

School of Health Sciences Program Handbook



Beginning Your Journey

Welcome to the School of Health Sciences at West Georgia Technical College. We are honored that you have chosen to pursue your educational and professional goals with us. By entering one of our health sciences programs, you are preparing to join a profession founded on knowledge, compassion, integrity, accountability, and service to others.

A career in healthcare is both challenging and deeply rewarding. The programs within the School of Health Sciences are designed to prepare students to meet the academic, clinical, ethical, and professional standards required in today's healthcare environment. Throughout your journey, you will develop not only technical competence, but also critical thinking skills, professionalism, effective communication, teamwork, and a commitment to lifelong learning.

As a Health Sciences student, you are expected to conduct yourself in a manner that reflects the values and standards of your chosen profession. Professionalism, respect, integrity, punctuality, dependability, preparedness, accountability, and ethical behavior are essential to student success and progression. While faculty and staff are committed to supporting and guiding you throughout your educational experience, each student is ultimately responsible for maintaining academic excellence, demonstrating professional conduct, communicating effectively, and fulfilling all program requirements.

Success in health sciences education requires dedication, discipline, resilience, and personal responsibility. We encourage you to take advantage of the many resources available to support your success, communicate openly with faculty, seek assistance when needed, and remain fully engaged in your learning experiences. Every classroom, laboratory, simulation, and clinical experience provides an opportunity to strengthen the knowledge, skills, and professional behaviors necessary to deliver safe, competent, and compassionate care.

At West Georgia Technical College, we take great pride in preparing future healthcare professionals who will make a meaningful difference in the lives of patients, families, and communities. We believe that every student has the potential to succeed when they commit themselves to excellence, embrace lifelong learning, and uphold the standards and values of the profession they represent.

On behalf of the faculty and staff of the School of Health Sciences, welcome to West Georgia Technical College. We are excited to be part of your educational journey and wish you every success as you begin this important step toward a rewarding career in healthcare.

Best wishes for a successful and fulfilling experience,

Dr. Phyllis Ingham, EdD, MEd, MLS(ASCP)cm, AHI(AMT)

Dean, School of Health Sciences

West Georgia Technical College



Medical Assisting

Welcome to the Medical Assisting Program

Welcome to the Medical Assisting Program! We are excited to have you join the Health Sciences Division as you begin your journey toward a rewarding career in healthcare.

As a Medical Assistant, you will make a difference by providing compassionate, quality patient care and serving as an essential member of the healthcare team. Throughout this program, you will gain the knowledge, skills, and professionalism needed to succeed through classroom instruction, laboratory experiences, and clinical training.

The Medical Assisting Program is approved by the Technical College System of Georgia (TCSG) and accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). This accreditation ensures our program meets rigorous educational standards and prepares graduates for success in the healthcare profession.

This handbook is designed to help you understand program policies, expectations, and resources. Please read it carefully and refer to it throughout your time in the program.

We are committed to supporting your success and look forward to helping you grow into a confident, compassionate, and competent healthcare professional.

Welcome to the Medical Assisting family—we are excited to be part of your journey!

Sincerely,

Melanie Strain, BS, CMA (AAMA)

Melanie Strain, BS, CMA(AAMA)
Program Director, Practicum Coordinator
West Georgia Technical College
melanie.strain@westgatech.edu
176 Murphy Campus Blvd
Waco, GA 30182
770-537-6036



Table of Contents



.....	1
Beginning Your Journey	2
Medical Assisting	3
Welcome to the Program.....	4
Table of Contents	5
Program Overview.....	9
West Georgia Technical College and School of Health Sciences Mission, Vision, Values, and Goals.....	11
Our Vision at West Georgia Technical College	11
Our Core Values at West Georgia Technical College	12
School of Health Sciences Mission	12
School of Health Sciences Program Learning Outcomes	12
Medical Assisting Program Outcomes	12
West Georgia Technical College Admission Requirements	14
Program Admission Requirements.....	14
West Georgia Technical College Tuition and Fees	17
West Georgia Technical College School of Health Sciences Technical Standards and Essential Functions	18
I. Physical Requirements	18

II. Observation and Sensory Abilities.....	18
III. Communication Abilities	19
IV. Cognitive Abilities	19
V. Motor Skills	19
VI. Infection Prevention and Safety	19
VII. Technological Competence	20
VIII. Emotional and Behavioral Expectations	20
IX. Environmental Requirements/Occupational Risks.....	20
Reasonable Accommodations	21
Curriculum Plan.....	21
Medical Assisting Protocols and Progression Requirements	25
Minimum Grade Requirements	25
GPA Requirements	25
Clinical Performance Expectations	25
West Georgia Technical College Attendance Policy	26
West Georgia Technical College Grading Policy & the School of Health Sciences Protocols	27
West Georgia Technical College Grading System	29
West Georgia Technical College Student Resources.....	30
Programmatic Student Resources	30
West Georgia Technical College Academic Integrity Policy	31
School of Health Sciences Clinical Education Protocols & Expectations	32
Clinical Education Overview	32
Clinical Placement Process	32
Transportation Expectations	34
School of Health Sciences Clinical Schedules and Clinical Assignments	35
School of Health Sciences Student Substitution for Employees and Reportable Work Protocol	36
School of Health Sciences Programmatic Dress Code & Professional Appearance	36
School of Health Sciences Confidentiality, HIPAA Compliance, and Electronic Device Policy	37
Electronic Devices, Wearable Technology, and Cell Phone Usage.....	38

School of Health Sciences Professional Conduct and Behavioral Expectations Protocol	38
School of Health Sciences Professional Conduct Standards and Purpose	41
School of Health Sciences Expectations	41
1. Professional Behavior Expectations	41
2. Professional Communication Expectations.....	42
3. Social Media, Electronic Communication, and Technology Expectations.....	42
4. Respect, Civility, and Professional Relationships	43
5. Ethical Conduct and Academic Integrity	43
Enforcement and Sanctions.....	43
Student Responsibility and Acknowledgment Forms	43
School of Health Science Health & Safety Requirements	44
School of Health Sciences Exposure Procedures	45
Informal Resolution and Chain of Command	45
Formal Grievance Process.....	46
Appeals Process	47
Withdrawal / Readmission Policies	47
Complaints & Grievance Procedures	47
Re-Entry Procedures	48
General Requirements:.....	48
Approved Re-Application Process:	48
Additional Considerations:	48
Time Limit for Readmission	48
Skill Competency Requirements for Return	48
Graduation Requirements	49
Credentialing Examination Statement.....	49
Certification / Licensure Information	50
School of Health Sciences Teach-Out Plan Protocol	50
Purpose.....	50
Temporary Program Interruption Due to Unanticipated Circumstances	51
Permanent Program Closure	51
General Teach-Out Principles.....	51
Program-Specific Teach-Out Plans	52

Appendices.....	52
A School of Health Sciences Statement of Informed Consent.....	53
B School of Health Sciences Bloodborne Pathogens/Hazard Communication Policy.....	55
C School of Health Sciences Laboratory Expectations Acknowledgment	57
D School of Health Sciences Confidentiality and Privacy Agreement	58
E Medical Assisting Student Handbook Acknowledgement	60
F Acknowledgement of Receipt of Drug and Alcohol Testing Policy	61
G Medical Assisting Program Clinical Rotation Expectations and Acknowledgement	62
H Medical Assisting Program Student Counseling and Disciplinary Form.....	63
I Medical Assisting Program Social Media Policy.....	64

Program Overview

The Medical Assisting diploma program is designed to prepare students for rewarding careers as competent, entry-level medical assistants who work alongside physicians and other healthcare professionals, primarily in outpatient and ambulatory care settings such as physician offices, clinics, and specialty practices.

The program follows a carefully sequenced curriculum that integrates general education, medical knowledge, clinical skills, and professional development. Students participate in learning experiences that develop the academic, technical, and professional competencies necessary for employment, career retention, and advancement within the healthcare industry.

The Medical Assisting Program is completed over three semesters. During the first and second semesters, students receive classroom instruction and hands-on laboratory training that provides the foundational knowledge and technical skills required of the profession. During the third semester, students complete supervised clinical education experiences in affiliated healthcare facilities. Clinical education allows students to become active members of the healthcare team while performing medical assisting duties under the supervision of licensed healthcare providers and qualified medical assistant preceptors. Students should be aware that travel to assigned clinical sites is required and clinical placements may be located outside of the immediate service area.

Upon successful completion of all program requirements, graduates are awarded a Medical Assisting Diploma and are qualified to seek employment as medical assistants. Graduates are also eligible to sit for a national credentialing examination, including either the Certified Medical Assistant (CMA® [AAMA]) examination administered by the American Association of Medical Assistants or the Registered Medical Assistant (RMA) examination.

The West Georgia Technical College Medical Assisting Program is a unit of the Health Sciences Division. The administrative office of the Program Director is located on the Murphy Campus, Building B, Room 1129B.

The Medical Assisting Program at West Georgia Technical College is approved by the Technical College System of Georgia (TCSG) and is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). This accreditation signifies that the program meets nationally recognized standards for quality in medical assisting education and prepares graduates to enter the profession with the knowledge, skills, and behaviors expected by today's healthcare employers.

Program Mission

The mission of the West Georgia Technical College Medical Assisting Program is to provide students with didactic and clinical learning experiences in the administrative and clinical skills necessary to succeed as inter-disciplinary medical assistants. The program goal of the Medical Assisting Program at West Georgia Technical College is: "To prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession." Through hands on education, students are prepared for employment in various medical settings, including specialty offices, public health, and hospitals. Graduates of this Commission on Accreditation of Allied Health Education Programs

(CAAHEP) accredited program will receive a diploma in medical assisting and are eligible to sit for the National Certification Exam offered by either the American Association of Medical Assistants (AAMA) or American Medical Technologists (AMT).

Program Goals

The goal of the West Georgia Technical College Medical Assisting Program is to prepare competent, entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Upon completion of the program, graduates will be prepared to provide safe, ethical, and patient-centered care in a variety of ambulatory healthcare settings.

The program strives to:

- Prepare graduates to perform administrative and clinical medical assisting responsibilities safely, ethically, and competently.
- Develop critical thinking, effective communication, professionalism, and patient-centered care skills.
- Provide quality classroom, laboratory, and supervised clinical experiences that promote competency and confidence.
- Prepare graduates for successful employment and advancement in the medical assisting profession.
- Prepare graduates to sit for national credentialing examinations, including the Certified Medical Assistant (CMA® [AAMA]) or Registered Medical Assistant (RMA) examination.
- Promote lifelong learning and continuous professional growth while maintaining program excellence through ongoing evaluation and improvement.

Accreditation

The Medical Assisting Program is accredited by the Commission on the Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Further information regarding accreditation of the Medical Assisting program can be found through the Commission on Accreditation of Allied Health Education Programs (www.caahep.org). West Georgia Technical College's Medical Assisting diploma program is accredited by the Commission on Accreditation of Health Sciences Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Educators Review Board (MAERB).

Commission on Accreditation of Health Sciences Programs
9355 113th Street #7709
Seminole, FL 33775
Phone: 727.210.2350
www.caahep.org

Graduates of medical assisting programs accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or the Accrediting Bureau of Health Education Schools (ABHES) are eligible to sit for the Certified Medical Assistant exam through the American Association of Medical Assistants (AAMA) or the Registered Medical Assisting exam through the American Medical Technologists (AMT).

Academic Year 2026-2027

Job/Career and Outlook

Medical assistants perform administrative and clinical tasks to keep the offices of physicians, podiatrists, chiropractors, and other health practitioners running smoothly. The duties of medical assistants vary from office to office, depending on the location and size of the practice and the practitioner's specialty. In small practices, medical assistants usually do many different kinds of tasks, handling both administrative and clinical duties and reporting directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area, under the supervision of department administrators. Graduates have many choices for future employment, including private physicians' offices, clinics, emergency care facilities, hospitals, and other health care organizations. Positions include medical assistant, transcriptionist, receptionist, insurance clerk, office manager, EKG technician, lab assistant (phlebotomist), and private duty care. The field is presently experiencing rapid expansion, and the trend is expected to continue in the foreseeable future.

Medical Assisting is one of the nation's fastest-growing careers. The Bureau of Labor Statistics clearly outlines that it is a growth field, with an anticipated 18% growth from 2020 to 2030. Medical assistants are expected to have good job prospects; however, those who earn certification and have familiarity with electronic health records (EHRs) may have better job prospects. The following factors can attribute to this job growth:

- A predicted surge in the number of Physicians' offices and outpatient care facilities
- Technological advancements
- The growth of the aging baby-boomers population will continue to increase demand for preventative medical services

West Georgia Technical College and School of Health Sciences Mission, Vision, Values, and Goals

Our Mission at West Georgia Technical College

West Georgia Technical College, a unit of the Technical College System of Georgia, proudly serves the communities of Carroll, Coweta, Douglas, Haralson, Heard, Meriwether, and Troup counties. Through the delivery of relevant, high-quality education and training, the College supports student success, workforce development, economic growth, and community advancement.

West Georgia Technical College provides multiple pathways for lifelong learning and career preparation, including high school equivalency programs, associate degrees, diplomas, technical certificates of credit, and corporate and continuing education opportunities. Through these programs, the College is committed to developing a skilled workforce and empowering individuals to achieve their educational and professional goals.

Our Vision at West Georgia Technical College

West Georgia Technical College aspires to be a recognized leader in technical education, serving as a model of innovation and excellence. We are committed to being a valued economic

and community partner while providing responsive, high-quality pathways that prepare students for rewarding careers and lifelong success.

Our Core Values at West Georgia Technical College

At West Georgia Technical College, our commitment to excellence is guided by four core values: **Integrity, Professionalism, Student Success, and Academic Excellence**. These values serve as the foundation for all interactions, decisions, and educational experiences within the college community. We are dedicated to fostering an environment characterized by honesty, ethical behavior, respect, accountability, and commitment to high standards. Through professionalism and academic excellence, we strive to empower students to achieve their educational and career goals while preparing them to become competent, compassionate, and responsible members of the workforce and the communities they serve.

School of Health Sciences Mission

The Health Sciences Division at West Georgia Technical College is committed to providing cutting-edge education and training that prepares students to excel in healthcare careers. Through partnership with local healthcare providers, we deliver hands-on experience, promote lifelong learning, and support student success, while contributing to the overall well-being and economic development of our communities.

School of Health Sciences Goals

To be a leader in health sciences education, fostering innovation, excellence, and collaboration to develop a highly skilled workforce that improves healthcare outcomes in our communities. We will empower students to pursue rewarding careers while serving as a vital partner in advancing economic growth and public health across the region.

