Milwaukee Area Technical College
School of Health Sciences
Academic Year 2014-2015

STUDENT HANDBOOK
Equal Opportunity and Affirmative Action Commitment

Milwaukee Area Technical College’s (MATC) is fully committed to equal opportunity in admissions, education programs, and employment policies assures that all individuals are included in the diversity that makes the college an exciting institution. MATC does not discriminate against otherwise qualified individuals with a disability.
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PREFACE

The purpose of this reference manual is to provide each student in the School of Health Sciences with a guide to specific procedures/practices in their Health Sciences program(s). Since these programs involve the safe care and welfare of patients, there are certain standards of achievement which must be maintained. These procedures relate to those standards.

*Information in the School of Health Sciences student handbook is subject to change without prior notice, if necessary, to keep the School of Health Sciences in compliance with Milwaukee Area Technical College, State and Federal laws and/or with rules and regulations of the Board of Regents, Wisconsin Technical College System.*
Welcome to the 2014-2015 Academic Year. We look forward to your participation in many theory, simulation, and clinical/field placement experiences. Keep in mind that in order for your experiences to be memorable, you will need to fully commit and apply yourself to your Health Sciences courses. The MATC faculty and staff are eager to assist you during your learning journey.

This handbook contains the rules, guidelines and procedures for your theory and clinical/field placement courses. I ask that you refer to this handbook electronically, or download it for your future reference.

You are invited to visit the Dean’s Office for assistance with your academic acknowledgements, challenges, and concerns. Our student services specialist, associate deans, staff, and I are eager to assist you.

We look forward to a wonderful, productive, and most of all, successful academic year.

Sincerely,

Dessie Levy

Dr. Dessie Levy, PhD, RN,
Dean – School of Health Sciences
Allied Health, Dental, and Nursing Programs
SECTION 1 – INTRODUCTION

MILWAUKEE AREA TECHNICAL COLLEGE VISION
MATC is the premier, comprehensive technical college that provides excellence in education to enrich, empower and transform lives in our community.

MILWAUKEE AREA TECHNICAL COLLEGE MISSION
As a public, two-year comprehensive technical college, MATC offers exceptional educational and training opportunities and services to its diverse, metropolitan area by engaging with partners to advance the quality of life for our students and community.

SCHOOL OF HEALTH SCIENCES MISSION
The School of Health Sciences provides quality educational experiences that enrich and empower students for service in healthcare through collaboration with community partners.

STUDENT OUTCOMES ASSESSMENT IN SCHOOL OF HEALTH SCIENCES
The School of Health Sciences administration and faculty are committed to the common goal of fulfilling the MATC Mission. A central focus of our commitment is centered around faculty believing that one of the best ways to improve teaching is to focus on student learning. This belief is applied throughout the division in a collective process known as Student Outcomes Assessment (SOA’s).

As a student, you will experience outcomes assessment on a regular basis in your various courses. You will also play a critical role in assessing the entire program during your final semester of study. In the future, you may again be requested to provide information as program alumni. Your input to this process is key to making our outcomes assessment process effective and worthwhile for students, faculty, the college and the community.
CORE ABILITIES

The MATC Core Abilities are the general skills, attitudes, and knowledge that every successful graduate must possess to be prepared for the workforce in the healthcare industry. These are known as employability skills, soft skills, and professional attributes. Core Abilities are different from Course Competencies in that they are not course specific; rather, they are embedded throughout the curriculum. MATC Core Abilities are:

1. Communicate Effectively
2. Collaborate with Others
3. Respect Diversity
4. Demonstrate Responsibility
5. Think Critically and Creatively
6. Utilize Technology
7. Apply Math and Science
8. Demonstrate Environmental Responsibility
9. Embrace Change

A major goal of the School of Health Sciences is to prepare students to live and work in a continuously changing world by emphasizing student development and hands-on learning. Through experiences both in and out of the classroom, you'll be given the opportunity to broaden your horizons and be challenged in ways that encourage the development of these Core Abilities vital to succeeding in life.
<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>DEPARTMENT</th>
<th>HEALTH CROSS COURSES:</th>
<th>HEALTH CROSS COURSES:</th>
<th>HEALTH CROSS COURSES:</th>
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</thead>
<tbody>
<tr>
<td>Anesthesia Technology</td>
<td>Dietetic Technician</td>
<td>Associate Degree Nursing</td>
<td>Health 101, 104, 105, 107, 160 308</td>
<td></td>
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<tr>
<td>Cardiovascular Technology</td>
<td>Funeral Services</td>
<td>Healthcare Services Management</td>
<td>Medical Assistant</td>
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<tr>
<td>Dental Assistant and</td>
<td></td>
<td>Health Information Technology</td>
<td>Medical Interpreter</td>
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<tr>
<td>Dental Assistant Bilingual</td>
<td></td>
<td>Health Unit Coordinator</td>
<td>Nursing Assistant and Nursing Assistant Bilingual</td>
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<tr>
<td>Dental Hygiene</td>
<td></td>
<td>Medical Coding</td>
<td>Radiography</td>
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<tr>
<td>Dental Technicians</td>
<td></td>
<td>Practical Nursing</td>
<td>Renal Dialysis Technician</td>
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<tr>
<td>Medical Laboratory Technician</td>
<td></td>
<td>Practical Nursing/RN Educational Progression</td>
<td>Respiratory Therapist</td>
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<tr>
<td>Occupational Therapy Assistant</td>
<td></td>
<td>Surgical Technology</td>
<td>School of Health Sciences Student Services</td>
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<tr>
<td>Optician-Vision Care</td>
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<tr>
<td>Pharmacy Technician</td>
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<tr>
<td>Phlebotomy</td>
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<tr>
<td>Physical Therapist Assistant</td>
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</tbody>
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Milwaukee Area Technical College
700 W. State Street
Milwaukee, WI 53233-1433
PHONE: 414-297-6263
FAX: 414-297-6851
# QUICK PHONE REFERENCE

## ACADEMIC SUPPORT CENTER
- Milwaukee Campus (414) 297-7922
- Mequon Campus (262) 238-2200
- Oak Creek Campus (414) 575-4647
- West Allis (414) 456-5334

## ALLIED HEALTH
- Rebecca Garcia-Sanchez, Department Chair (414) 297-7163

## ANESTHESIA TECHNOLOGY
- Erwin Wuehr, Program Coordinator (414) 297-8517

## BLACKBOARD
- MATC Helpdesk (414) 297-6541

## CARDIOVASCULAR TECHNOLOGY
- Erwin Wuehr, Program and Clinical Coordinator (414) 297-8517

## DENTAL ASSISTANT
- Deborah Smith, Program Coordinator (414) 297-8197

## DENTAL ASSISTING, BILINGUAL
- Norma Cordova, Program Coordinator (414) 297-6580

## DENTAL HYGIENE
- Kathi O'Meara, Department Chair (414) 297-7122
- Mary Peters-Wojnowiak, Clinical Coordinator (414) 297-7120

## DENTAL TECHNICIAN
- Susan Krivichi, Program Coordinator (414) 297-7133

## DIETETIC TECHNICIAN
- Betzaida Silva-Rydz, Program Coordinator (414) 297-9931

## EMERGENCY RESPONSE CENTER (DISTRICT)
- (414) 297-6200

## EMPLOYMENT DEVELOPMENT CENTER
- Milwaukee Campus (414) 297-6244
FUNERAL SERVICES
  Peter Stevens, Program and Clinical Coordinator (414) 456-5320

HEALTHCARE SERVICES MANAGEMENT
  Rebecca Garcia-Sanchez, Program Coordinator (414) 297-7163

HEALTH INFORMATION TECHNOLOGY
  Catherine Bell, Program Coordinator (262) 238-2256

HEALTH UNIT COORDINATOR
  Rebecca Garcia-Sanchez, Program Coordinator (414) 297-7163

MEDICAL ASSISTANT
  Bryan Edmonds, Program Coordinator (414) 297-6906
  Patricia Garrett, Clinical Coordinator (414) 297-9451

