

Mississippi Delta Community College

Division of Health Sciences



Health Care Assistant Student Handbook

2023-2024

**MISSISSIPPI DELTA COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES
HEALTH CARE ASSISTANT PROGRAM**

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FACULTY & STAFF	EMAIL	TELEPHONE NUMBERS
Patricia Kelly, MBA, MT (AMT), (ASCP), BB Dean of Health Sciences	pkelly@msdelta.edu	(662) 246-6503
Traci Mascagni, HCA Instructor	tmascagni@msdelta.edu	(662) 246-6338
Haley Brasel , HCA Instructor	hbrasel@msdelta.edu	(662) 246-6338
Wendy Hayes Office Coordinator	whayes@msdelta.edu	(662) 246-6503

REQUIRED COURSE LISTING

<u>HOURS</u>	<u>TITLE</u>	<u>COURSE</u>
5 SCH	BASIC HEALTH CARE ASSISTING	HCA1115
4 SCH	BODY STRUCTURE AND FUNCTION	HCA1214
5 SCH	SPECIAL CARE PROCEDURES	HCA1125
2 SCH	HEALTH AIDE AND HOMEMAKER SERVICES	HCA1312

Courses are taken concurrently.

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Health Care Assistant (HCA) Handbook Overview Statement

The Health Care Assistant Handbook is intended to provide students enrolled and potential students in the HCA program with basic information and policies used in the classroom, laboratories and the clinical setting. Please read the HCA Student Handbook carefully and ask your instructor for clarification of any policies or procedures that are unclear. Students must read and follow the policies set forth. The Health Care Assistant Program reserves the right to make, alter, or change any statement or policy without prior notice. Students will receive revisions as they occur.

The MDCC Catalog, MDCC website, and MDCC Student Handbook contain additional information on all services available at Mississippi Delta Community College and should be used by students to obtain full knowledge of all MDCC policies and procedures. The college reserves the right to alter or change any statement or policy without prior notice. Students will receive revisions as they occur.

Professional Licensure/Certification Requirements

The Health Care Assistant programs at MDCC is a Mississippi State Approved Nurse Aide training program that meets the educational requirements of Nurse Aide certification in the state of Mississippi, and qualifies completers to take the NNAAP exam (a national examination for certification). Please note nursing licensure/certification vary from state to state. The MDCC Health Care Assistant programs has not made a determination on whether the certificate of completion meets the state educational requirements for other US States, Territories, or the District of Columbia. Additional information on licensure/certification for Nurse Aids can be found on <https://credentia.com/test-takers>.

Students will also find specific information and requirements in respective nursing course outlines. **All enrolled students must read the entire HCA Handbook, sign the acknowledgement form and turn it in to instructor.**

In compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Pregnancy Discrimination Act of 1978 and other applicable Federal and State Acts, Mississippi Delta Community College offers equal education and employment opportunities and does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following have been designated to handle inquiries regarding these policies: EEOC Compliance/Non-Discrimination: Dr. Steven Jones, Vice President of Administrative and Student Services; 662.246.6304 or EEOC@msdelta.edu. Title IX: Christopher Lee, Dean of Student Services, 662.246.6444 or titleIX@msdelta.edu. Disability Support Services: Darla Poole, Counselor, 662.246.6361 or ADAcompliance@msdelta.edu. The mailing address for the above-named representatives is P.O. Box 668, Moorhead, MS 38761.

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Mississippi Delta Community College

Mississippi Delta Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts Degree and the Associate of Applied Science Degree and Certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Mississippi Delta Community College.

Mississippi Delta Community College Health Care Assistant Program

Mississippi Delta Community College Health Care Assistant Program is approved by the Mississippi State Department of Health; Bureau of Health Facilities Licensure and Certification:

Mississippi State Department of Health
Bureau of Health Facilities
570 East Woodrow Wilson Dr
Jackson, MS 39216
(662) 364-5052

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HEALTH CARE ASSISTANT

The Health Care Assistant Program reflects the basic philosophy and goals of Mississippi Delta Community College. In an effort to structure the curriculum to achieve the maximum outcome, the program philosophy, goals, and objectives are clearly defined and are communicated to the student.

HEALTH CARE ASSISTANT PROFESSION

The health of all Americans depends upon the educated minds and trained hands of the medical laboratory professional. The practice of modern medicine at the exacting standards currently required would be impossible without the scientific testing performed daily in the medical laboratory. Maintenance of these standards and progress toward improvement in the quality of nursing services depends on the dedicated efforts of professional practitioners of nursing. Through their dedication, the nursing professionals of the United States make a vital contribution to the quality of health care.

DESCRIPTION OF THE HEALTH CARE ASSISTANT PROFESSION

Health care assistants perform a variety of patient care and administrative duties. In medical offices, they interview patients, assist with patient exams, record data, and maintain exam room equipment. In long-term care facilities and hospitals, they often help patients with hygiene needs, serve meals, and check vital signs. Health care assistants in the dental field may sterilize equipment, take x-rays, and make casts of teeth. Some health care assistants with nursing assistant certifications become home-care aides to provide health-related services to homebound patients. Health care assistants work in fields ranging from physical therapy and mental health to cardiology and nursing. The Bureau of Labor Statistics (BLS) reports that over one-half work in medical offices. Medical assistance professions are growing much faster than average compared to the job outlook for all professions.

Health care assistants must have good communication and patient-care skills, including medical knowledge and an efficient bedside manner. Solid office skills, including computer proficiency, word processing, data entry, record keeping, and insurance processing are essential for many positions. A Health care assistant needs to be a self-starter who can multi-task but also work as part of a team. Multiple language skills are often preferred. Employers may also require health care assistants to have a yearly physical and up-to-date immunizations.

With both medical and administrative skills, health care assistants are particularly well-positioned to take advantage of job growth generated by increased demand in the healthcare industry. The BLS predicts that job opportunities for medical assistants will increase by 23% during the 2014-2024 period. In 2015, the median salary among health care assistants was \$30,590, with the highest ten percent earning more than \$43,880.

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PHILOSOPHY

We believe that as educators, our role is to aid each individual's growth in self-worth and recognition of their maximum potential. To accomplish this task, we must not only promote professional competency but, at the same time, be aware of the student's personal and social needs.

Learning should be an intrinsic process evidenced by a lasting change in behavior. It is dependent upon individual abilities, needs, and motivation, and based upon realistic goal-setting developed through positive self-regard and self-knowledge. This learning is facilitated when the individual participates in the learning process and in the practice of applying principles and techniques in varying situations.

In the health care process, Health Care Assistant is primarily concerned with patient care and comfort. In order to become skilled in these areas, it is of prime importance to understand the concept of health and realize, when dealing with the ill, the importance of helping the patient to become a well person.

Health Care Assistants should be dedicated to the promotion of health and the prevention and cure of disease while serving their fellow man by being a part of the medical team dedicated to alleviating suffering, developing new technology, and participating as teachers. Finally, we believe that Health Care Assistants should not simply be a means of material gain, but a labor of love and respect for the progress of medicine in the preservation of human life with regard for human dignity and compassion for the suffering of others.

MISSION STATEMENT:

The mission of the Health Care Assistant Program at Mississippi Delta Community College is to prepare graduates for entry level HCA positions in a variety of health care settings in the area served by the college.

GOALS

Statement of the Goals of the Program:

The goals of the HCA Program are to provide each of its graduates with a sound background in all of the Health Care Assistant courses. The one semester program prepares each student not only with the technical skills but also with an ethical approach enabling the student to become an integral part of today's modern medical team. Upon satisfactory completion of the program, the student becomes eligible to take the NNAAP (National Nurse Aide Assessment Program) exam. MDCC Health Care Assistant program will strive:

1. To develop desirable ideals and attitudes as they apply to the service of the sick, and in personal and professional conduct and relationships.
2. To encourage development of a well-rounded sense of responsibility, integrity, tolerance and tact that is essential qualities for health care professionals.
3. To present and help develop the legal and ethical principles involved in the practice nursing
4. To provide knowledge and skills through a structured educational program and clinical practice enabling graduates to:

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- a. Perform effectively as entry level Health Care Assistants as defined in the NNAAP guidelines
 - b. Perform effectively as members of the health care team.
 - c. Successfully write an examination offered by NNAAP.
5. To encourage an interest in and a desire for further professional growth and education.
 6. To promote a sense of civic responsibility and community service in regard to community health education and public health services.
 7. To provide the area served by the College with qualified Health Care Assistants.
 8. To maintain approval of the program through the Mississippi State Board of Health

PROGRAM DESCRIPTION

The Health Care Assistant program is a one semester program. MDCC has three area programs located at the Greenville Higher Education Center in Greenville, at the Golden Age Nursing Home in Greenwood, and on the main campus in Moorhead. The program at the GHEC is a day program, while the program at Golden Age Nursing Home and main campus is taught in late afternoon/evening. All programs are taught each fall and spring semester. Clinical experiences are provided at area health care agencies.

SUMMARY STATEMENT OF CAREER ENTRY COMPETENCIES

The objective of the HCA Program at Mississippi Delta Community College is to produce competent employees for employers in the surrounding area. In accordance with this objective, the general competencies as stated in the 2022 National Nurse Aide Assessment Program serves as a statement of general entry-level competencies.

Upon graduation and initial employment, the HCA should demonstrate entry level competencies in the areas of general professional practice. Health Care Assistant graduate Competencies:

1. The graduate will be competent in physical care skills in the activities of daily living to include hygiene, dressing and grooming, nutrition and hydration, elimination, and rest/sleep/comfort
2. The graduate will be competent in physical care skills in basic nursing to include infection control. Safety/emergency, therapeutic/technical procedures, and data collection and reporting.
3. The graduate will be competent in physical care skills in restorative areas to include prevention and self-care/independence
4. The graduate will be competent in psychosocial care skills to include emotional and mental health needs
5. The graduate will be competent in the role of the nurse aide in the area of communication
6. The graduate will be competent in the role of the nurse aid in the area of patient rights and legal and ethical behavior
7. The graduate will be competent in the role of the nurse aide as a member of the health care team.
8. The graduate will be competent in the current listing of NNAAP skills required for nurse aid candidates

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POLICY OF ADMISSION TO HEALTH SCIENCE PROGRAMS

Applicants should obtain the appropriate application packet from the Health Sciences web page from the MDCC website at www.msdelta.edu. All required application materials must be submitted by the specified deadline for the applicant to be considered for admission.

Applicants to the health science programs must meet the requirements for admission to the college. In addition, health science program applicants must complete all noted program specific academic required pre-requisites with a “C” or higher prior to program admission within the last 5 years. Please refer to each programs checklist for a list of all required preadmission courses.