School of Health Sciences Program Learning Outcomes

Each Health Sciences program has established Program Learning Outcomes (PLOs) that define the knowledge, skills, behaviors, and professional competencies students are expected to achieve upon completion of the program. These outcomes are aligned with TCSG and West Georgia Technical College for institutional goals, accreditation standards, and workforce expectations and serve as the foundation for curriculum development, assessment, and continuous quality improvement. Students are expected to demonstrate achievement of the Program Learning Outcomes as part of the requirements for successful program completion.

Medical Assisting Program Learning Outcomes:

The following program outcomes are met by the Medical Assisting curriculum which utilizes all the aforementioned learning domains and ultimately fulfills the primary goal.

As well as:

- Provide appropriate learning opportunities to facilitate the acquisition of the knowledge and technical skills necessary to function as a competent entry-level medical assistant.
- Endeavor to instill a sense of medical ethics.
- Encourage a sense of commitment to continuous professional development.
- Provide each student with the minimum requirements necessary for eligibility for CMA (AAMA) National Examination or RMA (AMT) National Examination.

Students will incorporate cognitive knowledge in the performance of the psychomotor and affective domains in their practice as medical assistants in professional development.

- Apply critical thinking skills in performing patient assessment and care.
- Use language/verbal skills that enable patients to understand.
- Demonstrate respect for diversity in approaching patients and families.
- Verify ordered doses/dosages before administration.
- Distinguish normal and abnormal test results
- Display sensitivity to patient rights and feelings in collecting specimens.
- Explain the rationale for the performance of a procedure to a patient.
- Show awareness of a patient's concern regarding their perceptions related to the procedure being performed.

Students will incorporate cognitive knowledge in the performance of psychomotor and affective domains in their practice as medical assistants in communicating effectively, both orally and in writing and:

- Demonstrate empathy in communicating with patients, family, and staff.
- Apply appropriate body language and other nonverbal skills in communicating with patients, family, and staff.
- Demonstrate awareness of the territorial boundaries of the person with whom communicating.
- Demonstrate recognition of the patient's level of understanding in communications.
- Demonstrate sensitivity appropriate to the message being delivered.
- Demonstrate awareness of how an individual's appearance affects anticipated response.
- Analyze communications in providing appropriate responses/feedback.
- Recognize and protect personal boundaries in communicating with others.
- Demonstrate respect for individual diversity, incorporating awareness of one's own biases in areas including gender, race, religion, age, and economic status.

Students will incorporate cognitive knowledge in the performance of psychomotor and affective domains in their practice as medical assistants in the performance of the medical business practice and:

- Consider staff needs and limitations in the establishment of a filing system.
- Implement time management principles to maintain effective office function.
- Demonstrate sensitivity and professionalism in handling accounts receivable activities with clients.
- Demonstrate assertive communication with managed care and/or insurance providers.
- Demonstrate sensitivity in communicating with both providers and patients.
- Communicate in language the patient can understand regarding managed care and insurance plans.
- Work with physicians to achieve maximum reimbursement.

Students will incorporate cognitive knowledge in the performance of psychomotor and affective domains in their practice as medical assistants in providing patient care by regulations, policies, laws, and patient rights and:

- Demonstrate sensitivity to patient rights.
- Demonstrate awareness of the consequences of not working within the legal scope of practice.
- Recognize the importance of local, state, and federal legislation and regulations in the practice setting.

- Apply ethical behaviors, including honesty/integrity in the performance of the medical assisting practice.
- Examine the impact personal ethics and morals may have on the individual's practice.
- Demonstrate awareness of diversity in providing patient care.

Students will incorporate cognitive knowledge in the performance of psychomotor and affective domains in their practice as medical assistants, and apply quality control measures in following health and safety policies and procedures to prevent illness and injury:

- Recognize the effects of stress on all persons involved in emergencies.
- Demonstrate self-awareness in responding to emergencies.

West Georgia Technical College Admission Requirements

West Georgia Technical College maintains an open admissions policy and welcomes applicants who are seeking technical certificates, diplomas, and associate degrees. Applicants are generally required to complete an online application, submit official transcripts, and provide documentation verifying lawful presence and residency for tuition purposes. Placement requirements may be satisfied through prior college coursework, standardized test scores, or qualifying high school GPA.

For detailed information regarding admission requirements and application procedures, please visit: <https://www.westgatech.edu/admissions/>

Admission to many of the Health Sciences programs at West Georgia Technical College is competitive and based on established institutional and program-specific criteria. Applicants must meet all general college admission requirements and any additional requirements established by the individual program, which may include prerequisite coursework, minimum GPA standards, competitive selection processes, and submission of required documentation. Meeting minimum admission requirements does not guarantee acceptance into a program. Students are responsible for reviewing current admission criteria and deadlines and ensuring that all requirements are completed prior to the application deadline.

Program Admission Requirements

Selective Process:

1. Must attend Mandatory Information session with WGTC Advising Coach. (advising@westgatech.edu)
2. Gather all supporting documentation and save electronically.
3. Complete Competitive Selection File Review Request Form and attach all supporting documents electronically that is required for your program on or before the deadline. (direct questions related to the form admissions@westgatech.edu)
4. Monitor student email and review competitive selection scoring sheet (this does not indicate acceptance or denial).
5. Allow 4-6 weeks from the program deadline date to receive acceptance or denial letter from the Admissions Office.

- If accepted, respond to secure your seat in the program by the given deadline.
- If denied, meet with an Advising Coach to determine next steps. Students not selected into the program cohort must submit a new Competitive Selection File Review Request Form and

required documentation to be included in the next selection process for the same program or the selection process for another program.

Competitive Selection Requirements:

- Must attend Mandatory Information session with Advising Coach. (advising@westgatech.edu)
- Must be admitted to the college in good academic standing and regular status.
- Non-Georgia residents will be considered in the competitive selection process on a space available basis.
- Must complete the three (3) required courses with a minimum grade of “C” or higher and have at least a 2.5 competitive GPA (100% of the process).
 - ENGL 1010, MATH 1012, and ALHS 1090 are used to calculate the competitive GPA.
 - ALHS courses must be completed within seven (7) years of the program cohort start date.
- After acceptance into the Medical Assisting program a current CPR certification through the American Heart Association for Healthcare Providers-BLS (Basic Life Support) is required. The card will be reviewed by the program director. Online CPR certification will not be accepted.

Immunization Records

As healthcare professional students, it is highly recommended that you are vaccinated against infectious diseases encountered at clinical/practicum sites. It is recommended that you discuss these vaccinations with your personal physician.

Students are required to follow the medical clearance policies designated by their assigned clinical/practicum sites. Please be aware that some clinical/practicum sites may mandate vaccinations against specific diseases such as COVID-19, influenza, and/or testing for specific diseases such as tuberculosis. If you elect not to be vaccinated or tested, you may not be allowed to attend those clinical/practicum sites. If you do not have all required immunizations and tests, you may have limited access to clinical/practicum sites. This may delay or prevent program completion.

Although vaccines are not required for program admission, each clinic/practicum site reserves the right to deny a student entry based on their own policies and procedures. If a student is denied entry to a clinical/practicum site based on lack of vaccinations or testing, the student may not be able to complete the clinical/practicum course. As a result, successful completion of the program may not be possible.

The student must present in writing proof of:

- Two MMRs (Mumps, Measles, Rubella).
- Hep B series of shots or signed declination
- Varicella vaccination (or proof of chicken pox)
- DTap/Tdap (Diphtheria, Tetanus, Pertussis) must be within 10 years of externship.

Proof of these immunizations will be due by the end of the first semester in Medical Assisting.

If you cannot show proof of all immunizations, you may repeat the immunizations or have titers drawn to show immunity. The results must be presented to the instructor by the end of the first semester.

PPD (Tuberculosis) Testing

All externship sites require a PPD test to be performed. This can be a skin test or a blood test. The student will receive a PPD then 48-72 hours later have that test read. Students with a positive TB test must submit the results of a chest x-ray and proof of treatment, if applicable.

Basic Life Support (CPR Certification)

All Health Science students must be CPR certified at the Health Provider level and must maintain such certification while enrolled in the program. Prior to the first day of class, the student must take the Basic Life Support course in order to obtain CPR certification through the American Heart Association. Current CPR certification MUST be maintained throughout the program. Students will not be permitted to attend clinical or laboratory courses if the CPR certification has expired. Online courses will not be acceptable. All CPR certifications must be submitted to the Program Director via email by the first week of classes. Students are not permitted to attend laboratory and clinical courses unless or until the current CPR certification is submitted to the Program Director via email and this will be considered an absence. All absences due to noncompliance with this policy will result in an unexcused absence(s) until compliance is achieved.

Criminal Background Check and Drug Screen

All WGTC Medical Assisting Program students must submit to initial and continuing drug testing at specified intervals, for cause, or at random. Should the student refuse to abide by agency/ WGTC policy he/she will be administratively withdrawn from the course and may be denied readmission to the same or any other Health Science program. To begin your externship, you will be required to complete a background check and an 11-panel drug screen. This must be completed by all students before the externship.

All Health Science students must have submitted the initial and yearly background and check. Should a legal incident occur in which the student is involved, the student should disclose the incident to the program director, course coordinator, or Dean of Health Sciences in the absence of the instructor or program director. If a student has a criminal history, it is the responsibility of the student to contact the credentialing agency to discuss the criminal charges or convictions. Credentialing agencies may deny certification/registration applications for any felony convictions, misdemeanor convictions, or even arrests. Drug and alcohol testing and background screening policies, including the appeal of program dismissal based on background screening, drug testing results, or other circumstances, located in the college catalog will be followed.

Student Responsibility

Students are responsible for the cost associated with vaccinations, background check, drug screening, and any program related costs which are provided by email upon acceptance into the Medical Assisting program and at the mandatory orientation. Additional program costs will occur.

Insurance

WGTC Medical Assisting laboratory and clinical courses require students to carry accident and malpractice insurance, which is available through the College.

Healthcare Responsibilities

Students are responsible for all expenses related to their own health care while they are students in the Medical Assisting Program.

West Georgia Technical College Tuition and Fees

Students enrolled in programs within the School of Health Sciences are responsible for paying all tuition, mandatory fees, and any program-specific expenses required for enrollment and participation. Tuition and fee rates are established by the Technical College System of Georgia (TCSG) and are subject to change without prior notice. In addition to standard tuition and institutional fees, Health Sciences students should anticipate additional costs associated with their specific program of study, which may include, but are not limited to, textbooks, uniforms, clinical supplies, liability insurance, background checks, drug screening, immunizations, certification examinations, and other required educational materials.

West Georgia Technical College offers competitive tuition rates and a variety of financial assistance opportunities for eligible students. Current tuition for Georgia residents is assessed on a per-credit-hour basis, with additional mandatory institutional fees. Students residing outside the state of Georgia may be subject to out-of-state tuition rates unless they qualify for an approved residency exception. Tuition and fee schedules, payment deadlines, and refund policies are determined by the College and are updated periodically.

Students are encouraged to review the most current tuition and fee information, payment options, and financial aid resources before registering each semester. Detailed information is available on the West Georgia Technical College website:

<https://www.westgatech.edu/admissions/tuition-and-fees/>

Information regarding estimated total educational expenses, including books, supplies, transportation, and other costs of attendance, may also be found at:

<https://www.westgatech.edu/financial-aid/cost-of-attendance/>

Students with questions regarding tuition, fees, payment plans, or financial aid should contact the West Georgia Technical College Financial Aid Office or Business Office for additional assistance.

Medical Assisting Estimated Program Cost

Books: Each semester there will be required textbooks for each course in addition to optional supplemental textbooks. Most textbooks are used throughout the program. Cengage Unlimited is current textbook requirement, estimated cost \$250. Our courses use Cengage textbooks with MindTap- Administrative and Clinical Competencies book and Cengage MindTap access (MAST 1061, 1080, 1030, 1112, 1090, 1130), and Cengage Human Diseases book and MindTap Access (MAST 1120). Summer semester you will also purchase FA Davis MA Review book with Edge online access, estimated cost \$60-70.

Laboratory Supplies: Students are required to purchase a lab bag at the beginning of the first semester that has required supplies. Medical Assisting students will purchase the lab bag at Murphy Campus bookstore. Bookstore staff will hold onto the purchased lab bags until all students have purchased and will then deliver the bags to the Program Director to distribute. Estimated Cost- \$100. Bag will be used for all semesters.

Uniforms: At the Orientation session, the Medical Assisting students receive further information concerning the purchase of uniforms. See clinical dress code for specific requirements. Uniforms must be purchased through Sew Simple who will come to campus, fit students, and take orders. It is recommended that students purchase at minimum 2 sets of scrubs as students

will be wearing them to class 3 days per week then clinicals 3-4 days per week. Estimated cost-\$65/set (top and pants including logo), optional purchase of jacket estimated \$40-45. Students must also wear closed toe, nonslip footwear (tennis shoes or nursing style shoes). This will be discussed in more detail in the dress code.

National Exam Fee: Applications and information will be provided during the semester prior to graduation. There are two exams that students are eligible to sit for: CMA(AAMA) or RMA. Both exams are national exams. CMA(AAMA) \$125 for AAMA members, \$250 non-members, RMA \$150 (Costs are subject to change). A final transcript of grades must be sent as a part of the RMA exam. Students are to request their transcript be sent to American Medical Technology for RMA exam (Costs are subject to change).

West Georgia Technical College School of Health Sciences Technical Standards and Essential Functions

Students enrolled in the West Georgia Technical College School of Health Sciences must possess the physical, cognitive, sensory, communication, behavioral, and technological abilities necessary to safely and effectively participate in classroom, laboratory, simulation, clinical, and other applied learning experiences.

These technical standards identify the essential functions considered necessary for successful completion of Health Sciences curricula and for providing safe, competent, and ethical patient care and professional services. Students must be able to perform these essential functions with or without reasonable accommodation.

Consistent with the expectations of applicable institutional policies, clinical affiliates, professional licensing boards, and programmatic accrediting agencies, including but not limited to JRCERT, CODA, NAACLS, CAAHEP, ARC/STSA, ABFSE, CAHIM, and other recognized accrediting organizations, students are expected to demonstrate the following abilities throughout their enrollment.

I. Physical Requirements

- Stand, sit, walk, bend, stoop, kneel, reach, twist, climb, and maintain required positions for extended periods.
- Perform repetitive physical activities throughout laboratory and clinical experiences.
- Maintain sufficient endurance to complete classroom, laboratory, simulation, and clinical assignments.
- Safely function in environments that may require rapid physical response.