MEDICAL CODING
  Catherine Bell, Program Coordinator (262) 238-2256

MEDICAL INTERPRETER
  Rodney Ramos, Program Coordinator (414) 297-6336

MEDICAL LAB TECHNICIAN
  Saron Wilson, Program Coordinator (414) 297-7140
  Victoria Swinnie, Clinical Coordinator (414) 297-7142

NURSING ASSISTANT
  Lori Guenther, Program Coordinator (414) 297-7165

OCCUPATIONAL THERAPY ASSISTANT
  Elaine Strachota, Program and Clinical Coordinator (414) 297-7160

ONLINE CLASSES
  Distance Learning Staff (414) 297-7986

PHARMACY TECHNICIAN
  Cynthia Steffen, Program Coordinator (414) 297-7135

PHLEBOTOMY
  James Manto, Program Coordinator (414) 297-7139
PHYSICAL THERAPIST ASSISTANT

Paul Mansfield, Program and Clinical Coordinator (414) 297-8078

PRACTICAL NURSING

Melanie Gray, Program Coordinator (414) 297-7211

RADIOGRAPHY

Patricia Winters, Program Coordinator (414) 297-7155
Paul Geibl, Clinical Coordinator (414) 297-6679

REGISTERED NURSING

Diana Marbely, Campus Coordinator (Mequon) (262) 238-2338
Nancy Kron, Department Chair (414) 297-7192
Kathy Costa-Lieberthal, Clinical Coordinator (414) 297-6782

RENAL DIALYSIS

Jill Shumpert, Program Coordinator (414) 297-6728

RESPIRATORY THERAPIST

Dwayne Schlund, Program Coordinator (414) 297-7128
Lisa Gustafson, Clinical Coordinator (414) 297-7131

SURGICAL TECHNOLOGY

Alan Herbst, Program Coordinator (414) 297-7454
Mary Olszewski, Clinical Coordinator (414) 297-6757

WEATHER CLOSINGS

Milwaukee Campus (414) 297-6561

NOTE: The Rave Alert System is the official school closings communication.
ACADEMIC REQUIREMENTS
Many Associate Degree programs require a minimum grade of B- for all natural science (NATSCI) courses. In addition, all core technical courses must be completed with a final grade of C or better. If the minimum grade is not achieved, the final grade for the course is rated “Unsatisfactory,” and the entire course must be repeated. The course syllabus details the academic rules specific to each course. Grades in all Health Sciences courses are determined as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>94%</td>
</tr>
<tr>
<td>A-</td>
<td>92%</td>
</tr>
<tr>
<td>B+</td>
<td>89%</td>
</tr>
<tr>
<td>B</td>
<td>85%</td>
</tr>
<tr>
<td>B-</td>
<td>83%</td>
</tr>
<tr>
<td>C+</td>
<td>80%</td>
</tr>
<tr>
<td>C</td>
<td>77%</td>
</tr>
<tr>
<td>Below 77%</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

Refer to your course syllabus.
STUDENT STRATEGIES FOR SUCCESS

1. Seek assistance from the MATC Student Accommodation Services Department if you know or suspect you have a learning disability or other disability for which you may need reasonable accommodation. Additional information can be found at: http://matc.edu/student/resources/needs.cfm

2. Meet and talk with a counselor for help dealing with personal problems that are potentially interfering with grades. Additional information can be found at: http://www.matc.edu/student/resources/Tutoring/index.cfm

ONLINE / BLACKBOARD STUDENTS

If you have questions about how to use the Blackboard system of instruction, contact your instructor. If he/she is unable to assist you, contact the Helpdesk at Milwaukee Area Technical College at (414) 297-6541.

For online Students, the Distance Learning staff at (414) 297-7986 can also assist you with specific online questions. Consult your online syllabus for grading standards and deadlines for submitting assignments.

STANDARDS FOR ACADEMIC SUCCESS (SAS)

Refer to the link below for information: www.matc.edu

AUDITING

The numbers of individuals auditing any one course may be limited as determined by program faculty. Students must have the permission of the course instructor and associate dean to audit a course(s) in a Health Sciences program. Permission will only be granted before the start of a course. In cases where demand for a course exceeds class size limitations, preference will be given to credit students over auditors. As auditors, students will not be required to complete out-of-class assignments and examinations; however, fees and attendance requirements are
identical to those of credit students. Audited courses may not be used to satisfy course prerequisites or required courses. Students are not permitted to audit any clinical/field placement courses.

Current policies of external agencies do not allow financial aid or veterans benefits for audited courses. In cases where demand for a course exceeds class size limitations, preference will be given to credit students over auditors.

PRIOR APPROVAL TO TRANSFER CORE TECHNICAL COURSES

Prior approval is required from the Dean or designee to transfer core technical courses from another Wisconsin Technical College System District or any other institution of higher learning to MATC. Additional information can be found at: http://www.matc.edu/health_sciences/index.cfm

GRADE APPEAL PROCEDURES

Students may initiate a grade appeal when they believe a final grade was not calculated or determined in accordance with the current course syllabus. All grade appeals will follow the procedure detailed in the MATC Student Handbook.

The final grade appeal process is not available to students who fail to complete a course or program within the School of Health Sciences as a result of a finding that the student has violated any of the behavioral expectations or standards of safe care described in this Student Handbook, including academic misconduct. Procedures for appeal of decisions involving violation of the standards set out in this Student Handbook are described below. (See Disciplinary & Dismissal Procedures)

ATTENDANCE PROCEDURES

Regular and punctual attendance is required. Instructors will inform students of attendance requirements and will take attendance on a daily basis. It is the responsibility of the student to discuss absences with their instructors when they occur.
EXCESSIVE ABSENTEEISM
A student may be dropped for excessive absenteeism whenever the course instructor determines it is no longer possible for the student to meet the course objectives. The instructor will counsel the student as soon as it becomes apparent that the student can no longer meet the course objectives in the remaining time. This applies to lecture, laboratory, and off-campus clinical or field placement experiences. Refer to the attendance requirements in each course syllabus.

When a student's consecutive absences exceed the number of class meetings per week, or on the third consecutive absence in the case of classes which meet once each week, the instructor may withdraw the student from the course. Instructors will withdraw a student who misses three consecutive weeks.

When student attendance is sporadic, the instructor will determine whether the student is able to make up the work missed without hindering the instruction of the other students in the class.

In addition, the instructor may withdraw a student for any of the following reasons:
1) Student fails to meet attendance requirements of licensing agencies.
2) Student poses a safety hazard to him/herself or others because of missed instruction critical to safe class or lab performance.
3) Student is unable to make up instruction missed in a lab/shop class.
4) Student has not attended class during the first week of the term.

COURSE SYLLABUS OR COURSE MANUAL EXPECTATIONS
Students will receive a course syllabus or course manual at the beginning of each Health Sciences program/course. The syllabus or manual informs the student of the guidelines relevant to each particular course. The syllabus or manual includes information regarding the objectives of the course, specific health requirements (if applicable), attendance, attire, conduct, methods of testing, and methods of grading.
to satisfy the objectives of the course. The instructor reviews the syllabus or manual and provides either a hard copy or web-link to the students on the first day of class.

In case of absence on the first day of class, it is the student’s responsibility to obtain the syllabus or manual and to retain the syllabus or manual throughout the course.

PROFESSIONAL EXPECTATIONS AND SAFE CARE STANDARDS
School of Health Sciences students are expected to conduct themselves in a manner consistent with the standards governing their chosen profession, including professional nursing standards for those students enrolled in nursing and allied health programs.

Civility Standard
Civility is a critical principle of professionalism in healthcare. Civility is behavior that: 1) shows respect toward another; 2) causes another to feel valued; 3) contributes to mutual respect, effective communication and team collaboration. All students are expected to conduct themselves, both inside and outside of the School of Health Sciences in a civil manner and to comply with the requirements of the following standards of professionalism. Failure to comply with any of the following items or other policies in this Handbook may result in a conference with the appropriate Associate Dean or his/her designee to discuss the difficulty. Should the problem warrant immediate action, the Associate Dean may recommend that the student be dismissed from the School of Health program.

