



UNIVERSITY of HAWAII®
KAUA'I
COMMUNITY COLLEGE



Medical Assisting Program (MEDA)

Student Handbook

2022-2023

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Program Information

Description

The medical assistant program (MEDA) is a 42 credit certificate of achievement (CA) program designed to prepare students to assist physicians and APRN's in private medical offices and outpatient clinics with patient care as well as routine office laboratory and diagnostic tests. Students are also prepared to perform administrative medical office and business practices and procedures.

Goal

MEDA Program Goal: To prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Mission Statement

The mission of the Kaua'i Community College Medical Assisting (MEDA) program is:

To prepare students for employment as medical assistants by providing them with an accessible and engaging learning environment that enables them to gain the clinical knowledge and skills to contribute to the communities' health in ambulatory healthcare settings on Kaua'i.

Student Learning Outcomes

Students will be able to:

1. Demonstrate effective communication skills with all members of the healthcare team (*affective*).
2. Demonstrate ethical and legal behavior to maintain patient safety and confidentiality (*affective*).
3. Apply medical office business, financial and administrative concepts and practices (*cognitive*).
4. Apply critical thinking skills and concepts of medical assisting to maintain quality patient care and efficient administrative procedures (*cognitive*).
5. Perform clinical and administrative medical assisting skills appropriate for entry-level practice in an ambulatory care setting (*psychomotor*).

Accreditation

The MEDA program is fully accredited by CAAHEP <https://www.caahep.org/>

Curriculum

MEDA Certificate of Achievement (CA) Course Sequence

Spring	Course	Course Credits	Lecture Credits	Lab Credits	Contact Hours
	HLTH 140 Introduction to Human Body Systems and Related Medical Terminology or BIOL 100 Human Biology	3	3	0	3
	ENG 100 Composition 1	3	3	0	3
	MATH 75 Fundamentals of Mathematics or higher	3-4	3	0	3-4
	Any one course from the following list: ANTH 200, ANTH 220, BOT 105, PSY 100, ECON 130	3	3	0	3
	HWST 107 Hawaii: Center of the Pacific	3	3	0	3
	Total Semester	15-16	15	0	15-16

Fall 1	Course	Course Credits	Lecture Credits	Lab Credits	Contact Hours
	MEDA 150 Medical Assisting Science	4	4	0	4
	MEDA 105 Introduction to Medical Assisting	3	3	0	3
	MEDA 120 Clinical Medical Assisting I	2	2	0	2
	MEDA 120 Clinical Medical Assisting I Lab	1	0	1	3
	MEDA 143 Administrative Medical Assisting I	2	2	0	2
	MEDA 143 Administrative Medical Assisting I Lab	1	0	1	3
	MEDA 176 Administration of Medications	2	2	0	5
	MEDA 176 Administration of Medications Lab	1	0	1	3
	Total Semester	16	12	3	21

Spring 1	Course	Course Credits	Lecture Credits	Lab Credits	Contact hours
	MEDA 201 Medical Law and Ethics	2	2	0	2
	MEDA 123 Clinical Medical Assisting II	2	2	0	2
	MEDA 123 Clinical Medical Assisting II Lab	1	0	1	3
	MEDA 165 Administrative Medical Assisting II	2	2	0	2
	MEDA 220 Medical Assisting Externship	4	0	4	12
	MEDA 210 Medical Assisting Certification Review	1	1	0	1
	Total Semester	12	7	5	22

Admission Requirements

Prerequisites

Course Code	Title	Credit Hours
HLTH 140 or BIOL 100	Introduction to Human Body Systems and Related Medical Terminology or Human Biology	3
ENG 100	Composition I	3
MATH 75 or higher	Fundamentals of Mathematics	3-4
ANTH 200, ANTH 220, BOT 105, PSY 100, ECON 130	Any Diversified Social Science course from this list	3
HWST 107	Hawaii: Center of the Pacific	3
	Prerequisites Total	15-16

Health Clearances

Health clearances must be completed prior to admission into the MEDA program and remain current throughout the students' enrollment in the program. These include:

1. Proof of Immunizations
2. TB clearance
3. Technical Standard Clearance

A licensed health care provider must document that the student meets the technical standards for the program. The health clearance technical standard form can be obtained from the link below or from the MEDA program website.

