

Welcome to the Allied Health Clinical Program at Lakeside High School. As the need for professionals within the medical field increases at a rapid rate, it is our goal to provide you with an educational experience that will develop quality skills and experiences that will be beneficial in your pursuit of your career in health care.

To ensure optimum performance and professionalism within our program, specific guidelines and expectations are outlined in this handbook. This handbook will provide answers to basic questions you may have regarding the policies and procedures to be followed while you are a student in this program, so please familiarize yourself with this manual.

Congratulations once again on being admitted into the curriculum. Clinical Medical Assistants are an essential part of the healthcare team; therefore, we hope you take pride in your work and represent the school and our program with the highest esteem. I look forward to an exciting year! Go Panthers!

Sincerely,

Leslie Vandenabeele, MEd, ATC/L, CSCS, CCMA

Clinical Instructor, Lakeside High School

ALLIED HEALTH STUDENT HANDBOOK

LAKESIDE HIGH SCHOOL

SECTION I: PROGRAM PRINCIPLES

1.1: Course Description

This course is designed to offer students (preferably upper classmen - juniors or seniors) the opportunity to become effective and efficient multi-skilled healthcare providers as they develop a working knowledge of various allied health opportunities. Students focusing on a career path in the healthcare field may apply classroom/lab knowledge and skills in the clinical setting as they participate in direct or simulated client care. The curriculum allows instructors to provide options for classroom/student growth opportunities in area(s) of interest to the student. These options may be determined by community need, available resources, and/or student interest, etc. This course was developed according to a basic 50-minute class time frame, but may be adjusted according to local system schedules. Instructors may select which classroom content standards 1-14 best meet his/her individual classroom needs in addition to the required clinical/capstone project to equal total class time available for the course.

A. Clinical site or classroom simulated experience

This component of Allied Health is designed to give students practical application of previously studied knowledge and skills. These experiences can occur in a variety of locations (including classroom lab) appropriate to the student's level of experience and availability of community resources as determined by the instructor. These exercises should be designed to enhance and supplement the above standards. Appropriate permission from school, parents, and the facility as well as other documentation requirements (such as transportation), and facility requirements (such as student insurance) must be adhered to and arranged.

Any Healthcare Science course that includes a clinical component (excluding a shadowing experience field trip) must adhere to identified guidelines under (WBL) work-based learning (see 1.5).

1.2: Educational Objectives

1. Demonstrate employability skills required by business and industry
    a. Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities.
    b. Demonstrate creativity by asking challenging questions and applying innovative procedures and methods.
    c. Exhibit critical thinking and problem solving skills to locate, analyze and apply information in career planning and employment situations.
    d. Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity.
    e. Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply team work skills.
    f. Present a professional image through appearance, behavior and language.
2. Research advanced technical skills in respiratory care. Respiratory Services
3. Analyze advanced technical skills within the imaging services field.
4. Research advanced technical skills in the surgical services field to include nutrition and fluid intake, elimination, and ostomy and wound care.Research advanced technical skills in the surgical services field to include nutrition and fluid intake, elimination, and ostomy and wound care.
5. Perform advanced technical skills within rehabilitation services.
6. Perform advanced technical skills within pharmaceuticals.
7. Perform advanced technical skills within dietary services.

8. Research the field of Complementary and Alternative Medicine (CAM) to include, but not limited to, such practices as chiropractic care, acupuncture, reflexology, massage therapy, homeopathic medicine, aromatherapy, and stress reduction techniques.
9. Perform advanced technical skills within mental health services.
10. Research public health services and epidemiology, utilizing www.cdc.gov as the primary source.
11. Perform advanced technical skills within medical office services.
12. Perform advanced technical skills within medical laboratory services using simulated equipment based on school, county, and facility protocol.
13. Perform advanced technical skills within cardiology services.
14. Perform advanced technical skills within emergency services.
15. Perform advanced technical skills within dentistry services.

1.3: Mission Statement

The mission of the Allied Health clinical program in Columbia County is to promote a learner-centered instructional environment that encourages critical thinking, facilitates problem solving, and creates a foundation for life-long learning. The program is designed to prepare competent entry-level medical assistants ready to enter the high-demand field of healthcare and to work in a variety of different settings.

1.4: Allied Health Student

All Allied Health students are expected to perform to the best of their abilities both in the classroom and the clinical settings. All Columbia County and LHS rules apply to the student whenever they are representing the school.

1.5: WBL Manual Requirements as Set Forth in the Course Standards

The student's responsibilities in a WBL program are as follows:

1. Meet the criteria for admission to the WBL program.

2.Maintain regular attendance, both in school and at WBL placements.

3.Exhibit honesty, integrity, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate attire, and a willingness to learn.

4.Conform to all rules and regulations of the WBL program.

5.Complete all of the necessary forms and reports required in the WBL program.

6.Provide transportation to and from the WBL site if involved in a WBL placement.