II. Observation and Sensory Abilities

- Observe patients, specimens, images, equipment, instruments, and demonstrations.
- Read printed materials, digital displays, monitors, gauges, and instrumentation.
- Distinguish colors, contrast, depth, movement, texture, size, and shape when required.
- Detect visual changes that may indicate abnormal findings or unsafe conditions.

- Hear and interpret verbal communication, equipment alarms, patient responses, and environmental sounds with or without assistive devices.
- Utilize touch appropriately to assess patients, specimens, equipment, and procedural outcomes.

III. Communication Abilities

- Communicate clearly, accurately, respectfully, and professionally using verbal, written, and electronic methods.
- Read, understand, interpret, and follow written and verbal instructions.
- Accurately document patient, laboratory, imaging, procedural, or technical information.
- Effectively communicate with patients, families, faculty, peers, clinical instructors, healthcare providers, and members of the interdisciplinary healthcare team.
- Demonstrate communication that reflects professionalism, compassion, empathy, cultural humility, and respect for individuals from diverse backgrounds.

IV. Cognitive Abilities

- Learn, retain, recall, and apply knowledge from classroom, laboratory, simulation, and clinical instruction.
- Demonstrate critical thinking, sound clinical judgment, analytical reasoning, and effective problem-solving.
- Interpret laboratory findings, diagnostic images, patient information, technical data, and other discipline-specific information.
- Perform mathematical calculations accurately, including measurements, dosages, ratios, calculations, and data interpretation appropriate to the profession.
- Organize, prioritize, and manage multiple responsibilities simultaneously.
- Recognize changes in patient condition or technical findings requiring intervention.
- Respond appropriately to emergency situations within the student's level of education and responsibility.

V. Motor Skills

- Demonstrate fine motor coordination and gross motor function.
- Possess manual dexterity sufficient to manipulate instruments, equipment, controls, and supplies.
- Perform procedures requiring precision, coordination, steadiness, and control.
- Position patients safely and operate discipline-specific equipment.
- Demonstrate tactile abilities necessary to perform assessments and procedures.
- React promptly and appropriately in situations requiring immediate physical response.

VI. Infection Prevention and Safety

- Consistently utilize Standard Precautions.
- Apply infection prevention and control practices.
- Safely utilize appropriate personal protective equipment (PPE).

- Safely handle blood, body fluids, specimens, hazardous chemicals, sharps, biological materials, and biomedical waste.
- Follow laboratory, clinical, radiation, chemical, and environmental safety procedures.
- Comply with emergency preparedness and institutional safety protocols.

VII. Technological Competence

- Use computers and educational technologies required for coursework.
- Utilize electronic health records, laboratory information systems, imaging systems, or other electronic documentation platforms appropriate to the discipline.
- Safely operate program-specific equipment following instructions and established procedures.
- Demonstrate the ability to learn and adapt to evolving healthcare technologies.

VIII. Emotional and Behavioral Expectations

- Demonstrate professionalism, honesty, integrity, accountability, and ethical conduct.
- Maintain emotional stability while working in stressful, rapidly changing, or emotionally challenging environments.
- Exercise sound professional judgment.
- Recognize personal limitations and seek assistance when appropriate.
- Accept constructive feedback and demonstrate continuous improvement.
- Maintain patient confidentiality and comply with HIPAA, FERPA, and all applicable privacy regulations.
- Demonstrate respect, compassion, empathy, and cultural responsiveness.
- Maintain appropriate professional boundaries.
- Work cooperatively with faculty, staff, classmates, patients, and members of the healthcare team.
- Meet attendance, punctuality, and participation expectations.
- Comply with all College, program, laboratory, simulation, clinical, and clinical affiliate policies.

IX. Environmental Requirements / Occupational Risks

As with any healthcare position, there are certain occupational risks that come into play with being a medical assistant, and those hazards include the following:

- Exposure to blood and body fluids
- Exposure to infectious diseases
- Sharps injuries
- Hazardous chemicals and drug exposure
- Cleaning and disinfecting agents
- Latex or latex-free products
- Radiation (where applicable)
- Medical gases
- Strong odors

- Noise
- Temperature variations
- Extended use of personal protective equipment
- Ergonomic hazards from lifting, sitting, and repetitive tasks
- Stress

Reasonable Accommodations

The School of Health Sciences is committed to providing equal educational opportunities to qualified students with disabilities in accordance with applicable federal and state laws.

Students who believe they may require reasonable accommodations should contact the College's designated Accessibility Services Office as early as possible to initiate the accommodation process. <https://www.westgatech.edu/contact-us/accessibility-services/>

Requests for accommodation are reviewed on an individualized basis. Approved accommodations will be implemented provided they do not fundamentally alter the essential requirements of the curriculum, compromise patient safety, or prevent the student from meeting required educational outcomes.

The technical standards outlined above represent the essential functions necessary for successful participation in School of Health Sciences programs. They are not intended to identify every requirement associated with every discipline. Individual Health Sciences programs may establish additional technical standards or essential functions to meet unique professional competencies, accreditation standards, clinical affiliate requirements, or licensing expectations.

Curriculum Plan

School of Health Sciences Medical Assisting Diploma | 48 Credit Hours

Suggested Course Sequence

Students should refer to the College Catalog and/or the Medical Assisting website at <https://www.westgatech.edu/program-explorer/nursing-allied-health-sciences/medical-assisting/> for the Medical Assisting Program of Study. Students must complete general and medical assisting courses for graduation from the Medical Assisting Program and national exam eligibility information by the Program Director. The fees are per credit hour and the number of hours vary by semester in the medical assisting program. The Medical Assisting curriculum is a challenging and time intensive curriculum and success requires that all students participate in additional hours scheduled outside of the required course times.

MAST Course Outline

Course #	Course Title	Credit Hours / Semester
ENGL 1010	Fundamentals of English I	3
MTH 1012	Foundations of Mathematics	3
ALHS 1090	Medical Terminology for Health Sciences	2
PSYC 1010	Basic Psychology	3
COMP 1000	Introduction to Computers	3
MAST 1120	Human Diseases	3 Fall
MAST 1061	Front Office & Legal Implications	6 Fall
MAST 1080	Medical Assisting Skills I	4 Fall
MAST 1112	Insurance and Claims Management	5 Spring
MAST 1030	Pharmacology in the Medical Office	4 Spring
MAST 1090	Medical Assisting Skills II	4 Spring

The following courses are the course sequence once accepted into the Medical Assisting cohort.

Medical Assisting Curriculum (3 Semesters)			
Semester 1	S	CR	Notes and Milestones Prerequisites must be passed with a "C" or higher
MAST 1061 Front Office and Legal Implications	FA	6	Prerequisite MATH 1012, Hybrid
MAST 1080 Medical Assisting Skills I	FA	4	Traditional
MAST 1120 Human Diseases	FA	3	Online <i>*May complete before acceptance into the MA cohort. Offered every semester.</i>
Semester 2	S	CR	Notes and Milestones Prerequisites must be passed with a "C" or higher
MAST 1112 Insurance and Claims Management	SP	5	Hybrid
MAST 1090 Medical Assisting Skills II	SP	4	Traditional
MAST 1030 Pharmacology in the Medical Office	SP	4	Hybrid
Semester 3	S	CR	Notes and Milestones Prerequisites must be passed with a "C" or higher
MAST 1130 Medical Assistant Externship & Seminar	SU	8	<i>Monday, Tuesday, & Thursdays 8am-5pm at Site Wednesday morning for Seminar</i>
		34	Total Hours

To progress in the Medical Assisting Program the student must make a "C", 70 or better.

Clinical hours: 200 hours in Summer Semester

Lab hours: Will vary depending on the class size and need. Lab times will be provided to students prior to the start of the semester.

Course Descriptions

MAST 1030 Pharmacology in the Medical Office

Introduces medication therapy with emphasis on safety; classification of medications; their actions; side effects; medication and food interactions and adverse reactions. Also introduces basic methods of arithmetic used in the administration of medications. Topics include introductory pharmacology; dosage calculation; sources and forms of medications; medication classification; and medication effects on the body systems.

MAST 1061 Front Office and Legal Implications

This course introduces the fundamental concepts of medical assisting and its role within the broader healthcare field, emphasizing the importance of medical ethics, legal aspects of medicine, and the medical assistant's function as an agent of the physician. Students will gain knowledge of medical jurisprudence, professional behavior, and essential skills required for medical practice. Topics include an introduction to medical assisting, medical law, the physician/patient/assistant relationship, medical office litigation, ethics, bioethical issues, HIPAA, office protocol, time management, appointment scheduling, medical records, electronic records, medical office equipment, medical references, mail services, and professional communication.

MAST 1080 Medical Assisting Skills I

Introduces the skills necessary for assisting the physician with a complete history and physical in all types of medical practices. The course includes skills necessary for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include infection control and related OSHA guidelines; prepare patients/assist physician with age and gender-specific examinations and diagnostic procedures; vital signs/mensuration; medical office surgical procedures, respiratory evaluations, and electrocardiography.

MAST 1090 Medical Assisting Skills II

Further student knowledge of the more complex activities in a physician's office. Topics include: collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture; hematology and chemistry evaluations; applied clinical microbiology; advanced reagent testing (Strep Test, HcG etc); administration of medications; maintenance of medication and immunization records; medical office emergency procedures and emergency preparedness; rehabilitative therapy procedures; principles of radiology safety and nutrition.

MAST 1112 Insurance and Claims Management

This course emphasizes the essential skills required for managing insurance claims and administrative tasks within a medical practice. It provides comprehensive information on filing insurance claims, understanding types of third-party plans, managed care policies and procedures, insurance coding conventions, and the application of computer skills in medical settings. Topics include managed care, reimbursement, coding, accounting procedures, electronic health records, and practice management software.

MAST 1120 Human Diseases

Provides review of anatomy and physiology per body system and fundamental information concerning common diseases and disorders of each body system. For each system, the disease or disorder is highlighted including: description, etiology, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention. Topics include review of anatomy and physiology and diseases of the body systems.

MAST 1130 Medical Assisting Externship & Seminar

This course provides students with an in-depth clinical practicum experience in a medical office setting, allowing for hands-on application and reinforcement of professional skills. Students will engage in real-world tasks that require concentration, practice, and technical proficiency while integrating classroom knowledge into workplace functions. Additionally, the course includes a seminar component focused on job preparation, employment maintenance, and certification exam review. Topics covered include resume writing, job applications, interview techniques, professional correspondence, workplace expectations, and a comprehensive review of program competencies to support employment readiness and certification success.

Competencies

Each MAST course is competency-based. This means there will be exams and also skills competencies that are graded by the instructor directly observing the student performing the assigned skill. Competencies guarantee that a student is competent in the entry-level administrative and clinical skills required of a Medical Assistant. Each competency required must be passed with a grade of 75 or better. The student will have two attempts to pass each MAST competency. If a student attempts a competency/evaluation and a passing score is not achieved during the first attempt, the student must complete remediation first and retake the competency evaluation within 2 weeks following the WGTC remediation policy. All attempts are averaged for the final grade.

West Georgia Technical College Academic Policies

West Georgia Technical College establishes academic policies designed to promote student success, academic integrity, and satisfactory progress toward program completion. Students are expected to comply with policies related to attendance, grading, academic standing, course progression, withdrawals, and graduation requirements. To remain in good standing, students must maintain satisfactory academic progress and adhere to the standards outlined in the College Catalog and Student Handbook. Additional requirements may apply to specific programs, particularly those in the School of Health Sciences. Students are responsible for becoming familiar with all current academic policies and procedures and are encouraged to consult the College Catalog and Student Handbook for detailed information.

For complete academic policies, please visit:

- **West Georgia Technical College Student Catalog and Handbook:**
<https://www.westgatech.edu/program-explorer/academic-resources/catalog-student-handbook/>
- **West Georgia Technical College Academic Policies:**
<https://www.westgatech.edu/admissions/registrars-office/policies/>
- **Program Completion Checklists:**
[West Georgia Technical College Program Completion Checklists](#)

Medical Assisting Protocols and Progression Requirements

To remain in good standing with West Georgia Technical College and to be eligible for continued progression within a Health Sciences program, students must satisfy the following academic, clinical, and professional expectations:

Minimum Grade Requirements

- Students must earn a minimum final course grade of “C” (70%) or higher in all required program courses to progress.
- Any course grade below 70% will be considered unsuccessful and may impact progression in the program.

GPA Requirements

- Students must maintain a minimum cumulative GPA as required by the institution and program to remain eligible for progression.
- Failure to maintain the required GPA may result in academic probation, suspension, or dismissal in accordance with institutional policy.

Clinical Performance Expectations

- Students must demonstrate safe, competent, and professional performance in all clinical and laboratory settings.
- All required clinical competencies must be completed successfully and within the designated timeframe.
- Students are expected to:
 - Follow all clinical site policies and program requirements
 - Demonstrate professionalism, accountability, and ethical behavior
 - Provide safe patient care under appropriate supervision
- Unsatisfactory clinical performance, including unsafe practice or unprofessional behavior, may result in clinical failure and/or program dismissal, regardless of academic standing.
- Clinical experiences are provided through the cooperation and support of affiliated healthcare facilities. As guests of these clinical agencies, students are expected to adhere to all program, institutional, and clinical site policies and to demonstrate safe, ethical, and professional behavior. The Health Sciences Division is under no obligation to secure or provide an alternative clinical placement for a student who is removed or dismissed from a clinical site due to unsafe clinical practice, unprofessional or inappropriate behavior, failure to comply with clinical policies, or any other reason determined by the clinical agency.
- Successful completion of all required courses is necessary for progression in the WGTC Medical Assisting program. Successful completion of all Medical Assisting program courses is evidenced by: a course grade of 70% or higher, AND a grade of 75% or higher on the clinical competency/evaluation exams, and/or successful completion of the semester clinical requirements as designated in the course syllabi. A course average of less than 70% and/or grade less than 75% on a clinical evaluation will result in a course grade of “D” or “F”, based on the course average or clinical requirements. This will also result in dismissal from the WGTC Medical Assisting program. All Medical Assisting courses are prerequisites to subsequent Medical Assisting courses, therefore if a student makes a “D” or “F” or withdraws from a Medical Assisting course, they may not progress in the program. Students whose progression is interrupted and who desire to

re-enter the program must follow the readmission policies and procedures. (See Remediation Policy and Procedures)

- Students who fail to meet established academic, clinical, or professional progression requirements may be subject to program review and will be managed in accordance with applicable institutional and departmental policies regarding remediation, withdrawal, suspension, or dismissal.
- Students unable to maintain satisfactory progress in the clinical setting by failing to demonstrate satisfactory performance will receive a Clinical Warning or a Clinical Termination depending upon the severity and circumstances of the situation. Students may be placed on disciplinary probation for actions/behaviors that violate the student code of conduct or are considered unsafe practice. (See the Student Code of Conduct). If at any time a student's conduct becomes unprofessional or unsafe, the instructor, program director, department chair or clinical/practicum preceptor may require the student to leave the premises. A counseling session will be scheduled and appropriate disciplinary action, up to and including possible termination from the program, will be taken. The student may return only after approval is granted.