[Health Clearance Technical Standards Form](#)

Technical Standards

PROGRAM TECHNICAL STANDARDS	EXAMPLES but not limited to the following:
HEARING: Auditory ability sufficient to hear and communicate with clients, staff, and assess vital signs.	Communicate and interact with patients and families from various backgrounds. Follow verbal instructions, give and receive information over the telephone. Take blood pressure; hear heart, breath, bowel sounds. Detect and discriminate between sounds of normal conversation.
MOTOR SKILLS: Fine motor abilities sufficient to provide safe and effective client care and procedures.	Manipulation of syringes, clamps, several times at once. Transfer, withdraw, inject solutions; cleanse, dress wounds. Open sterile packs.
MOTOR SKILLS: Perform multiple motor tasks simultaneously. Gross motor abilities sufficient to provide safe and effective client care and procedures.	Support, stabilize patient safely; turn and move patient's position; reach equipment or parts of patient's body. Move in and out of examination areas. Push and maneuver equipment, perform CPR, perform duties for eight hours during clinical days.

MOBILITY: Mobility and strength sufficient to support and move clients.	Support and transfer patients, move in and out of treatment areas. Reach equipment or parts of client's body.
TACTILE: Tactile ability sufficient to perform physical assessment of clients.	Distinguish textures, degree of firmness, temperature differences. Feel fullness and rate of pulse; distinguish hot or cool skin temperature.
VISUAL: Ability sufficient for observation, assessment and procedures necessary for medical assisting. Ability to distinguish shades of color and viscosity	Reading and writing on patient charts. Compare colors on reagent test strips with standards, observe color of body fluids and/or discharges, changes in patient's skin color.

Immunization Requirements

Immunization Requirement	Provide the following documentation:
Chicken Pox (Varicella Zoster)	Medical record documentation of disease OR (2) Varivax vaccinations OR positive blood test (Titer) for Varicella Zoster.
COVID	COVID complete series vaccinations OR medical record documentation of contraindication from a health care provider must be provided.
Measles(Rubeola)	Medical record documentation of disease OR (2) MMR/Rubeola vaccinations OR positive blood test (Titer) for Rubeola.
German Measles (Rubella)	Medical record documentation of disease OR (1) MMR/Rubella vaccinations OR positive blood test (Titer) for Rubella. If titer is negative, documentation of 1 subsequent MMR is required.
Hepatitis B	Medical record documentation of disease OR documentation of completed vaccination series (3 vaccines) OR positive blood test (Titer) for Hepatitis B. If titer is negative, documentation of 2 subsequent Hepatitis B series is required.
Influenza Seasonal Vaccination	Current season vaccination OR medical record documentation of contraindication from a health care provider must be provided.
Tdap(Tetanus, Diptheria, Pertussis)	Documentation of one vaccination

Tuberculosis (TB) Clearance

Documentation of a 2- Step TB skin test is required.

TB Clearance	Provide the following documentation:
If you have had a positive TB skin test(TST)	1. Positive TB skin test result (TST) including the dates placed, read and induration amount OR chest X-ray report stating "history of positive TST" OR licensed medical practitioner note stating history of positive TST, TB disease , or INH therapy. 2. Negative chest X-ray completed within the last 12 months. 3. TB symptoms questionnaire.
If you have had a negative 2-step TST within the last 12 months	1. 2-step TST results including dates placed, read, and induration amount.
If you have had a prior negative 2-step TST at anytime in your past AND no positive TST thereafter	1. 2-step TST results including dates placed, read, and induration amount. 2. 1 additional negative TST within the last 12 months.
If you have had 1 negative TST within the last 12 months	1. TST result including dates placed, read, and induration amount. 2. 1 additional negative TST within the last 12 months.

Malpractice Insurance

In order to participate in the MEDA programs required clinical activities all MEDA program students must carry malpractice insurance. This malpractice insurance must be current throughout the students' enrollment in the MEDA program.

CPR Certification

In order to participate in the MEDA program required clinical activities all MEDA students must have an active Healthcare Provider Basic Life Support (BLS) CPR certification. This certification must be current throughout the student's enrollment in the MEDA program.