7. Remain in the WBL position unless there is prior knowledge and consent by the WBL Coordinator.

8. Continue to make satisfactory progress in the academic and CTAE classes.

9. Consult the work-site supervisor and WBL Coordinator about any difficulties at the WBL job site.

10.Exhibit proper conduct in school as well as on the job. Be on track for graduation.

11.Maintain a good Grade Point Average.

12.Have good discipline and attendance records in school.

13. Adhere to any dress-code or other policies set by the employer. Give appropriate notice if terminating employment.

14.Be aware of dismissal and other policies as set forth by the school or employer.

SECTION II: ACADEMIC INFORMATION

3.1: Required Prerequisites

Students must have successfully completed Introduction of Healthcare Science and Essentials of Healthcare in order to enroll in the Allied Health Clinical Program.

3.2: Academic Standard

Students must maintain a passing grade in the course in order to participate in clinical hours or rotations.

SECTION IV: CLINICAL INFORMATION

4.1: Clinical Hours

Clinical education is an important aspect of learning for Allied Health students to apply what is learned in the classroom setting. While clinical experience is ideal, it is not required in order to complete the program and sit for the certification exam that is given upon completion of the NHA program of study.

4.2: Clinical Rotations

Students who meet the required criteria will have the opportunity to complete clinical rotations in various medical facilities in the community at the discretion of the instructor. The clinical instructor will make clinical assignments based on the needs and educational experience of the individual student.

4.3: General Guidelines and Expectations

1. The allied health student is expected to report on time to all clinical activities as determined by you and your Preceptor.
2. The allied health student should wear appropriate attire when representing the program (*See Dress Code*). Professional appearance is expected at all times.
4. The allied health student will comply with HIPAA. This means the student will not discuss any information that is deemed confidential, with anyone not associated with the allied health program. It is a professional and ethical duty to uphold the confidentiality of those who receive medical services. It is understood that violations of HIPAA are punishable by law.
5. The allied health student will be held accountable and responsible for their actions. As a representative of the Allied Health program and EHS/Columbia County School System, it is imperative that a positive and professional attitude be maintained at all times.
6. The Allied Health student should accept personal praise and criticism with a professional attitude. Discuss any disagreements with your instructor/supervisor immediately.
7. The Allied Health student is responsible for recognizing their personal limitations and operating under their scope of practice.
8. The allied health student must maintain up-to-date American Heart Association BLS and First Aid certifications. We will provide these certifications at the start of the academic year.
9. All students will undergo annual background check. Clinical sites and preceptors may deny students based on the results of the background check.
10. All students must have a recommendation form signed by their healthcare instructor.
11. All students must complete an initial mandatory drug test at a specified location during a timeframe as designated by the instructor. Please be advised that students may have to have subsequent testing if deemed necessary by the instructor, preceptor, or clinical site. The student is responsible for the cost of the initial test and any subsequent testing.

12. All students must receive a flu vaccine and two tuberculin tests (negative result) prior to clinical rotations. This requirement may be completed at a personal medical provider's office as long as a copy is submitted to the instructor. The student is responsible for any costs associated with these requirements.
13. All students will provide the most recent immunization record.

4.5: Lab Rules

4.5.a: Rules apply to the designated lab area

1. The designated lab area is a medical facility and should be treated as such.
2. The lab area must be clean and neat at all times.
3. NO eating or drinking allowed in the lab area.
4. NO shoes on treatment tables.
5. Nothing will be taken from the lab/supply room without permission.
6. Do not allow anyone to help themselves to supplies. You are not to provide medical supplies for your friends or anyone else.
7. Do not allow any horseplay, visiting, loitering, swearing, or shouting. The lab area is not a lounge; persons in the lab area should have a valid reason for being there.
8. All tables must be wiped down after each use.

4.6: Dress Code

All allied health students are expected to maintain a professional appearance while in the clinical setting. These expectations apply to "in house" clinical days as well.

1. Only the approved uniform may be worn. The uniform is a set of scrubs that must be purchased during the specified timeframe from Scrubs of Evans. Students must also purchase a Lakeside badge reel with their scrubs. Pricing will be available to students at the beginning of the school year. Students are responsible for all uniform costs. Students may only wear the approved embroidered scrub jacket and/or long-sleeve undershirt (white only) while in the clinical setting. Students may NOT wear any other clothing over their scrubs while in the clinical setting (this includes jackets, hoodies, etc).
2. Each student will be issued a clinical name badge that must be worn at ALL times while obtaining contact hours. Replacement name badges can be purchased for $5 by the student if lost or misplaced.
3. Shoes that are functional for clinical duties are to be worn –*No sandals, flip flops, or other open-toed shoes.* Shoes must be of color(s) as indicated by the instructor. Shoes must be clean and presentable. The instructor should approve all footwear *before* clinical rotations/in-house clinical days.
4. Male haircuts and facial hair must be neatly maintained. Hair must be of a natural color.
5. Female haircuts must be neatly maintained and kept in such a way as to not interfere with duties. Hair must be pulled back away from the face at all times. Hair must be of a natural color.
6. The only jewelry allowed include: stud earrings (no hoops or dangles) and watch (digital or traditional); NO nose piercings (must use clear spacer), bracelets, rings or necklaces.
7. Fingernails should be kept short and manicured; NO polish or artificial nails