West Georgia Technical College Attendance Policy

West Georgia Technical College strongly encourages regular and punctual attendance. Research consistently demonstrates a strong relationship between class attendance and academic success. Absences may hinder a student's ability to fully benefit from instructional activities, disrupt the continuity of learning, diminish engagement with classmates and faculty, and negatively impact comprehension of course content. Students are most likely to achieve academic success when they attend and actively participate in all scheduled learning experiences throughout the semester.

Although West Georgia Technical College is a non-attendance-taking institution, students are responsible for all material, assignments, and learning experiences missed due to absences or tardiness. Students who anticipate being absent or arriving late are expected to notify their instructor as soon as possible. Because many Health Sciences courses include participation-based learning, instructors may incorporate attendance-dependent activities such as quizzes, classroom discussions, laboratory exercises, simulations, clinical experiences, and other in-class assignments into the course grade. Missed participation activities may not be eligible for make-up unless permitted by the instructor and consistent with program or course policies. Absences or tardiness during these activities may adversely affect the student's grade. The opportunity to complete make-up work is at the discretion of the instructor and must be addressed in the course syllabus and applied consistently to all students.

Students enrolled in online courses are required to complete the Course Agreement Form during the first week of class. Failure to do so may result in being administratively withdrawn from the course as a no-show.

Students who are called to military service or jury duty should notify their instructors and, when applicable, the Financial Aid and Veterans Affairs offices prior to their absence and provide appropriate documentation.

In the event of class cancellations or campus closures resulting from severe weather or other emergencies, students are expected to continue participating in instructional activities through

Blackboard, official College email, or other methods identified by the instructor. Information regarding continuity of instruction will be provided in the course syllabus.

Certain courses and programs may have attendance and participation requirements that are mandated by accrediting agencies, state or federal regulations, TCSG contact hour requirements, or eligibility requirements for licensure and certification. These requirements are essential for successful progression and completion and will be outlined in individual course syllabi and program handbooks. Students enrolled in such courses are expected to comply with all attendance and participation requirements. All School of Health Sciences programs usually require stricter attendance protocols.

West Georgia Technical College Grading Policy & the School of Health Sciences Protocols

West Georgia Technical College and the School of Health Sciences are committed to maintaining fair, consistent, and academically rigorous standards that promote student learning and professional competence. Grades are intended to reflect a student's mastery of course objectives and achievement of the knowledge, skills, and behaviors required for successful progression and completion of the program. Students are responsible for understanding grading criteria, evaluation methods, and course requirements as outlined in the course syllabus and program materials. Because the School of Health Sciences programs prepare students for professional practice, certain courses and programs may establish minimum grade requirements, competency expectations, and progression standards that exceed those required by the College. Students are expected to familiarize themselves with these requirements and maintain satisfactory academic performance throughout their educational experience.

Course Examinations

- **Attendance/Tardiness:** Each student is expected to attend all exams as scheduled. A student who will be tardy or absent must notify the course instructor via WGTC email and/or office phone number. Students who are unable to take an exam at the scheduled time must speak with the instructor for a later date. If the student does not report for the makeup exam, the student will receive a zero for the grade. Each request for make-up testing will be considered on a case-by-case basis. Instructors reserve the right to substitute another exam for the scheduled exam that the student was unable to take. Instructors reserve the right to substitute a different format for the missing exam, for example, the instructor may select the format of an essay examination instead of the multiple-choice test that was originally scheduled.
- **Procedure for Taking Exams:** This procedure may be modified to meet the needs of each course.
- **Examinations in some courses are administered via the computer.** Refer to course syllabus for exam policies.
- **Seating:** Students may be assigned to specific seats and classrooms for exams. It is the responsibility of the student to sit in the correct room and/or seat.
- **Placement of Personal Items:** Students are not allowed to have personal belongings, notebooks, cell phones, or other electronic devices, etc., at their desks during exams. All personal belongings must be placed at the front or back of the room during the test or test review. Turn cell phones off.

- Talking and Disruption: There will be no talking or disruptions while exams are handed out or during the exam period.
- Questions/Problems: Students are required to adhere to the course instructor's policy for examination criteria stated in the course syllabus and/or on the examination directions.
- If a student has a problem during a test, the student should raise his/her hand for possible assistance by the course instructor. No readmittance to an exam if a student asks to be excused.
- Time Allowed for Test: Students are expected to arrive on time for all examinations.
- Illegal reproduction of Exam or Standard Test Items: Test questions from course exams or standardized tests may not be written down, or reproduced in any way. Such a reproduction of test items represents academic dishonesty and can result in failure of the course associated with the exam/test, and possible permanent dismissal from the Medical Assisting program.

Assignments

- It is expected that all students will turn in assignments on scheduled dates in class, or on Blackboard.
- Late assignments may be penalized at the instructor's discretion.
- A student requesting a date extension for a written assignment must receive permission from the instructor.

Skill Checkoffs

Lab skill checkoffs are an important hands-on component of the Medical Assisting student's education that are a bridge between didactic learning and the clinical experience.

- Students will have two opportunities to satisfactorily complete a lab skills checkoff.
- If a student attempts a skills competency/evaluation and a passing score of 75% or higher is not achieved during the first attempt, the student must complete faculty remediation first and retake the competency evaluation within 2 weeks following the WGTC remediation policy. Both attempts are *averaged* for the final grade.
- Students must successfully demonstrate competency in and pass all required skill assessments associated with each programmatic, laboratory, simulation, and clinical course as a condition of successful course completion and continued progression within their Health Sciences program.
- A grade of Incomplete ("I") will not be awarded solely due to a missed final examination. Students who miss a final examination must contact the instructor and, when approved, arrange to complete the examination prior to the end of the semester. Failure to complete the final examination before the close of the grading period may result in a grade based on work completed and may adversely affect course progression.

Practicum (clinical) Grading System

Practicum (clinical) performance is evaluated using a competency-based evaluation system.

Students are evaluated throughout the practicum experience to ensure they demonstrate the knowledge, skills, and professional behaviors required of an entry-level medical assistant. Final practicum grades are based on successful completion of the following components:

- **Clinical Competencies:** Students must successfully demonstrate required clinical competencies during the practicum experience. Competency performance is evaluated by the assigned practicum mentor.
- **Practicum Evaluation:** The practicum mentor will complete a formal evaluation of the student's overall performance, including clinical skills, professionalism, communication, dependability, initiative, and adherence to facility policies and procedures.
- **Practicum Documentation:** Students are responsible for submitting all required practicum documentation by established deadlines. Failure to submit required documents may result in a reduction of the practicum grade.
- **Practicum Journal:** Students must complete and submit reflective practicum journal assignments as required. Journal entries provide an opportunity to reflect on clinical experiences, professional growth, and achievement of learning objectives.

The practicum mentor is responsible for evaluating the student's clinical performance and assigning grades for clinical competencies and the practicum evaluation. The Medical Assisting Program faculty are responsible for grading practicum documentation, practicum journals, and determining the final practicum course grade based on all required course components.

West Georgia Technical College Grading System

West Georgia Technical College utilizes a standardized grading system to evaluate student performance and achievement of course learning outcomes. Letter grades are assigned based on the quality of work completed and serve as an indication of a student's mastery of course objectives. Students are responsible for understanding the grading scale and any additional program-specific requirements that may apply. Because Health Sciences programs prepare students for professional practice, certain courses and programs may establish minimum grade and skill competency requirements that enhance institutional standards. Specific grading and progression requirements are outlined in individual course syllabi and program handbooks.

Grading System

Numerical Grade	Letter Grade
90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

*A minimum grade of 70 is required for all occupational courses and for any course that is a prerequisite for a subsequent course. Refer to the college catalog, website, and specific

program manuals for additional information regarding program course progression requirements.

West Georgia Technical College Student Resources

West Georgia Technical College is committed to supporting student success by providing a variety of academic and personal support services. Available resources include academic advising, financial aid assistance, tutoring through Upswing, library services, computer labs, disability services, counseling and wellness resources, career services, student organizations, and access to online learning tools such as Blackboard Ultra and Banner Web. These services are designed to help students achieve their educational goals, promote personal growth, and enhance overall success both inside and outside the classroom. Students are encouraged to take advantage of these resources throughout their academic journey at West Georgia Technical College.

For additional information regarding student resources, please visit:

- **Student Affairs and Support Services:**
[West Georgia Technical College Student Affairs and Support Services](#)
- **Student Portal (Blackboard, Email, Upswing Tutoring, Scholarships):**
[MyWGTC Student Portal](#)
- **Student Life and Campus Engagement:**
[West Georgia Technical College Student Life](#)
- **General College Website:**
[West Georgia Technical College](#)
- **Library Resources Website:**
[West Georgia Technical College Library Resources](#)
- **Student Counseling Connection:**
[Student Counseling Connection](#)
- **Financial Aid Website:**
<https://www.westgatech.edu/financial-aid/>
- **Financial Aid Application Process:**
<https://www.westgatech.edu/financial-aid/financial-aid-application-process/>
- **Financial Aid FAQs:**
<https://www.westgatech.edu/financial-aid/faq/>
- **Graduation Information Website:**
[West Georgia Technical College Graduation Information](#)

Programmatic Student Resources

In addition to the support services provided by West Georgia Technical College, individual School of Health Sciences programs may offer specialized resources designed to enhance student learning and promote academic success. These resources may include program-specific laboratories, simulation experiences, tutoring and remediation opportunities, review materials, professional organization information, certification examination preparation resources. Students are encouraged to consult with their program faculty regarding resources available within their respective programs.

West Georgia Technical College Academic Integrity Policy

West Georgia Technical College encourages an academic culture of honesty and personal integrity among its faculty, staff, and student body. Academic integrity is defined by the Center for Academic Integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect and responsibility.” In this context, academic honesty means performing all academic work without plagiarizing, cheating, lying, tampering, stealing, receiving assistance from any other person or using any source of information that is not common knowledge (unless authorized by the instructor). The work of another person represented as one’s own is dishonest and does not fairly measure the competence, knowledge, and achievement of the individual. Academic dishonesty is contrary to the standards, ethics, and goals of higher education and is unacceptable in the technical college community. West Georgia Technical College promotes and expects each member of the College to conduct himself or herself with professional behavior and intellectual integrity.

Prohibited behaviors **may** include, but are not limited to, the following:

- Plagiarizing any assignment. “Plagiarism” means using someone else’s ideas or words without using quotation marks and/or giving credit by citation of source(s).
- Copying/submitting another person’s work.
- Unauthorized taking of someone else’s work.
- Using unauthorized notes or equipment (including programmable calculators or smart phones) during an examination.
- Stealing an examination or using a stolen examination.
- Allowing another student to have access to your work, thereby enabling that student to represent the work as his or her own.
- Having someone else take an assessment in your place.
- Fabricating information such as data for a lab report.
- Falsifying a patient’s medical record or a student’s clinical record.
- Using another person’s personal electronic file or copying another student’s computer program.

Depending on the severity of the situation, any student found to be in violation of any of the above prohibitions will be subject to a range of disciplinary actions, which **may** include the following:

- A zero for the assignment
- An F for the course
- Dismissal from the program
- Dismissal from the College

In addition, copyrighted material may not be knowingly copied or included in student submitted material or for personal benefit in violation of copyright laws or regulations without the written consent of the copyright owner(s) or a duly authorized agent(s). Academic Integrity policies including violations and permitted usage of copyrighted materials are outlined in the Student Code of Conduct available to students in the Student Handbook.

The Student Code of Conduct (see the West Georgia Technical College [Student Handbook](#)) is enforced for all courses, regardless of whether the course is taught on campus, virtually, or at an offsite location.

School of Health Sciences Clinical Education Protocols & Expectations

Clinical Education Overview

Clinical education experiences are an integral component of the School of Health Sciences programs and provide students with opportunities to apply classroom, laboratory, and simulation learning in supervised healthcare and professional settings. These experiences, which may include clinical rotations, practicums, internships, fieldwork, or externships, are designed to foster the development of professional competence, critical thinking, effective communication, ethical decision-making, and the skills necessary for safe and compassionate practice within the student's chosen profession.

Students participating in clinical education serve as representatives of both the School of Health Sciences and their respective programs. As such, they are expected to consistently demonstrate professionalism, accountability, integrity, respect, and adherence to all West Georgia Technical College, program, and clinical agency policies. Students are expected to maintain the highest standards of conduct and to contribute positively to the learning environment and patient care experience.

Specific requirements related to clinical education, including schedules, competencies, attendance expectations, performance standards, and additional policies, are established by individual programs and will be outlined in the applicable program handbook, clinical manual, and course syllabus.

Clinical Placement Process

Clinical placements are arranged through the School of Health Sciences Division and/or program faculty in cooperation with approved clinical affiliates. Students are not permitted to independently arrange clinical assignments unless specifically authorized by the program director.

Clinical placements are dependent upon:

- Availability and location of clinical sites
- Student eligibility and academic standing
- Successful completion of required prerequisite coursework and skill competency
- Compliance with clinical affiliate requirements
- Availability of qualified clinical instructors or preceptors

Clinical affiliates may require documentation prior to placement, including but not limited to:

- Immunization records
- Drug screening
- Criminal background checks
- CPR certification
- Health examinations
- Proof of health insurance
- Liability insurance

- Additional site-specific requirements as required

Drug screens and criminal background checks are valid for up to one year from the date of completion. Students who undergo a legal name change during that period may be required to complete a new background check and drug screen. Additional screenings may also be required and requested by clinical affiliates. All costs associated with repeat screenings are the responsibility of the student.

Failure to complete required documentation by designated deadlines may result in delayed placement, inability to attend clinical experiences, or dismissal from the program due to inability to complete program progression.

In compliance with Technical College System of Georgia (TCSG) policies, all clinical affiliate sites reserve the right to deny, refuse, or remove a student from clinical placement for reasons including, but not limited to, failure to meet site requirements, unsafe or unprofessional behavior, inability to demonstrate required clinical competencies, unsatisfactory skill performance, or violation of facility or program policies. Students who are denied or removed from a clinical placement will not be reassigned to another clinical affiliate by the program. Because successful completion of required clinical education is a mandatory component of the curriculum, denial or revocation of a clinical placement prevents the student from meeting program completion requirements and may result in course failure and dismissal from the Health Sciences program in accordance with program policies.

