necessary movements. For safety, open-toe, open-heel shoes are not allowed to be worn during labs. If lab attire does not need to be worn on a specific day or alternate lab attire is needed, OTA faculty will let students know in advance. During lab sessions, students will role play either patients or OTAs during practice sessions. Privacy will be respected and modesty will be retained using appropriate draping methods as appropriate.
- Students should be prepared for lab class by bringing appropriate texts, equipment, and course notes.
- The lab should be kept clean at all times. All students are responsible for participating in cleaning of lab before/after classes. Dirty linens and equipment used should be properly stored before leaving. Treatment tables and chairs should be returned to their proper place.

- Students who know that they will miss a lab section must contact the course instructor in advance. The student should also make arrangements to make up work with a lab partner.

Skill Checks

A skill check is an assessment of a student's ability to demonstrate competence in an OTA skill. Skill checks assessed by an instructor will be performed during open lab times or during scheduled course labs, if there is time. The score earned must be **78% or higher** or the skill check must be retaken. If a skill check must be retaken, a maximum score of 78% can be earned for that skill.

Each skill check contains specific safety elements of OTA skills that must be completed in order to pass that skill check. If a student fails any safety element, they automatically fail the skill check and must retake it. Cueing by the instructor in order to complete a skill check results in reduction of a student's score.

Students are expected to take skill checks the week they are scheduled. Delays due to faculty absence will not be penalized. Students must successfully take or retake a skill check prior to taking the practical exam on the skill check content area. It is the student's responsibility to make sure all skill checks have been completed prior to practical exams.

Students who have successfully passed a skill check are considered to have demonstrated competence in that skill, and are expected to maintain their competence through independent, regular review of the skill.

Rescheduling of Classes

On occasion classes may need to be rescheduled. Efforts will be made to reschedule at a time that the majority of students can attend.

In the event a faculty member must cancel a class session, it is the faculty member's responsibility to notify the Program Director. Instructional services will post a class cancellation notification for students outside the scheduled classroom. The Program Director or other faculty member will notify the class via e-mail if there is sufficient time.

Withdrawal and Dismissal Procedures

A student dismissed from the OTA program for academic reasons may be considered for readmission under the program's readmission policy for the appropriate term on a space available basis. Any student receiving a second academic dismissal may not be considered for readmission into the program.

Violation of classroom procedures, clinical procedures or personal misconduct will result in disciplinary action and may result in immediate dismissal from the program. Disciplinary actions can result from, but are not limited to: conduct dangerous to others, disorderly conduct, misuse of or damage to property, misuse of documents or identification cards, or violations of state or federal laws. Procedures for disciplinary action and/or dismissal from the OTA program, and related appeal procedures, are listed in the LWTech Policy manual, Chapter 7 and in the Student Handbook under the section entitled Student Conduct Code. LWTech Student Handbooks are available in Student Services.

"Official withdrawal" from a course occurs when a student drops the course in person, through web services, in writing, by signed fax to Enrollment Services (425-739-8110), or by e-mail with student PIN.

Note that the ability to drop courses via web services usually ends at the end the of the 100% refund period as noted in the quarterly Class Schedule. WARNING: Withdrawing from a class when you are funded might reduce your financial aid eligibility. Contact the Financial Aid Office for more information.

Other Academic Policies and Procedures

Academic standards include regulations regarding student behavior, discipline, standards of progress, and academic performance. The guidelines for academic standards and related procedures are developed, maintained, and implemented by the vice president of instruction or designee. State of Washington student conduct rules for behavioral problems in and out of the classroom are located in WAC 495D-121, Student Conduct Code (see LWTech Student Handbook).

Graduation

Upon successful completion of the following criteria, Lake Washington Institute of Technology will grant an Associate of Applied Science Degree, Occupational Therapy Assistant.

- Credit Courses: Students are required to complete all program general education and technical coursework with a minimum passing numeric grade (2.0 or higher) for each course.
- Fieldwork Education: Students are required to pass all clinical education courses.

In order to qualify to participate in commencement, a student must have met all program requirements and be in good academic standing.

You must apply for graduation by completing the Application for Degree or Certificate form and submitting it to Enrollment Services for evaluation of their satisfaction of certificate and degree requirements. This form is located at:
http://www.lwtech.edu/admissions/enrollment/graduation/apply/

Commencement ceremonies for LWTech are held in June only. You can sign up for the ceremony at the same time you apply for graduation. Registering for the Commencement ceremony is a separate process from applying for graduation. The fee to participate in the ceremony is $10.

Graduation checklist

To Do:

- Review the required courses by checking (and attaching if possible) the Degree Audit report (go to http://webapps.lwtech.edu/wts/student/index.html then select degree audit)

Check that the following problems have been corrected:

- Missing grades on transcript have been replaced with actual grades (if not, contact instructor)
- Repeated classes have been coded as repeats (if not, attach a note to this checklist)
- Incomplete grades have been replaced with actual grades (if not, contact the instructor)

General Information:

- Minimum credits: 90 credits for AAS
- Residency: 30% of technical courses AND final quarter taken at LWTech
- Academic Core: At least 20 credits
- Technical course grades must each have a grade of at least 2.0
- Academic Core grades: at least 2.0
- Waivers or substitutions have been approved by dean and filed with registrar
- Cumulative GPA is 2.0 or better

Students are strongly encouraged to attend and bring friends and family to the annual June

commencement.

Disciplinary Procedure – Conduct and Behavior

All OTA students are subject to the student conduct code and the policies and procedures of Lake Washington Institute of Technology as stated in the LWTech student handbook, the LWTech catalog and the LWTech Policies and Procedures Manual.

Any student who violates the student conduct code will be called for a meeting with the Vice President of Student Services/Instruction or designee and will be informed of what provision of the Student Conduct Code they are charged with violating and what appears to be the range of penalties which might result from consideration of the disciplinary proceeding. Violations include, but are not limited to:

- Academic dishonesty
- Unprofessional, unethical, or illegal conduct
- Refusal to comply with Occupational Therapist Assistant Program policies
- Breach of rules or regulations of the student's assigned clinical education site
- Unsafe practice and/or repeated failure to demonstrate competency
- Sexual harassment of other students, faculty or clinical faculty
- Purposeful destruction or theft of college or clinic property
- Reporting to class or clinic under the influence of alcohol and/or controlled substances
- Insubordination
- Disruptive behavior in class or clinic

Progression through the Program

Standards of academic progress are established to require students to progress in a satisfactory and timely way toward the completion of their degree. Students are responsible for their academic progress and for seeking assistance when experiencing academic difficulty. Students are encouraged to work closely with OTA Program faculty to ensure that they are successfully completing graduation requirements and maintaining satisfactory progress.