The following is a description of the general academic and professional responsibilities of a student in the School of Health Sciences:

1. Attentiveness – Students are required to regularly attend class. All extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority within the School of Health Sciences. The student is consistently on time for lectures, labs and clinical experiences and stays until the conclusion of all presentations or activities. The student is alert during the presentation and demonstrates attentiveness.
2. **Demeanor** – The student has a positive, open attitude toward peers, teachers, and others during the course of healthcare studies. The student maintains a professional bearing and interpersonal relations. The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.

3. **Maturity** – The student functions as a responsible, ethical, law-abiding adult.

4. **Cooperation** – The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health team, giving and accepting freely in the interchange of information.

5. **Personal Appearance** – The student’s personal hygiene and dress reflect the high standards of the healthcare professions.

6. **Moral and Ethical Standards** – The student respects the rights and privacy of other individuals and is knowledgeable and compliant with applicable professional code of ethics, including the ANA Code of Ethics, for nursing students.

7. **Academic Integrity** – The student completes academic work honestly and in accordance with instructions. Plagiarism, unauthorized work sharing, use of unauthorized devices or reference materials, cheating or other failure to adhere to instructions for examinations or assignments is a violation of the School of Health Sciences’ professional standards.

Examples of uncivil behavior which may form the basis for sanctions, including dismissal from the program, include but are not limited to:

- Demeaning, belittling or harassing others
- Rumoring, gossiping about or damaging a classmate/instructor’s or clinical site employee’s reputation
- Habitually interrupting instruction
- Lack of attention to instruction or school communications
- Sending emails or posting information online or via social media that is inflammatory in nature
- Yelling or screaming at instructors, peers or clinical staff
- Habitually arriving late to class
Knowingly withholding information needed by a peer, preceptor, instructor or clinical staff

Discounting or ignoring input from instructors/faculty or preceptors regarding classroom and/or clinical performance or professional conduct

Not sharing credit for collaborative work or not completing an equitable share of collaborative work assigned

Threatening others, including physical threats and intimidation, verbal/nonverbal threats, and implied threats of any kind of harm (physical, emotional, reputational)

Inappropriate displays of temper

Use of unauthorized technology or unauthorized materials during examinations or completion of assignments

Using up supplies or breaking equipment without notifying the appropriate staff/faculty or preceptor

Rudeness that escalates into threatened or actual violence or threat of violence against any other person

Using inappropriate language

Inappropriate use of equipment or electronics, including personal electronic devices

Disclosing protected patient information without consent

Direct communication with clinical/field placement facilities to inquire regarding clinical/field placement processes, decisions or placement denials; attempts to make direct arrangements with clinical/field placement facilities for clinical/field placements

Standards of Safe Care

In addition to civility standards, all School of Health Sciences students are expected to comply with safe patient care standards at all times. Failure to comply with any element of safe care standards will result in disciplinary action, up to and including immediate dismissal from the program/School of Health. In addition to any program-specific standards of care, all students shall comply with the following standards:
1. A student shall, in a complete, accurate and timely manner, report and document professional assessments or observations, the care provided by the student for the client, and the client’s response to that care.

2. A student shall immediately and in an accurate manner report to the appropriate practitioner any errors in or deviations from the current valid order.

3. A student shall not falsify any client record or any other document prepared or utilized in the course of, or in connection with, nursing or allied health practice. This includes, but is not limited to case management documents or reports, or time records, or reports, and other documents related to rendering services.

4. A student shall implement measures to promote a safe environment for each client, practitioner and faculty.

5. A student shall delineate, establish, and maintain professional boundaries with each client.

6. At all times when a student is providing direct care to a client the student shall:
   a. Provide privacy during examination or treatment and in the care of personal or bodily needs; and
   b. Treat each client with courtesy, respect, and with full recognition of dignity and individuality.

7. A student shall practice within the appropriate scope of practice as set forth by applicable regulatory and licensing entities.

8. A student shall use universal blood and body fluid precautions established by federal, state and local government or established by any clinical site to which the student is assigned.

9. A student shall not:
   a. Engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a client;
   b. Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

10. A student shall not misappropriate a client’s property or:
a. Engage in behavior to seek or obtain personal gain at the client’s expense;

b. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client’s expense;

c. Engage in behavior that constitutes inappropriate involvement in the client’s personal relationships; or

d. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client’s relationships; or

e. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client’s personal relationships.

*For the purposes of this paragraph (10) the client is always presumed incapable of giving free, full or informed consent to the behaviors by the student as set forth in this paragraph.

11. A student shall not:
   a. Engage in sexual conduct with a client;
   b. Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
   c. Engage in any verbal behavior that is seductive or sexually demeaning to a client;
   d. Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client.

*For the purposes of this paragraph (11) the client is always presumed incapable of giving free, full or informed consent to the behaviors by the student as set forth in this paragraph.

12. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient/client other than the spouse or domestic partner of the student in any of the following:

   a. Sexual contact;
   b. Verbal behavior that is sexually demeaning to the patient/client or may reasonably be interpreted by the patient as sexually demeaning.

13. A student shall not self-administer or otherwise take into the body any controlled substance or prescription drug in any way not in accordance with a
legal, valid prescription issued for the student, and all students enrolled in clinical or practicum courses are expected to report any ingestion of prescription medications that may alter the student’s perception, thinking, judgment, physical coordination or dexterity, including any and all narcotics, to the assigned faculty or preceptor prior to participating in a clinical experience.

14. A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to the extent that impairs ability to practice.

15. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

16. A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice.

17. A student shall not aid or abet a person in that person’s practice of nursing or other healthcare professions without a license, practice as a dialysis technician without a certification or administration of medications as an aide without a valid certificate.

18. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing or allied health program, its faculty or preceptors or to any licensing board or commission.

Students determined by School of Health Sciences faculty and administration to have breached the standards of civility or standards of safe care will be subject to disciplinary action or may be immediately dismissed from the course, program, or School of Health Sciences. The status of dismissal is at the discretion of and determined by the Associate Dean of the appropriate School of Health program. In the case of disciplinary action short of dismissal, the offending student will be expected to follow the civility standards and any further breach of such standards will result in immediate dismissal from the program/School of Health Sciences. Disciplinary sanctions short of dismissal may include but are not limited to: academic warning, behavioral contracts, suspension and withholding of degree or certification at the discretion of the School of Health Sciences administration.
The School of Health Sciences reserves the right to dismiss a student at any time on grounds the School of Health Sciences may judge to be appropriate. Each student by his/her admission recognizes the right of the School of Health Sciences. The continuance of any student on the roster of the School of Health Sciences, the receipt of academic credit, letter of good standing, graduation, and the granting of any degree within the School of Health Sciences rests solely within the powers of the college and the School of Health Sciences.

**Disciplinary & Dismissal Procedures**

Students in all School of Health Sciences programs are required to provide safe care and maintain all standards described in this Handbook as well as professional standards promulgated for specific programs, including Nursing. Behaviors that violate the expectations of safe care or behavioral expectations may be grounds for removal of the student from the course, dismissal from the program, other disciplinary actions (warning, probationary status, etc.) or dismissal from the School of Health Sciences.

The behavior of any student which is considered: 1) unsafe, or 2) a breach of either the civility expectations or the standards of safe care during either clinical or classroom instruction, or 3) while on college property or during a college-sponsored service learning or field trip activity, or 4) at a clinical agency approved for study will be reviewed by School of Health Sciences faculty and administration.

Situations may result in dismissal from the School of Health Sciences but not from the college, including violation of School of Health civility standards and standards of safe care. For such situations, the student will have an opportunity to be heard by the faculty, then by the Associate Dean prior to imposition of disciplinary sanctions, including dismissal, except in cases where the student’s violation of safe care standards and continuation in the program poses a direct threat to the health and safety of patients or others.