The admission process is competitive. Each program uses an objective rating scale to evaluate each applicant. Specific areas that are evaluated include (but are not limited to) ACT scores, entrance test scores, academic course work required for the major, GPA, applicable previous degrees and certificates earned from an accredited college/university, healthcare background/experience or specific course grades, and timely submission of the application.

Acceptance into a Health Science Program is conditional pending results of a physical examination indicating satisfactory health, a drug screen, and criminal background check at the applicant's expense. According to Mississippi State Law Code 43-11-13, an individual may not be eligible for employment in a healthcare agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (h), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult. Additional requirements include CPR certification and specific summer course work, if applicable.

Applicants are notified by email of conditional acceptance or non-acceptance into a program. Applicants who are conditionally accepted must comply with all orientation requirements in order to preserve a place in the class. Academic and career counseling is available for applicants who are not accepted into Health Science Programs.

POLICY ON READMISSION TO HEALTH SCIENCE PROGRAMS

A student may be considered for readmission to a specific health science program one time only. This applies to courses in any respective health science program, whether at MDCC or at another institution. The only exception may be: a student who had a passing grade in the classroom and clinical setting, but was forced to withdraw due to illness, accident, pregnancy, or family crisis may be considered for a second readmission. If an applicant has ever attended another health science program a letter of good standing from their former school's program must be sent following MDCC's program application instructions. A letter of good standing indicates that the student is eligible for immediate readmission into the former program of study.

Each student requesting readmission into a health science program will be considered on an individual basis. The student should contact the appropriate program director/supervisor for the readmission procedure. Space must be available in the class and clinical setting. No precedent will be set by the decision of an admissions committee.

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At the discretion of the Dean of Health Sciences, with the recommendation of the Admission Committee, a student requesting readmission to a Health Science program may be required to take a challenge exam to assess placement. Per program policy, it may be necessary for the applicant to repeat courses.

If an MDCC Health Science student is academically unsuccessful in their program of study and not eligible for readmission, the student may have **one** transfer to an alternate MDCC Health Science program. Students will be held to the readmission policies of the program. OR

If an MDCC Health Science student is academically unsuccessful in their program of study and not eligible for readmission, the student will be eligible for **one** additional consideration of readmission after a waiting period of up-to three (3) years from last date of attendance. This shall not bar those applicants who wish to reapply beyond the aforementioned time-period so long as it is their first readmission application. The student must follow all readmission requirements as outlined in the program's handbook.

Any MDCC student who was unsuccessful and not eligible for readmission due to non-academic dismissal will be eligible for **one** additional consideration of readmission after a waiting period of up-to five (5) years from last date of attendance. This shall not bar those applicants who wish to reapply beyond the aforementioned time-period so long as it is their first readmission application. The student will be held to the program's readmission policies as outlined in the program's handbook.

Any applicant who has ever been accepted and attended a Health Science program at another institution of higher learning and has been unsuccessful more than once will be eligible for **one** additional consideration of readmission after a waiting period of up-to five (5) years from last date of attendance. This shall not bar those applicants who wish to reapply beyond the aforementioned time-period so long as it is their first readmission application. The applicant must obtain a letter of good standing from their former college and/or university program of study's director/dean following the MDCC's program application instructions. The student will be held to the program's readmission policies as outlined in the program's handbook.

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MINIMUM ADMISSION REQUIREMENTS FOR HCA:

Applicants must:

- meet general admission requirements.
- be a high school graduate or have a satisfactory High School Equivalency score (GED or HiSET) OR be currently enrolled in the MDCC MiBest program.
- complete preadmission Accuplacer test **OR** have an ACT score of 14 (9 to10 if taken before October 28, 1989) or higher.
- must be 18 years of age at start of program

**The Health Care Assistant program at MDCC may allow up to 15% admission for high-risk students (students that do not meet admission criteria).

PROGRESSION:

•Students must maintain a “C” average (grade of 75) in each component of the course of study in order to complete the program

READMISSION OR TRANSFER:

Students seeking readmission to the program are considered on an individual basis according to health sciences readmission policies.

Due to the nature of the semester program, students are not eligible to transfer into the healthcare assistant program.

WITHDRAWAL PROCEDURE:

Students should follow the policy in the MDCC College Catalog/Student Handbook to withdraw from the program/school

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Core Performance Standards

The following performance standards provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful health care assistant program completion. Applicants and students who cannot meet one or more of the standards will be considered on an individual basis in terms of whether reasonable modification/accommodation can be made. Reasonable accommodations will be examined in accordance with the Americans with Disabilities Act (ADA) as well as the Core Performance Standards.

In order to successfully complete the health science program, an applicant/student must be able to do the following:

1. Demonstrate critical thinking sufficient for clinical judgment.

Examples

- identify cause-effect relationships in the clinical setting
- recognize changes in patient's condition
- read and interpret data from patient's cart or computer monitor
- analyze and report data
- prioritize nursing assistant interventions when multiple tasks are assigned
- evaluate effect of nursing assistant interventions

2. Display interpersonal skills sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

Examples

- respect differences among patients and exhibit an attitude accepting of patients as individuals
- establish rapport (relationship) with patients and colleagues through speech, touch, and hearing
- work effectively in small groups as a team member
- practice therapeutic (non-harmful) communication using speech, hearing, and judgment of appropriate responses
- recognize crises (times or events that disrupt normal lives) and institute appropriate interventions
- evaluate own communication techniques

3. Demonstrate appropriate verbal and written communication skills.

Examples

- speak English coherently to patients, families, and other staff members
- clearly explain procedures for patients, families, or groups based on age, lifestyle, and cultural considerations
- provide clear, understandable patient documentation based upon proper use of the English language
- convey information to other caregivers
- recognize and interpret other forms of communication such as medical abbreviations, foreign language flip charts, and readings from patient care monitors
- function in a noisy, chaotic environment

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4. Exhibit physical ability sufficient to assist patients to meet health care needs in a variety of settings, including moving from room-to-room, to maneuver in small spaces, and to negotiate stairwells when necessary.

Examples

- move around in patient's room, workspaces, and treatment areas
- perform physical activities necessary to do basic nursing assistant skills such as hold thermometer in one hand, put on gloves, attach blood pressure cuff on patient's arm, hold one part of a patient's body steady while performing an action on another part of the body
- perform physical activities necessary to do ADLs (activities of daily living) such as bending over patient, kneeling, lifting an extremity, lifting patients
- provide or assist with activities of daily living such as bed bath, oral hygiene
- transport and transfer patients from various areas to other areas using such equipment as stretchers, wheelchairs, walkers, hydraulic lifts, and commode chairs
- direct and assist in ambulation (support patient with your arms or transfer belt as you walk)
- respond quickly in an emergency
- pushing and pulling equipment
- stand, walk up to 75% of 6 to 12 hour shifts
- stoop, bend, squat, reach overhead as required to reach equipment and provide care
- lift a minimum of 20 pounds of weight
- perform CPR satisfactorily and respond quickly in an emergency situation

5. Demonstrate gross and fine motor abilities sufficient to provide nursing assistant skills in a safe, responsible, and cost effective manner.

Examples

- demonstrate physical dexterity and coordination in delivery of care
- perform procedures requiring the use of 2 hands
- pick up, grasp, and effectively manipulate small objects
- calibrate and use equipment
- develop technological/computer skills (keyboarding, inputting data, scanning, retrieving data)

6. Display auditory (hearing) ability sufficient to monitor, assess, and provide safe nursing assistant care.

Examples

- ability to hear without communication face-to-face such as hearing alarms, emergency signals, cries for help, answering telephones and call lights
- audibly recognize changes in patient's breathing characteristics
- able to recognize the manner in which a patient speaks does not correspond to what the patient is saying such as when a patient sounding very depressed states he feels great
- ability to hear and interpret communication in stressful situations such as when more than one person is talking at a time, when patients and families and physicians are excited and talking in a loud voice
- ability to accurately hear using a stethoscope

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7. Display visual ability sufficient to monitor, assess, and provide safe nursing assistant care.

Examples

- observe patient responses
- read numbers on dials, thermometers, gauges, measuring cups
- provide eye contact when communicating
- distinguish changes in color, size, and continuity
- distinguish alterations in normal body activities such as breathing patterns, level of consciousness
- observe safety features in environment such as water on floor, obstacles in path of patient
- visualize written word or data on computer screen
- perform basic nursing assistant skills (must be able to see patient in order to bathe patient, count respirations, obtain blood pressure)

8. Display tactile ability sufficient to monitor, assess, and provide safe nursing assistant care.

Examples

- perform palpation such as feeling for pulse
- use therapeutic touch
- handle equipment
- perform skills requiring use of the hands

9. Demonstrate accountability and responsibility in all aspects of nursing assistant practice.

Examples

- able to distinguish right from wrong, legal from illegal and act accordingly
- accept responsibility for own actions
- consider the needs of patients in deference to one's own needs
- able to comprehend ethical standards and agree to abide by them

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COST ESTIMATE

PLEASE NOTE

This estimate of costs is meant to be used only as a guide to students, parents, and sponsors. The figures are based upon the previous school year averages and are not binding on the college or the program. In addition to these estimates, students will incur expenses related to travel necessary for clinical laboratory experiences. All students are responsible for their own transportation to health care agencies utilized in the program's curriculum.

Additional fees for a physical examination and immunizations are NOT included in the cost estimate and are covered at the student's expense.

COST ESTIMATE FOR 2023-2024

This estimate is meant to be used only as a guide to students, parents, and sponsors. The figures are based upon previous school year averages and are not binding to the college or the program.

In addition to these estimates, students will incur expenses related to travel necessary for clinical laboratory experience. All students are responsible for their own transportation to class and healthcare agencies utilized in the program's curriculum. All costs are approximate and subject to change without notice and tax is not included.

Additional fees for a physical examination and immunizations are NOT included in the cost estimate and are covered at the student's expense.

Tuition	\$1,570.00
Off Campus Fee	400.00
Books	130.00
Stethoscope kit w/blood pressure cuff	30.00
ID Badge	12.00
Watch	30.00
Duplication & Lab Fee	25.00
Liability Insurance	15.00
Accident Insurance	15.00
Uniforms (3 sets)	165.00
Shoes	75.00
CPR	40.00
Drug Screen	40.00
State Board Test	101.00
Criminal Background Check	60.00
Total:	\$ 2,708.00

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PROFESSIONAL BEHAVIOR

Faculty of Mississippi Delta Community College and the Health Sciences Programs have an academic, legal and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional practices. Health Science students, while representing Mississippi Delta Community College at any clinical agency, must conduct themselves in an ethical, professional, and safe manner. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by MDCC and clinical agency policies during each clinical experience. Failure to adhere to program specific policies related to professional behavior or safe clinical practice may result in disciplinary action.

