

La Feria High School/CTE Dept.
Health Science Technology
Patient Care Technician/Certified Medical Assistant Practicum Program

Program Outcomes/Competencies:

The practicum experience provides students the opportunity to develop, apply and integrate knowledge acquired through coursework. Students will discover, develop and refine necessary competencies and skills in their proposed career certification areas.

Program Policies and Guidelines:

The Practicum instructor will review the program policies and procedures at the beginning of the school year with the students. Any changes in the program policies will be made on an as needed basis. The policy and guidelines are contained in the syllabus.

Course Completion:

The student must accomplish all of the following factors in order to successfully complete the practicum course:

- Attendance of class per policy (Distance learning/on campus instruction starting Sept 21, 2020)
- Maintaining an overall passing average (>80% class grade for eligibility to test for exam)
- Completion of ALL assigned work
- Successful completion of ALL in person skills exams/check offs
- Passing score on the class written final (>80%-benchmarks)

Expectations:

Academic Progress

Students are required to maintain a cumulative grade point average of 70.0% or better for completion of the PCT/CMA class and a final grade of 80% or greater to take the state certification exam. If the student is unable to maintain the grade point average or is having difficulty in the class/lab/clinical, student has the opportunities for assistance and should be requested accordingly. (Signature Required -- see Appendix)

Attendance Policy:

It is the policy of La Feria Independent School District and the Health Science Practicum Department that all students maintain a satisfactory attendance record. To this end, the following attendance policy is in place for all practicum community experiences:

*Students are expected to attend all classroom and laboratory sessions and complete their assigned clinical schedules. (Clinicals are on hold due to Covid and until further notice.)

*Any student that misses four (4) class sessions, labs or assigned clinical will be subject to a parent conference with student, instructor, and CTE Director.

*All clinical assignments are to be completed according to the assigned schedule. Failure to comply with the clinical schedule, the student will receive a 0 in place of the missed clinical test grade. (ON HOLD)

* If a student is absent for class or clinical, they MUST notify instructor, J. Perez via Band app, or Google voice and state the reason for absence. Upon their return to class, student must provide a written excuse/Dr. excuse along with parent signature. (Will be kept in personal file)

(Signature Required -- see Appendix)

Behavior and Clinical Conduct:

Students represent the LFHS CTE program at all times. All rules, as stated in the La Feria ISD Student Code of Conduct handbook, must be abided at all times. This includes behavior and actions inside and outside of the classroom, school functions, clinical, field trips. Grounds for immediate dismissal will include anything deemed inappropriate as per the LFHS Code of Conduct. **(Signature Required- See Appendix)**

Clinical Conduct:

All students will be required to adhere to the conduct policies of each institution where clinical skills are acquired. Student Conduct Policy decisions will be addressed by clinical facility personnel and the La Feria High School/ Health Science Technology Education instructors. **(Signature Required- See Appendix) (Due to COVID, off campus clinical instruction is on hold until further notice. All clinical days from now until further notice will be conducted on campus in the medical LAB Rm 403.)**

Criminal History:

Prior to participation in the LFISD Health Science off-Campus practicum courses, and as part of the program requirements, it is necessary for LFISD to obtain the criminal history record information of the student. Performance of the clinical background check is a requirement of the program and the local hospitals and/or Health Science facilities and clinics which will provide training during the school year. **(Signature Required -- see Appendix)**

Drug Testing:

Scheduled and/or random drug testing will be conducted throughout the school year. Should a student test positive, they will be in violation of school code of conduct as per policy and are subject to disciplinary action along with the immediate removal from the practicum program. **(Signature Required -- see Appendix)**

Photography:

On occasion, pictures and videos will be taken during class presentations, projects, or instruction that can/will be used on our school websites. (i.e. Facebook, Instagram, Twitter, etc.)

Employment:

Successful completion and/or certification shall not be considered or construed as a guarantee of employment with any clinical site.

Equipment/Supplies:

Each student is required to purchase/have and maintain the following equipment and supplies at his or her own expense. (see course syllabus given to student first week of school for list) If the student would like to purchase their own set/s of scrubs (One black set and one Maroon set) they may do so at their own expense.

Hygiene:

The student is expected to present a professional image at all times. To satisfactorily accomplish this, care must be given to personal hygiene. In an effort to promote cleanliness and professionalism, all students will adhere to the following guidelines:

- Body

Students should bathe and use deodorant before their class/clinical rotation shift begins.

- Hair

Neat, combed and clean. Length and style of hair conform to the hair code of the facility in which the student is conducting the student's clinical rotation. Unnatural hair colors will not be allowed. Many clinical facilities will require male and female students to put long hair up. (Women- Bun, Men- Clean cut, as per school policy)

- Make-up

Wearing excessive make-up will be avoided

- Beards and Mustaches

All students are to be clean-shaven at the beginning of their clinical shift with no exceptions as per school policy

- Earrings/Body Piercing:

For the safety of the students and their valuables, no earrings/nose rings other than single stud type earrings (EAR LOBES ONLY) or visible body piercing will be worn in the clinical settings, males are not allowed to wear earrings as per school policy.

- Oral:

Teeth should be clean and fresh breath. No chewing, dipping, or smoking of tobacco will be allowed in any clinical setting. No gum chewing will be allowed in any clinical setting.

- Hands:

Hands are to be clean and washed often in the clinical setting. Make certain fingernails are clean and well-trimmed, only neutral or clear colored nail polish is allowed. No artificial nails are allowed at the clinical site.