Students are informed in writing of decisions of the Associate Dean as to sanctions, including removal from the course, or dismissal from the program, or School of Health Sciences. Students may appeal disciplinary sanctions imposed by the
Associate Dean to the Dean of the School of Health Sciences, in writing. Written appeals to the Dean of the School of Health Sciences shall be filed within 10 business days of the decision of the Associate Dean and should include all evidence that the student wishes to have considered. The Dean may, in his or her discretion, schedule a meeting with the student to discuss the appeal. Advocates and other representatives may advise a student with regard to written appeals but are not permitted to participate in meetings between administration and the student.

NOTE: Students should also review MATC’s Student Code of Conduct: http://matc.edu/student/studentlife/upload/StudentCodeofConduct.pdf

A student who is dismissed from a School of Health Sciences program due to violation of safety and/or professional standards is not eligible to apply for readmission to the School of Health Sciences.
School of Health Sciences Code of Ethics Regarding Social Media:

This code provides the Milwaukee Area Technical College School (MATC) of Health Sciences student with rules for participation in social media, including media hosted by clinical affiliates as well as non-clinical affiliate social media.

The term 'social media' includes but is not limited to blogs; social networks such as MySpace®, Facebook®, and Twitter®; podcasts; video sharing; Really Simple Syndication (RSS) feeds; and on-line collaborative information and publishing systems.

The term 'clinical affiliate' includes ANY clinical affiliate used by MATC for health science education.

Below are examples that will facilitate implementation of the MATC Social Media Policy. Examples include but are not limited to:

- Students must, at all times, abide by the MATC Student Code of Conduct when using or participating in social media.
- This policy applies to students when using social media while at a clinical affiliate site and while using social media when away from a clinical affiliate site. This policy does not apply to content that is unrelated to a clinical affiliate, its patients, visitors, vendors, medical and allied health staff, former and current employees, and MATC.
- Students must, at all times, remain respectful of the clinical affiliates, their patients, visitors, vendors, medical and allied health staff, and former and current employees. Materials may not be posted which are obscene, vulgar, defamatory, threatening, discriminatory, harassing, abusive, hateful, or embarrassing to another person or entity. Students may not engage in any activity that reflects negatively on MATC or on a clinical affiliate.
- Students may not disclose any confidential or proprietary information regarding any clinical affiliate, its patients, visitors, vendors, medical, nursing, and/or allied health staff, former and current employees including but not
limited to business, medical and financial information; represent that they are communicating the views of MATC or of any clinical affiliate unless authorized by MATC and that clinical affiliate; or act in any manner which creates the false impression that they are communicating on behalf of or as a representative of MATC or a clinical affiliate.

- Students may not use or disclose any patient identifying information of any kind in any social media. This rule applies even if the patient is not identified by name where the information to be used or disclosed may enable someone to identify the patient.
- Students are not permitted to use a clinical affiliate logo or MATC logo in any internet posting.
- Students are personally responsible for what they post.
- Students may not establish a MATC or clinical affiliate hosted social media site.
- Students determined by the School of Health Sciences faculty and administration to have breached the Social Media Code of Ethics will be subject to disciplinary action or may be immediately dismissed from the program/School of Health Sciences. The status of dismissal is at the discretion of and determined by the Associate Dean of the appropriate School of Health Sciences program.

Advice to students: Utilize minimal or no use of social media while in school or as a graduate searching for work. Be careful of what you post on any social media site – you want to be viewed as an ethical, responsible, employable person! It is also important to monitor what others post on your wall as well as monitor photographs in which you are ‘tagged’! It is becoming common for potential employers to search for the social network profiles of potential hires, and there are many examples of people not being offered a job because of findings on social media sites! Employees have been terminated for postings on social media sites!

**Please refer to the School of Health Sciences Student Handbook for the complete description of the Code of Ethics Regarding Social Media.**
Milwaukee Area Technical College

School of Health Sciences

Technology Usage Policy

Purpose:

The Milwaukee Area Technical College (MATC) School of Health Sciences (SHS) provides access to computing, network, and mobile resources in order to support its mission to provide quality educational experiences that enrich and empower students for service in healthcare through collaboration with community partners. All use of these resources should be professional, ethical, and consistent with the policies and Codes of conduct of MATC and the SHS. This policy applies to all users of the MATC SHS computing, network, and mobile resources, whether accessed on campus or from remote locations.

Consistent with a contemporary learning environment, the MATC School of Health Sciences requires students in some programs to purchase a mobile device for use in the classroom and clinical settings. As such, the use of a device is subject to all requirements of legal and ethical standards of the college. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means.

Users should be aware that use of device resources is not private. While MATC does not routinely monitor individual usage of its computer resources, the normal operation and maintenance of the college’s resources may require the caching of data and communications, the logging of activity, the monitoring of general use patterns, and other such activities that are necessary for the rendition of services.

MATC may also monitor the activity and accounts of individual users of MATC computing resources, including mobile devices, without notice in some circumstances, including when a user has voluntarily made them accessible to the public, or where it reasonably appears necessary to do so to protect the integrity, security, or functionality of MATC resources or protect the college from liability, or
where there is reasonable cause to believe that the user has violated or is violating this policy, or as permitted by law. Accounts engaged in unusual or excessive activity may also be monitored, without notice.

Rules for Use of Mobile Devices:

- Comply with all federal, Wisconsin and other applicable law; all applicable college policies and all applicable contracts and licenses. Examples of such regulations include, but are not limited to, HIPAA and other privacy protection laws, copyright protection laws, the Computer Fraud and Abuse Act, and the Electronic Communications Privacy Act, among others. Users are responsible for understanding and complying with the laws, rules, policies, contracts and licenses applicable to their particular use.
- Comply with all policies, rules and regulations established by MATC’s clinical partners, including network access rules and security programs.
- Use mobile device resources only in the manner and to the extent authorized. The mobile device network account and password may not, under any circumstances, be shared with, or used by, persons other than the MATC student owner.
- Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected.
- Refrain from using the mobile device or its components for personal commercial purposes or for personal financial or other gain.
- Comply with all MATC policies, the MATC Student Code of Conduct and the MATC School of Health Sciences Student Handbook concerning security, privacy protection and the use of social media.
- Engage in safe computing practices by establishing appropriate access restrictions.

Mobile Device Regulations:

- Still and video photography may not be used to capture any patient data or patient identifiers (including lab settings) or patient images.
• Devices must require a passcode or security-question to prevent unauthorized use.
• Devices must install a “Find my mobile device” or equivalent app to locate a missing device.
• A MATC student g-mail account must be actively associated with the device.
• Missing, lost, or stolen devices must be replaced by the student within 3 business days.
• Configuration profiles provided by MATC must be installed and active on the devices at all times.
• Wallpapers, screensavers, or other publicly visible aspects of your device (i.e. cases, covers) must be professional and appropriate for a patient-care environment.
• Devices must follow institution infection control practices in the settings in which they are used.

Digital Content:

• Educational access codes that are assigned for digital content/resources are to be redeemed in a timely manner (1 week from date of issuance). All content not downloaded during this period will be reclaimed. Students attempting to redeem codes after 1 week will be reissued content on a case-by-case basis subject to the faculty’s discretion.

Digital Copyright Issues:

• Students are prohibited from participating in unauthorized copying, distributing, reproducing, or installing of copyrighted materials, information, software, textbooks, music, video, or other media on peer-to-peer or file sharing sites.
• Students must adhere to federal and state laws pertaining to copyright and intellectual property rights for software, textbooks, music, video, or other media.
Email and Electronic Communications:

- Students must recognize that all electronic communications are considered public, not private, and therefore subject to discovery in legal matters, and can be made available to the general public.
- Patient data, patient identifiers, and other sensitive personal health information must not be transmitted electronically.
- Students must check their MATC g-mail daily as this is the primary mode of communication between faculty, staff, and students.
- Account forwarding of a student’s MATC g-mail account to a third-party provider such as Yahoo is not permitted.