PROFESSIONAL ETHICS AND CONFIDENTIALITY

Students must remember that the information concerning patients is confidential. Students are required to adhere to legal and ethical standards as established by regulatory agencies and professional standards. Failure to comply is cause for immediate dismissal from the program

CODE OF ETHICS

Due to the nature of nursing, students in the health care assistant program are expected to conduct themselves in an accountable, responsible, and ethical manner. Omnibus Budget Reconciliation Act (OBRA) recommends the following Code of Ethics as guidelines for Health Care Assistant.

- ❖ Be conscientious in the performance of your duties. This means always do the best you can.
- ❖ Be generous and sensitive in helping your patients and your fellow workers.
- ❖ Carry out faithfully the instructions you are given by your immediate supervisor.
- ❖ Perform only procedures that you have been educated to do or that are on (or below) the level of duties/responsibilities listed in your job description.
- ❖ Respect the right of all patients in their beliefs and opinions that might be different from yours.
- ❖ Let the patient know that it is your pleasure, not just your job to assist him or her.
- ❖ Try to demonstrate that you are sincere in your involvement in the care of a human being. Always show that the patient's well-being is of the utmost importance to you.
- ❖ Do not accept tips from patients. Graciously decline any tips offered and reassure patients they do not need to offer tips to receive good nursing care.

Alcoholic Beverages: While wearing any official school insignia, alcoholic beverages may not be consumed in public places.

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When a student in the course of classroom or clinical learning activities demonstrates a pattern of repeated irresponsible and/or unethical behavior the nursing faculty may recommend to the Director of Nursing and/or Dean of Health Sciences that the student may be placed on ethical probation.

When a student in the course of clinical learning activities demonstrates behavior resulting in danger to a patient the nursing faculty may recommend to the Director of Nursing and Dean of Health Sciences immediate dismissal of the student.

ARTICLES OF CONDUCT CONSTITUTING VIOLATION OF THE ETHICAL CODE

The student

1. Demonstrates characteristics consistent with the suspected use of mind altering substances in the college or clinical area.
2. Demonstrates dishonest behavior in assigned written work, testing, falsification of records or any other aspect of the program of study (includes unauthorized study guide, notes, tests, materials, etc.).
3. Is convicted of any felony.
4. Demonstrates behavior and/or nursing performance that indicates mental or emotional incompetence that endangers the student's and/or the patient's safety.
5. Falsifies or alters a patient's record.
6. Administers medications and/or treatments in a negligent manner.
7. Performs treatments or procedures that are beyond the limit of past or current instruction in the Health Care Assistant program.
8. Misappropriates drugs, equipment, and/or supplies.
9. Leaves a nursing assignment without properly advising appropriate personnel.
10. Violates the confidentiality of information or knowledge concerning a patient and/or his family.
11. Discriminates in the rendering of nursing services as it relates to human rights and dignity of the individual.
12. Takes articles belonging to another person.
13. Participates in inappropriate social networking related to personal and professional behaviors.
14. communicates inappropriately with faculty, students, patients, family members, or healthcare providers
15. Fails to follow specific rules and guidelines for each nursing course.
16. Fails to follow guidelines as stated in "HCA Student Handbook".

Readmission to the Health Care Assistant program at Mississippi Delta Community College after dismissal for violation of the ethical code requires a recommendation from the HCA faculty.

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**PROCEDURE FOR PLACING STUDENTS ON ETHICAL PROBATION AND/OR PROGRAM
DISMISSAL**

1. A description of the incident(s) will be written by the clinical/classroom instructor, the student, and witnesses (if applicable). If the incident occurs in the clinical setting, the Incident Report will be completed.
2. The student will be counseled by the instructor regarding the incident(s) and documentation of the counseling will be made by the instructor. The student will sign a copy of the documentation, stating he/she has read the violation(s) of the code of conduct.
3. The instructor will then meet with the Director of Nursing and the Dean of Health Sciences discuss the incident(s). After review of the documentation, recommendation of probation or dismissal will be decided.
4. The instructor, and student will meet to review and sign the statement. A copy will be given to the student and a copy will be put in the student's file.
5. The student may be required to meet with the Director of Nursing and/or Dean of Health Sciences if violation results in dismissal.
6. The student may appeal dismissal in accordance with the Student Grievance Procedures in the MDCC Catalog/Student Handbook.

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Description of incident by instructor:

Signature/Date _____

Description of incident by witness:

Signature/Date _____

Recommended action: Counseling Education Remediation Other

Describe Details:

Student Response:

Referral: yes no If yes to whom: _____ Date: _____

Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Dean of Health Sciences Signature: _____ **Date:** _____
(If applicable)

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Social media includes, but is not limited to, blogs (Blogger, Blogspot, Wordpress, etc.), photo and/or video-sharing sites and apps (YouTube, Flickr, Instagram, SnapChat, Vine, etc.), e-zines (digital magazines), wikis (Wikipedia), social networks (Facebook, Twitter, LinkedIn, Pinterest, etc.), video and audio podcasts (posted to the web or hosted by applications (ex.: iTunes), ratings sites and apps (Urbandiscount, Yelp, Rate My Professor, etc.), and discussion sections of web pages or applications (comment section under articles on news or information websites).

While social media is an important and timely means of communication, those who use social media must be aware that posting certain information is illegal. Offenders may be subject to criminal and civil liability, and adverse institutional actions. Students must make every effort to present themselves in a mature, responsible, and professional manner when utilizing social media. Communications must always be civil and respectful.

Please be aware that no privatization measure is perfect and undesigned persons may still gain access to your networking site. Furthermore, posting, sharing, or even “liking” questionable or inappropriate posts publishes them to your newsfeed for circulation in your name. Litigation involving such issues is complex, as the content on social media sites is easily misconstrued, permanent, discoverable by courts, and utilized in these adversarial proceedings. Although posted information can be removed from the original site, exported information cannot. Any digital exposure can “live on” beyond its removal from the original website and continue to circulate in other venues.

Even when you are using your own personal social media account, if MDCC is in your profile or comments other users will naturally associate you with the college. Think carefully before you post.

For all Health Science students, all social media postings must be made with the program, division, state and national Code of Conduct; Professional Behavior, Professional Ethics and Confidentiality; Safe/Unsafe Clinical/Practicum policies outlined in the program specific student handbook. Any violations of the above referenced policies through the use of social media platforms or portable electronic communication devices will result in disciplinary action which may include placement on probation, failure in a course and/or dismissal.

Therefore, think carefully before you post any information on a website or application, and consider your goals in participating. The following best practices are encouraged:

Be Aware of Liability

You are personally responsible for the content you publish.

- Do **NOT** post the personal information or photograph of any patient/patient at clinical sites. Removal of an individual’s name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, types of treatment, or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from one of the medical outreach trips) may still allow the reader to

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recognize the identity of a specific individual. Posting of patient/patient information could violate state or federal laws such as the Health Insurance Portability and Accountability Act (HIPAA).

- Do **NOT** represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the prohibitions included in this policy.
- Do **NOT** share, post, or otherwise disseminate any information, including images of you or others participating in a clinical site experience/practicum unless you obtain written approval
- Maintain professional boundaries in the use of electronic media. Online contact with patients/patients or former patients/patients blurs the distinction between a professional and personal relationship. You should not have any online contact with a current patient/patient outside the communication methods allowed within the clinic/program.
- Do **NOT** post vulgar, false, obscene, harassing statements, or statements disparaging the race, religion, political, age, sex, sexual orientation or disability of any individual with whom you come into contact as a result of your role in an MDCC Health Science program.
- Do not post copyrighted content
- Obtain written permission from faculty and fellow students to videotape or audio tape conversations, lectures or any other communication.
- Obtain permission from fellow students prior to posting any personal information or photographs related to MDCC activities.

Maintain Transparency

Make it clear in your post when sharing your views that you are speaking for yourself and not MDCC or a specific program. Even with this declaration readers will associate you with this institution and the program you are enrolled.

- You may **NOT** represent yourself as an official representative or spokesperson for the college on your personal social media outlet.

Take the High Ground

Discuss ideas and situations civilly. Do not pick fights online.

- Make sure post are relevant and accurate.
- Do not display vulgar language.
- When commenting on others individual's post refrain from posting potentially inflammatory or unflattering material.

Respect Your Audience

Do not use any ethnic slurs, personal insults, obscenity, or engage in any conduct that would violate your professional Code of Conduct. Show proper consideration for others' privacy and for topics that may be considered sensitive, such as politics and religion.

- Do not display language or photographs that imply disrespect for any individual or group.

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- Refrain from the presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Do not verbally attack the college, faculty, staff, or students.
- Do not use social media to harass, threaten, insult, defame or bully another person or entity.
- Do not spread gossip or rumors of other unverified information NOT: everything posted on social media is true.

Monitor Comments

Respect the view of others even if you disagree. Carefully consider the accuracy, clarity, length and tone of your comments before posting them. Remain in professional tone and in good taste. Remember, your posts may last forever.

Does it Pass the Publicity Test?

If the content of your message would not be acceptable for a face-to-face conversation then DO NOT post it. You should make every effort to present yourself in a mature, responsible, and professional manner. Note that nothing is perfectly protected and that persons may still gain access to your post including future and/or current employers.

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Substance Use Policy

I. PURPOSE AND GOALS

Mississippi Delta Community College (“MDCC”) and its Health Sciences Department recognize that substance abuse is a significant public health problem in the United States, and that drug overdose is now a leading cause of death among Americans under 50 years of age. Abuse and misuse poses health risks, potential legal violations, and affects many individuals, including health care providers and patients.

Abuse or misuse may affect the ability of a health care provider to deliver safe, high-quality care. This policy promotes and assists the student’s ability to maintain personal and professional integrity and facilitates the student’s success both clinically and didactically. This policy promotes a healthy learning environment for the student. In the clinical and laboratory setting, this policy enhances patient safety and meets the mandated clinical requirements set forth by the clinical facilities utilized by MDCC.

It is the goal of MDCC to maintain an environment that is free from the abuse or misuse of intoxicants that impair mental acuity or physical dexterity in the classroom, lab, and/or clinical settings. It is our belief that a substance/drug free environment benefits the students and employees of MDCC as well as the surrounding community. MDCC Health Sciences will not tolerate abuse or misuse of drugs or alcohol while on any MDCC campus or clinical affiliate or as a student of any MDCC Health Sciences program.