Program-Specific Requirements:

The clinical assignment for MAST students is made during Spring semester prior to placement in a practicum site for summer semester. The student must be in good standing, meet the criteria for satisfactory progress (see eligibility criteria) and have the Program Director's approval before assignment to a clinical training site is made. In addition, you must have completed all core and occupational (campus phase) courses prior to clinical training.

It is the decision of the Program Director and Practicum Coordinator as to which student is assigned to which clinic or office.

The externship includes 200 hours at an affiliated clinic where the students may stay the complete time, or be rotated to another site. It is the opportunity to practice the skills learned in the previous semesters. All coursework must be completed with a C or better before entering the Externship.

The practicum is an educational experience designed to enhance classroom instruction through supervised, hands-on learning. Because the practicum is an integral part of the educational program and is not considered employment or on-the-job training, each affiliated clinical site designates a qualified practicum mentor to supervise the student throughout the clinical experience.

The practicum mentor is responsible for providing guidance, supervision, and meaningful learning opportunities that support the student's professional growth. In collaboration with the Medical Assisting Program faculty, the mentor evaluates the student's progress, facilitates the development of required clinical competencies, and helps ensure the student successfully achieves the established practicum learning objectives.

During the practicum experience, students are required to maintain a daily journal documenting clinical activities, skills performed, and learning experiences. Students must also accurately record their practicum hours on the required time log. The assigned practicum mentor is responsible for verifying the accuracy of the student's reported hours by signing the time log.

The daily journal, completed practicum documentation, and the clinical performance evaluations completed by the practicum mentor contribute to the student's final practicum grade.

The Practicum Coordinator will conduct at least one site visit during the student's practicum experience. In addition, regular communication will be maintained with the practicum mentor and clinical site through phone calls, email, or other appropriate methods to monitor the student's progress and address any concerns.

Students are expected to demonstrate professional behavior and satisfactory performance throughout the practicum experience. If a student fails to meet clinical expectations, is removed from a clinical site, or is dismissed from the practicum due to unsatisfactory performance or professional conduct, the student may be dismissed from the Medical Assisting Program. West Georgia Technical College is under no obligation to secure a second practicum placement for students who are removed or dismissed from a clinical site. Students dismissed from the practicum are not eligible for readmission to the Medical Assisting Program.

Transportation Expectations

Students are responsible for arranging and maintaining reliable transportation to and from all assigned clinical, practicum, internship, or fieldwork sites. Clinical assignments may occur during daytime, evening, night, weekend, or holiday hours and may require travel outside the immediate service area.

West Georgia Technical College and clinical affiliates are not responsible for transportation, parking fees, towing expenses, traffic citations, or vehicle-related issues. Transportation difficulties are not considered an excused absence from clinical experiences.

Students must report to clinical assignments on time and be prepared for participation. Excessive tardiness or absenteeism may result in disciplinary action and/or clinical failure or may not progress further in the program of study.

Medical Assisting Clinical Affiliates

- Tanner Health System / Tanner Medical Group Clinics (includes GA & East AL)
- Wellstar Health System
- Piedmont Health System
- 3:16 Healthcare
- Apollo Occupational Health
- Professional Park Medical Services
- Physician's Care Group of West Georgia
- LifeTime Family Medicine
- Georgia Bone & Joint
- Newnan Family Medicine
- West Georgia Internal Medicine

School of Health Sciences Clinical Schedules and Clinical Assignments

Clinical education is an essential component of all School of Health Sciences programs. Clinical schedules and assignments are determined by the program in collaboration with its clinical affiliates to ensure students meet required educational outcomes, accreditation standards, and clinical competency requirements.

Clinical schedules vary by program, course, and clinical affiliate and are based on the specific educational and clinical requirements of each Health Sciences discipline. **Not all scheduling options listed below apply to every program or course.** Depending on the program, students may be assigned clinical experiences during one or more of the following times:

- Days
- Evenings
- Nights
- Weekends
- Holidays
- Extended or variable shifts, when applicable

Students in the Medical Assisting program can expect weekday schedules typically 8:00am – 5:00 pm. Students assigned to Urgent Care Clinics hours and days may vary depending on the mentor's schedule. Students are expected to report to all assigned clinical experiences as scheduled and to comply with all attendance, punctuality, and professional conduct requirements established by the College, the Health Sciences program, and the clinical affiliate.

Clinical schedules and assignments are subject to change at any time based on program needs or circumstances beyond the College's control, including, but not limited to, clinical site availability, patient census, staffing levels, accreditation requirements, weather conditions, public health concerns, or other unforeseen circumstances. Students are responsible for regularly monitoring their official West Georgia Technical College email, Blackboard Ultra, and other approved communication methods for schedule changes and program announcements.

Clinical placements are based on programmatic and clinical affiliate needs and are assigned at the discretion of the program. While reasonable student requests may be considered when feasible, the College cannot guarantee specific clinical sites, geographic locations, schedules, instructors, shifts, or clinical partners. Personal obligations including employment schedules, childcare arrangements, transportation limitations, vacations, family responsibilities, or individual preferences generally will not be considered when assigning or modifying clinical placements.

Students are responsible for arranging reliable transportation to and from all assigned clinical sites and for any costs associated with travel, parking, meals, uniforms, or other clinical requirements unless otherwise specified by the program.

Students are expected to maintain the flexibility necessary to meet all clinical education requirements. Failure to report to assigned clinical experiences or an inability to meet assigned

clinical schedules may adversely affect course completion and progression within the Health Sciences program in accordance with program policies.

School of Health Sciences Student Substitution for Employees and Reportable Work Protocol

Clinical and applied learning experiences are designed to provide educational opportunities that facilitate the development of knowledge, skills, professional behaviors, and competencies required for entry into the healthcare profession. Students participating in clinical, laboratory, simulation, externship, practicum, internship, or other applied learning experiences are present for educational purposes and shall not be used to substitute for, replace, or augment the staffing needs of a clinical affiliate or employer.

Students may perform procedures, tasks, and patient care activities appropriate to their level of education and demonstrate competency under the supervision required by program policies, accreditation standards, and clinical affiliate requirements. However, students shall not be assigned responsibilities that are intended to fulfill the duties of paid personnel or be used in lieu of qualified staff members.

Services provided by students during clinical and applied learning experiences are educational in nature and are not intended to generate billable or reportable work for the clinical affiliate or employer. Students may participate in patient care and other professional activities only when such experiences contribute to the achievement of program learning outcomes and competency requirements and are performed under appropriate supervision.

Clinical affiliates and participating agencies are expected to provide learning experiences that support student achievement of educational objectives while maintaining compliance with applicable accreditation standards, regulatory requirements, and patient safety expectations.

School of Health Sciences Programmatic Dress Code & Professional Appearance

Students are expected to maintain a professional appearance that reflects the standards of the healthcare profession and complies with the policies of their assigned clinical affiliate.

Professional attire and appropriate grooming contribute to patient safety, infection prevention, public confidence, and the professional image of both the student and the School of Health Sciences.

General expectations include, but are not limited to, the following:

- Clean, neat, and approved program attire worn in accordance with program requirements; Scrubs, uniforms, or other dress ware applicable to program
- Display of the appropriate West Georgia Technical College or clinical identification badge at all times;
- Closed-toe, non-slip footwear, when required;
- Maintenance of good personal hygiene;
- Jewelry and accessories that are limited and consistent with patient safety and infection control practices;
- Tattoos and body piercings that comply with program and clinical affiliate policies;
- Natural hair color only (such as brown, black, blonde, gray, white, auburn, chestnut, red hair [not unnatural red shades], cosmetics, nails (acrylic, gel, tips, or other types of glue/press on nails), false eye lashes or extended eyelashes of any type are not

permitted. All fragrances should be limited and maintained in a manner that does not interfere with patient care, safety, or infection prevention standards.

Clinical affiliates may establish dress and appearance standards that are more restrictive than those of West Georgia Technical College or the individual School of Health Science program. Students are required to comply with the most stringent standards applicable to the clinical setting.

Failure to adhere to established program dress code and appearance requirements may result in dismissal from the clinical site or learning activity. Such occurrences may be considered an absence and may affect the student's ability to meet attendance, clinical, or program progression requirements.

Program-Specific Requirements:

- Clean pressed scrubs with WGTC logo (color designated by Medical Assisting faculty, must be purchased through Sew Simple)
- No tight uniforms or visible undergarments
- Closed toe, non-slip shoes (tennis shoes or nursing style), white, black, or grey
- Hair past the shoulders must be pulled away from the face. No elaborate style, color, large bows, or ribbons are allowed. If hair is not long enough to pull back but is short enough to fall forward, some type of clip or band should be used to keep hair out of the face and eyes. Wet hair on arrival to clinics is not allowed. Men's beards and mustaches should be kept clean, short, and neatly trimmed.
- Short clean nails, clear or nude polish; no acrylic, gel, tips, or other types of glue/press on nails.
- Jewelry is kept to a minimum to prevent the spread of bacteria. Wedding bands are acceptable. Rings with prongs and/or large stones are not acceptable. A watch with a second hand must be worn. No bracelets. Necklaces, if worn, should be kept beneath the uniform neck. Plain stud earrings are acceptable.
- Smoking at clinical sites in uniform is not allowed. If a student smokes in his/her vehicle in route to the clinical facility, he/she must take every precaution to avoid smelling of smoke. If a student's uniform smells of smoke, he/she may be sent home and will be required to make up lost hours in clinical.

School of Health Sciences Confidentiality, HIPAA Compliance, and Electronic Device Policy

Protection of patient privacy and confidentiality is a fundamental professional responsibility and an essential component of safe, ethical healthcare practice. Students enrolled in the School of Health Sciences are expected to uphold the highest standards of confidentiality, professionalism, and appropriate use of electronic devices throughout all classroom, laboratory, simulation, and clinical experiences.

Students are required to maintain strict confidentiality regarding all patient, resident, client, student, employee, and facility information encountered during classroom, laboratory, simulation, and clinical experiences.

Students must comply with all applicable privacy and confidentiality laws, including the Health Insurance Portability and Accountability Act (HIPAA), as well as West Georgia Technical College policies and the policies and procedures of affiliated clinical facilities.

Confidential or protected information may **not** be:

- Discussed in public areas;
- Shared with unauthorized individuals;
- Posted on social media or electronic platforms;
- Photographed, recorded, copied, or removed from clinical facilities without authorization;
- Stored on personal electronic devices or transmitted through unsecured methods.

Any breach of confidentiality may result in disciplinary action, including removal from the clinical site, dismissal from the program, and/or legal consequences.

Electronic Devices, Wearable Technology, and Cell Phone Usage

Students are expected to use electronic devices only for educational purposes and only if authorized by the Program Director, faculty instructor, clinical affiliate, and supervising clinical instructor. Personal cell phone use during classroom, laboratory, simulation, and clinical activities is prohibited unless specifically approved by faculty or required for instructional purposes.

Students shall **not**:

- Make personal phone calls, send text messages, or access social media during assigned learning activities;
- Use electronic devices in patient care areas unless expressly permitted by the clinical facility and supervising instructor;
- Photograph, video record, or audio record patients, residents, clients, decedents, employees, facilities, documents, or equipment;
- Access, store, or transmit protected health information using personal devices;
- Wear earbuds, headphones, or other listening devices while participating in patient care activities unless authorized for educational purposes and permission given by instructor or preceptor;
- Use smart glasses, AI-enabled glasses, wearable cameras, smart watches with recording capabilities, or other wearable technology to capture, record, store, transmit, or access confidential or protected information;
- Use artificial intelligence applications or devices in a manner that violates patient privacy, confidentiality requirements, clinical affiliate policies, or College policies.

Cell phones and other personal electronic devices must be silenced and stored out of sight during instructional and clinical experiences. Students may use personal devices only during scheduled breaks or in designated areas, provided such use is permitted by the clinical affiliate.

The use of AI-enabled devices, including smart glasses and wearable technology capable of recording, photographing, transmitting, or storing information, is prohibited in clinical patient care areas and during all educational activities unless specifically authorized by the program director, clinical affiliate and supervising instructor.

Failure to comply with this policy may result in disciplinary action, including removal from the clinical site, possible program dismissal, and/or additional sanctions imposed by the clinical affiliate or the West Georgia Technical College.

School of Health Sciences Professional Conduct and Behavioral Expectations Protocol

Professional conduct is an essential component of safe, ethical, and effective healthcare practice. Students enrolled in the School of Health Sciences are expected to demonstrate professionalism, integrity, accountability, and respect in all classrooms, laboratory, simulation, clinical, and community settings. Students serve as representatives of both their profession and

West Georgia Technical College and are expected to conduct themselves in a manner that promotes patient safety, fosters positive relationships, and reflects the standards of the healthcare profession.

Students are expected to conduct themselves in a professional, ethical, respectful, and responsible manner in all educational and clinical settings. Professional conduct includes interactions with patients, families, faculty, staff, peers, and members of the healthcare team.

Examples of **expected professional behaviors** include:

- Accountability and dependability;
- Respectful communication;
- Ethical decision-making;
- Compliance with College, program, and clinical affiliate policies and procedures;
- Acceptance of constructive feedback;
- Maintenance of patient safety;
- Appropriate boundaries and professional relationships;
- Timely completion of assignments, documentation, and responsibilities;
- Demonstration of integrity, honesty, and ethical behavior;
- Cooperation and collaboration with faculty, staff, peers, and members of the healthcare team;
- Adherence to professional standards and codes of ethics applicable to the discipline.

Examples of **unacceptable professional behaviors** may include, but are not limited to:

- Unsafe clinical practice;
- Breach of confidentiality or violations of privacy regulations;
- Falsification of records, documentation, or clinical experiences;
- Academic dishonesty, including cheating, plagiarism, or misuse of artificial intelligence technologies;
- Insubordination or failure to follow directions from faculty, staff, preceptors, or clinical personnel;
- Harassment, discrimination, bullying, threatening behavior, or disruptive conduct of any kind;
- Possession, impairment, or use of drugs or alcohol during educational or clinical experiences;
- Theft, misuse, or destruction of college, clinical affiliate, or personal, others personal property;
- Unprofessional communication or behavior, including inappropriate use of social media or electronic devices;
- Excessive absenteeism, tardiness, or failure to meet attendance requirements;
- Violation of program, West Georgia Technical College, or clinical affiliate policies;
- Failure to maintain professional boundaries or behaviors that compromise patient safety or the learning environment.

Students are expected to comply with all West Georgia Technical College policies, School of Health Sciences program-specific protocols, and clinical affiliate regulations while participating in educational and clinical experiences.