OTA students must successfully pass (earn 78% or higher) each course (academic or fieldwork) in a quarter in order to progress to the subsequent quarter. All OTA courses must be taken together and passed (with a 2.0 or higher) in blocks as designated in the curriculum plan. Courses must be taken in sequence as represented by course prerequisites.

Students must achieve a minimum of a 78% competency on each lab skill check within a course in order to achieve a passing grade in that course. Failure of any safety-related criteria results in a re-take of some or all parts of the skill check, as determined by the instructor. Students must successfully pass the retake within 3 academic weeks of receiving notification of the original skill check score. If a student obtains a score above 78% on a re-taken skill check, a maximum score of 78% will be used for final grade calculation. Students will be allowed a maximum of one retake for a failed skill check.

If a student does not successfully pass (earn a 2.0 or higher) one or more courses during Program Terms 1-5, they will not be able to progress to the following quarter due to the established course prerequisite guidelines. The student will be required to withdraw from the program and not graduate. The student may have an opportunity to go through the readmission process.

Conditions for Readmission to the OTA Program

- Students requesting readmission must meet all program admission requirements for the year of readmission.
- The student must request readmission to the program in writing via email. This request should include a detailed action plan for success upon readmission.
- The student must follow the policies and procedures of the program which are consistent with the academic year they are readmitted.
- A student is eligible for readmission into the OTA program one time only.
- Readmission to the program is dependent upon space availability in the next cohort.
- If petitioning for readmission to the OTA program a Review Committee will be review their case. The Review Committee will include appropriate representatives from the OTA Program. In addition, this committee may include representatives from LWTech Student Services, from LWTech Allied Health Program(s) and/or the OTA Program Advisory Board. The committee will review the student's request for readmission and plan for expected success if readmitted, and meet with the student. The committee will make a decision about readmission and make recommendations/contingencies for readmission such as the need for additional skills checks, courses, etc. The student will be notified in a reasonable time frame regarding the decision from this committee and their ability to reenter the program or not. The student will have the right to appeal this decision per college policy.

Licensure

Most states require licensure to work as a COTA. Graduates of accredited OTA Programs are eligible to sit for the National Board for Certification in Occupational Therapy (NBCOT). Once a student has passed the NBCOT exam for OTAs, the student is eligible to apply for state licensure. In the Pacific Northwest, the states of Washington, Oregon, and Idaho require licensure.

Field Trips

The OTA Program will follow LWTech College Policies and Procedures related to Field Trips. Field trip expenses are the student's responsibility and are considered a part of the cost of the training program. Students will provide their own transportation for any scheduled field-trips or off-campus sponsored instructional events. Students under 18 years of age must have a parent's permission to participate in field trips.

Faculty will accompany and supervise students on field trips. The same level of supervision given to students in their regular class will be applied to off-campus activities. If the facility hosting the field trip has a safety policy it will be obtained in advance by the instructor and any specific concerns will be shared with the students. Otherwise, the instructor will ensure the host facility orients students regarding safety issues upon arrival.

Safety and Equipment

Safety and Emergency Procedures

The OTA Program follows the campus safety and emergency procedures of LWTech. The Program Director is in charge of ensuring that necessary emergency supplies (first aid kit, Emergency handbook,

CPR masks) are located in the OTA Laboratory. Program faculty are required to maintain CPR/AED certification at all times during employment. Students in the OTA Program are also required to maintain current CPR/AED certification during Technical and Clinical Fieldwork Terms (Program Terms 2-7).

Emergency and Safety policies are printed in the LWTech Emergency Procedures Handbook which is located in a variety of places throughout the college, including the OTA laboratory. This Handbook contains information relating to direct and immediate emergency situations and responses.

OSHA Regulations

A listing of all hazardous substances found at LWTech can be found in the Material Safety Data Sheet Manual located in Campus Services.

Material Safety Data Sheets (MSDS)

The college is required to comply with the Hazard Communication Standard, WAC 296-62-054 through 296-62-05425. Faculty may not permit hazardous materials into training areas without also ordering the corresponding Material Safety Data Sheets (MSDS). MSDS Sheets for any hazardous substances will be maintained in the OTA Laboratory. Copies of the MSDS sheets should be forwarded to campus services so that the centralized notebook can be kept up to date. Items requiring MSDS sheets may include, but are not limited to:

- Ultrasound gel
- Massage cream
- Mat cleanser
- Paraffin wax

Biohazardous Waste

The OTA Program follows the LWTech Campus policy on Disposal of Hazardous Substances (Chapter 9.A.61 –Campus Safety). This policy states that biohazardous wastes are to be disposed of in accordance with all applicable regulations and standards.

OTA Program faculty will take any biohazardous waste to the Dental Clinic for disposal. The Dental Clinic has an established process for disposal. Dental Faculty are available to OTA Program faculty for questions regarding the transport or disposal of biohazardous waste. In addition to gloves, gowns, and masks, which are necessary to follow Contact Precautions, the OTA Program laboratory will have a sharps container and biohazardous waste bag in which to transport soiled items to the LWTech Dental Clinic. The OTA Program Director will check the supply of these items annually to ensure that the necessary biohazardous waste supplies (sharps container and biohazard bag) are located in the OTA Laboratory.

Use of Equipment in the Lab

OTA program students will only use program laboratory equipment when supervised by faculty during designated lab times. Students will only use equipment on which they have been trained by program faculty.

Equipment Manuals

Equipment manuals are maintained by the Program Director and located in the OTA Program

Laboratory.

Equipment Emergency Procedures

Students and faculty will follow established LWTech safety protocols in the event of an emergency. Should the emergency be precipitated by the use of a piece of equipment, the supervising faculty will report this to the Program Director who will ensure that an inspection and review of the equipment in question is completed before continued student use.

Equipment Testing and Maintenance

The OTA Program Director will ensure that maintenance protocols for items not inspected by a vendor are followed.

All electrical equipment owned and used by the LWTech OTA Program will be inspected annually. Appropriate personnel will be scheduled to visit each fall quarter.