II. PROGRAM ENTRANCE AND OTHER REQUIREMENTS

A satisfactory substance screen is required for admission, readmission, and/or progression in MDCC’s Health Science programs. All testing or screening will be done by certified laboratories who maintain normal chain of custody requirements. Substance screen results must meet all MDCC affiliated clinical agency requirements, and this issue may not be altered or changed by this policy. If a clinical requirement of a provider conflicts with this policy, the clinical agreement shall control.

Substance testing procedures will be carried out under the direction of the Dean of Health Sciences utilizing the college’s designated testing agency. Testing will generally be done by hair or urine, but MDCC reserves the right to use blood testing if the circumstances warrant such testing if deemed necessary by the Dean of Health Sciences in consultation with the collecting/testing agency.

Testing results are submitted directly to the Dean of Health Sciences. The Dean of Health Sciences sends notification of substance testing results to the Program Director. Substance test results for the College of Health Sciences will be securely maintained under the supervision of the Dean of Health Sciences.

III. TESTING REQUIREMENTS

To insure a drug-free workplace and learning environment, MDCC’s College of Health Sciences’ students are required to submit to substance testing prior to program admission, randomly each semester, and for reasonable cause. Pre-admission substance screening is required for all students admitted to the Health Science Programs. Random and/or group substance screening will take place each semester. Any person in the role of a student in a Health Science Program who exhibits symptoms or behavior indicative of being under the influence of mind altering substances (reasonable suspicion exists) may be required to have a substance and/or alcohol screening performed immediately.

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Faculty members, Program Directors, and the Dean of Health Sciences will consult to determine if there is reasonable suspicion of student impairment due to drug or alcohol use (including over-the-counter or prescribed medications) based upon but not limited to: unusual or aberrant behavior or patterns of abnormal or erratic behavior; physical symptoms of impairment; arrest or conviction of a drug or alcohol related offense; evidence of drug tampering, drug diversion, or misappropriation; direct observation of drug use or discrepant drug counts; alterations in student clinical, laboratory, fieldwork, and/or didactic performance; school, clinical, or work-related injury or illness; observation of poor judgement or careless acts which caused or had the potential to cause patient injury, jeopardize the safety of self or others, or resulted in damage to equipment. If tested due to suspicion, the student may be suspended pending test results and the student's demonstrated behavior and condition. Refusal by a student to participate in a substance screening is in violation of this policy and will result in dismissal.

All substance screening will be done in a manner to assure verification of an accurate specimen. Collection and testing will be performed by an authorized substance testing agency/laboratory designated by the MDCC Dean of Health Sciences. All students who are tested must be witnessed by an approved MDCC employee or a staff member of MDCC's designated collecting agency. Test results from an outside vendor will not be accepted, except as stated below during any appeal process. If the collected specimen does not meet the necessary testing standards of the collecting agency, the student may be subject to re-collection.

If any student(s) is caught falsifying a specimen or in possession of a falsified specimen, that individual(s) will be immediately re-tested and be subject to disciplinary action by MDCC and the College of Health Sciences. If a student does not report or refuses substance testing at the designated time, or leaves the testing area without giving a specimen, the test will be considered positive and the student will be dismissed immediately from the program.

IV. DUTY TO DISCLOSE

All prescription or other medications taken regularly or as needed should be listed on the student Health Assessment Form. Students are responsible for updating their student Health Assessment record as medications change or are added.

V. TEST RESULTS

All testing will be done by certified laboratories. While MDCC reserves the right to use blood testing, the testing done pursuant to this policy will generally be done by hair or urine testing. If blood testing is used, it will be used in conjunction with a reasonable suspicion analysis and two separate blood samples will be taken and tested before any positive result is reported.

For hair testing, at the time of collection, two separate hair collections for each student will occur subject to customary chain of custody requirements. If the initial screening of the first sample shows a negative result, the test will be reported as negative. If the initial screening of the first sample shows a positive result, the same sample will be confirmed by Gas or Liquid Chromatography and Mass Spectrometry ("GC/LC-MS") testing. If that confirmation process shows a negative result, the result will be reported as negative.

If the confirmation process of the first hair specimen shows positive, the student may challenge the result by having the collected, second sample tested under the direction of the initial testing company at a different, certified laboratory of the same equivalency, at the student's cost. The request for the second sample specimen testing must be made in writing within twenty four (24) hours of the notification of the positive result, or the test will be reported as positive, subject to the MRO's actions stated below. If either of the results of the initial or confirmation testing of the second sample show negative, the test will be reported as negative. If both the initial and confirmation screenings for the second sample show positive, then a positive result will be reported, subject to the Medical Review Officer's ("MRO") actions stated below.

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For urine testing, a specimen will be collected by split specimen, and placed into two bottles by the collecting agency, bottle A and bottle B, which is sent to a certified lab by proper chain of custody. If the testing of the specimen in Bottle A yields a negative result, the test will be reported as negative. If the testing of the specimen in Bottle A shows a positive, confirmed result, the student may challenge that result by having Bottle B tested under the direction of the initial testing company at a different, certified laboratory of the same equivalency, at the student's cost. The request to test the Bottle B specimen must be made in writing within twenty four (24) hours of the notification of the positive result, or the test will be reported as positive, subject to the MRO's actions stated below.

If a student is confirmed positive by the certified laboratory, the MRO from the testing laboratory will contact the student to request verification/documentation of any controlled or prescribed drug. The MRO will make multiple attempts to contact the student. Failure of the student to respond to the MRO will result in a positive drug screen result. The MRO will review the information provided by the student. If the information provided to the MRO satisfies the requirements to report a negative drug screen, the MRO will issue a negative drug screen result.

Students with prescriptions must provide to the MRO acceptable documentation of prescriptions within 24 hours after notification of a positive test result. If the information provided by the student to the MRO does NOT satisfy the requirements to report as a negative drug screen, the MRO will issue a confirmed positive drug screen result.

VI. POSITIVE TEST RESULTS AND DISCIPLINARY ACTION

Students who test positive—as reported by the MRO/testing agency or laboratory—will be immediately removed from all clinical, lab, and hands on activities or sessions. The student will be allowed to attend classroom lectures only, subject to the appeal procedures stated below. This includes positive tests reported to the College by an MRO or testing agency for employment purposes, law enforcement purposes, or school purposes. Nothing in this policy shall prohibit reporting of positive test results as required or allowed by law, subject to the Family Educational and Privacy Rights Act (“FERPA”). Prior to any report being made, an individual assessment of the facts and circumstances must be made regarding the specific student at issue.

Students who wish to file an appeal of a positive drug testing result must do so within forty eight (48) hours of MDCC receiving the positive result. The appeal must be in writing and must be hand-delivered to the Dean of Health Sciences. The student's appeal will be heard within three (3) working/business days of the receipt of the appeal by the Dean. MDCC will create an appeal committee, chaired by the Dean of Health Sciences, to hear the appeal. The members of said committee will be knowledgeable of this policy and have no direct involvement or relationship with the student. This is the sole and exclusive appeal remedy for any Health Sciences student.

The appeal committee will not be bound by any formal rules of evidence or law and will use its best judgment, in its discretion, to receive evidence, information, and testimony during any appeal hearing. The committee shall have the authority to limit the time of and information received during any hearing. The committee shall have the authority to accept the positive result, not accept the positive result if the facts and circumstances warrant a rejection in the committee's discretion, or make any remedy it believes is necessary based on the information presented during the hearing.

The student will be allowed to present any information the student believes to be relevant, subject to the above limitations as established by the committee. The student will be allowed to have one advisor present during the hearing; however, the student should be aware that it is unlikely MDCC will have legal counsel present during the hearing. The committee will want to hear from the student (not the advisor), and the committee has the discretion to limit the involvement of the advisor during any hearing. There will be no exceptions made to the rule of only one advisor per student during any hearing.

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The committee will hear the information presented during the hearing and any other information it considers relevant and render a decision to the student within twenty four (24) hours of the conclusion of the hearing. The committee's decision will be final, subject to an appeal directly to the College President. Any appeal to the College President must be made in writing and within twenty four (24) hours of the committee providing notice of its decision to the student. The appeal to the President will be solely in writing, and the President will render a decision within forty-eight (48) hours of receiving the student's appeal. The student must also copy the committee chairperson on any appeal. The failure by the student to meet any of these timelines will result in dismissal of the appeal.

Any missed clinical, lab, or hands on work or assignments during the appeal process shall not be the liability or responsibility of MDCC. Further, MDCC shall not—and cannot—alter any clinical or laboratory requirements because of or due to any appeal.

Students who are dismissed due to a positive drug screen will be given an opportunity to meet with the Program Director and the Dean of Health Sciences for possible consideration of readmission the following year. The student may be considered for probationary re-admission (ONE time only) following completion of a chemical dependency program approved by the Health Science Program at the student's expense. Once completed, the student is then eligible to be considered for re-admission into the Health Science program.

Any student being considered for re-admission into a Health Science program will be considered on an individual basis. Space must be available in the class and no precedent will be established based on any individual decision. At the discretion of the Dean of Health Sciences with the recommendation of the Admission Committee, a student requesting re-admission to a Health Science program may be required to take a challenge exam to assess placement. It may be necessary that courses be repeated. If probationary re-admittance is granted, after-care monitoring will be required for the duration of the course of study at the student's expense. The re-admitted student must meet and follow all policies of re-admission as outlined by the program.

POLICY AND PROCEDURE FOR BACKGROUND RECORD CHECK

All Health Science students who will be providing direct patient care in health care institutions regulated by the MS Department of Health should be aware that Mississippi law requires background checks for individuals seeking employment in a health care facility.

According to the Mississippi State Law Code 43-11-13, an individual may not be eligible for employment if the criminal history record check discloses a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (h), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted.

Clinical agencies have the right to refuse employment or eligibility to participate in clinical experiences based on background information. Students who have any eliminating background record will not be allowed admission to any health science program. A student may also be denied the ability to progress in a program of study based on eliminating background information.

The background record check is completed by submission of fingerprints by MDCC to the Mississippi Department of Health. The student is responsible for the fingerprinting fee. The background check **MUST** be completed prior to admission to a Health Science program or prior to clinical experiences, as

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defined by the program. Students who have a current background clearance letter processed through a Mississippi clinical agency and the Mississippi State Department of Health may submit that documentation to the program director/supervisor. If the background clearance expires during a student's program of study, the student must repeat the background records check. Students will also be subject to repeat a background record check based on clinical agency requirements, changes in the Mississippi law, rules, or regulations, or any suspicion of criminal behavior.