Social Media:

- It is the policy of the MATC School of Health Sciences that students will not post any information related to patient care or clinical work anywhere online. This includes direct identifiers of patients and specific events as well as any indirect comments that, when combined with other information available online such as place of work, may lead to identification of patients. This also includes comments regarding patient status, behavior or activity that does not include identifying information.
- Students that choose to participate in an online community or other form of public media should do so with the understanding that they are accountable for any content posted online.
- Failure to abide by the professional behavior set by this policy and institution will lead to disciplinary action.

Care of the Mobile Device:

- The mobile device is your personal property; treat it accordingly.
- Bring the mobile device fully charged to class or clinical every school day.
- Keep the mobile device with you or within your sight at all times. Mobile devices left in bags and backpacks, or in unattended conference or
classrooms are considered “unattended”. A mobile device that is lost, damaged or stolen – at clinical or on campus, must be replaced within 3 business days, and is your full financial responsibility.

- Do not store the mobile device in a car other than in a locked trunk; if the temperature is over 60 degrees Fahrenheit; do not store the mobile device in the trunk.
- Do not let other students, friends or family members use your mobile device. Loss or damage that occurs when others use your mobile device is your responsibility, and you will be expected to replace it, at your own cost.
- Keep your mobile device clean. For example, don’t eat or drink while using your mobile device.
- Do not attempt to remove or change the physical structure of the mobile device.
- Do not attempt to delete the customized profiles that have been installed on the mobile device.
- Do not remove or interfere with the serial number or any identification placed on the mobile device.
- Do not do anything to your mobile device that will permanently alter it in any way.
- Do not store your mobile device in a bag/backpack that is over-stuffed - pressure on the mobile device can cause damage to the screen and other components.
- Begin each day with a fully charged mobile device. Establish a routine at home whereby each evening you leave your mobile device in a charging station.
- The mobile device screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure and/or dropping
- Clean the screen with a soft, dry anti-static cloth.
- Never leave any object on the mobile device. Pens or pencils pressing against the screen will crack the screen if too much pressure is applied.
SECTION 4 – CLINICAL/FIELD PLACEMENT

CLINICAL/FIELD PLACEMENT ASSIGNMENTS
Each Health Sciences program schedules clinical/field placement assignments in accordance with the approved number of course credits. The total hours are assigned following the college calendar. To ensure an appropriate and quality clinical/field placement experience, certain programs may schedule clinical/field placement hours evenings, weekends, and/or holidays.

Certain changes are arising in the healthcare industry that might affect the availability of clinical and field placement sites. This availability could delay clinical/field placement and could extend the length of the student’s program.

The need for additional personal background documentation (criminal and/or health related) prior and during clinical/field placement might also delay and/or prevent clinical/field placement. **Clinical/Field placement will not occur if the student fails to meet these requirements.**

The clinical/field placement assignment schedule cannot accommodate students’ work schedules, childcare plans, travel arrangements, or other personal matters. Because there are multiple factors involved in preparing clinical/field placement schedules, requests for changes in assignments will not be honored except in **EXTREME** emergency situations.

DRESS CODE
Students must comply with the dress code for the classroom, lab and clinical/field placement sites. **Tattoos and body piercings must be covered during clinical/field placement.**
TRANSPORTATION TO CLINICAL/FIELD PLACEMENT
Students are solely responsible for their transportation to and from any clinical/field placement site or agency. Students must arrive on time and leave according to their assigned schedules.

HEALTH REQUIREMENTS
Admission to a Health Sciences program is contingent upon completion and approval of health records as required for each program. This information can be found at http://matc.edu/health_sciences/index.cfm and clicking the appropriate program. Ongoing health requirements as determined by the School of Health Sciences and clinical/field placement agency must be completed by the designated date in order to enroll in the course of study and enter the clinical/field placement agency. **Meeting the health requirements is the sole responsibility of the student.** Failure to comply with all health, drug test, and criminal background requirements may result in **immediate** removal from the program.

HEPATITIS B VACCINE
Healthcare workers, including students, may be at a greater risk of contracting Hepatitis B than the general public due to exposure to patients who may be infected with the virus. For this reason, the School of Health Sciences **STRONGLY** recommends that all students discuss the risk of Hepatitis B infection with their personal healthcare provider and consider immunization.

DRUG TESTING
Students are required to undergo drug testing at his/her own expense at any point during the Health Sciences program. (Refer to the MATC-School of Health Sciences Drug Testing and Electronic Health Record Tracking Policy.)
CPR CERTIFICATION

Students are responsible for maintaining current American Heart Association Healthcare Provider Level CPR certification (2 Year) as designated by the School of Health Sciences. Refer to your program’s webpage for details.

Please note: If certification expires, the entire CPR course must be retaken. Recertification courses are available through Milwaukee Area Technical College, local hospitals, clinics and community agencies. If taking an on-line course, the demonstration portion must be completed for certification.

WISCONSIN CAREGIVER BACKGROUND CHECKS

When you participate in a Health Sciences clinical/field placement course, you will have access to patients and/or their records. Wisconsin’s Caregiver Law requires background and criminal history checks of certain personnel who are responsible for the care, safety and security of children and adults. The law also requires all covered entities, including MATC’s clinical partners, to investigate and report incidents of misconduct (abuse, neglect or misappropriation of property). All students are required to fulfill the caregiver background check requirements prior to participation in a MATC clinical or field placement course at a healthcare facility in Wisconsin.

There are two forms to complete as part of your criminal background check:

1) “Release and Conditions of Criminal Background Check;” your signature on this form authorizes us to obtain your criminal background information and provide it to student clinical/field placement sites as required by the Wisconsin Caregiver law.

2) “Background Information Disclosure Form,” (Department of Health Services Form F-82064A); a questionnaire including questions about criminal background, professional care-giving experiences, and state residencies.

All students are responsible to upload their completed background disclosure forms to MATC’s designated web-based service provider. A thorough background investigation meeting all regulatory requirements will be conducted, and the results
will be transmitted electronically to the students and MATC administration. Background check results will be shared with clinical hosts and provider sites, in accordance with regulatory requirements.

In some cases, a background investigation cannot be completed using the information provided in the background disclosure forms and additional information is required. When additional information is requested, by MATC or by a vendor or representative of a clinical site, students are required to provide the additional information in a timely manner. Space will not be reserved in clinical programs for students who have not fully completed background checks. Circumstances where additional information will be required include: discharge other than “honorable” from any unit of the U.S. armed forces, disclosure of a conviction that does not match records provided by the Department of Justice (DOJ), or if the DOJ records are not conclusive as to the disposition of a criminal charge, or if either the disclosure form or DOJ report contains information regarding a conviction within the preceding five (5) years for battery (all types), reckless endangerment of safety, invasion of privacy, disorderly conduct or harassment (all types). Students may also be required to provide documentation of military discharge and out-of-state convictions.

If you already hold a license or certification in a healthcare discipline, you will be required to complete an electronic status check of professional licenses and credentials through the Department of Safety & Professional Services.

**Students are required by the Wisconsin Caregiver Law to report to MATC and the clinical/field placement site, information on any new charges or convictions for a crime or other offense which occurred after having completed the initial criminal background check on the Background Disclosure Form. Failure to make a complete and accurate disclosure may subject the student to a Wisconsin statutory fine of up to $1,000 and possible suspension or termination from courses conducted at off-campus healthcare sites. Failure to provide truthful and accurate information may also be grounds for academic discipline, up to and including dismissal from the School of Health Sciences.**
In addition, licensing/certification agencies also require criminal background investigations. Applicants having questions in this area can refer the matter to the associate dean of your program area. Additional information is available on the Wisconsin Department of Health Services website:
http://www.dhs.wisconsin.gov/caregiver/index.htm

The Wisconsin Caregiver Background law prohibits employment as a caregiver (and placement as a student in a field or clinical program) based upon conviction for certain offenses. Students are encouraged to keep abreast of the requirements of the Caregiver Background law, and the Offenses List published by the Department of Human Services (DHS). Information is available at: http://www.dhs.wisconsin.gov/caregiver/. Admission to the MATC School of Health Sciences does not guarantee placement in a clinical program or eligibility for placement in a clinical program. Students should consult an advisor or DHS for information regarding eligibility to work as a caregiver. If a placement site cannot be arranged for you as a result of your background check, you will not be able to complete or graduate from your chosen Health Sciences program.
SECTION 5 – HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPPA)

INTRODUCTION TO HIPAA
Students in the School of Health Sciences are required to learn about the health information privacy requirements (“Privacy Rule”) of the federal law, Health Insurance Portability and Accountability Act (HIPPA). The purpose of this section is to summarize relevant MATC policies regarding protection of patient health information. Noncompliance with MATC and clinical/affiliate policies will result in disciplinary action including dismissal from the School of Health Sciences.