Non-electrical equipment (treatment tables, wheelchairs, crutches, etc.) will be inspected on an ongoing basis by the OTA Program Faculty. Repairs will be made or arranged by the program as needed.

Any real or potential equipment safety concerns discovered by faculty or students will be labeled and taken out of use until repaired or replaced.

Safety in Student Interactions

OTA students are expected to follow the LWTech Student Conduct Code as outlined in the LWTech Student Handbook (2011-2012 on p. 40), in the LWTech College Catalog (2011-2012 on p. 127), and in LWTech Policies and Procedures Manual Chapter 7 (http://www.lwtc.edu/policies/policymanual/). In addition, OTA students will be expected to conform to the AOTA *Standards of Ethical Conduct for the Occupational Therapy Assistant*. All disciplinary actions will follow LWTech Procedures.

When students are in the role of providing therapeutic interventions and associated data collection skills in the laboratory setting they will be responsible for:

- Identifying indications, contraindications, precautions and safety considerations for the particular intervention and for the person in the role of patient-simulator
- Asking the patient-simulator if they have any concerns or contraindications to the intervention
- Notifying the supervising faculty member of any concerns or contraindications

Safety for Students as Patient Simulators

Students will sign an Informed Consent/Essential Functions Statement at the beginning of the OTA Program. Prior to participation in lab activities, students will be made aware of indications, contraindications, precautions and safety considerations for all therapeutic interventions and associated data collection skills for which they may be in the role of patient-simulator. Students in the role of patient-simulators are responsible for informing the student providing simulated interventions and the faculty supervising the laboratory of any and all concerns and/or contraindications for activities.

Food and Beverages

Bottled drinks and covered hot beverages are allowed in classrooms during lectures. No food or beverages are allowed during labs.

Program Safety and Security

- All classroom and lab equipment is property of Lake Washington Institute of Technology and is not for personal use. Students are expected to exercise safety and good judgment when using all college equipment.
- Unsafe performance in any course, practical examination, or on any skill check may result in a failing grade in a course even if adequate points for passing the course, practical exam, or skill check were earned.
- The use of program electrical equipment or the practice of skills involving electrical equipment can only be performed with faculty supervision.
- All lab equipment and supplies must be returned to their proper place of storage after use. No equipment may leave the lab without faculty approval.
- Equipment user manuals are kept in the OTA Program Laboratory, room A105/107
- OTA Program students are expected to notify academic faculty (and clinical faculty when participating in clinical education experiences) of any medical condition(s) and/or medication(s) taken that could potentially impair or alter the student's safe and effective performance or function of all program educational experiences. Students contracting an infectious disease during the time they are enrolled in the OTA Program must report their condition to program faculty and follow appropriate medical guidelines to minimize the risk of transmission.

Medical Emergency Procedures

Although many faculty and staff on campus are trained in emergency CPR and First Aid, please note that urgent medical services are not available for students on campus. Emergency medical care is available through Emergency Medical Services by calling 911 (9911 from any classroom/laboratory phone).

Faculty and students are expected to respond quickly to an emergency. Universal methods of treatment common to most emergencies are listed:

- If someone else is in the room, ask him/her to report the emergency to a faculty member or college staff. If appropriate, call for medical assistance (9911 from a classroom/lab phone) or have someone else call.
- A first aid kit is located in the OTA Program Laboratory, Room A106/107..
- The automated external defibrillator (AED) closest to the OTA Laboratory is located in the 1st floor of the West building near the elevator.

Confidentiality/Data Privacy

All patient information is **confidential (HIPAA)**. All student information is **confidential (FERPA)**. During the first quarter of the OTA program, students will be instructed in basic HIPAA (Health Insurance Portability and Accountability Act) policies and procedures for proper use and handling of confidential patient/client information.

LWTech implements its policies in compliance with the Family Educational Rights and Privacy Act (FERPA).
LWTech is required to provide students with access to their own education records, and to permit students to challenge their records on the grounds that they are inaccurate, misleading, or otherwise in violation of privacy or other rights. LWTech is further required to obtain written consent before releasing certain information and to notify students of these rights. Students may inspect and review their education records upon request to the Registrar. Refer to http://www.lwtech.edu/about/policies-

procedures/ferpa/ for additional information on record accessibility.

The only information that is available for public access is referred to as directory information and consists of: the student's name, major field of study, eligibility for and participation in officially recognized activities and organizations, dates of attendance, degrees, certificates, and awards received, and enrollment status (full-time or part-time). Directory information may be disclosed at the discretion of the college and without the consent of the student unless he or she elects to prevent disclosure as provided for in college policy. Contact Enrollment Services for more information.

Note the following additional releases of non-directory information:

- Student identification number (SID) is posted on checks for processing reasons.
- Additional information beyond the preceding paragraph is released to military recruiters as required by the Solomon Amendment, a federal statute.
- Enrollment information is releasable to entities contracted with the college to provide services, such as National Student Clearinghouse, which provides services such as processing of student loan deferrals.
- Enrollment information releasable to state agencies to which the college reports, such as the State Board for Community and Technical Colleges.
- The college must comply with lawful requests from courts and other bodies for release of other information.
- In cases of significant urgency or emergency, the college may release relevant information to appropriate parties.
- Other releases as authorized by law may occur.

Informed Consent

Students within the OTA program are expected to perform a variety of occupational therapy procedures on each other in the classroom and laboratory for educational purposes. This participation is very important to the learning process. Students will sign an Informed Consent/Essential Functions Statement at the start of the program that will remain in effect during the student's tenure in the OTA Program. This form will be kept on file in the OTA Program Director's office.

Informed Consent for Patients Cared for by Students

OTA students will be expected to identify themselves as Occupational Therapy Assistant Students to any patient in the laboratory or clinic setting and obtain patient consent for treatment prior to providing any therapy services under the supervision of a licensed fieldwork educator. Students will be instructed in the concept of patient right of refusal in didactic coursework prior to any interaction with patients. (i.e., the patient can choose to not be treated by you as a student).

Standard Precautions

Information on Standard Precautions will be provided during OTA coursework. Content includes, but is not limited to:

- HIV
- Hepatitis B
- Universal Precautions/Infection Control
- Chain of Infection

- Proper Hand Washing Technique

Laundry Usage

To keep laundry costs at a minimum, students should conserve laundry by doing the following in lab courses:

1. Place towels, pillowcases, and sheets that have come in contact with hair and skin in the dirty laundry bin.
2. Towels, pillowcases, and sheets that were used for positioning may be folded and returned to the laundry cart to be used again.
3. Place any towels, pillowcases, or sheets that are soiled with dirt, sweat, or other body fluids in the dirty laundry bin.
4. Towels used to wrap a paraffin hand which is enclosed in plastic wrap may be used again, if clean.