Procedure for Background Record Check:

1. Procedure for Background Record Check:
 1. Student will be assigned a time to be fingerprinted. This will be done in the Allied Health or Horton Building as determined by the Chair/Supervisor. Failure to attend assigned time may deter a student's admission into a program. Students WILL NOT be fingerprinted without an assigned time.
 2. Student must complete Criminal History Background Application Information form.
 3. At the assigned time of fingerprinting, the student MUST bring a photo ID driver's license.
 4. Upon the completion of the background record check, the student will receive either a Criminal History Record clearance letter from the Mississippi Department of Health and a notarized clearance letter from MDCC, or determination of non-suitability for employment.
 5. If the student receives the clearance letters, a copy is maintained in the student record in the respective Health Science program office. The student is to maintain the original copy for use as indicated by clinical agencies. The student is to carry the original letter to clinical orientation as determined by each agency.
 6. If the student receives a non-suitability for employment or "RAP" sheet, the student will be required to meet with the Division of Health Sciences Chairperson Dean of Health Sciences and Chair/Supervisor as indicated. Review of the criminal history record check findings will determine if the student is able to participate in clinical experiences based on disqualifying events. If a student does not meet the requirements of the Mississippi law, the student will not be allowed to participate in clinical and will be dismissed from the program. If a student has a non-disqualifying event, it is possible that the student will be able to participate in patient care activities and progress in the program.

If a student has a "RAP" sheet, it is the student's responsibility to meet with the Human Resources Department, as determined by the clinical agency, to review the student's "RAP" sheet for EACH clinical agency attending. The clinical agency has the right to restrict any student with a criminal history record from participating in patient care activities. In the event this occurs, the school will attempt to change clinical sites. However, if the student is not able to attend clinical, the student will not be able to meet the requirements of the program and thus, will not progress.

A copy of the "RAP" sheet will be maintained in a sealed envelope in the student's record in the respective Health Science program office. The student should maintain the original copy of the "RAP" sheet.

CONFIDENTIALITY GUIDELINES

In compliance with the Health Insurance Portability and Accountability Act (HIPAA), information has been provided on maintaining confidentiality regarding patient privacy and data security as it relates to healthcare workers.

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Each student is to view the VCT: **HIPAA: A Guide for Healthcare Workers** or a VCT specific to the appropriate field of study.

All patient medical and financial records and any other information of a private or sensitive nature are considered confidential. Confidential information should not be read or discussed by students unless pertaining to learning requirements.

Under HIPAA Regulations, you can only discuss patient information if it is directly related to treatment, and even then you must limit the disclosure of any patient information to the minimum necessary for the immediate purpose. Discussion of confidential information must take place in private settings. Students must not discuss confidential information to family members or friends, or other parties who do not have a legitimate need to know. Disclosure of the patient's presence in any health care agency may violate confidentiality.

Any unauthorized disclosure of protected health information may subject the student to legal liability. Failure to maintain confidentiality may violate the Code of Ethics Policy and thus be grounds for disciplinary action.

Each student must sign a confidentiality statement and agree to abide by their guidelines.

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BLOODBORNE PATHOGENS & OTHER COMMUNICABLE DISEASES
INSTRUCTION VERIFICATION & WAIVER OF LIABILITY

During the course of study as a Health Science student, the student may come in contact with patients who have communicable diseases, including HIV and Hepatitis. The student will also be handling blood or other potentially infectious materials.

Current information concerning communicable diseases, their transmission, and standard (universal) protective precautions to be used while caring for patients or handling potentially infectious materials will be taught.

The risk of an un-vaccinated individual contracting Hepatitis B is greater than the risk of contracting human immunodeficiency virus (HIV). Therefore, recommendations for the control of Hepatitis B infection will also prevent the spread of HIV. The student will be expected to assume the responsibility for using standard precautions to minimize risk of disease transmission. Failure to adhere to safety procedures may result in disease for the student and others. Habitual disregard for safety may result in dismissal from the program.

Because the student is at risk of acquiring hepatitis B virus infection, it is strongly recommended that the student be vaccinated with hepatitis B vaccine prior to contact with patients or body fluids capable of transmitting disease.

PREGNANT HEALTH SCIENCE STUDENTS

Pregnant health science students are not known to be at greater risk of contracting HIV than students who are not pregnant. However, if during pregnancy a student becomes infected with HIV, the infant has an increased risk of infection through prenatal or perinatal transmission. Because of this risk, pregnant students should be especially familiar with precautions for preventing the transmission or acquisition of HIV.

HIV-POSITIVE STUDENTS

1. Health science students who are HIV-positive who are not involved in invasive procedures need not be restricted from work unless they have some other illness for which any health care worker would be restricted.
2. For health care students who are HIV-positive, there is an increased danger from infection due to diseases they may come in contact with at class or in the workplace. HIV-positive students, who have altered immunity, are at risk of acquiring or experiencing serious complication of such disease. Of particular concern is the risk of severe infection following exposure to patients with infectious disease(s) that are easily transmitted if appropriate precautions are not taken, (e.g. tuberculosis or chicken pox). HIV-positive students should discuss with their physician the risks associated with exposure to or taking care of patients with transmissible infections and should continue to follow infection control to minimize their risk of exposure to other infectious agents.
3. The health science student's physician in conjunction with the appropriate College officials will determine on an individual basis whether the HIV-positive student can adequately and safely perform patient care duties.

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I have read and understand the above statement. I understand that I may be caring for patients with communicable diseases and may be exposed to potentially infectious materials.

My signature verifies that my instructor or a designated representative has explained and I understand the expectations relative to the OSHA Bloodborne Pathogen Standard as they relate to occupational exposure in the health care setting. The training I received included:

- an explanation of the epidemiology, modes of transmission, and symptoms of bloodborne diseases
- an explanation of the health care facility's exposure control plan
- discussion of tasks which may include exposure to blood, and methods to reduce exposure through use of engineering controls, work practices ("standard blood and body fluid precautions"), and personal protective equipment
- information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment
- information on the hepatitis B vaccine, including its efficacy, safety, method of administration, benefits of vaccination, and how to obtain the vaccine

I have been given the opportunity to ask questions and I understand that compliance with the requirements is mandatory and that the failure on my part to comply may result in removal from the program. I assume the risk, including financial responsibility, of infection inherent to the profession I have chosen.

I understand if I choose to not take the Hepatitis B vaccine series, I will sign and submit a declination statement.

In addition, I HEREBY RELEASE the Mississippi Delta Community College, the Clinical Affiliates, their administration, and instructional staff from any and all liability resulting therefrom.

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MDCC DRESS CODE

All students are expected to dress appropriately, in good taste, and well groomed so as not to cause a distraction to the educational purposed of this institution.

Inappropriate dress includes:

- No shoes and/or shirt
- Sagging pants or shorts
- Headdress (“do rags”)
- Exposed Underwear
- Short shorts
- Halter or midriff tops
- Hats or hoods in buildings
- Unreasonably short dresses
- Pajamas

Any member of the faculty/staff reserve the right to hinder a student from entering a classroom or college sponsored event due to inappropriate dress.

Each Health Care Assistant program may have additional dress code requirements based on the program site, as well as clinical facility requirements.

TATTOO POLICY

All tattoos or body are must be covered at all times during clinical experiences. The student is responsible for taking appropriate measures to ensure tattoos or body art is not visible.

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GENERAL INFORMATION FOR HEALTH CARE ASSISTANT STUDENTS

RULES OF BEHAVIOR FOR THE CLASSROOM AND STUDENT LAB

1. No cell phone use in the classroom or the student laboratory. If an emergency occurs that requires the use of a cell phone, the student must step outside the classroom.
2. Snacks and/or drinks are not permissible in the classroom. Eating is strictly prohibited inside the student lab.
3. Students entering the classroom greater than 30 minutes late during a test will not be able to begin the test at that time. They will have to schedule a time with the instructor to take that test.
4. Disruptions to the class will not be tolerated. This includes talking, note-passing, and rude and/or inappropriate behavior.
5. Children of students may not be brought to class during times of instruction/laboratory.
6. Any materials that need to be printed by the student should be printed at home or in the computer lab adjacent.
7. Sleeping in class will result in the receipt of an absent for that class.
8. If absent it is the students responsibility to obtained missed work.
9. An excused absence is still recorded as an absence; use your cuts wisely.
10. Calculators cannot be shared during test or quiz. Cell phones cannot be used as substitutes for calculators during test or quiz.
11. Take care of business before entering class room or lab.
12. Only writing utensils and calculators are permitted at your desk during testing (written quizzes, exams, and lab practicals) all other materials; backpacks, purses, notes/notebooks, cell phones, etc.; are to be left in your vehicle or stored in a designated area in the classroom or lab.

A successful student attends class regularly, takes notes, participates in classroom instruction, completes assignments and knows when to ask for help.

ASSIGNMENTS, HOMEWORK, PROJECTS

The instructor reserves the right to penalize the student for negligence or reluctance in completing assignments, homework, projects, etc. This could include:

- deducting grade points for missing deadlines
- grade of "0" for incomplete
- remaining after hours to complete assignments

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- probation until complete
- dismissal from class
- dismissal from the program for habitual offenders

MDCC maintains the highest level of academic integrity. Any student who chooses to compromise this integrity through cheating on coursework, exams, plagiarism, etc. will receive an "F" on the work and/or dismissal with a final grade of "F."

CLINICAL REGULATIONS:

1. All students are responsible for their own transportation to the clinical site.
2. All students must follow the clinical affiliate's policies at all times.
3. If it is necessary for the student to be absent or late for an off campus lab, the student should notify the clinical site according to the instructions given on clinical rotation sheet guidelines. Students may not be allowed to participate in clinical activities if more than 15 minutes tardy.
4. Students are not to leave the patient area for any reason without reporting to the instructor/preceptor.
5. Before leaving the patient care area upon completion of the assignment, the student must report to the **head nurse and the instructor/preceptor.**
No change in assignment is to be made without the approval of the clinical instructor.
6. **No gum chewing** or smoking is allowed in any clinical facility.
7. **No cell phones are allowed in any clinical facility. Disciplinary action will be taken including an unsatisfactory clinical grade for that day.**
8. Students are not to receive or make personal telephone calls during clinical.
9. Students involved in healthcare delivery have a responsibility to protect the privacy of patients at all times. Confidential information should not be discussed with anyone not directly involved in the care of the patient. Any information the student obtains regarding patients is confidential information and protected under HIPAA whether discussed through traditional communication channels or through social media. Examples of social media include, but are not limited to Facebook, Twitter and YouTube. Students that reveal confidential information or post unprofessional comments (such as offensive or defamatory remarks) in regards to professional and personal relationships will be disciplined and/or dismissed from the program according to program guidelines. Cellular devices and computers (cell phones, I-Pads, Notebooks, PDA's, etc.) are not to be used for personal or social media during class or clinical. The use of these devices should be restricted to note taking and classroom activities as allowed by faculty.

