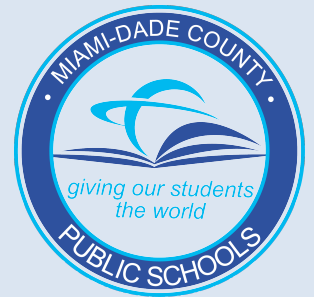


Miami Dade County Public Schools



Allied Health Assisting Handbook

Miami-Dade County Public Schools

School Board Members

Ms. Perla Tabares Hantman, Chair
Dr. Lawrence S. Feldman, Vice-Chair
Dr. Dorothy Bendross-Mindingall
Ms. Susie V. Castillo
Mr. Carlos L. Curbelo
Dr. Wilbert "Tee" Holloway
Dr. Martin Stewart Karp
Dr. Marta Pérez
Ms. Raquel A. Regalado

Mr. Julian Lafaurie, Student Advisor

Superintendent of Schools

Mr. Alberto M. Carvalho

ALLIED HEALTH/MEDICAL ASSISTING HANDBOOK

TABLE OF CONTENTS

	Page
INTRODUCTION	
Vision	4
Mission Statement	4
M-DCPS Allied Health/Medical Assisting Curriculum Training Program	4
Program Standards	5
Health Occupations Students of America	5
Conceptual Framework	6
OPERATING PROCEDURES	
Entrance Requirement.....	7
Attendance Requirements	7
Hours of Operation	7
Tardiness / Absenteeism.....	7
Making Up Hours	8
Secondary	8
Postsecondary	8
Type of Fees	8
Financial Aid	9
Personal Appearance.....	9
Dress Code.....	9
Image	10
Evaluation	10
Clinical Evaluation	11
Grounds for Disciplinary Action.....	11
Personal Health Care and Illness.....	11
Advanced Placement Credit.....	11
Remediation/Redirection.....	11
Program Completer.....	12

INTRODUCTION

Vision:

Miami-Dade County Public Schools (M-DCPS) Allied Health/Medical Assisting Program: will prepare students to complete program objectives and successfully earn industry certification for entry level employment in the designated program area.

Mission Statement:

The mission of the Miami-Dade County Public Schools Allied Health/Medical Assisting Program is to provide quality Education and Training to meet the demands of the changing Health Care Industry.

- To provide the basic skills and knowledge necessary to meet the requirements for graduation/completion.
- To gain entrance into a postsecondary program, and/or gainful employment.
- To reinforce basic skills in Science, Technology, English and Mathematics appropriate for job preparation.
- To provide the means by which students may discover and develop their capabilities as they seek desired career goals.
- To afford students the opportunity to participate in community service projects in collaboration with health organizations in the community.

M-DCPS Allied Health/Medical Assisting Curriculum Training Program:

The M-DCPS Allied Health/Medical Assisting Program curriculum is a complement of theoretical inquiry and clinical practice. Theory and practice covered in the curriculum are in accordance with State of Florida Minimum Performance Standards and the Miami-Dade Public Schools' Pupil Progression Plan. Theory is the basis of life-long practice and reinforces conceptualization and skills towards mastery. Practice in the curriculum progresses from simple to complex, hands-on exercises, and clinical rotation experiences in actual health care institutions in the community. This blend of planned and controlled learning experiences is designed to prepare

students to perform safely and competently as entry-level Medical Assistants.