Lab Infection Control

To ensure a clean laboratory environment and to facilitate infection control, the following policies will be in effect:

- Plinths, mats, and other treatment surfaces will be cleaned using a bacteriocidal agent at least once a week.
- Soiled linen will be placed in the linen hamper located in the lab. If a bag is full, place a new bag in the hamper.
- The hydrocollator will be cleaned a minimum of every six months, per the hydocollator cleaning procedure located in the OTA Policy and Procedure Manual.
- OTA faculty members are responsible for assuring the infection control policies are enforced in the lab.

Use of the OTA Lab

The lab must be maintained in a sanitary and organized fashion. After using the equipment and facility, students must restore the environment and equipment to its original state. Students are not allowed to remove materials or equipment from the OTA Lab. Students will be assigned lab duties throughout the program to assist in maintenance of a clean, efficient space.

Due Process

The OTA program follows the LWTech policies and procedures for due process for students and faculty. For more information on due process and filing a complaint, please see the LWTech Student Handbook or the LWTech Catalog.

LWTech Facilities and Services

Disability Support Services

Disability Support Services at LWTech are located in the West Building, Room W207. They can be reached at (425) 739-8300 or http://www.lwtech.edu/campus-life/disability-support/.

If a student has a disability that may affect his/her access to instruction, they are entitled to academic adjustments. This also applies to all services, programs, events and facilities of the college. Receiving adjustments, services and aids, based on disability, is a three step process:

- Self-identify to the Disability Support Services (DSS) Office.
- Provide written documentation from a qualified professional to the Coordinator of Disability Support Services. This information should outline the nature and extent of your disability.
- Request services through an intake interview with the Coordinator of Disability Support Services. Quarterly, the student will need to provide written notification to his/her instructors of their request for academic adjustments.

Refer to the college and DSS website for additional information on the college's non-discrimination policy.

In addition, the TRiO student success program at LWITech provides support services to students with disabilities. Students must be registered with Disability Support Services. TRiO staff can be reached at (425) 739-8360 or in Room E214 of the East Building. TRiO Services include:

- Academic/Technical Tutoring
- Support Groups
- Study & Life Skills Workshops
- Financial Aid Advising
- Academic & Transfer Advising
- Counseling (Personal & Career)
- Peer Mentoring
- Learning Lab (free peer tutoring for all students)

Academic Support Center

If students are having any difficulty academically, they are encouraged to talk to an OTA Program instructor to seek guidance and assistance. Additionally, the LWTech Academic Support Center inside the library room T217 offers group classes and individualized instruction for current and new students.

- Reading
- Writing
- Spelling
- Math
- English as a Second Language (ESL)
- Basic Skills Preparation

Supplemental Instruction

The LWTech Supplemental Instruction (SI) is a free academic support program open to all LWTech students. The SI Study Center in the Library Learning Commons, Technology Center, T217, has student and faculty SI Facilitators available to assist students with math and writing assignments for any class in any program. Student SI Facilitators also lead weekly study sessions for targeted high-impact academic core classes and provide in-class support for students in introductory level courses in technical program**.**

Learning Commons / Library Media Center

As an OTA student, many assignments will require the use of the college library and media center. Students should become familiar with the services offered by the Library and Media Center at LWTech

which is located in the Technology Center in room T213.

The Learning Commons at Lake Washington Institute of Technology is designed to foster active learning for you as students. It combines traditional library services, academic support services, faculty development, and technology services in one location. The library staff provides students with research support, information literacy instruction, online resources, and traditional sources of information (books, manuals, reference materials) to assist student learning.

A list of library resources relevant to the Occupational Therapy Assistant Program at LWTech can be accessed through the following Internet link: http://lwtclearningcommons.pbworks.com/OTA-Collection-2010

Computer Lab

Computer access is available in the LWTech Learning Commons and in the computer lab located in room T413. Owning a laptop is not a requirement of the OTA Program.

Financial Aid

To assist students in meeting college costs, students can meet with personnel in the Financial Aid office at LWTech. For more information on eligibility and application procedures, students can call the Financial Aid Office at (425) 739-8508 or stop by room W209. Additional information regarding Financial Aid is available in the LWTech Student Handbook and the LWTech Catalog.

Employment Resource Center

The LWTech Employment Resource Center is located in the West Building, Room W205. Staff can be reached at (425) 793-8113 or by emailing Job.placement@lwtech.edu. The Employment Resource Center web page is: http://www.lwtech.edu/campus-life/employment-resource-center/

The Employment Resource Center at LWTech offers career exploration and job search assistance to students, alumni, and community members. In addition to the ERC staff, there are representatives from Community Based Organizations that can assist students with job placement and training opportunities. Other staff members include Associated Student Government work-study students.

Whether students are looking for their first job, need a part time job while attending school, or are ready to start their career after graduation, the Employment Resource Center is focused on giving students the tools they need to successfully reach their employment goals.

Personal Property and Valuables

Lake Washington Institute of Technology and the OTA Program do not accept responsibility for the loss of personal items. Theft does occur on campus and all students should secure their valuables accordingly. Lockers are available on campus for student use.

Student Health Services, Immunization/Health Requirements

Lake Washington Institute of Technology is located within five miles of a full-service hospital and many medical facilities and services.

Immunizations and tuberculosis screening are required for attendance at field work locations in accordance with CDC recommendations for health care workers. Refer to the Clinical Passport

document for specific screening requirements.

The OTA Program will follow procedures for maintaining student immunization and relevant health records as private educational data in accordance with federal and state privacy laws.

Handbook Revisions

The LWTech OTA program reserves the right to modify or change provisions of this handbook or to add new provisions without notice throughout the year. Changes may occur based on external requirements (including but not limited to accreditation or federal/state legislation) or internal changes to college policy or procedure. If changes occur mid-year, students will be given new copies of this handbook either electronically or on paper.

FIELDWORK EDUCATION

Introduction

The following section of the LWTech OTA Program Student Handbook is designed to provide information for all fieldwork experiences. OTA students are required to read and understand the policies, procedures and objectives for OTA Level I and Level II fieldwork experiences. Students will receive more specific details regarding each Level I fieldwork experience within the syllabi that are distributed the first day of class for each fieldwork class (seminar). Students will receive more specific details regarding each Level II fieldwork during the seminar in the quarter prior to their Level II experience. Students will receive copies of the FW Handbook provided to FW Educators prior to their participation in FW experiences.