Failure to adhere to professional conduct and behavioral expectations may result in disciplinary action, including warning, probation, clinical suspension, course failure, dismissal from the program, and/or other sanctions deemed appropriate by West Georgia Technical College or the clinical affiliate.

School of Health Sciences Clinical Removal and Program Dismissal Protocol

Patient safety, professional accountability, and ethical practice are fundamental responsibilities of all healthcare students. Clinical education requires students to consistently demonstrate competence, professionalism, and adherence to West Georgia Technical College, School of Health Sciences program, and clinical affiliate expectations. When a student's conduct or performance jeopardizes patient safety, violates established West Georgia Technical College policies, Health Science program protocols, or fails to meet professional standards, immediate action may be necessary to protect patients, students, faculty, staff, and clinical personnel.

A student may be removed from a clinical experience, course, or program when behavior or performance compromises patient or personal safety, violates West Georgia Technical College, Health Science program, or clinical affiliate policies, or fails to meet professional, ethical, or academic standards.

Reasons for immediate clinical removal or dismissal may include, but are not limited to:

- Unsafe, incompetent, or negligent patient care;
- Violation of confidentiality requirements or HIPAA regulations;
- Impairment or suspected impairment due to drugs, alcohol, or other substances;
- Falsification of records, documentation, attendance records, or clinical hours;
- Unprofessional, unethical, or dishonest conduct;
- Refusal to follow instructions, policies, or directions provided by faculty, preceptors, or clinical personnel;
- Physical or verbal abuse, threatening behavior, harassment, discrimination, intimidation, or disruptive conduct of any kind;
- Failure to achieve required clinical objectives, skill competencies, or skill requirements;
- Failure to maintain required health, safety, certification, or clinical documentation requirements;
- Possession of weapons or other prohibited items in clinical or educational settings;
- Dismissal, removal, or denial of access by a clinical affiliate; and
- Any action or behavior that places patients, peers, faculty, staff, or clinical personnel at risk.

Clinical removal or dismissal may result in one or more of the following:

- Clinical failure;
- Course failure;
- Probationary status; Expulsion
- Temporary suspension from clinical participation;
- Administrative withdrawal from a course;
- Dismissal from the program; or
- Ineligibility for readmission, when applicable.

Clinical education is provided through partnerships with affiliated agencies, and students are considered guests within those facilities. Decisions made by clinical affiliates regarding student access, participation, assignment, or placement must be respected. Because successful

completion of required clinical experiences is necessary for progression and graduation, students who are removed or dismissed from a clinical site may be unable to successfully complete the program of study.

Students retain the right to utilize applicable West Georgia Technical College grievance and appeal procedures in accordance with the West Georgia Technical College Student Handbook and institutional policies. Nothing in this policy limits the authority of West Georgia Technical College or its clinical affiliates to take immediate action when necessary to protect the health, safety, and welfare of patients, students, faculty, staff, or clinical personnel.

School of Health Sciences Professional Conduct Standards and Purpose

Professional conduct is a fundamental expectation of all students enrolled in the School of Health Sciences programs. Because healthcare professionals are entrusted with the care and well-being of others, students are expected to demonstrate behaviors that reflect integrity, accountability, respect, ethical decision-making, and professionalism in all academic, laboratory, simulation, clinical, and electronic environments. Adherence to professional conduct standards is essential to maintaining a positive learning environment, ensuring patient and personal safety, and preparing students for successful entry into their chosen profession.

West Georgia Technical College's Student Professional Conduct Standards Policy establishes expectations for behavior that foster a safe, respectful, ethical, and professional learning environment. These standards are intended to promote personal accountability, professional integrity, and behaviors consistent with the values and expectations of the healthcare professions. Adherence to these standards is essential for student success and applies to all academic, laboratory, clinical, simulation, online, and West Georgia Technical College-related activities.

School of Health Sciences Expectations

These expectations apply to all students enrolled in the School of Health Sciences programs and governs conduct occurring:

- On College property and at affiliated educational or clinical facilities;
- In classrooms, laboratories, simulation environments, clinical experiences, practicums, internships, and other experiential learning settings;
- In online courses, virtual learning environments, and other electronic communications;
- During College-sponsored events and activities; and
- Whenever students are representing West Georgia Technical College, the School of Health Sciences, their respective programs, or the healthcare profession, whether in person or through electronic or social media platforms.

1. Professional Behavior Expectations

Students are expected to demonstrate professional behavior consistent with academic, workplace, and healthcare standards. Professional behavior includes, but is not limited to:

- Complying with College, program, and clinical affiliate policies, procedures, and codes of conduct;
- Demonstrating accountability and responsibility for personal actions and academic performance;
- Being punctual, prepared, and actively engaged in learning activities;
- Following instructions and directions provided by faculty, staff, preceptors, and supervisors;
- Maintaining a safe and professional learning environment; and

- Refraining from disruptive, threatening, intimidating, or unsafe behaviors.

Examples of unprofessional conduct include, but are not limited to, dishonesty, insubordination, repeated tardiness, misuse of College or clinical resources, failure to comply with safety requirements, or any conduct that compromises the integrity of the learning environment or the healthcare profession.

2. Professional Communication Expectations

Professional communication is expected in all verbal, written, electronic, and digital interactions. Students are expected to:

- Communicate respectfully, clearly, and professionally;
- Respond to communications in a timely and appropriate manner;
- Follow College and program guidelines regarding email, learning management systems, and official communication channels;
- Listen actively and participate constructively in discussions; and
- Demonstrate professionalism when interacting with patients, families, faculty, staff, classmates, and members of the healthcare team.

Unacceptable communication includes abusive language, harassment, intimidation, discriminatory remarks, inappropriate tone, excessive informality in professional settings, or other communications that adversely affect the learning environment.

3. Social Media, Electronic Communication, and Technology Expectations

Professional standards applicable to classroom, laboratory, simulation, and clinical settings extend to online activities and digital platforms. Students are expected to exercise sound judgment and maintain professional, ethical, and respectful conduct when using social media, electronic communication, and emerging technologies.

Students are expected to:

- Uphold the integrity, reputation, and values of West Georgia Technical College, the School of Health Sciences, their program, and the healthcare profession;
- Maintain the confidentiality and privacy of patients, classmates, faculty, staff, and others in accordance with HIPAA and applicable privacy laws;
- Refrain from disclosing confidential, proprietary, or personally identifiable information;
- Obtain appropriate authorization before photographing, recording, or distributing any images, videos, audio recordings, or other media obtained in educational or clinical settings; and
- Ensure that the use of social media and electronic communication does not interfere with academic, laboratory, simulation, clinical, or professional responsibilities.

Personal cell phone use during classroom, laboratory, simulation, and clinical activities is prohibited unless specifically authorized by faculty or required for instructional purposes. Students shall not use personal electronic devices to photograph, record, transmit, store, or access protected, confidential, or proprietary information.

The use of AI-enabled devices, including smart watches with recording capabilities, Meta® smart glasses, AI-enabled glasses, wearable cameras, earbuds, headphones, or other wearable technologies capable of recording, photographing, transmitting, storing, or accessing information, is prohibited in patient care areas and during educational activities unless specifically authorized by the clinical affiliate and supervising instructor.

Online conduct or misuse of technology that adversely affects the learning environment, violates West Georgia Technical College or clinical affiliate policies, compromises privacy or safety, or undermines the integrity of the institution or healthcare profession may result in disciplinary action.

4. Respect, Civility, and Professional Relationships

A professional learning environment depends upon mutual respect, courtesy, and civility.

Students are expected to:

- Treat others with dignity, courtesy, fairness, and respect;
- Demonstrate professional and cooperative behavior in academic, laboratory, clinical, and online settings;
- Communicate in a respectful and constructive manner;
- Resolve disagreements and conflicts appropriately and professionally; and
- Refrain from behaviors that are disruptive, intimidating, abusive, threatening, retaliatory, or otherwise detrimental to the learning environment.

Bullying, harassment, discrimination, threats, retaliation, or other inappropriate conduct are inconsistent with the standards of the School of Health Sciences and may result in disciplinary action.

5. Ethical Conduct and Academic Integrity

Students are expected to uphold the highest standards of ethical conduct consistent with the values of the healthcare professions, academic integrity, and responsible professional practice. Ethical behavior is essential to maintaining trust, ensuring patient safety, and promoting a culture of honesty and accountability.

Students are expected to:

- Demonstrate honesty and integrity in all coursework, examinations, assignments, and clinical activities;
- Maintain the confidentiality and privacy of patients, classmates, faculty, and others;
- Refrain from plagiarism, cheating, falsification, misrepresentation, or any form of academic or professional dishonesty;
- Use artificial intelligence technologies responsibly and in accordance with West Georgia Technical College and program requirements; and
- Adhere to ethical principles and discipline-specific codes of conduct when applicable.

Violations of ethical standards are considered serious breaches of professional conduct and may adversely affect a student's academic standing, clinical eligibility, progression, or continued enrollment.

Enforcement and Sanctions

Failure to comply with these Student Professional Conduct Standards and Program-Specific Expectations may result in disciplinary action in accordance with West Georgia Technical College policies and program protocols. Depending on the severity, frequency, and circumstances of the violation, sanctions may include warning, probation, clinical suspension, course failure, removal from a clinical site, suspension, dismissal from the program, or other actions deemed necessary to protect the health, safety, and welfare of patients, students, faculty, staff, and clinical personnel.

Student Responsibility and Acknowledgment Forms

Students are responsible for reviewing, understanding, and complying with all West Georgia Technical College policies, School of Health Sciences protocols, program-specific requirements, and clinical affiliate regulations throughout their enrollment. Failure to do so does not relieve students of their responsibility to adhere to established expectations and professional standards.

Student acknowledgment forms serve to document that students have received, reviewed, and understand important College and program information. Students are expected to become familiar with the policies, procedures, and expectations outlined in these materials and to comply with all applicable requirements throughout their enrollment. Additional acknowledgment

forms or documentation requirements may be required by individual programs or clinical affiliates.

School of Health Science Health & Safety Requirements

Health and safety requirements are essential components of Health Sciences education and are intended to protect students, patients, faculty, staff, and the public. Students are expected to comply with all applicable college policies, program requirements, and clinical affiliate standards related to health, safety, infection prevention, and regulatory compliance. Depending on the program and assigned clinical site, requirements may include health screenings, immunization records, background checks, drug screening, certification requirements, personal protective equipment, and training related to bloodborne pathogens, infection control, and workplace safety. Students are responsible for maintaining current documentation and fulfilling all required health and safety obligations necessary for participation in classroom, laboratory, simulation, and clinical applied learning experiences.

Vaccination and Health Requirements Statement

Clinical education is an essential component of Health Sciences programs and is made possible through partnerships with affiliated healthcare facilities and agencies. While West Georgia Technical College does not require vaccinations as a condition of admission or enrollment in Health Sciences programs, students should be aware that individual clinical affiliates may establish their own health, immunization, screening, and medical clearance requirements for participation in clinical, practicum, internship, or other clinical applied learning experiences.

- Students are strongly encouraged to consult with their healthcare provider regarding recommended immunizations and preventive health measures appropriate for healthcare personnel. Depending upon the requirements of the assigned clinical affiliate, students may be required to provide documentation of specific immunizations, immunity status, tuberculosis screening, or other health-related requirements. Examples **may include, but are not limited to**, influenza, hepatitis B, COVID-19, measles, mumps, rubella, varicella, tetanus, and tuberculosis testing.
- West Georgia Technical College does not control or establish the policies of affiliated clinical agencies. Clinical affiliates reserve the right to determine the health and medical clearance requirements applicable to individuals participating in experiences at their facilities. Failure to satisfy the requirements established by an assigned clinical affiliate may result in denial of access to the clinical site.
- Because successful completion of required clinical experiences is necessary for program progression and graduation, students who are unable to obtain or maintain access to clinical placements may experience delays in progression or may be unable to complete program requirements. The college is under no obligation to provide an alternative clinical assignment when a student is denied access by a clinical affiliate due to student non-completion or compliance with clinical placement requirements.
- Specific health, immunization, and screening requirements may vary by program and clinical agency and are subject to change. Students are responsible for complying with all applicable program and clinical affiliate requirements and should refer to individual program materials for additional information.
- Nothing contained in this statement should be construed as creating a college vaccination mandate or guaranteeing access to any clinical facility. West Georgia Technical College, the School of Health Sciences, and the Technical College System of

Georgia do not establish or control the vaccination, testing, or medical clearance policies of affiliated clinical agencies.

School of Health Sciences Exposure Procedures

Health Sciences students are expected to follow established safety and infection prevention practices at all times. In the event of an exposure to blood, body fluids, infectious materials, hazardous substances, or other potentially infectious agents, prompt reporting and appropriate follow-up are essential to protect the health and safety of students, patients, faculty, and staff.

Students who experience an exposure incident must:

- Immediately perform appropriate first aid measures in accordance with established safety protocols;
- Notify the supervising instructor, preceptor, or clinical representative as soon as possible and comply with all applicable clinical affiliate policies and procedures;
- Immediately notify their Program Director regarding the exposure incident;
- Report the incident to the West Georgia Technical College Exposure Control Coordinator;
- Complete all required incident reports and documentation; and
- Participate in any recommended medical evaluation, treatment, counseling, or follow-up procedures.
- Participate in any required remediation safety training provided by the Program Director, Clinical faculty, and faculty of the program.

All exposure incidents involving blood, body fluids, or other potentially infectious materials must be reported promptly/immediately to the clinical site preceptor, the Program Director, Program Clinical Coordinator, and the West Georgia Technical College Exposure Control Coordinator. Timely reporting is essential, as certain post-exposure interventions are most effective when initiated as soon as possible following the exposure.

Students are required to notify their Program Director first, followed by the Exposure Control Coordinator. Delays in reporting may compromise appropriate medical evaluation and treatment and may affect the college's ability to provide assistance and maintain required documentation.

Additional procedures related to bloodborne pathogens, post-exposure management, and incident reporting are outlined in program-specific materials and the college's Exposure Control Plan.

Exposure Control Plan:

[WGTC Exposure Control Plan \(Bloodborne Pathogens\)](#)

Informal Resolution and Chain of Command

Students are encouraged to attempt to resolve concerns on an informal basis whenever possible. Students have ten (10) business days from the date of the incident to seek informal resolution.

Students are expected to follow the established chain of command when addressing concerns, complaints, questions, or requests related to Health Sciences programs, courses, faculty,

clinical experiences, or program policies. Professional communication and appropriate procedural steps are expected at all times.