Program Policies and Guidelines

The MEDA program adheres to and enforces all college policies. College policies can be found in the college catalogue or by following this link [KCC College Policies](#)

Additional information and MEDA program specific policies and guidelines are included below.

Academic Dishonesty

Academic dishonesty cannot be condoned by the college. Such dishonesty includes cheating and plagiarism which violate the Student Conduct Code. These behaviors are considered a serious breach of ethics and may result in dismissal from the program. Further information can be found in the college catalogue student conduct code.

Admission

Students will be admitted as a cohort in the fall each year. The program application period will be open from January 1 through February 1. Acceptance will be on a first qualified, first applied basis. Progression onto the spring semester requires passing of all required program courses in the fall.

Program admission is limited. If there are more qualified applicants than spaces available the following will be used to prioritize applicants:

1. Date and time of application
2. Completion of the MATH and ENG general education prerequisite requirements with a "C" or higher by the application submission deadline.
3. Completion of the DS general education prerequisite requirements with a "C" or higher by the application submission deadline.
4. Completion of HLTH 140 or BIOL 100 program support course prerequisite requirement with a "C" or higher by the application submission deadline.
5. Completion of HWST 107 prerequisite course requirement with a "C" or higher by the application submission deadline.

An offer of admission will be made in writing within 10 working days of the application period end date. This offer is contingent upon students responding to and accepting the offer within the stated time frame. Failure to do so may result in the rescinding of the offer. The offer of admission is also contingent upon the applicant attending a MEDA orientation session in the academic year prior to admission and meeting with the MEDA program coordinator as requested.

Admission offers may be made contingent upon completion of program prerequisites courses with a "C" or higher in the spring semester prior to fall admission. Failure to complete the program prerequisite courses in the spring semester with a "C" or higher may result in the rescinding of the offer.

Applications will not be accepted prior to the opening of the application period on January 1st. Applications must be submitted to the health sciences advisor during the application period immediately prior to fall semester on the year of admission. No wait list will be maintained. Students may resubmit a prior application if the application information is still current.

Readmission

Readmission into the MEDA program may be considered and is not guaranteed. Readmission allows the student an opportunity to complete all remaining courses required for graduation from the MEDA program. Students requesting readmission must meet the programs prerequisites requirements for the admission year being requested. Requests for readmission should be made in writing via email to the MEDA program coordinator prior to or during the application period; a subsequent readmission interview with the program coordinator may be required. The program coordinator is responsible for evaluating and giving careful consideration to each readmission request on an individual basis prior to making a decision.

Assignments

All assignments must be completed and submitted, even if for a zero grade, in order to pass the courses. Students must be present in class on the day the assignment is due to receive credit for an in class assignment. For late assignments, 5 points per day late may be subtracted from the assignment grade. Assignments submitted by the due date will be graded and returned to students within 10 working days of the date of submission.

Attendance

Failure to comply with any of the following policies may result in dismissal from the program.

Class and Labs

Attendance in class and labs is consistent with success in the program and demonstration of professionalism. It is therefore recommended that you attend all scheduled classes and labs. If you are not able to attend class **it is required that you notify your instructor via email prior to the start of class.** Failure to notify the instructors of a class absence is considered unprofessional behavior and will result in verbal and written warnings and persistent failures may result in dismissal from the program. **Three or more class and/or lab absences from any course may result in deduction of 10% off the final course grade for the course within which the absences occurred.**

Clinical

The student is expected to report to the assigned clinical (1) on time, (2) in full uniform with nametag, (3) adequately prepared for all clinical rotations.

1. It is the student's responsibility to notify the clinical coordinator via email and the clinical site preceptor via phone at least 1 hour BEFORE the clinical begins if he/she is unable to attend a rotation. Failure to notify the clinical coordinator and the clinical site preceptor of a clinical absence is considered unprofessional behavior and will result in verbal and written warnings and persistent failures may result in dismissal from the program.
2. **The student will be required to make up any missed clinical time in order to pass the course.**

3. **Students are responsible for rescheduling any missed clinical with the clinical preceptor and, within 7 days of the absence notifying the clinical coordinator by email of the rescheduled dates and times.**
4. **Any clinical make up days for weeks 1-8 must be completed prior to the mid semester clinical evaluation appointment.**
5. Students are required to attend mid semester and/or end of semester progress clinical conferences with the clinical coordinator. It is the students' responsibility to seek guidance and assistance from the clinical coordinator or the instructors at any time during the semester.