PROTECTED HEALTH INFORMATION (PHI)
The Privacy Rule defines how healthcare providers, staff in healthcare settings, and students in clinical training programs can access, use, disclose, and maintain confidential patient information called “Protected Health Information” (“PHI”). PHI includes written, spoken, and electronic information. PHI means any information that identifies a patient, by demographic, financial, and/or medical, that is created by a healthcare provider or health plan that relates to the past, present or future condition, treatment, or payment of the individual. The Privacy Rule very broadly defines “identifiers” to include not only patient name, address, and social security number, but also, for example, fax numbers, e-mail addresses, vehicle identifiers, URLs, photographs, and voices or images on tapes or electronic media. When in doubt, you should assume that any individual’s health information is protected under HIPAA. The following lists ways in which you are permitted and prohibited from accessing, using, and disclosing PHI during clinical/field placement rotation at MATC.

USING AND DISCLOSING PHI FOR TRAINING PURPOSES ONLY
As a student in a clinical training program, you are permitted to access, use, and disclose PHI only as is minimally necessary to meet your clinical training needs (you are only accessing, using, or disclosing, the minimum amount of information needed for your training purposes). You are not permitted to disclose PHI Information to
anyone outside of MATC or your training program, without first obtaining written patient authorization or de-identifying the Protected Health Information (PHI). **This means that you may not discuss or present identifiable patient information with or to anyone, including classmates or faculty, who are not part of your training, unless you first obtain written authorization from the patient.**

Therefore, it is strongly recommended that whenever possible, you de-identify PHI (discussed below) before presenting any patient information outside MATC. If you are unable to de-identify such information, you must discuss your need for identifiable information with the faculty member supervising your training and the HIPAA Privacy Officer at your training site, to determine the appropriate procedures for obtaining patient authorization for your use and disclosure of PHI.

**DE-IDENTIFIED INFORMATION**

In order for PHI to be considered “de-identified,” all of the following identifiers of the patient or of relatives, employers, or household members of the patient, **must be removed:**

- Name
- Geographic subdivisions smaller than a state (i.e., county, town, or city, street address, and zip code) (note: in some cases, the initial three digits of a zip code may be used)
- All elements of dates (except year) for dates directly related to an individual (including birth date, admission date, discharge date, date of death, all ages over 89 and dates indicative of age over 89)
- Phone numbers
- Fax numbers
- E-mail addresses
- Social security number
- Medical record number
- Health plan beneficiary number
- Account number
- Certificate/license number
- Vehicle identifiers and serial numbers
- Device identifiers and serial numbers
- URLs
- Internet protocol addresses
- Biometric identifiers (e.g., fingerprints)
- Full face photographic and any comparable images
- Any other unique identifying number, characteristic, or code
- Any other information that could be used alone or in combination with other information to identify the individual, such as a picture of a face

SAFEGUARDING PROTECTED HEALTH INFORMATION (PHI)

Below are common sense steps to take to protect PHI when using it, such as:

- When you see a medical record in public view where patients or others can see it, cover, file, turn it over or find another way to protect
- When discussing patient concerns as part of your training, prevent others from overhearing the conversation. Whenever possible, hold conversations in private
- When medical records are not in use store them in offices, shelves or filing cabinets
- Remove patient documents from faxes and copiers as soon as possible
- Discard documents containing PHI in MATC confidential bins for shredding
- Do not remove patient official medical records from the training site
- Log out of electronic systems containing PHI when you are done using them.

DISCLOSURE OF PHI TO FAMILY OR FRIENDS INVOLVED IN PATIENT CARE

Care must be taken when discussing PHI in front of or with a family member or friend who is involved in the care of the patient. Generally you can assume that the patient does not object to you talking about them with such a person, however, if you have any reason to believe that the patient would object (discussing a “sensitive” diagnosis or procedure, etc.) then you should either ask the person to step out of the room or ask the patient if it is okay to talk to that person.
E-MAILING PROTECTED HEALTH INFORMATION (PHI) OR TRANSMITTING PHI VIA SOCIAL MEDIA
Because of potential security risks, you are not permitted to e-mail or transmit information via social media with PHI to anyone.

REQUESTS FOR ACCESS OR COPIES OF MEDICAL RECORDS
HIPAA grants patients the right to access to and obtain copies of their medical records. However, please refer all such requests to the patient’s primary health care provider (i.e., nurse) to ensure that proper procedures are followed.

REQUESTS FOR PHI BY LAW ENFORCEMENT
Requests for PHI by law enforcement officers (i.e., police, sheriff) must be referred to the patient’s primary caregiver to ensure that proper procedures are followed.

FAILURE TO FOLLOW MATC POLICIES GOVERNING PHI
Failure of students to follow polices governing access to, and use and disclosure of PHI will result in being denied access to MATC facilities and clinical/field placement sites. Failure of students to follow polices governing access to, and use and disclosure of PHI might also result in civil and criminal penalties under federal law.

CONFIDENTIALITY AGREEMENT
Students are required to sign a confidentiality agreement signifying that HIPAA regulations are understood and will be adhered to prior to participation in all clinical/field placement rotations.
SECTION 6 - COURSE REPEAT & PROGRAM READMISSION PROCEDURES

Course repeat and program readmission is based on space availability and program specific protocols.

COURSE REPEAT PROCEDURE

A student, who receives an unsatisfactory “U” or withdrawal “W” final grade in a single technical course, and has no additional final grades of “U” or “W” among their technical courses, must complete the following forms:

1. **Student Course Repeat Request Form.**
   [http://www.matc.edu/health_sciences/upload/Student-Course-Repeat-Request-Form.pdf](http://www.matc.edu/health_sciences/upload/Student-Course-Repeat-Request-Form.pdf)

2. **Student Academic Action Plan for Success Form.**

Both forms must be submitted to the course instructor within ten (10) days of notification. The course instructor will sign both forms and store with program records.

Some programs require that technical courses are completed within a designated time period. Contact the appropriate associate dean for information.

See: Section 3 - Academic Performance for examples of conduct and performance that might result in a student receiving an unsatisfactory “U” or withdrawal “W”.

See: Standards for Academic Success (SAS) Policy - Milwaukee Area Technical College Student Handbook at [www.matc.edu](http://www.matc.edu)
OUT OF SEQUENCE
Students who fail or withdraw from a core technical course are considered, “out of sequence,” in the program. Students out of sequence may be permitted to return to the program based on space availability. In addition, a student who is out of sequence may not register for a program core technical course until all prerequisite core technical courses are completed. Specific programs may have additional conditions for returning to the program.

MEDICAL AND MILITARY WITHDRAWALS
Requests for readmission for medical or military reasons will be reviewed by the Dean of the School of Health Sciences or the dean’s designee.

PROGRAM INELIGIBILITY
A student, who receives an unsatisfactory “U” and/or a withdrawal “W” final grade twice in the same technical course or in two different technical courses is deemed “program ineligible” and will not be permitted to continue in the indicated Health Sciences program. After a student becomes “program ineligible” their program code will be deactivated by the program designee, and they must withdraw from any program courses they are registered for, but are no longer eligible to take. Program ineligible students will not be eligible to receive a Letter of Good Standing from the School of Health Sciences.