Students should first attempt to resolve concerns directly with the appropriate course instructor, when applicable, or with the Program Director. Many issues can be resolved effectively through timely and respectful communication at the program level.

If a concern remains unresolved following consultation with the Program Director, the student may request additional review by submitting a Dean Consultation Form to the Dean of Health Sciences. Students who bypass the established chain of command without reasonable cause may be referred to the appropriate level for resolution.

Students are expected to present concerns in a respectful, factual, and professional manner. Hostile or disruptive behavior, inappropriate communications, social media complaints, or circumvention of the chain of command may constitute violations of professional conduct standards and may result in disciplinary action.

The recommended chain of command is as follows:

1. Course Instructor (if applicable)
2. Program Director
3. Dean Consultation Form Submission
4. Dean School of Health Sciences
5. Institutional Grievance Process (when applicable)

Nothing within this section prohibits students from utilizing institutional grievance, discrimination, or other complaint procedures available under official College policies.

School of Health Sciences Student Grievance and Appeal Procedures

West Georgia Technical College encourages students to address concerns promptly and professionally. Whenever possible, students are expected to seek resolution through informal communication and follow the established chain of command before initiating a formal grievance. Nothing within this policy supersedes or limits a student's rights under applicable College policies or procedures.

Formal Grievance Process

Students who are unable to resolve concerns informally may file a formal grievance in accordance with West Georgia Technical College policy. Formal grievances must be submitted to the Vice President for Student Affairs (VPSA) or the College's designee within fifteen (15) business days of the incident.

The grievance must include:

- Student name;
- Date of submission;
- A brief description of the incident or concern;
- The requested remedy or resolution;
- Student signature; and
- A description of any informal resolution of efforts and the outcome of those efforts.

If the grievance involves the Vice President for Student Affairs, the grievance shall be submitted to the President of the College.

The VPSA or designee will investigate the grievance and provide a written response within ten (10) business days. If additional time is necessary to complete the investigation, the student will be notified and an extension of up to fifteen (15) additional business days may be granted.

Grievances involving allegations of unlawful harassment, discrimination, or retaliation will be processed in accordance with the College's applicable policies and procedures. If a grievance is related to an ongoing harassment, discrimination, or disciplinary proceeding, those procedures shall take precedence, and review of the grievance will occur upon completion of those proceedings.

Appeals Process

Only the student may appeal a grievance decision. Appeals must be submitted in writing to the President of the College within five (5) business days of receipt of the decision.

Appeals are based solely upon the information and documentation submitted by the student and the administration. It is the responsibility of the student to ensure that all relevant information is included at the time the appeal is submitted.

At the discretion of the President, the appeal may be reviewed either by:

- The President, who will render a final decision; or
- A cross-functional committee appointed by the President, which will review the appeal and issue a final decision.

A written decision will be issued within ten (10) business days following receipt of the appeal. Decisions rendered through the appeal process are final.

Students are encouraged to review the complete West Georgia Technical College grievance and appeal procedures contained in the College Catalog and Student Handbook. Additional information is available at:

Student Right to Grade Appeal:

[Student Right to Grade Appeal Policy](#)

Withdrawal / Readmission Policies

Students who are considering withdrawal from a Health Sciences program are encouraged to consult with their Program Director, academic advisor, and appropriate College personnel to fully understand the academic, financial aid, and progression implications associated with withdrawal. Withdrawal from a course or program may affect a student's ability to continue in the program and may require reapplication or readmission at a later date.

Readmission to a Health Sciences program is not guaranteed and is subject to program-specific policies, space availability, and satisfaction of all applicable College and program requirements. Students are responsible for familiarizing themselves with the withdrawal and readmission policies outlined in their respective program handbook and the West Georgia Technical College Catalog and Student Handbook.

Complaints & Grievance Procedures

Program Withdrawal

- Students may withdraw from a course and receive a grade of **"W"** through the withdrawal deadline published in the West Georgia Technical College Academic Calendar.

- A grade of **"W"** does not affect the student's grade point average (GPA). However, withdrawing from a course may affect progression within the program, financial aid eligibility, graduation timelines, and future enrollment.
- Before withdrawing, students are strongly encouraged to consult with their course instructor(s), Program Director, and a Financial Aid representative to fully understand the academic and financial implications of their decision.

Re-Entry Procedures

General Requirements:

- Readmission to any Health Science program is not automatic.
- Students may repeat a course only once.
 - A second failure in the course or an additional failure in the program will result in permanent dismissal and ineligibility for readmission.
- Students dismissed for disciplinary issues, Student Code of Conduct violations, or removal from a clinical site are not eligible for readmission.

Restriction on Admission Following Program Dismissal

- Students who fail a course or are dismissed from a School of Health Sciences program due to academic failure, clinical dismissal, or violations of behavioral, ethical, or professionalism standards are **not** eligible for admission to another School of Health Sciences program at West Georgia Technical College.

Approved Re-Application Process:

- A readmission request form must be submitted to the Program Director at least three months prior to the anticipated return date.
- Readmission requires approval from the Dean of Health Sciences.
- If readmission is not granted, the student must reapply through the competitive selection process.

Additional Considerations:

- Readmission is not guaranteed and depends on program capacity, cohort structure, and accrediting standards.
- Students may only return during the semester when the course is offered (many courses are offered once per year).
- Students must have successfully completed at least one full semester (or equivalent, as determined by the Program Director).
- Previously completed courses may not need to be repeated, unless required by program or accrediting standards.
- All current program policies in effect at the time of re-entry process will apply.

Time Limit for Readmission

- Students must request readmission within one (1) year of withdrawal.
- Students who exceed this time limit will be ineligible for readmission due to extended time away from clinical and academic practice.

Skill Competency Requirements for Return

- Students must complete clinical competency/assessments before returning to clinical sites.

- The Program Director will determine which competencies/assessments must be completed by the student.
- Students must demonstrate successful clinical skill competency and readiness:
 - If a student is determined to be clinically incompetent, they will not be allowed to continue the readmission process.

Graduation Requirements

Graduation from a Health Sciences program signifies that a student has successfully met the academic, clinical, and professional standards established by West Georgia Technical College and the respective program. Students are responsible for completing all institutional and program requirements, maintaining satisfactory academic standing, and fulfilling all obligations necessary for graduation. Specific graduation requirements, including grade point average requirements, curriculum completion, and application procedures, are outlined in the West Georgia Technical College Catalog and individual program information provided on the Colleges Programmatic webpage.

Credentialing Examination Statement

Successful completion of all West Georgia Technical College and School of Health Sciences program requirements qualifies students for graduation from their respective program of study. Graduation is based upon satisfactory completion of the curriculum and all applicable academic, laboratory, clinical, and program requirements.

Students are not required to pass a national certification, registry, credentialing, or licensure examination as a condition for graduation from a School of Health Sciences. Eligibility to sit for a credentialing examination and successful attainment of professional credentials are separate from graduation requirements.

Although many Health Sciences programs prepare graduates to pursue national certification, registration, or licensure, successful completion of such examinations is not required for the awarding of a degree, diploma, or technical certificate of credit by West Georgia Technical College. Students are encouraged to consult their individual program requirements and the appropriate credentialing or licensing agencies regarding examination eligibility and professional practice requirements.

- Prior to graduation, students pursuing a degree, diploma, or technical certificate of credit must satisfy all applicable institutional and program requirements. To be eligible for graduation, students must:
- Be admitted to their program of study in regular program admission status;
- Successfully complete all curriculum requirements for the degree, diploma, or certificate program;
- Earn a minimum graduation grade point average (GPA) of 2.0 in the program of study;
- Be in good academic standing with West Georgia Technical College and not be subject to academic probation or suspension;
- Complete a minimum of twenty-five percent (25%) of the required coursework for the program at West Georgia Technical College;
- Satisfy all financial obligations to the College, including the graduation fee, if applicable; and
- Submit an online Graduation Application by the published deadline.

- Students are encouraged to consult with their academic advisor and program faculty to ensure all graduation requirements have been met. Additional information regarding graduation procedures, deadlines, and application instructions is available on the West Georgia Technical College website.
- **West Georgia Technical College Graduation Information**
[WGTC Graduation Application Information](#)

Certification / Licensure Information

Many Health Sciences programs prepare students for national certification examinations and/or state licensure required for employment and professional practice. Eligibility requirements for certification or licensure are established by the respective credentialing or regulatory agencies and are subject to change. Successful completion of a Health Sciences program does not guarantee eligibility for certification or licensure, passage of a certification examination, or employment.

Students are responsible for understanding the requirements established by the applicable certifying or licensing body and for complying with all eligibility criteria. Specific information regarding certification and licensure requirements for each program is available through program faculty, individual program handbooks, and the appropriate credentialing or regulatory agencies.

National Certification/Registration Exam

Upon successful completion of the Medical Assisting program, you are eligible to take the national certification or registration for medical assisting. As a graduate of a medical assisting program accredited by the Commission of Accreditation of Allied Health Education Programs (CAAHEP) and the Accrediting Bureau of Health Education Schools (ABHES), you are eligible to take the Certified Medical Assistant exam through the American Association of Medical Assistants also known as the CMA (AAMA) or the Registered Medical Assisting exam through American Medical Technology also known as RMA (AMT). You will be to apply to take either exam once you have successful program completion. The CMA (AAMA) exam cost is \$125.00 for AAMA members and \$250 for non-members. The RMA (AMT) cost is \$150.00. Prices are subject to change. CMA (AAMA) is offered at a testing site and both CMA(AAMA) and RMA exams are offered online through a remote proctor. The exams are multiple-choice questions and are accepted nationally. This will be discussed in detail during your second and third semesters in the program.

Previous Medical Assisting outcomes for the national examination can be found on the Program's webpage. <https://www.westgatech.edu/wp-content/uploads/Medical-Assisting-Program-Outcomes-2025ARF.pdf>

School of Health Sciences Protocol for Teach Out Plan (Temporary and Permanent Closure)

School of Health Sciences Teach-Out Plan Protocol

Purpose

The School of Health Sciences is committed to providing currently enrolled students with a reasonable opportunity to complete their educational program while maintaining academic

quality and compliance with institutional, Technical College System of Georgia (TCSG), accreditation, licensing, and regulatory requirements. This protocol provides the overarching framework for managing temporary interruptions in program delivery resulting from emergency events, as well as permanent program closures. Each Health Sciences program maintains a program-specific teach-out plan addressing discipline-specific curriculum, accreditation, clinical education, and licensure requirements.

Temporary Program Interruption Due to Unanticipated Circumstances

A temporary program interruption occurs when instruction is disrupted due to circumstances beyond the control of the College, such as severe weather, tornadoes, flooding, utility outages, public health emergencies, natural disasters, or other emergency events that temporarily prevent normal program operations. The intent of a temporary interruption is to resume instructional activities as soon as conditions permit while ensuring students are able to complete program requirements.

During a temporary program interruption, the School of Health Sciences may:

- Provide timely communication regarding program status and schedule changes.
- Adjust instructional, laboratory, simulation, and clinical schedules, as appropriate.
- Utilize alternative instructional methods or learning activities, when feasible.
- Coordinate with clinical affiliates to reschedule required clinical experiences, when possible.
- Provide academic advising and ensure students are able to complete all required coursework and competencies for program completion.

Permanent Program Closure

If a Health Sciences program is permanently discontinued, the School of Health Sciences will implement a teach-out plan designed to provide currently enrolled students with a reasonable opportunity to complete program requirements following all Technical College System of Georgia and West Georgia Technical College policies. Students will receive timely notification, individualized academic advising, and information regarding available completion or transfer options, as appropriate.

General Teach-Out Principles

- Maintain compliance with TCSG, institutional, accreditation, and regulatory requirements.
- Provide timely communication to students and stakeholders.
- Maintain qualified faculty, instructional resources, and clinical education.
- Ensure students complete all required coursework, laboratory, simulation, clinical, and competency requirements for graduation.
- Maintain student records in accordance with institutional record-retention policies.

Program-Specific Teach-Out Plans

Each School of Health Sciences program maintains a program-specific teach-out plan that supplements this protocol and addresses discipline-specific curriculum sequencing, accreditation requirements, clinical education, licensure or certification eligibility, and estimated completion timelines.

Appendices

- A** School of Health Sciences Statement of Informed Consent
- B** School of Health Sciences Bloodborne Pathogens/Hazard Communication Policy
- C** School of Health Sciences Laboratory Expectations Acknowledgment
- D** School of Health Sciences Confidentiality and Privacy Agreement
- E** Medical Assisting Student Handbook Acknowledgement
- F** Acknowledgement of Receipt of Drug and Alcohol Testing Policy
- G** Medical Assisting Program Clinical Rotation Expectations and Acknowledgement
- H** Medical Assisting Program Student Counseling and Disciplinary Form
- I** Medical Assisting Program Social Media Policy Acknowledgment



STATEMENT OF INFORMED CONSENT
FOR PREVENTION OF COMMUNICABLE DISEASES

Place initials by each statement you understand and agree to:

_____ I understand that Health Science programs at WGTC involve the study and care of individuals and that these individuals may be ill. I understand that by participating in laboratory/clinical/practicum activities, I may be exposed to infectious diseases, such as Hepatitis B (HBV), Hepatitis C (HCV), Hepatitis A (HAV), Human Immunodeficiency Virus (HIV), COVID-SARS Cov 2 and other infectious and/or communicable diseases.

_____ I agree to participate in HBV/HIV education experiences as required by WGTC Health Science programs and according to CDC and OSHA guidelines. I understand that testing, diagnosis and treatment of any infectious and/or communicable disease other than those contracted as a result of an accidental blood borne or air borne pathogen incident will be my financial responsibility.

_____ Hepatitis B vaccine and/or demonstrated proof of immunity is required prior to beginning clinical experience or activities with direct client/patient care. I will sign a refusal to consent form and release WGTC from liability should I refuse to be immunized.

_____ As required by the contractual agreement with the clinical facilities, I will provide documentation of up-to-date immunizations or proof of immunity prior to placement in the clinical internship/practicum. Immunization record will include MMR, TB skin, HBV, HAV, Varicella (Chickenpox), Tetanus or DPT. (and COVID vaccination if required by Clinical Affiliate) and yearly flu shot. Additionally, some clinical affiliates may require proof of health insurance in order to be admitted to the site for the clinical applied learning experience. Failure to provide appropriate documentation will prevent the student from participation in the clinical internship/practicum.

_____ In the event I am exposed to blood while giving patient/client care or participating in lab activities/clinical experience, I agree to follow the WGTC Exposure Control Plan established by the college (see WGTC Exposure Control Plan). I understand that this may involve diagnostic testing for one year and counseling for myself and/or significant others. I understand and acknowledge that there is no known cure for HIV/AIDS at this time.