SERVICE WORK PERFORMED BY STUDENTS

Students will perform only that service-related work which is clearly defined by clinical objectives and only during the hours of clinical assignment. After demonstrating proficiency, students may be permitted to perform procedures with qualified supervision, if regulations permit. All procedures **must be supervised by a clinical instructor.**

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STUDENTS AS HOSPITAL/FACILITY EMPLOYEES

Occasionally an MDCC student is also an employee of one of the clinical affiliate. The college has no authority to specify who qualifies for work, when they work, or who hires or supervises them. All agreements concerning student employment are between the student and the hospital. The terms of the student's employment and compensation are the same as for any other employee, and are not in any way contingent on or related to the status as a student.

UNIFORM REGULATIONS

1. All students must wear regulation scrubs during their clinical experience.
2. Solid colored socks are to be worn by both male and female students when wearing scrubs.
3. No rings except the wedding band may be worn with the uniform. Earrings shall be single stud only, not to exceed 6 – 8 mm, in gold-tone, silver, or white. No other jewelry may be worn
4. No body piercings, other than small inconspicuous earrings, may be visible.
5. All tattoos must be covered.
6. Shoes are to be closed toed and closed heel (worn for clinical learning). They should be in good repair and clean at all times, including laces. Shoes must be acceptable to the clinical instructor.
7. Students should wear appropriate plain, white, or black undergarments. (Females bras must be worn while on duty)
8. Uniforms must be clean and well pressed at all times. If uniforms become discolored, students will be asked to purchase a new one. If uniforms do not meet required standards in appearance, size, and length, the student will be required to alter or purchase a new uniform before he or she will be allowed to return to clinical. Minimum length of pants will be to the top of the shoes.
9. Nails should be kept short and well manicured. **No colored nail polish and No artificial fingernails** may be worn to clinical agency.
10. **Artificial eyelashes** that are not permanently attached to the student's eyelids may **NOT** be worn at the clinical site.
11. Hair should be clean and attractive at all times. Hair should be kept off front shoulders. Hairstyle should be appropriate for professional dress. Hair barrettes/combs should be plain, simple, and non-ornamental.
12. Male students: Mustaches, beards, and sideburns should be clean and neatly trimmed
13. All students must have the following articles at each clinical experience:
 - a. Watch with second hand
 - b. Appropriate writing materials
 - c. Visible school identification
14. Student's personal hygiene should be exemplary. Perfume and/or body spray cannot be worn during clinical.
15. **MODERATE** use of make-up is recommended.
16. It is recommended that students carry their money in a change purse. Purses will not be kept in a locker. The school and clinical facility **assume no responsibility** for loss of money, books, or personal articles.

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LATEX ALLERGY

Approximately 3 million people in the U.S. are allergic to latex. Latex is used in more than 40,000 industrial, household, and medical products. Exposures to latex may result in skin rashes, hives, flushing, itching; nasal, eye, or sinus symptoms, asthma, and (rarely) shock. Reports of such allergic reactions to latex have increased in recent years—especially among healthcare workers. This statement is provided to notify students of the possible risk of latex allergies. It is important to notify the program if you are or become allergic/sensitive to latex products.

Students who have a latex sensitivity or a latex allergy must have documentation of such from their physician or other health care practitioner. Students should present this documentation to their program adviser the first week of the school term. If allergic condition develops while in the program the student must notify his/her instructor immediately. Please be aware that Mississippi Delta Community College cannot provide a latex-free environment to students in either the clinical practice laboratories on campus or clinical placement sites off campus. Applicants/Students who have a known latex allergy/sensitivity are encouraged to consult their personal health care provider prior to entering a health care profession.

Latex products are common in the medical environment. Our facility in the College and Health Professions has an open clinic design. Therefore, an individual with latex allergy/sensitivity wearing alternative vinyl or nitrile gloves is still exposed to latex residue of others working in the area or to latex present in the equipment, models, or manikins. **No additional accommodations for latex allergy are available.**

HEALTH and SAFETY

The school is interested in not only your health when you are first enrolled, but also in your continued good health. Prior to admission you completed a student health form. The HCA program makes every effort to protect students by maintaining a safe working environment on campus and at clinical affiliates. You will be taught and expected to practice good patient contact procedures. Due to the nature of the profession, you will come in contact with potentially infectious materials. The Occupational Safety and Health Administration (OSHA) issued a standard that is designed to substantially reduce the risk of contracting a blood borne disease. You will be taught the correct methods of handling and disposing of biological hazards. Failure to adhere to correct safety procedures may result in disease for you or for your fellow workers. Habitual disregard for safety will result in dismissal.

After instruction in safety precautions, the student assumes the risk for infection due to their own actions in the laboratory or to the inherent risk involved due to the nature of the profession.

If injury occurs in the classroom or student laboratory, the accident must be reported to the instructor and an incident report completed. Minor accidents will be treated with customary first aid procedures. If additional attention is needed, the policies published in the “Master Plan for Campus Safety” will be followed. Help may be obtained by calling 911, Campus Police, or Dean of Students

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Office. The student is financially responsible for any emergency care provided by a physician or healthcare facility.

Students may be required to attend an orientation at the nursing home/hospital in which safety will be discussed. Personal protective equipment will be provided for students by MDCC and the clinical affiliates. Students are expected to purchase uniforms for campus lab and clinical use. Students are expected to abide by all clinical facility and campus lab safety regulations.

If injured during clinical, first report to your immediate clinical instructor. There will be an accident report filled out NO MATTER HOW SMALL it may seem. Immediate care must be rendered in the Emergency Room if the Pathologist feels it is necessary. If further attention is required, you will be referred to a private physician. The hospital or college is not liable for accidents not reported AT THE TIME THEY OCCUR. The student is responsible for all expenses incurred while at the hospital for clinical rotation. All students are covered by accident insurance purchased through MDCC.

Patient accidents must be reported immediately, no matter how minor, to the Nursing Supervisor. Accident reports must be completed before an out-patient leaves the department and they should be shown to the Hospital Safety Officer, if one is present in the hospital.

DISABILITY:

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990m MDCC endeavors to make reasonable adjustments in its policies, practices, services, and facilities to ensure equal opportunity for those students who are disabled. If you are disabled you should discuss this with the faculty at the beginning of the semester. Campus resources are available for all students with special needs. If no disability is declared, the student will be expected to perform at the standard expected of all students in the program.

ABSENTEE POLICY

Regular class attendance is expected of all students. Instructors will keep an accurate record, and these records will become part of the student's official record. Absences are a serious deterrent to good scholarship; it is impossible to receive instruction, obtain knowledge, or gain skills when absent from class. When an absence occurs, it is the student's responsibility to contact his/her instructors for make-up assignments. The student will be allowed to make-up assignments for absences resulting from personal illness, death in the immediate family, or official school function. The student must complete the assignment within the time specified by the instructor. You will be able to make-up one scheduled test if you miss another scheduled test you will receive a "0" on that test. No Exceptions except. **All missed clinical time will be made-up.**

When a student's absences in an academic and technical-related course exceed the following, the student will be dropped from the course with a grade of F recorded:

- One class meeting, lecture or laboratory, per week 2
- Two class meetings, lecture or laboratory, per week..... 3
- Three class meetings, lecture or laboratory, per week.....4

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Absences caused by change of schedule or late registration will be recorded as absences.

If a student exceeds the allowable absences for the course, the instructor will inform the student that he/she has been withdrawn from the class. If the student contacts the instructor within three school days from the dropped date, the student may be reinstated into the class with the understanding that he/she cannot have additional absences

Habitual absences, tardiness and immature behavior are disruptive to the educational process and place an unfair burden on faculty and fellow students. Learning activities are carefully planned for the student's benefit. As a matter of respect to fellow students and instructors, please be on time for all classes. Tardiness, especially after laboratory directions have been given, may constitute dismissal from that particular class and absence conditions will then go into effect.

Always come to class and clinical prepared. This includes bringing the correct text, any assignments, and materials for note taking, calculators, and accessories to be used in the lab. You may be dismissed from class or clinical if not prepared. **NO CELL PHONES ON DURING CLINICAL.**

CAMPUS REGULATIONS

1. Students must wear student ID at all times. Student's names must be clearly visible.
2. No smoking, dipping, or chewing in or on any MDCC campus. MDCC is a **TOBACCO FREE CAMPUS.**
3. Students are not allowed to bring food and drinks into the classroom or nursing lab.
4. Students are not allowed to use campus lab for lounge purposes, only for laboratory experiences.
5. Campus laboratory must be kept clean and neat at all times. Students are responsible for cleaning the lab and returning equipment to its proper place after use.
6. Please be quiet on breaks from nursing class. Break times do not always coincide with other classes.
7. Students are subject to all policies and regulations stated in the MDCC student catalog/handbook located on the MDCC web site.
8. Cell phones are not allowed to be in use during any classroom or campus lab activity. In order to maintain an appropriate learning environment, students are not allowed to bring cell phones or wireless technology to class or clinical. The use of cell phones, including text messaging, is not allowed during any time that students are in class or clinical.
9. No caps, hoods, hats, or head scarves are allowed to be worn in classroom or campus lab.
10. The student will dress properly and neatly when attending class. No short shorts or low cut or high cut shirts.

Electronic Devices:

In any learning setting, the use of electronic communication devices such as cell phones must be limited to emergency situations only. The devices must be set to silent mode at all times in the

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classroom. If it is necessary to respond to a call or page, the student should leave the classroom with minimal disruption, and may reenter the classroom at the next break. Whether in lecture or laboratory, students are to only access course related sites. No social networking, instant messaging, email, etc., are allowed during class or laboratory time. This includes the use of iPad, PCs, laptops, mobile phones, etc. Students may perform these types of activities during designated breaks. If a cell phone is used during any testing situation or during test review it will be considered an act of academic dishonesty.

PREGNANCY POLICY

A student who is pregnant should immediately notify the program instructor and obtain the forms to be completed by her physician. One form must be completed and on file as soon as the pregnancy is known to the student. The other is required upon return following the student's pregnancy. Modifications/accommodations will be made on an individual basis in order to prevent unnecessary exposure of mother and fetus to environmental effects that could be harmful. Confidentiality will be observed.