The educational experiences of an Occupational Therapy Assistant student must include contact with clients at appropriate intervals which coincide with the various levels of educational preparation, enabling the use of practical experiences, knowledge, and skills previously acquired in the classroom.

The OTA curriculum is designed so that students participate in three (3) Level I extended fieldwork experiences of a minimum of 30 hours each and two (2) full-time Level II fieldwork experiences for eight (8) weeks.

The Level I fieldwork experience is integrated into the academic course work. Its purpose is to provide initial and basic experiences in directed observation and participation in selected field settings. The emphasis of these placements is on implementation of professional behaviors, learning the role of the interdisciplinary team, experiential learning. The FW also emphasizes learning regarding the functions of occupational therapy, roles and relationships of occupational therapy personnel, and the student's interest in and potential for success and gratification working as an occupational therapy assistant in that area of the profession.

The Level I fieldwork, therefore, helps to demonstrate to the student the relationship of theory to

practice. The students will begin to understand the broad scope of OT as it relates to the performance areas of work, self-care and play/leisure. The level I students will not have had prior practice treating patients/clients, unless they have done so as part of their employment. Students will be at varying points in the completion of their general education requirements. They are excited about learning what an OT does, how, why, and under what circumstances. They are ready to interact with the patient/client. Students expect to observe and participate in some supervised, "hands-on" experiences, be it setting up a patient for treatment, moving a limb through ROM, or assisting with a transfer, etc. Students should participate in as many supervised "hands-on" experiences as the supervisor and student feel comfortable with, and opportunity allows.

Following the Level I fieldwork experience, supplemental activities are integrated into the course work throughout the remaining academic program. Students visit various facilities to observe the practical application of what is being taught in the classroom. Observed activities expose students to different treatment settings and techniques, and enhance their understanding of the material presented in class.

Level II fieldwork placement is scheduled after all prerequisite academic courses have been completed. Level II fieldwork is a full-time clinical experience that emphasizes the application of academically acquired knowledge by providing in-depth experiences in, and responsibility for, the delivery of health care services to clients. Each Level II fieldwork placement includes experiences in prevention and health maintenance, remediation, daily life tasks and vocational adjustment. In addition to the clinical experience students are required to successfully complete an online seminar course. Students must complete Level II fieldwork within 18 months following the completion of academic course work.

Student Expectations

Students are expected to act as active learners/participants in the fieldwork education process. Student behavior consistent with this expectation includes observation of clinical situations and asking questions for clarity and general information. Level I students are expected to be open to closely supervised interactions with clients/patients, and performance of other unskilled tasks related to treatment. Students may be allowed to treat clients/patients in closely supervised situations, following instruction by the therapist of technique and precautions.

Level I students are required to achieve the general objectives for the fieldwork, and complete specific assignments that are coordinated with their course work and the facility to which they are assigned. It is the responsibility of the students to assure that assignments are completed, and to provide ongoing input to the supervisor regarding their academic needs and responses to the clinical experience. Supervisors are requested to provide ongoing feedback to students regarding expectations and professional behavior necessary for effective treatment.

Level II students are expected to be prepared to assume increasingly challenging responsibilities during the fieldwork experience that will prepare them with the entry level skills needed to practice as COTAs. General objectives provided by the OTA Program serve as guidelines for development of specific learning experiences. Level II students are encouraged not to engage in part-time employment at this time due to the importance of gaining an excellent learning experience during fieldwork.

Supervision

Fieldwork educators provide a critical service to students by providing not only skills and knowledge, but also by transmitting the "culture" of the profession. A discussion of student requirements and

supervisor expectations is the first step toward reaching a consensual agreement about the nature of the fieldwork. A mutual review of the fieldwork objectives and assignments informs both the supervisor and student of the desired outcome of the fieldwork experience.

New learners require ongoing feedback about their performance, both general and specific, that is best presented in positive, constructive ways. Time taken to answer questions and help students interpret and apply concepts learned in the classroom is invaluable. Supervisors who provide ongoing input to students are better prepared for discussion of the final evaluation.

Level I fieldwork students shall be supervised by qualified personnel which may include: occupational therapy personnel and other appropriate personnel such as physical therapists, speech/language pathologists, activity/recreational therapists, teachers, social workers, case managers/social workers, public health nurses, counselors, ministers, and probation officers.

Level II fieldwork students shall be supervised by a certified occupational therapist or a certified occupational therapy assistant who shall:

1. Collaborate with academic faculty.
2. Have a minimum of one year experience.
3. Provide at least 8 hours of direct supervision per week.

LWTech requires that the Level I fieldwork student have direct supervision from the fieldwork educator. Level II fieldwork students are usually provided with direct supervision initially with decreasing supervision as their ability and confidence levels increase throughout the affiliation. The Level II fieldwork student should have immediate access to the Fieldwork Educator through telephone contact or some other pre-arranged agreement. The student should have a clearly designated supervisor who assumes primary responsibility even if the registered OT or COTA is not on site.

Evaluation

Students must be evaluated at the conclusion of each Level I fieldwork experience, and at midterm and the conclusion of each Level II fieldwork experience. The appropriate form, the OTA Level I Fieldwork Evaluation Form for Level I Fieldwork and the AOTA Fieldwork Performance Evaluation for The Occupational Therapy Assistant Student for Level II Fieldwork must be used for recording the evaluations. The Level II Fieldwork Performance Evaluation for the OTA Student is designed to be used for a midterm evaluation as well as the final evaluation. Fieldwork Educators should complete the student evaluations using the forms mailed in a packet prior to the start of the fieldwork experience.

If there is any concern about the student's progress and if the student is at risk for failure at midterm or any other time, the Fieldwork Educator must discuss this with the student and the Academic Fieldwork Coordinator.

Students are given the opportunity to assess the effectiveness of the fieldwork experience. A Student Evaluation of Fieldwork will be completed by the student and shared with the facility prior to the completion of the fieldwork experience. Fieldwork Educators are encouraged to make a copy of this evaluation for their records.