_____ I am aware the federal regulations provide for confidentiality on any issue related to my health status. All information will be kept in strict confidence by the college and used only to provide counseling, health information and referral.

_____ It is recommended that I inform faculty of changes in my health status, such as pregnancy or contraction of a communicable and/or infectious disease, including active TB. I have been

informed and understand that an altered state of my health, such as being infected with HIV, may increase my health risk in relation to contact with patients with bacterial and viral diseases. I have been informed that some vaccinations are contraindicated or have decreased effectiveness in immunosuppressed conditions and should seek medical advice for changes in my health status.

This document has been read and explained to me. I fully understand the potential risks and safeguard options associated with learning opportunities in my role as a health science student at West Georgia Technical College. I consent to follow policies and procedures as explained herein.

Printed Name of Student: _____

Student signature/date: _____

Witness signature/date: _____



**Medical Assisting Program
BLOODBORNE PATHOGENS/HAZARD COMMUNICATION POLICY**

The Surgical Technology Program at West Georgia Technical College is committed to addressing issues related to blood borne pathogens, such as Human Immunodeficiency (HIV), Hepatitis B Virus (HBV) and Hepatitis C Virus (HCV) in order to protect patients, students, faculty and staff, as well as protect the rights of individuals who may have a blood borne infectious disease. Students are required to treat all patients assigned and as a result, the potential exists for transmission of blood borne and other infectious diseases during patient care services. The purpose of the department's Bloodborne Pathogen Policy (BPP) and Exposure Control Plan (ECP) is to minimize the risk of transmission of blood borne pathogens, as well as minimize the risk to other environmental hazards. Policies will be reviewed annually, and changes recommended as appropriate.

Admission/Employment

West Georgia Technical College Surgical Technology program will not discriminate against employees, students, applicants for admission or patients based solely on health status. Applicants who test positive for infectious disease or who are carriers of an infectious disease should seek counsel from their physician and the program director prior to application.

Immunizations

The risk for exposure to Hepatitis B is higher for Surgical Technologists than the general population, therefore, it is recommended that students start the vaccination process for Hepatitis B as soon as they receive acceptance into the program. Additional vaccinations for influenza, hepatitis B, COVID-19, measles, mumps, rubella, varicella, tetanus, and tuberculosis testing (QuantiFERON recommended over Mantoux skin test (negative chest x-ray if positive or contraindicated) are additional requirements outlined in the ECP.

HIV testing

HIV testing for students is not required for Surgical Technology students. However, health care workers and students who perform exposure-prone procedures on patients are encouraged to be tested voluntarily to know their HIV status.

Obligation to Report

A student will be allowed to continue his/her education if his/her medical condition permits patient care and other individual's health are not jeopardized or at risk. If an individual poses a risk to others, the Surgical Technology Program Director will assist the individual in obtaining counseling and advisement regarding his/her health and education.

Confidentiality

All information regarding the health status of an individual is confidential and protected by the Family Education Rights and Privacy Act of 1994 and the 1996 Health Insurance Portability and Accountability Act.

Bloodborne Pathogen & Infection Control Training

The Surgical Technology program complies with all local, state and federal infection control policies including the application of Standard Precautions as stipulated by current CDC Guidelines.

Written policies and instruction on infection control protocol to minimize the risk of disease transmission is provided in courses throughout the curriculum, at yearly required bloodborne

pathogen training sessions and through documents such as the Dental Hygiene Clinic Manual and the Department of Dental Hygiene Exposure Control Plan. Compliance of safety practices is evaluated throughout the students' clinical experience to ensure a safe educational and work environment. The Department of Dental Hygiene Exposure Control Plan, which outlines infection control protocol, is available to all applicants upon request.

Limitation of Activity

The Surgical Technology program will follow CDC suggested work restrictions for health-care personnel infected with or exposed to major infectious diseases. Any student that engages in unsafe and/or careless clinical practices, which create risks to the health of patients, employees, or students, will be subject to disciplinary action. When such actions are brought to the attention of the Program Director, the student may be suspended immediately from all patient care activities pending a full investigation of the matter.

Exposure to Bloodborne Pathogens

Surgical Technology students who are exposed to a bloodborne pathogen during their clinical rotation are expected to follow the procedures set forth in the ECP. If a student is exposed to a patient's body fluids in a manner that may transmit a bloodborne or infectious disease, the Exposure Control Policy will be implemented upon immediate report by the student.

Environmental Hazards

Environmental hazards of Surgical Technology practice include; disorders associated with repetitive activities, exposure to hazardous chemicals or substances, accidental injury, exposure to radiation and allergic reactions to latex or other chemical agents.

Please sign and return this form at orientation, indicating that you have read the West Georgia Technical College Surgical Technology Program Policies on Infectious Diseases information.

Printed Name of Student: _____

Student signature/date: _____

Witness signature/date: _____



School of Health Sciences Laboratory Expectations Acknowledgment

I acknowledge that I have received, read, and understand the laboratory policies, safety procedures, and professional expectations established by the School of Health Sciences at West Georgia Technical College.

I understand that these expectations are designed to promote the safety of students, faculty, staff, visitors, and the learning environment. I agree to comply with all laboratory safety requirements, infection prevention practices, equipment operating procedures, personal protective equipment (PPE) requirements, hazardous materials guidelines, emergency procedures, and faculty instructions while participating in laboratory, simulation, and related educational activities.

I understand that I am responsible for asking questions whenever I do not understand a procedure or instruction before performing any laboratory activity.

I further understand that failure to comply with program laboratory protocols and expectations or engaging in unsafe, disruptive, or unprofessional behavior may result in immediate removal from the laboratory, disciplinary action, a reduction in course grade, failure of the laboratory activity or course, dismissal from the program when warranted, and/or additional disciplinary action in accordance with the Technical College System of Georgia and West Georgia Technical College policies and School of Health Sciences Program expectations.

By signing below, I acknowledge that I have had the opportunity to ask questions regarding these policies and understand that it is my responsibility to comply with all laboratory requirements throughout my enrollment in the School of Health Sciences program.

Student Acknowledgment

Student Printed Name: _____ Date: _____
Student Signature: _____
Student ID Number: _____
Instructor Signature: _____ Date: _____



**School of Health Sciences
CONFIDENTIALITY AND PRIVACY AGREEMENT**

As a student enrolled in a Health Sciences program at West Georgia Technical College (WGTC), I understand that I may have access to confidential, sensitive, and protected information during classroom, laboratory, simulation, clinical, practicum, internship, and other educational experiences.

Confidential information includes, but is not limited to, patient/client/decedent/resident information, medical records, diagnostic results, images, financial information, personal identifiers, student records, employee information, and any other information protected by federal or state law, institutional policy, or clinical affiliate policy.

I understand that all patient/client information, whether written, verbal, electronic, photographic, or otherwise communicated, is confidential and protected under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, applicable state and federal privacy laws, and the policies of West Georgia Technical College and its affiliated clinical agencies.

As a Health Sciences student, I agree to the following:

- Maintain the confidentiality of all protected information to which I am exposed during my educational experiences.
- Access confidential information only as necessary to fulfill assigned educational responsibilities.
- Not discuss patient, client, decedent, resident, student, employee, or clinical affiliate information with unauthorized individuals, including family members, friends, classmates without a legitimate educational need to know, or through public conversations.
- Not remove, copy, photograph, video, screenshot, download, transmit, or retain confidential information except as specifically authorized for educational purposes.
- Not post or share confidential information or photographs through social media, text messaging, email, artificial intelligence (AI) platforms, cloud storage, or any other electronic communication unless expressly authorized by the clinical affiliate and program faculty.
- Not use personal electronic devices, wearable recording devices, smart glasses (including Meta/Ray-Ban glasses), or other recording technology in clinical or laboratory settings unless specifically authorized.
- Immediately report any actual or suspected breach of confidentiality to my instructor or clinical supervisor.

I understand that maintaining confidentiality is both a legal obligation and a professional responsibility expected of all healthcare professionals.

I further understand that any violation of this agreement, HIPAA regulations, College policies, or clinical affiliate confidentiality requirements may result in disciplinary action, including removal from the clinical or laboratory setting, course failure, dismissal from the Health Sciences

program, civil penalties, criminal penalties, and any additional action deemed appropriate by West Georgia Technical College and/or the clinical affiliate.

Student Acknowledgment

By signing below, I acknowledge that I have read and understand this Confidentiality and Privacy Agreement. I understand my legal, ethical, and professional responsibilities regarding confidential information and agree to comply with all applicable federal and state laws, institutional policies, and clinical affiliate confidentiality requirements throughout my enrollment in a Health Sciences program.

Student Printed Name: _____

Student Signature: _____ Date: _____

Witness Signature: _____ Date: _____

Appendix E



Medical Assisting Student Handbook Acknowledgment

I acknowledge that I have received access to and/or a copy of the Medical Assisting Student Handbook and that the handbook has been reviewed with me by program faculty.

I understand that the handbook contains important information regarding program protocols, expectations, procedures, academic and clinical requirements, professional standards, safety expectations, student responsibilities, progression requirements, and graduation requirements. I understand that I am responsible for reading the handbook in its entirety and for complying with all West Georgia Technical College policies, and the School of Health Sciences, and Medical Assisting protocols and expectations throughout my enrollment in the program.

I understand that questions regarding the handbook or program policies should be directed to program faculty before participating in classroom, laboratory, simulation, or clinical activities.

I acknowledge that the policies, protocols, expectations, and procedures contained within the handbook may be revised during my enrollment to comply with changes in institutional policies, accreditation standards, state or federal regulations, or clinical affiliate requirements. I understand that I will be notified of substantive changes and that it is my responsibility to remain informed of current program requirements.

I further understand that failure to comply with the policies, protocols, expectations, procedures, professional standards, outlined in the handbook may result in disciplinary action, removal from laboratory or clinical experiences, course failure, dismissal from the program, and/or other actions as outlined in the handbook and West Georgia Technical College policies.

By signing below, I acknowledge that I have had the opportunity to ask questions regarding the handbook, that my questions have been answered to my satisfaction, and that I understand and agree to comply with the policies and expectations outlined therein.

I understand that my signature indicates acknowledgment of receipt and understanding of the handbook and does not constitute a contract between myself and West Georgia Technical College. The College reserves the right to modify policies and procedures as necessary to comply with institutional, accreditation, regulatory, or legal requirements.

Student Acknowledgment

Student Printed Name: _____

Student Signature: _____ Date: _____

Student ID Number: _____

Instructor Signature: _____ Date: _____

Academic Year 2026-2027



ACKNOWLEDGMENT OF RECEIPT OF DRUG AND ALCOHOL TESTING POLICY

I certify that I have received a copy of West Georgia Technical College Drug Testing Policy and Guidelines. <https://www.westgatech.edu/wp-content/uploads/5.8-Drugs-Alcohol-1.pdf>

I have read and understand the requirements of the policy and guidelines. I understand that both new and existing students will be required to meet the standards of drug screening prior to attending their clinical rotations.

Student Acknowledgment

Student Signature/Student Number

Date

Witness Signature

Date



Medical Assisting Program

Clinical Rotation Expectations and Acknowledgement Form

By signing this acknowledge form, the student accepts responsibility of the following:

- Clinical placement will be made by Medical Assisting faculty and students will receive a notifying email from ACEMAPP regarding the onboarding process for electronically signing forms, uploading facility-required documentation, and watching videos, reading material, or completing learning modules.
- The student is responsible for meeting all requirements required by the clinical site promptly. Faculty may set a specific date for completion.
- Students must submit all vaccination documentation to the Program Director as soon as possible in the first semester. TB test will be done during second semester.
- The student is unable to attend a clinical rotation without completing all requirements in ACEMAPP. If a student misses clinical time due to failure of timely submission of documentation, the missed clinical days must be made up. Failure to make up missed clinical days may result in the inability to complete the requirements for the clinical course(s) and complete the Medical Assisting program.
- Students can expect the possibility of *travel depending on student demographics and clinical sites availability*.
- Once a student has been assigned a clinical site rotation by faculty, the decision is final.
- The student must ensure reliable transportation and transportation costs during their clinical rotation.
- In the event that access to clinical sites becomes limited and the number of students exceeds the number of available clinical sites, placement of students will be based on Overall GPA.

Student Signature / Student Number

Date



Medical Assisting Program
Student Counseling & Disciplinary Action Form

Student Name: _____ Student ID: _____

Course Number/Name: _____ Date: _____

☐ VERBAL ☐ WRITTEN

Reason for Counseling:

- ☐ Failure to follow rules/policies ☐ Insubordination ☐ Clinical Competencies ☐ Academic
☐ Professional Conduct ☐ Clinical Evaluations ☐ Dress Code Violation ☐ Tardiness
☐ Attendance ☐ Ethics ☐ Other _____

Faculty Comments:

Action Taken:

- ☐ Warning ☐ Suspension for _____ days ☐ Probation ☐ Dismissal from the Program

Program Director Signature: _____

Instructor Signature: _____

Student Signature: _____

Student Comments (please indicate plan for improvement and/or your response):



Medical Assisting Program

Social Media Policy Acknowledgment

I understand that as a student in the Medical Assisting Program, I am expected to maintain the highest standards of professionalism, ethics, and confidentiality while in the classroom, laboratory, clinical setting, and in all online environments.

I understand and agree to the following:

- I will protect patient privacy and maintain confidentiality in accordance with the Health Insurance Portability and Accountability Act (HIPAA) and all applicable federal, state, college, and clinical site policies.
- I will not post, share, photograph, record, or discuss patients, classmates, faculty, staff, clinical sites, or clinical experiences on social media or other electronic platforms in a manner that violates privacy, confidentiality, or professionalism.
- I will comply with all classroom, laboratory, and clinical site policies regarding the use of personal electronic devices and social media.
- I understand that my online conduct reflects upon myself, the Medical Assisting Program, West Georgia Technical College, and the medical assisting profession.
- I understand that violations of the Social Media Policy may result in disciplinary action, including but not limited to removal from the classroom, laboratory, or clinical site; clinical probation or termination; failure of the practicum course; dismissal from the Medical Assisting Program; referral through the College's student conduct process; and/or civil or criminal penalties for violations of HIPAA or other applicable laws.

By signing below, I acknowledge that I have read, understand, and agree to abide by the Medical Assisting Program Social Media Policy. I understand that it is my responsibility to seek clarification from program faculty if I have questions regarding this policy. I further understand that failure to comply with this policy may result in disciplinary action.

Student Name (Print): _____

Student Signature: _____

Date: _____

Witness (Program Faculty): _____

Witness Signature: _____

Date: _____