Program Standards

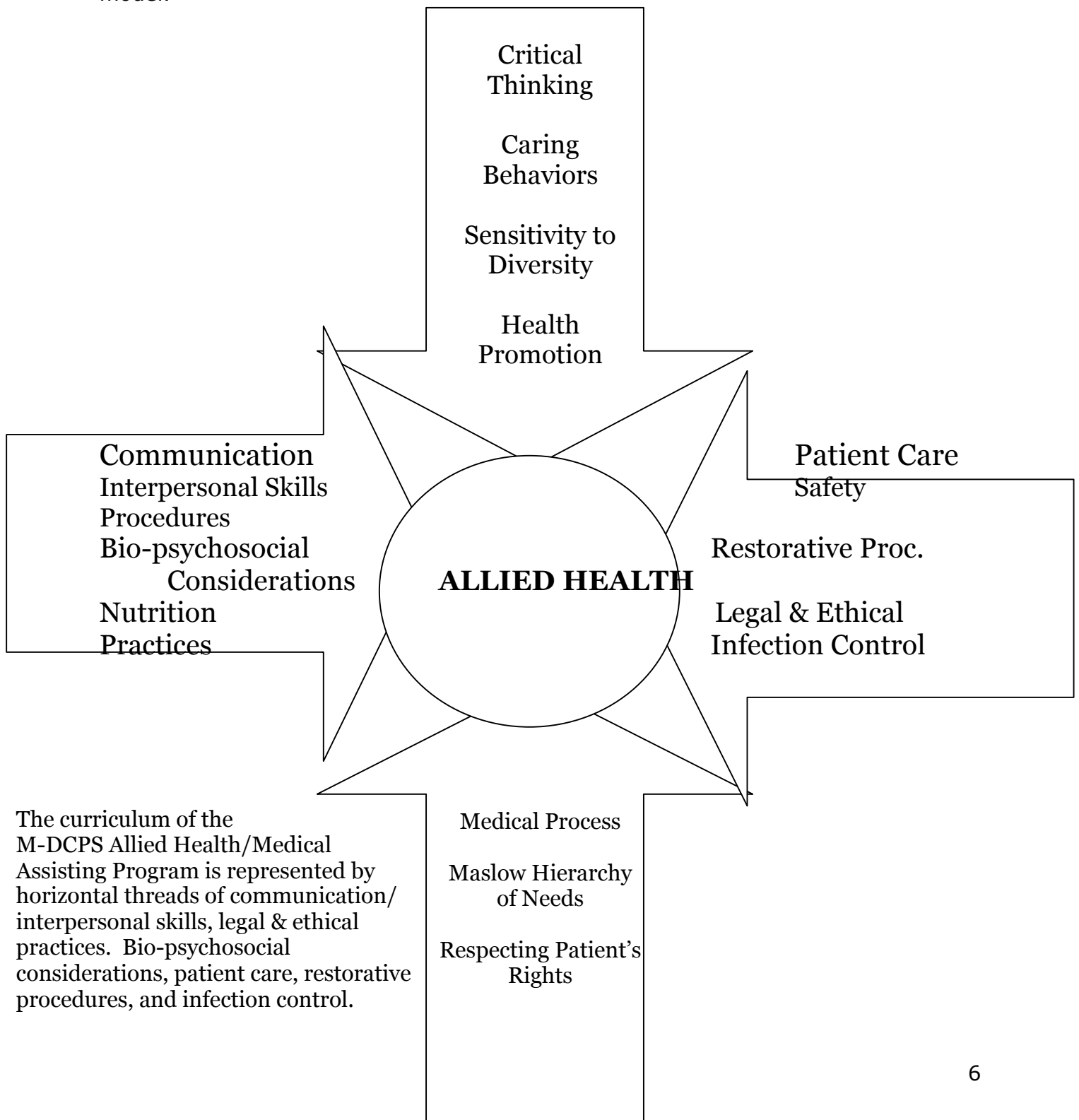
The M-DCPS Allied Health/Medical Assisting program is founded on the belief that high standards contribute to the centrality of medical assistant for the public good and provide for the maintenance and enhancement of educational quality, continuous self assessment, planning and improvement. Achievement of these standards indicate to the general public and to the educational community that an allied health/medical assisting program has clear and appropriate educational objectives and is providing the conditions under which its objectives can be fulfilled. Emphasis is placed upon the total allied health/medical assisting program, and its compliance with established standards and criteria in the context of current practice and anticipated future direction.

Health Occupations Students of America (HOSA)

All Health Science Education students are encouraged to join and participate in the activities with the student organization. A club fee is paid early in the year by all members.

Conceptual Framework

The curriculum of the M-DCPS Allied Health/Medical Assisting program is woven into the philosophy and terminal objectives of the program. This conceptual model reflects the faculty's belief about the individual, health, society, and the teaching-learning processes. These beliefs are reflected in the threads of the following model.



Operating Procedures

The Miami-Dade County Public Schools Allied Health/Medical Assisting program is designed to provide those enrolled with knowledge and skills which will enable them to function effectively as a Medical Assistant.

Entrance Requirement:

- Application
- Interview by appropriate faculty
- Pass the program of study
 1. Secondary: Health Science I (or Anatomy and Physiology) and Health Science II with a passing grade of "C" or better.
 2. Postsecondary: Health Science Education Core with a passing grade of "C" or better.

Attendance Requirement:

Hours of Operation:

Scheduled theory and clinical days and hours vary by school site and will be discussed during orientation. Because of the short duration of the clinical course, absenteeism and tardiness should be kept at a minimum. Strict adherence to the attendance policy is necessary.

Tardiness / Absenteeism:

Requirements are according to Miami-Dade County Public Schools policy. Since the primary purpose of this program is to prepare students for employment, attendance and punctuality are of **utmost** importance.

Making Up Hours:

Secondary:

Theory make-up time must be done as recorded in the Teacher-Parent-Student Conference. A written contract will be implemented at this time, indicating the make-up dates as well as a deadline for completion.