The OTA students must hand-carry and return all completed original fieldwork evaluation forms. All completed fieldwork evaluation forms must be returned to the Academic Fieldwork Coordinator (AFWC)

as soon as possible after completion of the fieldwork with a deadline designated by the FW Coordinator. Students are encouraged to keep a copy of the forms for their records and in case the originals are misplaced.

Scheduling and Fieldwork Preparation

In preparation for fieldwork, files with copies of fieldwork data forms, facility objectives, and other information are made available to students to help familiarize them with various potential sites. Level II fieldwork students complete a fieldwork interest questionnaire and a personal interview with the AFWC if desired. Students are assigned to specific fieldwork sites/facilities based on availability and location of sites, student input, and AFWC judgment. FW sites nation-wide are limited. While great effort will be made students should expect to travel up to 2 hours each way to FW. An attempt is made to provide a match of student to site that will afford the most successful fieldwork experience for student and supervisor. Fieldwork sites receive names of students four to six weeks before the fieldwork experience begins. Students contact fieldwork sites about two to three weeks before they begin. An attempt is made to have as much complete information as possible about various sites to help students with decision making. Students also participate in Level II fieldwork preparation discussions that orient them to the fieldwork process and requirements.

Prerequisites

All students are required to complete prerequisites before starting fieldwork. Prerequisites are a combination of facility and program requirements, and include the Clinical Passport requirements including: criminal background check, CPR, universal precautions, TB immunization, and Hepatitis B vaccination or waiver. Additional requirements such as drug screening may be required at some sites. For Level 2 FW students are required to complete all academic OTA courses including pre-requisites prior to the start of the full-time Level 2 experience.

Academic Supervision of Student's Fieldwork

Each Fieldwork Educator will be contacted by the AFWC or representative by midterm of the fieldwork experience to discuss the fieldwork, expectations, concerns, students' progress, and other areas of interest. Either a site visit or telephone call will be made. Fieldwork Educators and students should feel free to contact the AFC at any time during the fieldwork experience.

FIELDWORK EDUCATION POLICIES AND PROCEDURES

General Information

The OTA program has established policies and procedures to provide direction for students and Fieldwork Educators in achieving successful fieldwork experiences. Policies and procedures govern issues of selection of fieldwork sites, student requirements, professional behavior, attendance, grading, conflict resolution and appeal of fieldwork grades.

All students who matriculate in the OTA program are required to adhere to the policies and procedures of LWTech and the OTA program. Policies and procedures governing fieldwork are established in compliance with ACOTE Standards for an Accredited Educational Program for the Occupational Therapy Assistant and with LWTech's requirements.

Selection of Fieldwork Sites

An agreement must be established between the OTA Program and fieldwork sites before fieldwork

education can be provided. The establishment of fieldwork education agreements between the OTA Program and fieldwork sites is the responsibility of the AFWC. Students may contribute to the establishment of agreements by submitting identifying information about potential sites in which they have an interest. However, because each site must be approved by the Program Coordinator or AFWC, and a legal agreement must be established, **at no time should students attempt to establish a personal agreement with a potential site. Any student who attempts to establish a personal agreement with a fieldwork site will be denied fieldwork at that site, and counseled regarding the inappropriateness of their behavior.**

Students have opportunities at the beginning of the OTA program, and several times during the site recruitment process, to give the AFC input about fieldwork interests. Utilization of contracted sites depends on availability and needs of students.

Fieldwork education affords students an opportunity to gain a variety of practical experiences. Students will be denied assignment to a fieldwork site when:

1. Student is or has been employed by a fieldwork site, or completed extensive volunteering.

2. Student has a personal relationship with a therapist at the site.

Students are required to report employment and personal relationships that may conflict with this policy.

A significant effort is made to locate and visit fieldwork sites within a 2 hour drive (or ~75 mile radius) of the college for Level I and Level II fieldwork experiences. When sites are not available, students must be prepared to attend sites outside the Kirkland/Seattle metropolitan area. Information about the availability and location of sites will be made available on an ongoing basis.

Students are encouraged to consider placements in rural areas or placements outside the Seattle metro area and even outside the state. Students wishing to participate in fieldwork experiences outside of the Seattle metro area are responsible for securing and obtaining their own housing.

Students' Requirements

Students are required to complete all the hours that the fieldwork experience demands, within the time frame established by the curriculum. Any alteration in time frame or hours completed must be approved by the AFWC. Additional time spent at the site during the fieldwork experience is at the discretion of the students and supervisors.

During all 3 Level I fieldwork experiences, students are required to complete a minimum of three hours over ten consecutive weeks, for a total of 30 hours (or as agreed upon by the site and the AFWC). Changes to the schedule are made when a site is unable to accommodate the student at that time. At the same time, students must enroll and participate in the associated seminar. Level II fieldwork students are required to complete eight (8) weeks of full time work (whatever is considered full time for the facility) during their two fieldwork rotations. While participating in the full-time clinical experience students on level II FW will also be required to enroll in an online seminar course completed via Canvas. Students will return to campus for a one-day wrap-up session upon completion of their second FW

rotation.

All students **must be enrolled in the appropriate courses prior to the start of the fieldwork rotation**. Fieldwork courses and seminars are as follows:

First Year

Winter Qtr		
OTA 144 Fieldwork 1A/Seminar		2 credits
Spring Qtr		
OTA 217 Fieldwork 1B/Seminar		2 credits
Summer		
OTA 232 Fieldwork 1C/Seminar		2 credits

(one FW site must be completed in a psychosocial setting)

Second Year

Winter Qtr		
OTA 235 Fieldwork 2A	Practice setting varies	10 credits
OTA 236 Seminar 2A		2 credits
Spring Qtr		
OTA 240 Fieldwork 2B	Practice setting varies*	10 credits
OTA 241 Seminar 2B		2 credits

*must be a different setting than the first Level 2 fieldwork experience

All OTA students must complete level II fieldwork within 18 months following completion of academic preparation. Any student with special learning needs or limitations is encouraged to report them to the AFWC. Permission will be obtained to share information with the fieldwork site when appropriate.

Professional Behavior During Fieldwork

Students are expected to apply themselves earnestly to the fieldwork experience. Although students are not considered employees, they are expected to exhibit professional behavior consistent with an employee. Professional behavior includes:

1. Clean, neat appearance, including clothing and shoes acceptable to the site. Name tag and lab coat should be worn per site requirements. Requirements for hairstyles, jewelry, make-up and nail polish shall be consistent with the site's policy.