TESTING POLICY

1. When a test is scheduled, students should place all books, purses, etc., in the back of the classroom or designated area.
2. Students are to leave the testing area following test completion.
3. Students will be individually counseled by faculty when test scores are considered low.

MAKE-UP of TESTS and ASSIGNMENTS

Scheduled tests will not be repeated if a student is absent unless pre-arrangements are made and/or a physician's excuse is brought to class.

GRADE POLICY

The official grade will be posted on the campus web system. The student will be able to log on and obtain their grade. Grading method and grade breakdown can be found in the course syllabi.

HAZARDOUS WEATHER POLICY

In the event that Mississippi Delta Community College classes are canceled, clinical learning experiences are also canceled. If Mississippi Delta classes are not canceled, but hazardous weather conditions exist in the area to be traveled, the clinical instructor may cancel clinical. However, if clinical teaching is not canceled students are urged to evaluate road conditions carefully and to avoid taking unnecessary risks in traveling to the clinical agency or to the college campus on designated days.

Students should follow usual procedures in notifying the clinical instructor prior to absence from clinical learning experiences.

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MDCC EMERGENCY ALERT

This system is Mississippi Delta Community College's alert service provided through e2Campus. This service will send you instant alerts and time-sensitive messages, including up-to-date information on emergencies and campus closings. Messages can be sent to your cell phone via text message and to your email account.

Registration is free. It is important that all students register to receive emergency alerts.

MOBILE REGISTRATION: Text the keyword ***MDCCALERTS*** to the number ***79516*** to subscribe (use the exact keyword, no spaces, when sending the text message). You'll receive a text message confirming your registration.

-OR-

WEB REGISTRATION: Sign up from a computer by visiting <http://alerts.msdelta.edu> and creating an account. Need help? Visit <http://alerts.msdelta.edu> and submit a technical support ticket.

PARKING

Students may park anywhere in designated areas. Parking stickers are required for the GHEC location and can be purchased at the front desk. Parking stickers are not required for Golden Age Nursing Home.

POLICIES AND PROCEDURES

State of Mississippi Law and Rules and Regulations

All nursing and nursing assistant students will be required to comply with MS State Laws on criminal background checks, Section 37-29-232, MS Code of 1972. According to the MS State Law, "If the fingerprinting or criminal history record checks disclose a felony conviction, guilty plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (h), child abuse, arson, grand larceny, burglary, gratification of lust, or aggravated assault, or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted, the student shall not be eligible to remain in the HCA program."

Policy on Medical Release after Absences Due to Illness, Physical Injury, or Pregnancy

Any student absent from classroom, campus lab, or clinical setting due to pregnancy, childbirth, surgery, accident, or a medical condition that may limit a student's ability to meet the requirements of the course must bring a medical release from the student's attending physician. This release must include a statement by the treating physician indicating that the student is cleared to required activities of the nursing program.

These activities may include, but are not limited to: walking stairs, physical activities of practicing skills in campus lab, participating in patient care activities, moving and lifting patients, and standing

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for long periods of time. Reasonable accommodations will be made on an individual basis by the Dean of Health Sciences.

COVID Vaccination

The CMS Nov 4, 2021 rule requiring covid vaccination was lifted as of August 4, 2023. However, state and/or local requirements remain in place, these local mandates may have an impact on healthcare professionals' vaccination, separate from CMS' requirements. Clinical facilities used by Mississippi Delta Community College's College of Health Sciences for the clinical portion may require Covid vaccination, this applies to all students and clinical faculty. If requested MDCC's College of Health Sciences programs must provide a repository of Proof of Vaccination for all students and faculty accessing clinical facilities. Clinical facilities will have policies and provide a mechanism for students and faculty to file exemption request. It is the sole discretion of the clinical facility on the acceptance or rejection of the requested exemption.

Fully vaccinated will be defined using current CDC guidelines
<https://www.cdc.gov/vaccines/covid-19/clinical-considerations/interim-considerations-us.html#covid-vaccines> .

MDCC's College of Health Sciences programs have different clinical schedules. Students must check with their program faculty to determine the dates to comply with vaccine mandates. Those who are requesting an exemption must submit their request to the clinical facility and be informed of the decision before they can attend clinical. Proof of COVID vaccination(s) or an approval of exemption request must be obtained one week before clinical rotation start date (if required by the clinical site).

Mississippi Delta Community College is not mandating the COVID vaccinations. However, all Health Science programs require satisfactory completion of the clinical component as outlined in the program's curriculum and handbook. If the clinical facility mandates vaccination and rejects the requested exemption you will not be allowed in their facilities. This will affect your ability to complete the Health Science program. NO accommodations will be made to ensure a student obtains rotations through selective clinical facilities due to unvaccinated status. Therefore, unvaccinated students may not be able to complete clinical course requirements. MDCC will follow clinical facilities' guidelines as it applies to vaccination and vaccination exemptions at all times.

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PROBATION/DISMISSAL/COUNSELING

The Mississippi Delta Community College Health Care Assistant program recognizes that a wide range of problems not directly associated with one's school function can have an effect on performance. In most instances, the student will overcome personal problems independently. In other instances, normal counseling will serve either as motivation or guidance by which such problems can be resolved so the student's performance will return to an acceptable level. Counseling sessions are confidential.

The MDCC Health Care Assistant Program reserves the right to dismiss a student at any time for any of the following reasons:

1. Inability to maintain satisfactory grades.
2. Failure to develop those qualities considered essential to the ethical practice of Nursing. (After counseling, if needed.)
3. Infraction of hospital or college rules and policies.
4. Insubordination.
5. MDCC maintains the highest level of academic integrity. Any student who chooses to compromise this integrity through cheating on coursework, exams, plagiarism, etc. will receive an "F" on the work and/or dismissal with a final grade of "F."

Depending on the severity of the infraction, the student may be given a warning, placed on probation, or dismissed from the program.

Failure to maintain satisfactory grades will result in dismissal from the program in most instances. Re-tests will not be administered on written tests or laboratory practicals. HCA courses are offered concurrently; therefore, any failure of one of the courses would result in the student not completing the program.

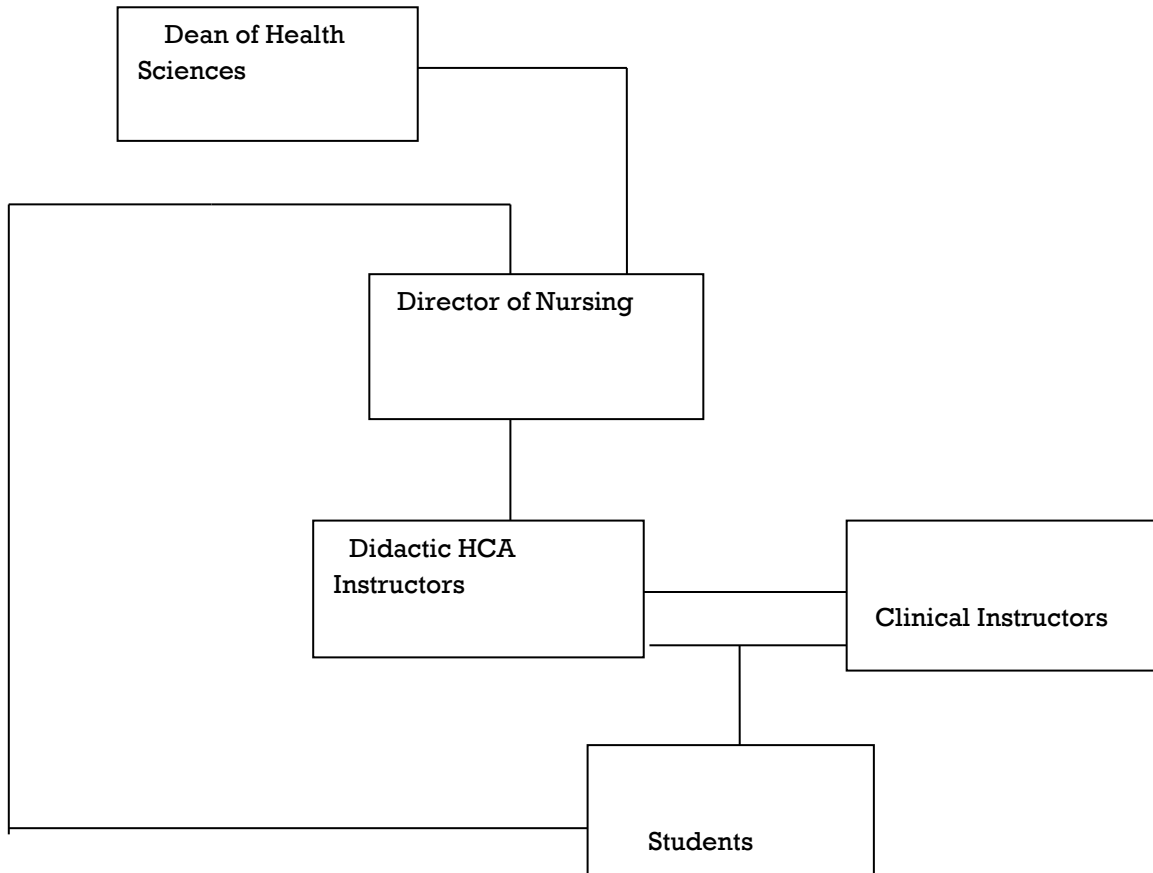
In some cases, neither the efforts of the student or counseling staff have the desired effect of resolving the student's problems, and unsatisfactory performance persists over a period of time, either constantly or intermittently, despite warnings or probation. Therefore, it is in the interest of the student and the program, to terminate the student from the program after hearings and due process as stated in the MDCC catalog.

Grievance, Complaints, and Appeal Procedures

The HCA program adheres to the MDCC Student Grievance Procedures as outlined in the MDCC Catalog/Student Handbook. The HCA faculty take seriously any student's grievance or complaint. A student with a grievance in the classroom should follow the HCA department organizational chart which begins with the faculty member followed by the Director of Nursing. If the grievance is in clinical it begins with the clinical instructor, followed by the clinical coordinator/didactic instructor and ends with the director. If the grievance/complaint cannot be resolved within the department the student should seek resolution with the MDCC Student Grievance Procedure.