4.7: Conduct

1. Allied health students must base their conduct on respect, responsibility, and maturity.
2. Allied health students must be professional in their work habits. This includes the use of a cell phone. Cell phones are **NOT** permitted to be in use while in the clinical setting. Students may have their cell phone in their pocket only for emergency communication with the instructor.
3. Relationships with patients and staff should remain professional.
4.Preceptors/Staff**:** The preceptors and staff realize that you are here for an education and they are willing to help you learn. If you have questions regarding the treatments, choose the proper time, place and manner in which to ask your Preceptor or the staff member. Please do not question or criticize any staff member in front of the patient. Never alter, modify or adapt the instructions given.

4.8: Confidentiality

1. Do not discuss any patient encounters with other students outside of the program, family, friends, and media:
   a. News Media: Under **NO** circumstance are you to discuss a patient's condition with any representative of the news media. Such information is highly confidential and is protected by the Federal Right to Privacy Act. Refer any such questions to your preceptor/staff.
   b. Cell phones: Under **NO** circumstance are you to take any pictures of any patient at any time!
   Be very careful about discussion of patients with your instructor/fellow classmates; you never know who might overhear. Discussion of patient encounters in the clinical setting for learning purposes should only be discussed in the classroom upon arrival back at school.

4.9: Relationships

1. Treat all patients/staff with integrity, respect, and courtesy even though they may not act in a reciprocal manner
2. You must draw a line between providing competent and friendly care, and fraternization.
3. Treat all patients/staff without bias.
4. Do not let a patient dictate what is to be done. Base your actions on knowledge or by asking your Preceptor.

4.10: Disciplinary Actions

Allied Health students are expected to act in a mature and professional manner at all times. As an Allied Health student you are representing not only yourself, but also the program, school and the county. Failure to fulfill your responsibilities or abide by the rules of the Allied Health program will result in disciplinary action. Disciplinary actions apply to all clinical rules and responsibilities as well as the rules outlined in the Columbia County High School Code of Conduct. Examples of unacceptable behavior include improper dress, unexcused tardiness or absence, improper conduct regarding patients, etc.

ALLIED HEALTH PROGRAM SYLLABUS/STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

Dear Parent/Guardian:

By signing below, you and your child acknowledge that you have reviewed and understand the Lakeside High School Allied Health Syllabus and Handbook.

_____ _____
Student Printed Name Student Signature

_____ _____
Parent/Guardian Printed Name Parent/Guardian Signature

_____
Date

***PLEASE COMPLETE RELEASE STATEMENT ON THE BACK!**

Columbia County Healthcare Science Technology Education RELEASE STATEMENT

Student Name (Last, First) _____

1. I have read the *Clinical Contract* and understand that all rules must be followed by the above-named student. As parent/guardian of this individual, I will offer encouragement and support for successful completion of this program.

2. Students MUST have a flu vaccine prior to any clinical rotation. If a student cannot receive a flu vaccine, the student must submit a valid declination letter on file and wear a mask at ALL times in the clinical setting.Vaccinations *may* be provided on site at school. If so, those providing the vaccine will file your insurance if you would like. Otherwise, cash payment is accepted. If you choose to receive the vaccine elsewhere, documentation will be required prior to clinical rotations. Please be advised that some clinical sites may require COVID vaccination as well as others at your own expense. Doctor's Hospital does NOT require a COVID vaccination for students.

3. I give my child permission to practice the following skills in the clinical lab at LHS (parents please initial giving consent for each skill):

    a. Finger stick blood sugar skills _____
    b. Phlebotomy skills/injection skills (we will not practice venipuncture/injections on actual people in the lab at school) _____

c. Suturing skills (we will not practice suturing on actual people in the lab at school)

_____

d. Perform EKG (electrocardiogram) _____

4. Acknowledging that *Infection Control* and *Skill Mastery* are required prior to clinical and that all necessary barriers (gloves, masks, gowns, etc.) are available. Please choose if you will, or will not agree to allow the student to transport and/or obtain (by drawing blood using the appropriate needle / lancet / lab container) laboratory specimens.

   I will allow my child to obtain and/or transport specimens.

   Parent Initial Here _____

5. As legal guardian of this student, I am aware of Columbia County's transportation policy and will abide by the regulations therein. Please find copy on www.ccboe.net. A copy of my sons/daughter's driver's license and insurance coverage will be kept on file.

_____

Parent/Guardian Signature / Date