2. Observance of working hours as agreed upon between student and Fieldwork Educator, and in accordance with fieldwork requirements. Students must be at the fieldwork site at the start and end time specified by the facility.

3. Appropriate physical and verbal interactions with clients, families, and staff that exclude excessively loud talking, hostile and angry verbal exchanges, threats, perseveration of questions, or other challenging behaviors. Chewing gum and answering cell phones during the fieldwork experience are also unacceptable.

4. Protection of clients' confidentiality, including avoidance of discussions about clients in their presence, unless permission has been obtained, or discussion of clients in public areas.

5. Identify oneself as a student of Occupational Therapy, and performance congruent with this role.

6. Observance of the site's policies and procedures, especially as they relate to safety, maintenance, and confidentiality.

7. Returning telephone calls to faculty within 24 hours when questions arise regarding fieldwork or the OTA seminar classes.

Health and Professional Liability Insurance Requirements

LWTech and clinical affiliation sites do not provide health insurance to students. It is advised that students carry their own health insurance during the program including all full-time clinical education experiences. Some clinical sites require students to carry health insurance while participating in a full-time clinical affiliation at their facility.

All registered students taking 6 or more credit hours per quarter are eligible to enroll in the Student Injury and Sickness Insurance Plan designed especially for students of Washington State Community Colleges. Information regarding this program is available in LWTech Enrollment/Student Services.

OTA students are covered by LWTech for liability insurance when participating in off-campus clinical fieldwork experiences.

Transportation

Students will be responsible for transportation to and from all fieldwork sites.

Responsibility for Cost of Emergency Services in Off-Campus Educational Experiences

Any injury occurring during transportation or at the site will be the sole responsibility of the student.

Name Badges

OTA students will be issued a name badge, which is to be worn as a part of the program dress code. In addition, name badges should be worn for all OTA program-related off-campus activities. Should the name badge be lost, students will be expected to cover the cost of a replacement name badge.

CPR Certification

OTA Program students must maintain up-to-date adult CPR certification for health care providers (with AED training) prior to the start of fieldwork.

Immunizations

OTA Program students must provide proof of health status including, but not limited to, proof of MMR and chicken pox vaccination, Hep B vaccination (or signed waiver), current tetanus immunization and current TB test.

Background Checks

The OTA program complies with the "Child/Adult Abuse Information Act," RCW 43.43.830 through 43.43.840. Authorization for a child and adult abuse background check is required of each applicant. Some convictions may disqualify students from fieldwork placements and therefore program completion. Some clinical sites may require additional background checks. Students are responsible for the cost of background checks.

Drug Testing

Some clinical sites require students to complete a drug screening prior to fieldwork placement. Some sites may also request a drug screening during a fieldwork experience. A positive drug test may exclude a student from fieldwork placement and make it impossible for them to complete the clinical fieldwork required for graduation from the program. A positive drug test may lead to disciplinary action via the college's code of conduct. If requested to do a drug test, the payment for drug test is the student's responsibility.

ATTENDANCE POLICY

Students are expected to complete the required fieldwork in accordance with the schedule that has been developed between the college and the fieldwork site. Exceptions to the schedule must be approved by the Program Director and/or AFWC and the site Fieldwork Educator.

Tardiness

Each student is expected to be on time at the fieldwork site. A student who knows that they **will** be tardy must call the Fieldwork Educator. Repeated tardiness will affect the student's ability to pass the experience and require consultation with the AFWC. Any student who must leave early from a fieldwork site must have approval of the Fieldwork Educator and the time must be made up.

Absences

It is expected that students will complete the required fieldwork experiences without absences. In the event of unexpected circumstances, students will inform the Fieldwork Educator and the AFWC if an absence is unavoidable. It is imperative that all parties are informed so that the absence can be excused and the time can be made up. Level 2 fieldwork students are expected to be at the fieldwork full time as defined by the policies of each specific site. The actual number of hours students spend at a site may differ but must meet the definition of full time for that setting and facility.

The following policies will be observed in relation to absences:

1. All absences must be reported to the fieldwork educator and AFWC, and approved. Approval for absences is given for physician-certified illness and death in the immediate family.

2. All time missed due to approved absences must be made up and coordinated with AFWC and Fieldwork Educator.

3. Any student who misses more than one (1) unapproved/unexcused day of fieldwork will be placed on attendance probation and counseled. Multiple approved absences or a pattern of tardiness may also result in academic probation and/or development of an action plan.

4. If at any time it is judged that a student will be unable to successfully complete the Level II fieldwork requirements, the student's enrollment may be terminated or withdrawn from the experience.

Grading

Level I Fieldwork students will be assigned a final grade with a specified number of points by the Fieldwork Educator. Grades will be based on satisfactory completion of assignments as determined by the classroom instructor, satisfactory completion of fieldwork criteria as determined by the fieldwork educator, and adherence to policies and procedures as determined by the AFWC.

All students must earn a minimum of 78% to pass the fieldwork experience. Any student who fails a Level I fieldwork experience, withdraws, or is withdrawn from a fieldwork experience, or is dropped from the OTA Program will fail the course and be unable to continue in the OTA Program course sequence. A student given an incomplete must complete the fieldwork successfully before continuing in the program. Depending on the circumstances of the failure or the incomplete, the AFWC and the program coordinator will make a determination of whether the student is permitted to make-up the fieldwork or whether certain conditions must be in place before a make-up fieldwork is arranged.

The Level I Fieldwork Evaluation Form is to be completed by the Fieldwork Educator at the conclusion of the fieldwork experience and shared with the student. Students must complete the Student Evaluation of the Fieldwork Experience for both Level 1 and Level 2 fieldwork.

Level II students will be assigned a final grade of "pass" or "fail" by the AFWC. Grades will be based on "satisfactory" performance on AOTA's Fieldwork Performance Evaluation of Occupational Therapy Assistants. **Failure to turn in the <u>Fieldwork Performance Evaluation for the OTA Student</u> and the <u>Student Evaluation of the Fieldwork Experience</u> will result in a failing grade for the Fieldwork Practicum.** The student will not be able to graduate until a passing grade is assigned. Students must hand-carry these forms to the AFWC as soon as the fieldwork experience is completed.

CONFLICT RESOLUTION

Communication is a critical part of a practitioner's abilities to effectively provide intervention in a therapeutic setting. It is vitally important that the student and Fieldwork Educator are communicating clearly with each other, and that they follow guidelines for resolving conflicts that may occur during the fieldwork experience.