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MDCC Health Care Assistant Program Organizational Chart



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Frequently Asked Questions – for students

❖ **Activating your MyDelta Account**

- The MyDelta portal utilizes single sign-on (SSO) to provide students with a centralized location to log on and authenticate ONCE to access information and applications such as Banner, Canvas, student email, Office 365, etc.
- You can access the MyDelta Portal by:
 - Accessing the MDCC website – www.msdelta.edu – and clicking on “MyDelta” at the top right; then click on “Log into MyDelta” link under Students OR using the MyDelta Portal direct link – <https://my.msdelta.edu>.
 - From the portal log in screen, click “First Time Account Activation” link at the bottom. When prompted:
 - ◆ Enter your student ID number, then tab to the SSN field.
 - ***If you do not know your student ID number, click the “Do not know your Student ID?” button*
 - Enter your full Social Security number. Do not key any punctuation; only the numbers. Tab to the Date of Birth field.
 - ◆ Enter the last 4 digits of your Social Security number, then tab to the Date of Birth field.
 - ◆ Enter your date of birth in the following format – mm/dd/yyyy, then tab TWICE to the Zip Code field.
 - ◆ Enter the zip code of the MAILING address you last submitted to MDCC,
 - ◆ Click the “Proceed to Policy Acceptance and Reset Password” button.
 - ◆ Click the “Click Here to Accept Policy” link.
 - ◆ To proceed, you must read and accept the Computer Use Agreement policy. Click the “View Policy” link.
 - ◆ When prompted with the dialog box below, you can select “Open with Adobe Acrobat” and click the OK button. (note – you must have Adobe Acrobat reader installed to open the policy)
 - ◆ Once you have read and agree to the terms of this, you may close the PDF document and return to the College Policy Details box and click the “I Agree to Accept this College Policy” button.
 - ◆ Once the policy has been accepted, you will be presented with a screen to reset your password. (NOTE – It is VERY IMPORTANT that you make note of your Portal Login name AND your password because this is what you will use to log in to the MyDelta portal!!)
 - ◆ After you have made the note of your Portal Login name, enter your new password in the “Enter Password” prompt box and in the “Confirm Password” box. *Password must be at least 8 positions in length, must contain an upper case, a lower case, and a numeric character.*
 - ◆ Click the “Save Password” button.
 - ◆ When the password is reset successfully, you’ll receive a message box confirming the password reset. Within about 10 seconds, you should then be forwarded to the MyDelta Portal log in screen, or you can click the link provided to go to the portal log in screen.

❖ **How to Log into MyDelta**

- The MyDelta portal utilizes single sign-on (SSO) to provide students with a centralized location on the log on and authenticate ONCE to access information and applications such as Banner, Canvas, student email, Office 365, etc.
- You can access the MyDelta Portal by:
 - Accessing the MDCC website – www.msdelta.edu – and clicking “MyDelta” on the top right, then click on “Log into MyDelta” link under Students OR using the MyDelta Portal direct link – <https://my.msdelta.edu>.
 - From the portal log in screen, enter your Portal User Name and password and click the “Sign In” button.
 - Since the MyDelta portal utilizes single sign-on (SSO) to provide students with a centralized location to log on and authenticate ONCE, you now have access to information and applications such as Banner, Canvas, student email, Office 365, etc. with a single click from within the MyDelta portal.

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- Below is more detailed information about how to use the various applications within the MyDelta Portal.
 - **Canvas** – when clicking on the Canvas link, you should automatically be authenticated using your MyDelta Portal user name and password.
 - **MyBanner** – when clicking on the MyBanner link, you should be automatically be authenticated using your MyDelta user name and password.
 - **Office365** – Students have access to Office 365 Education free, including Word, Excel, PowerPoint, and now Microsoft Teams. Office 365 works like you: everywhere.
 - ◆ The first time clicking on the Office 365 link, you may experience an error message. This is because there is about a 30-minute delay from the time you first activate your MyDelta Portal account until your Office 365 account is created.
 - ◆ If your Office 365 account has been created, you’ll be prompted with a screen to supply additional information to secure your Office 365 account. This is a requirement from Microsoft. Click the “Next” button to proceed.
 - ◆ You may be prompted to enter your current password. This will be the current password that you last set for your MyDelta Portal. Click “Re-enter my password” button and enter your password.
 - ◆ Click the “Set it up now” link next to “Authentication Phone is not configured” to secure your account with your phone number.
 - ◆ Select United States, and then enter your phone number including the area code. Then click either the “Text Me” button or the “Call Me” button to retrieve your verification code.
 - ◆ Once you receive your verification code, enter it in the appropriate box and click the “Verify” button.
 - ◆ Click the “Set it up now” link next to “Authentication Email is not configured” to secure your account with an alternate email account.
 - ◆ Enter your alternate email account. This email should NOT be your MDCC student email account. Then, click “email me” button.
 - ◆ Check your alternate email account for an email to verify the account.
 - ◆ Enter the code emailed to you and click “Verify” button.
 - ◆ Once both your phone and email have been verified, click the “Finish” button.
 - ◆ You will then be logged in to the Office 365 dashboard.
 - **Student Email** – This student email link takes you to your MDCC student email account (NOTE – your student email address is your portal user name followed by @go.msdelta.edu. Ex: portalname@go.msdelta.edu). Your new student email account is powered by Office 365.
 - ◆ The first time you click on the Student Email link, if your Office 365 account has been created, you may be prompted to supply additional information to secure your Office 365/Student email account. This is a requirement from Microsoft. If you haven’t already, follow the instructions above to secure your Office 365 account.
 - ◆ Once you have secured your Office 365 account, when you click the student Email link from within the MyDelta Portal, Outlook will open and ask you to set your Language and Time Zone. Once you’ve selected your language and time zone, click the “Save” button.
 - ◆ Then your email should open and allow you to use it to send and receive emails.
 - ◆ *****To keep your information secure, always be sure to sign out of your accounts (email, Canvas, MyBanner, Office 365, and MyDelta portal) when not in use!*****
- ❖ **Resetting your MyDelta Password**
 - You can Access the MyDelta Portal by:
 - Accessing the MDCC website – www.msdelta.edu – and clicking on “MyDelta” at the top right, then click on “Log Into MyDelta” link under Students OR using the My Delta Portal direct link – <https://my.msdelta.edu>.
 - From the portal log in screen, click the “Reset your MyDelta Portal Password” link at the bottom.
 - When prompted:
 - Enter your student ID number, then tab to the SSN field.

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- Enter the last 4 digits of your Social Security number, then tab to the Date of Birth field.
 - Enter your date of birth in the following format – mm/dd/yyyy, then tab TWICE to the Zip Code field.
 - Enter the zip code of the MAILING address you last submitted to MDCC.
 - Click the “Proceed to Policy Acceptance and Reset Password” button.
 - If you have any college policies that you have not previously accepted, you will need to click the “Click Here to Accept Policy” link.
 - To proceed, you must read and accept the Computer Use Agreement Policy.
 - Once you have read and agree to the terms of this policy, you may close the PDF document and return to the College Policy Details box and click the “I agree to Accept this College Policy” button.
 - Once the policy has been accepted, you will be presented with a screen to reset your password (NOTE – it is VERY IMPORTANT that you make note of your Portal Login Name AND your password because this is what you will use to log in to the MyDelta Portal!!)
 - After you have made note of your Portal Login name, enter your new password in the “Enter Password” prompt box and in the “Confirm Password” box. *Password must be at least 8 positions in length, must contain an upper case, a lower case letter, and a numeric character.*
 - Click the “Save Password” button.
 - When the password is reset successfully, you’ll receive a message box on your screen. Within about 10 seconds, you should be forwarded to the MyDelta Portal log in screen, or you can click the link on the home page to go to the portal log in screen.
- ❖ **I’m a former MDCC student. How do I log in?**
- Former student may still need access to MyBanner to access their records such as grades, unofficial transcripts, student accounts, 1098T tax forms, etc. As of February 4, 2019, the new MyDelta Portal is live. The MyDelta portal utilizes single sign-on (SSO) to provide all students, current and former, with a centralized location to log on to authenticate ONCE to access information and applications that they are authorized to use such as Banner, Canvas, student email, Office 365, etc.
 - Former students needing to access their student records in MyBanner will first need to access the MyDelta Portal – <https://my.msdelta.edu> – and follow the instructions for “First Time Account Activation”. Once they have activated their MyDelta portal account, they will not need to do this again in the future.
- ❖ **Contacts**
- If you have problems or questions related to your admission status, grades, or transcripts, please contact the Office of Admissions & Records at 662-246-6306.
 - If you have problems or questions about your Financial Aid, please contact the Office of Financial Aid at 662-246-6263 or 662-246-6310.
 - If you have problems or questions about your student account, financial aid refunds, please contact the Business Office at 662-246-6312.
 - If you have problems or questions concerning online classes or Canvas, please contact the Office of eLearning at 662-246-6319 or email at vccdlc@msdelta.edu.
 - If you have technical problems with MyDelta, contact Computer Services at 662-246-6330 or by email computerservices@msdelta.edu. You MUST provide your MDCC Student ID number, last 4 digits of your SSN, date of birth, full name and thorough description of your problem or what you need assistance with.

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Mississippi Nurse Aide Candidate Handbook

I have received and understand all materials provided in the Mississippi Nurse Aid Candidate Handbook provided to me by my instructor at Mississippi Delta Community College.

Signature of Student

Date of Signature

MISSISSIPPI DELTA COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES
HEALTH CARE ASSISTANT PROGRAM

2023-2024

I have read and do understand all materials provided in the Health Care Assistant Program Student Handbook at Mississippi Delta Community College. These materials include but not limited to the following:

1. HCA Required Course Listings
2. HCA Overview Statement
3. Admission Readmission/Withdrawal Procedure
4. Core Performance Standards
5. Cost Estimate
6. Professional Behavior/Code of Ethics
7. Violation of Ethical Code/Probation or Dismissal
8. Social Networking (Media) Policy
9. Substance Use Policy
10. Background Record Check Policy & Procedures
11. Confidentiality Guidelines & Waiver
12. Bloodborne Pathogens & Other Communicable Diseases Waiver
13. MDCC Dress Code/Tattoo Policy
14. General Information for HCA Students
 - A. Classroom Behavior
 - B. Clinical Regulations
 - C. Service Work by Students
 - D. Uniform Regulations
 - E. Latex Policy
 - F. Health and Safety
 - G. Disability
 - H. Absentee Policy
 - I. Campus Regulations
 - J. Pregnancy Policy
 - K. Testing Policy
 - L. Make-up Tests & Assignments
 - M. Grading Policy
 - N. Hazardous Weather
 - O. Parking
 - P. Policies & Procedures
15. Probation/Counseling
16. Grievance/Complaints and Appeal
17. Frequently Asked Questions

Signature of Student

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***To be completed after reading the handbook completely.**