- Fragrances:

Fragrant lotions, Colognes/perfumes should be avoided or kept to a minimum.

- Jewelry:

Students are not allowed to wear additional jewelry, or neck scarves, emblems, patches, pins, insignias on the uniform or jackets while on clinical rotations.

Confidentiality (HIPPA):

Confidentiality is the duty owed by Healthcare professionals, including students enrolled in the Senior Practicum in La Feria High School Health Science Program, to protect the privacy of all patient information.

All Healthcare professionals clearly have an obligation to keep medical and personal information about patients in the strictest confidence. Unless disclosure is mandated by patient consent, statute, a duty to

warn third parties, or the special circumstances surrounding HIV and AIDS, Healthcare professionals have a clear duty to maintain confidentiality of all patient information.

Breach of the duty to hold such information in the strictest confidence may cause liability for the individual, the clinical facility and La Feria High School.

The Healthcare professional, including students should always respect and hold in confidence all information of a confidential nature obtained in the course of professional work unless required by law to divulge such information.

As a student enrolled in the Senior Practicum Health Science class, it is your responsibility to read and understand this "STATEMENT OF PATIENT CONFIDENTIALITY" and agree to always provide a standard of patient care that includes the patient's rights to the most strict confidentiality of all personal and medical information unless such disclosure is mandated by one or more of the criteria listed in the statement.

In accordance with the above obligation to patient privacy, cell phones or any other similar electronic devices will not be allowed during any clinical experiences or in any patient/clinical areas at any time. Failure to abide by this rule will result in the student being removed from off-campus experiences and placed in classroom experiences only for the remainder of the program. **(Signature Required -- see Appendix)**

Physical Requirements:

Any student in this class who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact the school/instructor as soon as possible.

The following is a guideline for the prospective student so that he/she may understand the physical requirements and essential job functions necessary for participation in clinical experiences.

In the course of the educational process the prospective student will be required to:

1. Have the ability to:
 - a. Lift 100 pounds to waist level as if raising a loaded patient cot.
 - b. Lift 50-pound objects to chest level as if raising and moving a patient on a stretcher or medical equipment.
2. Have correctible vision to allow for reading of very fine print and electronic instrumentation.
3. Have full range of motion of both arms, both legs, waist and neck to allow lifting, navigating manipulating and moving patients and medical equipment.
4. Have the ability to bend at the knees and stoop to lift patient and equipment from the floor.
5. Have the ability to effectively communicate complex, medical information in English.
6. Have adequate manual dexterity and steadiness of hand to perform various psychomotor skills.

7. Have the ability to stand for long periods of time for the performance of, and observation of lengthy procedures.
8. Have no physical or emotional impairment that would preclude the student from participation in any activity required of this emotionally, mentally, physically, and psychologically demanding profession.

Any student is invited discuss his/her needs for appropriate accommodations with the teacher. The latitude for accommodations is strictly limited by state laws, rules, and regulations concerning the education of healthcare providers. **(Signature Required -- see Appendix)**

Professional Conduct:

The student is expected to conduct himself/ herself in a professional manner during class, lab, and the practicum experience. Remember that you are a student and the preceptor is there to help you learn. Take their suggestions, and instructions to heart. If you feel like they are asking you to do something beyond your training, tactfully explain your apprehension and notify your lead instructor.

Program Records:

The Career and Technical Education teachers are responsible for maintaining student records. Records will be stored in a specified location at La Feria Independent School District, La Feria, TX.

Representation by Student:

Any student that represents himself/herself to hold any certification not held, may be subject to criminal prosecution. A student may not represent himself/herself to be an employee of any clinical site unless they are duly employed.

Skills Practice:

*Hands-on skill practice is a VITAL component of any healthcare educational training program. Skills will be outlined and mastery is essential in order for students to complete their training. During practicum/clinical lab days, students are expected to participate and handle themselves in a manner that does not violate another student's rights. Any complaint of harassment will be considered serious, and will be investigated thoroughly. **Due to the 2020 COVID pandemic, all students are required to wear a face mask at all times while in the classroom and are required to wear a face mask and gloves while practicing in the medical lab.** This includes: in the classroom, while performing skill practice/evaluation/check off in the medical lab. If a students refused to comply, they will be found in violation of this policy will be dismissed from training for the day and will receive a 0 for the skills day.

Special Circumstances:

All students are expected to complete didactic, skills training by the posted course completion date. Class extensions will be made available for special circumstances only. Students should submit a written explanation and request for time to the coordinator for acceptance.

Tobacco and Alcohol:

Use of tobacco products or products containing alcohol are strictly prohibited during the classroom, lab or clinical rotation portions of the program.

Certification Testing:

Those students that are in good standing, passing class/lab/clinical with a grade of 80% or greater will be eligible to take the certification exam in the Fall for Patient Care Technician (PCT) as well as the certification exam in the Spring for Certified Medical Assistant (CCMA). The cost for each exam is \$155. La Feria High School CTE Dept. will pay \$155 on behalf of each student toward each exam

Fall- Patient Care Technician (\$155)

Spring-Certified Medical Assistant (\$155)

Should a student not pass the certification exam on the first attempt, they are eligible for a second attempt 30 days after the initial attempt. The testing fee will then be at the student's expense.

Should you have any further questions or concerns, please do not hesitate to contact me:

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