Conflicts may occur for several reasons:

1. Lack of understanding between student and Fieldwork Educator or other person in the setting.
2. Inability to come to agreement regarding disputed issue.
3. Perceived concerns by Fieldwork Educator, such as:
    a. Safety
    b. Breach of conduct or ethics
    c. Student interest in assignment, openness to learning
4. Perceived concerns by student, such as:
    a. Safety
    b. Breach of conduct or ethics

c. Lack of proper supervision or interest exhibited by Fieldwork Educator

5. Personality conflicts
6. Other

FIELDWORK CONFLICT RESOLUTION PROCESS

When a conflict arises, the following order for resolution is recommended:

1. Student and Fieldwork Educator define and discuss the problem/issue and agree upon a course of action for resolution that is acceptable to both. At this stage, the Program Director or AFWC may not intervene until both parties have discussed the problem/issue. However, it is best practice for the student to alert the AFWC that an issue has arisen.

2. Student and Fieldwork Educator discuss the problem/issue but are unable to agree upon a course of action, and determine that the Program Director or AFWC should be consulted. At this stage, both parties should be clear about what each wants from the Program Director or AFWC. Options include telephone consultation and site visit. Student and Fieldwork Educator should discuss and agree on what information will be presented to the AFWC.

3. The Fieldwork Educator contacts the AFWC by telephone, e-mail or some other form of communication to arrange a telephone consultation or site visit when both parties can be present.

Following this stage, a decision will also be made to either continue the student at the site or implement one of the conflict resolution policies. It is the policy of this program to keep students at their assigned fieldwork sites whenever possible.

FIELDWORK CONFLICT RESOLUTION POLICIES

Withdrawal

A student may be withdrawn from a fieldwork experience upon the request of the fieldwork site, student, or OTA Program, if the following conditions exist:

1. Conflict has not been resolved following conflict resolution guidelines, and Fieldwork Educator and student do not think student will progress further in that setting.
2. Supervision is no longer available to the student.
3. Student is unable to complete fieldwork and is approved for withdrawal per LWTech's policy.

A withdrawal from a fieldwork site may be considered a **Failure** of the fieldwork experience depending upon the circumstances and reasons for the withdrawal.

Reassignment

A student who has been withdrawn from a fieldwork experience may be reassigned in order to complete the fieldwork requirements and pass the course. Every effort will be made to keep students at their originally assigned sites before reassignment is considered. Immediate reassignment may occur when:

1. Another fieldwork site is available.

2. The student was successfully passing the fieldwork before conflict arose. If the above conditions do not exist, the student may have to start a different fieldwork experience at a later date.

Termination
Student enrollment may be terminated in accordance with the policies of LWTech and the OTA Program. Termination from fieldwork may be due to unacceptable conduct, grades, and attendance**. Students who are terminated from a fieldwork experience may not complete the fieldwork and will fail the fieldwork**. Termination is a last resort and occurs only after all other options have been exhausted. Specifically, a student's enrollment may be terminated due to:

1. Breach of ethics that results in abuse or endangerment of client/patient or staff, such as abuse of drugs/alcohol, threats of assault, or assault.
2. Negligence of responsibilities that results in significant safety violations and/or injury that puts the student's judgment into question.
3. Documented inability of student to meet performance demands.
4. Absences that exceed the limits of AOTA requirements or judgment of Fieldwork Educator, Program Director or AFWC, will be an indicator that successful completion of fieldwork is not possible.

APPEAL OF FIELDWORK GRADE

If a student disagrees with an evaluation given by a Fieldwork Educator, the student can initiate the following process:

1. The student must submit in writing a request for reconsideration of their evaluation score/grade for a fieldwork experience and the reason for the request. The request must be submitted to the AFWC and Program Director no later than 3 business days after the fieldwork evaluation is received.

2. The AFWC and Program Director must meet with the student no more than 3 business days after the request is submitted. They will obtain additional information from the Fieldwork Educator by telephone to determine whether to pursue the student's request. They must decide whether circumstances warrant pursing the student's request. If the student disagrees with the coordinators' decision, they may appeal to the division Dean.

3. If the AFWC and Program Director decide to pursue the reconsideration, they may set up a meeting with the student, another student representative, the Fieldwork Educator, and another faculty educator.

4. If the above meeting concurs with the grade/score given by the Fieldwork Educator, then the student may appeal to the Division Dean.

5. The Division Dean will review the information and decisions. Per LWTech college policy the decision of the Dean is final.

FAILURE OF LEVEL 2 FIELDWORK EXPERIENCE

Any student who fails a level 2 fieldwork experience must meet with the Program Director, the AFWC and appropriate adjunct faculty. After consultation and review from the Fieldwork Educator, the Fieldwork Educator's written evaluation of the student's performance, and the student's explanation of reason for the failure, the faculty, Program Director and AFWC will meet and discuss whether or not the student is eligible for placement in another fieldwork. If the student has failed a prior course within the OTA program the student is NOT eligible for another placement per the academic readmission policy. If the student has not failed any other OTA program courses, an action plan will be developed to identify problem areas and possible recommendations for changes that need to take place before another fieldwork is arranged. The student will meet with the Program Director and AFWC to discuss the action plan. The student must agree and consent to the action plan and meet any conditions prior to another fieldwork placement. A make-up fieldwork experience will be set up as quickly as possible pending availability of an appropriate placement and completion of agreed upon conditions and recommendations to enable the student to complete the program with minimal delay. Make-up fieldwork experiences are generally limited to the fall quarter following the summer quarter when the student would have graduated. If the fieldwork cannot be arranged at this time, the student may have to wait until the next level 2 fieldwork experiences are set up the following spring quarter. **A second failure of a fieldwork experience is grounds for dismissal from the program.** The faculty reserves the right to make exceptions based on the reasons for failure, past performance, etc. A student who wishes to appeal the policy should follow the procedure outlined earlier.

Any student who **decides to terminate** a fieldwork placement on their own with/without notifying and/or meeting with the AFWC or the Program Director will be considered to have **voluntarily withdrawn** from the program. No further fieldwork placement activities will be provided and the student will not graduate.

Any student who **refuses placement** in a planned fieldwork experience will be considered to have **voluntarily withdrawn** from the program as well. No further fieldwork placement activities will be provided and the student will not graduate. Fieldwork preferences are always taken into consideration but must be balanced by the availability and variety of placements needed to be in compliance with accreditation requirements.