Cell Phone Use

Cell phone use, including texting in the classroom is prohibited. Cell phones must be turned off or on vibrate and not visible to the student during class and clinical laboratory sessions. In addition, during clinical rotations:

1. Cell phones must be turned off during all offsite clinical activities.
2. Cell phone must not be visible during offsite clinical rotations.
3. Cell phone must not be used to receive or send personal calls or texts except during designated breaks away from patient care areas.

Cell phone use during class, clinical labs and rotations is considered unprofessional behavior and will result in verbal and written warnings and persistent failures may result in dismissal from the program.

Clinical Site Assignments and Rotations

Students are assigned to clinical sites by the clinical coordinator. Clinical site assignments are made thoughtfully with consideration of a student's residence location, personality, and strengths and weaknesses. If possible student preference for a particular specialty or site is considered. The overall goal is to create the best fit for both the student and the clinical site.

Disability Accommodation

Kauai Community College is committed to assuring that all educational activities are free from discrimination and harassment based on disability status. Students requesting accommodations for a documented disability are required to work directly with the Disability Service Provider (DSP) to establish eligibility and learn about related processes before accommodations will be identified. Additional information or assistance is available online at <https://www.kauai.hawaii.edu/disability-services>, by contacting the DPS by email at samsa@hawaii.edu, or by calling 245-8317. The Disability Service Office is a unit in the Vice Chancellor for Student Affairs Office located in the Student Counseling Office in the One Stop Center.

Discrimination and Harassment

The University of Hawai'i is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, national guard absence, status as a covered veteran, pregnancy, and domestic or sexual violence victim status. This policy covers admission and access to and participation, treatment, and employment in the University's programs and activities. With regard to employment, the University is committed to equal opportunity in all personnel actions such as recruitment, hiring, promotion, and compensation. Discriminatory harassment, including sexual harassment, is prohibited under University policy.

The University shall promote a full realization of equal opportunity through a positive, continuing program of nondiscrimination and affirmative action (41 CFR Chapter 60) on each campus. As a government contractor, the University is committed to an affirmative policy of hiring and advancing in employment qualified persons with disabilities and covered veterans. For information on policies or complaint procedures for the UH System Offices at Mānoa Campus, contact:

Dismissal

The Medical Assisting faculty reserves the right to recommend the dismissal of any student from the Medical Assisting program that is unable to fulfill the cognitive, psychomotor and/or affective competencies, professional requirements, and/or abide by the policies and responsibilities of the MEDA program. The MEDA program coordinator has the authority and responsibility to make a decision on such a recommendation.

Grading

The following grading scale will be used for course assessment and final course grades:

90%	—	100%	= A	Excellent Achievement
80%	—	89%	= B	Above Average Achievement
70%	—	79%	= C	Average Achievement
60%	—	69%	= D	Below Average Achievement
Below	60%		= F	Failure

Cognitive Domain Grading Policy

All courses within the MEDA program use the above grading scale. A passing grade is considered to be 70% or higher.

Psychomotor and Affective Domains Grading Policy

Psychomotor and Affective competencies will be graded on a pass/fail basis.

Students must pass all competency evaluations within the program. CAAHEP accreditation requires 100% of all MEDA graduates pass 100% of all psychomotor and affective competencies.

Graduation and the issuance of a Certificate of Achievement requires that the student earn a "C" or higher for all courses required in the certificate.

Grievance

Information on the KCC student grievance policies can be found on the college web site [academic grievance procedure](#) and/or by making an appointment with an advisor at 245-8212.

HIPAA

Violations of HIPAA rules in the clinical setting are a serious matter. Failure to comply with the HIPPA rules during clinical rotations will result in verbal and written warnings and may result in immediate dismissal from the program.

Medical Leave

Students must submit a medical providers attestation of illness if three or more consecutive days of lab or clinical activities are missed due illness. A medical provider's attestation of clearance to return to full participation in lab and or clinical rotations must be obtained prior to resuming lab or clinical activities after an 3 day or more absence due to medical reasons. All missed clinical time must be made up to pass the course.