A student who is dismissed from a School of Health Sciences program due to violation of safety and/or professional standards, is not eligible to apply for readmission to the School of Health Sciences.
PROGRAM READMISSION PROCEDURE

Upon administrative approval, students may be readmitted once to the same Health Sciences program.

The student seeking program readmission must apply as follows:

Student Responsibility:

1. Complete a Student Program Readmission Request Form. The form can be found online at:

   http://www.matc.edu/health_sciences/upload/Student-Program-Readmission-Request-form.pdf

2. Complete a Student Academic Action Plan for Success Form. The form can be found online at:

   http://www.matc.edu/health_sciences/upload/Student-Academic-Action-Plan-for-Success.pdf

3. Submit both documents to the School of Health Sciences Dean’s Office, room H116.

4. Do not include medical records or letters of support.

5. The submission time line is September 1st or February 1st annually.

6. Students will receive notification of their readmission status within 60 days of each submission time line.
SECTION 7 – STUDENT HEALTH AND SAFETY

STUDENT ACCIDENT INSURANCE
MATC provides mandatory Student Accident Insurance for all students enrolled in greater than one credit. The insurance plan will cover students when an accident occurs on campus, while attending a practicum, clinical or field placement program organized by MATC, or during participation in the activities of a recognized student organization approved by the college. This includes travel to and from a program approved by MATC. The plan offers comprehensive benefits that include ambulance response, emergency care and treatment for injuries sustained during participation in MATC educational activities. The cost for participation in the plan is part of the student fees.

ACCIDENTS – CLINICAL/FIELD PLACEMENT AGENCIES/COLLEGE
Students are responsible for reporting illness or accidents occurring at MATC (lecture, laboratory, and assigned clinical/field placement agencies) immediately to their on-site instructor and/or clinical/field placement supervisor/preceptor. Documentation shall include the required forms from the clinical/field placement agency as well as the college. Completed forms will be submitted to the MATC instructor.

Students are responsible for complying with policies and procedures as well as standard operating procedures for maintaining their own safety. A clinical/field placement rotation in a hospital or clinic does not entitle the student to medical coverage beyond what is available in an ordinary educational setting. Students are responsible for expenses incurred resulting from personal injury, accidents, or illness occurring while they are in MATC classrooms, clinical/field placement agencies, or en route to or from a clinical/field placement agency. Students shall not engage in any behavior, task, or procedure that presents a risk to themselves or other health care practitioners without first obtaining appropriate instructions and procedures, including but not limited to, required personal protective equipment identified as the current clinical standard of practice.
ACCIDENTAL EXPOSURES

Depending on the clinical/field placement agency and the nature of the exposure, the student may be examined on site (urgent or emergency care) or be required to see his or her own health care provider.

If the incident is associated with any accidental exposure to blood/body fluids including needle-stick injuries, the clinical/field placement agency procedures will be used to document, track, and analyze the injury/incident. All forms and documentation must be completed by the student in a timely manner.

LATEX ALLERGY
Frequent users of latex products may develop allergies to latex proteins resulting in allergic reactions, varying from mild to life-threatening. Health Sciences students use latex products, especially gloves, in compliance with standard precautions to prevent the spread of infection through blood and body fluids exposure. Students with allergies/sensitization to latex and/or documented risk groups (atopic or otherwise), as identified on the MATC Health Certification form, and the Essential Functions form, must be evaluated by their physician or healthcare provider.

PLACEMENT RELEASE
All students will be required to sign a Clinical/Field Placement Agreement and Liability Release Form, prior to starting their clinical/field placement. By signing this form the student acknowledges the potential risks of participating in clinical/field placement activities, and agrees to assume full responsibility for these risks.

MATC-SCHOOL OF HEALTH SCIENCES DRUG TESTING AND ELECTRONIC HEALTH RECORD TRACKING POLICY
Milwaukee Area Technical College (MATC) supports the goals and policies of a healthy and drug free educational and work environment. MATC Health Sciences students are expected to conduct themselves in a professional manner consistent
with the standards governing their chosen profession, and in accordance with the School of Health Sciences requirements.

The MATC School of Health Sciences requires health record tracking and **annual** drug testing for **all program students**. The cost of the drug testing and health record tracking is the responsibility of the student. All communications with students will be through their MATC Gmail accounts.

Students who have **positive/failed** drug* tests at any point during their MATC Health Sciences program will be subject to **immediate removal** from their clinical and classroom assignments. Students removed for this reason will face disciplinary action up to and including permanent dismissal from **all** Health Sciences programs.**

In addition, students are required to update an electronic health record profile upon expiration of any required proof of documentation. Any incomplete documentation will result in delay or withdrawal from core technical courses, clinical, and/or field placement.

*Any state- or federally-controlled substances prohibited by law.

**Students may have the right to appeal to the School of Health Sciences, in writing, regarding the disciplinary decisions within 10-business days of final notification.
SECTION 8 – STUDENT RIGHTS, RESPONSIBILITIES AND RESOURCES

STUDENT RIGHTS & RESPONSIBILITIES
Exercising your rights and acting in a responsible manner go together. Some of the college’s rules and regulations are simply restatements of existing laws, such as laws against possession, use, or sale of controlled substances (illegal drugs).

It is the responsibility of all MATC students to comply with the policies as stated in the Student Code of Conduct and obey all public laws. This compliance assures all students the opportunity of having the best possible educational experience.

CITIZENSHIP
Students enrolled in the School of Health Sciences who are not citizens of the United States should be aware that, based on federal law, they may not be eligible to take licensing or certification examinations given by the state, region, or nation upon completion of the program. Non-citizens are advised to seek further information from appropriate agencies, specific to your occupation.

FAIR AND EQUAL TREATMENT
Health Sciences faculty and staff are expected to provide fair and equal treatment to all students, and show respect and concern for all students and their individual needs, regardless of race, color, sex, age, national origin, religion, disability, sexual preference, or other protected class status.

STUDENT CONCERNS/ISSUES
The School of Health Sciences follows the MATC student handbook. Students should refer to the MATC student handbook for their specific situation. For most academic situations, follow this procedure:

   Step 1. The student meets with the instructor to discuss the concern or issue. Email communications do not substitute for meeting with the faculty.
Step 2. If the concern or issue is not resolved, the student will meet with the respective department chair or program coordinator to discuss the concern or issue.

Step 3. If the concern or issue is not resolved, the student completes a Concerns or Issues Intake form and submits it to the School of Health Sciences or designated location at the respective campus. The Concerns or Issues Intake form is available online at:

http://www.matc.edu/health_sciences/upload/Student-Concerns-or-Issue-Intake-form.pdf

HARASSMENT/DISCRIMINATION
Harassment by employees or students on the basis of race, age, religion, color, sex, sexual orientation, national origin, disability, or other protected status is an unlawful practice and is prohibited. In this context, harassment is defined as verbal and/or physical conduct, which prevents or impedes an individual’s fair and unbiased access to employment or educational opportunities and benefits. The term “harassment,” also encompasses “sexual harassment.”

The following offices are designated to assist in resolving discrimination/harassment complaints:

<table>
<thead>
<tr>
<th>Office</th>
<th>Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>M254</td>
<td>414-297-6528</td>
</tr>
<tr>
<td>Title IX Coordinator-Dr. Trevor Kubatzke</td>
<td>M278</td>
<td>414-297-6279</td>
</tr>
<tr>
<td>Office of Student Life</td>
<td>S303</td>
<td>414-297-6870</td>
</tr>
</tbody>
</table>

If taking classes at another campus, the Office of Student Life may be contacted at:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mequon Campus</td>
<td>A118</td>
<td>262-238-2218</td>
</tr>
<tr>
<td>Oak Creek Campus</td>
<td>A105</td>
<td>414-571-4715</td>
</tr>
<tr>
<td>West Allis Campus</td>
<td>133</td>
<td>414-456-5448</td>
</tr>
<tr>
<td>West Allis Campus</td>
<td></td>
<td>(alternate phone number) 414-456-5304</td>
</tr>
</tbody>
</table>
AMERICANS WITH DISABILITIES ACT (ADA)
The Federal Americans with Disabilities Act (ADA) prohibits discrimination of persons with disabilities. In keeping with this law, MATC makes every effort to ensure access to a quality education for all students. Upon admission, all students are informed of the Essential Functions required by a particular program. Inability to perform essential functions in a safe manner with or without accommodations may preclude a clinical/field placement.