Postsecondary:

If for any reason a student is unable to attend class or clinical practice, a call must be made to the school 30 minutes before class or to the clinical facility one hour before clinical rotation to inform the instructor of the nature of and or reason for the absence. All students should be made aware of their attendance records in a timely manner. Excessive absenteeism is not permitted.

Types of Fees:

1. Certification examination fees
2. Insurance:
 - Malpractice
 - Special Risk
3. Uniforms: to be purchased by students according to the school site policy.
4. Equipment: Watch must have second-hand, and a stethoscope.
5. Other fees incurred during the course may include those for activities of Health Occupations Students of America (HOSA)
6. Additional supplies may be mandatory by individual instructors to meet the needs in clinical setting.

Financial Aid (See Financial Aid Personnel)

Postsecondary students' financial aid will be provided on an individual basis.

Personal Appearance

The health profession maintains high standards for personal appearance and grooming. It is essential that the allied health/medical assistant program designated uniform be worn by all students in the clinical setting and/or the classroom. Good personal grooming should be maintained at all times. **THE INSTRUCTOR MAY DISMISS THE STUDENT FROM THE CLASSROOM OR CLINICAL AREA FOR FAILURE TO COMPLY WITH THESE REGULATIONS. THE STUDENT MAY BE REFERRED FOR COUNSELING BEFORE REENTRY.**

Dress Code:

The dress code consists of:

- Pressed medical assistant uniform specified by the assigned school/center.
- Conservative underwear, neutral in color with no discernible pattern. A full slip must be worn with uniform dress.
- White shoes; plain white socks when wearing pants; and white hose when wearing knee-length dress (shoes must have noiseless rubber heels).
- No open toe shoes.
- Identification badges: A school name pin and/or school picture ID should be worn at all times in the clinical area and on school site.
- Plain white sweaters or white scrub jacket as assigned by the school/center are acceptable.
- On "cold" days a white undershirt with/without collar may be worn under uniform.

Image:

- Fingernails must be clean and short. Colorless or pale polish may be worn. No artificial tips or artificial nails are allowed.
- Makeup worn should be natural looking.
- Facial hair must be clean shaved; beards must be neatly trimmed.
- Heavy perfume and colognes are not permitted.
- Hair must be kept off face, styled in professional manner. No unusual hair colors.
- Jewelry is limited to the following: wedding band, watch, one pair of small stud earrings in lower lobe of ear, and medic alert.
- Chewing gum is strictly prohibited.
- No visible body piercing, and tattooing in class or clinical.

Evaluation:

Miami-Dade County Public Schools grading system will be used to compute students' grade. The grading system is as follows:

A = Excellent	90-100
B = Good	80-89
C = Satisfactory	70-79
D = Unsatisfactory	60-69
F = Failure	0-59
I = Incomplete	

- Passing grade for Miami-Dade County Public Schools Medical Assistant Program is 70% or greater average on all theoretical examinations.
- A student failing to take an examination at the scheduled time due to absence is required to make arrangements to take the test.

Clinical Evaluation:

Clinical grades will be documented by the Medical Assisting Instructor.

Grounds for Disciplinary Action:

The Miami-Dade County Public School code of student conduct policies will be followed.

Personal Health Care and Illness:

The development of good personal health habits is emphasized throughout the program. The instructors will give guidance by means of student service resources.

Advanced Placement Credit:

Articulated Components:

In a continuing effort to serve the needs of students in technical and career programs, M-DCPS Postsecondary Technical Centers agree to extend postsecondary vocational credit to graduates of the M-DCPS Allied Health/Medical Assisting Program toward a Medical Assisting Vocational Credit Certificate.

Graduation:

Students will be eligible for graduation only if their academic/laboratory and clinical progress in the program is satisfactory. High School Allied Health/Medical Assisting students must meet all state and M-DCPS requirements for graduation. The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination in educational programs activities, employment, and strives affirmatively to provide equal opportunity for all.

Remediation/Redirection:

Every fourth week of a nine week grading period, students will receive a progress report. If student fails to meet the 70% in a course, a student will receive

academic warning. If satisfactory progress has not been met, then the student will be placed on academic probation and/or will not be a program completer.

Program Completer:

Postsecondary students will be eligible for program completion only if their academic/laboratory, clinical progress and passing TABE scores in the program are satisfactory.

High School Allied Health/Medical Assisting students must meet all state and M-DCPS requirements for graduation. The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination in educational programs activities, employment, and strives affirmatively to provide equal opportunity for all.

The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination in employment and educational programs/activities and programs/activities receiving Federal financial assistance from the Department of Education, and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA), as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963, as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

School Board Rules 6Gx13- 4A-1.01, 6Gx13- 4A-1.32, and 6Gx13- 5D-1.10 - prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.