Non-Remuneration for Clinical Practicum

Students shall not receive compensation/payment, monetary or otherwise for their clinical practicum experience. This includes both direct and non-direct remuneration.

Occupational Risks

Medical assistants' occupational risks include potential exposure to blood and body fluids and communicable diseases, sharps injuries, chemical and drug exposure.

Prior Learning Assessment

Credit for prior learning (PLA) may be available for MEDA program courses. Further information on PLA at KCC can be obtained by making an appointment with the health sciences advisor and on the PLA program web site at: [Prior Learning Assessment Campus Policy and Procedures](#)

Safety Procedures

Failure to comply with any of the following policies will result in verbal and written warnings and may result in dismissal from the program.

Clinical Lab

Students will adhere to OSHA regulations during clinical lab activities. MEDA program uniform policy applies to all clinical lab activities. All lab equipment will be cleaned and returned to the

appropriate storage area after use. Any injuries or blood borne pathogen exposures that occur during clinical lab activities should be reported immediately to the MEDA lab instructor. The student should comply with any follow up recommended by the MEDA lab instructor. In addition, COVID 19 precautions will include the use of a face mask, social distancing and temperature checks.

Clinical Site Rotations

Students will adhere to OSHA regulations, COVID precautions and all clinical affiliate policies during clinical site activities. MEDA program uniform policy applies to all clinical site activities. Any injuries that occur during clinical site rotation should be reported immediately to the clinical affiliate supervisor and MEDA program clinical coordinator. The student should follow any clinical affiliate injury or blood borne pathogen exposure policy in addition to any follow up recommended by the MEDA program clinical coordinator.

Students will ensure adequate safety of patients by performing only those clinical skills they have already been taught and assessed competent in.

COVID

Students will also adhere to the following additional COVID safety procedures:

1. Do not come to class, lab or clinical if you are sick, have tested positive for COVID 19 or are in quarantine.
2. Face masks are required when indicated for some on campus and off campus activities.
3. Regular and frequent hand sanitization will be required during classroom and lab activities.
4. Students are responsible for maintaining any required social distancing during classroom and campus activities.

Failure to comply with the safety procedures during lab and clinical rotations will result in verbal and written warnings and may result in immediate dismissal from the program.

Tardiness

Tardiness is considered unprofessional behavior. Tardiness for class, clinical lab and clinical rotations will result in verbal and written warnings. Persistent tardiness may result in dismissal from the program.

Uniform

During all clinical labs and off site clinical activities the following will apply:

1. Designated MEDA program color professional scrubs only.
2. Closed toe shoes with low heels that are either black or white.
3. Hair must be pulled off the face, tied back and tidy.
4. Jewelry must be limited to engagement and/or wedding rings and one pair of small earrings or ear studs. No other pieces of jewelry should be visible.
5. No tattoos should be visible during clinical rotations. Long sleeved black, white or same color as scrubs T shirts may be worn to cover arm tattoos. Students should seek guidance from the clinical coordinator if they are unsure how to cover any visible tattoos.

6. No artificial nails.
7. Body piercing, with the exception of ears, should not be visible during clinical rotations.

In addition, either a clinical affiliate name badge or Kaua'i Community College picture ID must be worn at all times during off site clinical activities.

MEDA scrubs should not be worn in the community setting during any other time or for any activities other than clinical activities. This is considered unprofessional behavior.

Failure to comply with the uniform standards for clinical rotations will result in verbal and written warnings, and persistent failures may result in dismissal from the program.

Withdrawal

Students may withdraw from the program at any time. However, it is recommended the student discuss program withdrawal with the program coordinator prior to making an appointment to complete the withdrawal process with the health sciences advisor.

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Medical Assisting Program

Student Handbook Acknowledgement

I, _____, acknowledge receipt of a copy of and I have read the MEDA program student handbook. I have had the opportunity to have my questions answered regarding the policies and guidelines as stated in the Medical Assisting Student Handbook.

I understand that I must comply with and follow these guidelines and policies, in addition to the Kaua'i Community College policies, during my enrollment as a medical assisting student at Kaua'i Community College. I also understand that this signed agreement will be filed in my student file.

Signature

Printed Name

UH ID

Date

Signature of Medical Assisting Program Coordinator

Date