DISABILITY SERVICES/STUDENT ACCOMMODATION SERVICES
If you have a disability which would interfere with your ability to complete the requirements of a Health Sciences course or to participate in the activities described in the syllabus or manual, you can notify your instructor or contact the Department of Student Accommodation Services directly. Requests for reasonable academic accommodations, adjustments and modifications to policies and practices will be reviewed by MATC’s Student Accommodation Services. Requests for accommodations must be received and approved by Student Accommodation Services before any accommodations can be provided. Students are strongly encouraged to contact Student Accommodation Services prior to the beginning of the semester and submit their requests for accommodations and documentation of disability in a timely manner. All medical documentation and disability information received is held in strict confidentiality according to State and Federal laws.

Additional information is available at: http://matc.edu/student/resources/needs.cfm

MEDICAL CONDITIONS
The Americans With Disabilities Act (ADA) has required Health Sciences programs to identify Essential Functions and, in collaboration with Student Accommodation Services, determine the capability of students to perform those functions with or without “reasonable accommodations.” When a student returns to class or clinical/field placement following an accident, extended illness, significant psychological problems, pregnancy, or potentially serious medical conditions, he/she
must submit documentation from a physician or healthcare provider giving clearance to continue.

COUNSELING
Counseling services are available for all students. Counselors assist you in determining career, educational and personal goals. They are also here to assist you in reaching these goals.
Additional information is available at: http://matc.edu/student/resources/Counseling/index.cfm

TUTORING
The Academic Support Center provides testing monitoring, tutoring services, counseling, special needs, and disability services that are available for all students. Students who are experiencing difficulty in specific courses should contact the Academic Support Center at the campus of their choice.
Additional information is available at: http://matc.edu/student/resources/support.cfm

ACADEMIC ADVISING
Advising is available to all students enrolled at MATC. Students are assigned a faculty member as an academic advisor. Academic advisors are available to assist you in selecting courses leading to associate degrees, technical diplomas, and certificates.

When your faculty academic advisor has been assigned, his/her name, office location, and office telephone number will appear on your academic evaluation, class schedule, and other student records. Your advisor can answer your questions about the college procedures and resources. Moreover, by working together with your advisor, you are better able to make program decisions that will take you in the most rewarding career direction.
Students are strongly encouraged to meet with his/her assigned faculty advisor each semester prior to registering for the following semester’s courses. Plan ahead, schedule early and register early. Your communication with your advisor may be a face-to-face meeting, an online discussion or a telephone conversation.

STUDENT EMPLOYMENT SERVICES
Student Employment Services (SES) at MATC offers services to students seeking employment during enrollment and following completion of their program of study. Students are encouraged to take advantage of the opportunities afforded by this center. The SES is located in Room S114 of the Student Center, Milwaukee Campus, or call 414-297-6244.

Additional information is available at:
http://matc.edu/student/resources/JOBshop/student_resources.cfm
SECTION 9 – GRADUATION REQUIREMENTS AND PROCEDURES

GRADUATION REQUIREMENTS/PROCEDURES
To graduate from a program, you must complete all program requirements and have a grade-point average of C (2.0) or better in the subjects taken at MATC that are applicable to the diploma or degree. For associate degrees, 25% of the credits must be earned at MATC. Additional associate degrees (A.A., A.S., A.A.A., or A.A.S.) may be earned with the completion of the program requirements. Technical diploma programs and two-year technical diplomas require that 25% of the credits be earned at MATC. You are encouraged to apply for graduation the semester before you expect to graduate. If you wish to have a degree granted, you must apply for a graduation audit. You must apply for the December graduation by October 31 and the May graduation by March 31.

NOTE: All graduates of the Pharmacy Technician program must be 18 years or older.

Program curriculum requirements are current as of the printing of this student handbook. Upon admission to the program, you will receive a copy of the most current curriculum requirements for graduation. Graduation requirements are subject to review annually and may be modified. Accommodations for students, who are currently enrolled, will be made as needed. See your designated program for specifics.

PINNING
Students may participate in an end of program pinning ceremony. This prestigious ceremony denotes the passage of the student into their healthcare profession. Students are eligible to participate in the pinning ceremony if they met all program requirements for graduation within the last academic year. Check with your program chair for eligibility.
SECTION 10 – ADDITIONAL INFORMATION

FIELD TRIPS
Students must sign a field trip approval form and complete an Acknowledgement of Risks/Acceptance of Responsibility Agreement and Release form prior to any field trip. Students are responsible for their own transportation unless transportation has been arranged by the program. Expenses incidental to the field trip are the responsibility of the student.

SCHOOL CLOSING/CANCELLATION OF CLASSES
The Rave Alert System is the official method to announce cancellation of classes and closure of MATC campus in the event of severe weather or other emergency as determined by the MATC administration.

When it becomes necessary to cancel day classes because of severe weather or other emergency, the announcement may indicate that classes and campus operations will be resumed at a specific time later in the day. When the decision has been made to cancel evening classes (classes starting at 4 p.m. or later), the announcement will be made by 2 p.m.

MATC.edu, the college website, and the MATC emergency telephone number 414-297-6561 also will have information about class cancellation and campus closures.

When students are assigned to clinical/field placement rotation and the school is closed or class canceled, the students must refer to the assigned instructor for further directions.
MILWAUKEE AREA TECHNICAL COLLEGE
SCHOOL OF HEALTH SCIENCES
Prior Approval to Transfer Theory Courses
From Another Wisconsin Technical College District to MATC

Policy

This option is only available to students who have been accepted into core technical courses at MATC. Approval for all on-line theory courses is at the discretion of the program Associate Dean.

- Students must be in good standing in their Health Sciences program. Students who fail or withdraw from one core technical course may not repeat that course at another college. Students who have been readmitted to a program are not eligible to take any core technical courses at another college.

- Clinical or skills courses may not be taken at another WTCS district, College or University. Additional program-specific requirements may be in place, check with the program Associate Dean. (Note: Level 1 and Level 4 nursing theory courses may not be taken on-line at another WTCS district.)

- Approval for on-line courses will be considered after grades for pre-requisite courses are verified.

- Failure to obtain prior approval may result in the course not being accepted for transfer credit.

- Students must complete one form for each course they intend to transfer.

- Students must agree to abide by all of the policies of the MATC School of Health Sciences, including requirements for passing classes taken at other districts (for specific program requirements, check with the Associate Dean of your program).

- If a student withdraws from or fails a course at another WTCS district, he or she must notify the program Associate Dean immediately and it will count as an unsuccessful attempt at a core technical course. The student will be subject to the MATC School of Health Sciences Readmission policies.

- An official transcript must be submitted to the MATC Registration Department within two weeks of completing the course and before the following semester.

Student Name: ___________________________ Student ID #: ___________________________ Date: ___________________________

Course Number: __________ Semester and Year: _________ College where course will be taken: ___________________________

Student Signature: ___________________________ Student MATC email address (Print) ___________________________

This form must be submitted to the School of Health Sciences office in room H116 at the Milwaukee campus or room B201 at the Mequon campus.

Office Use Only Below This Line:

Enrollment in transfer course approved:

Signature of Associate Dean: ___________________________ Date: ___________________________

07.2.12
THIS FORM IS A REQUIRED DOCUMENT FOR YOUR ELECTRONIC HEALTH RECORD-
COMPLETE AND UPLOAD TO YOUR ELECTRONIC HEALTH RECORD

Note: Remember to download a copy of the current student handbook to your personal computer for future reference.

STUDENT SIGN-OFF SHEET


________________________________________
Student Name (PLEASE PRINT)

_____________________________________
Student MATC ID Number

_____________________________________
Student Signature                        Date