



Milwaukee Area Technical College
Division of Health Occupations

STUDENT HANDBOOK

Academic School Year 2009-2010

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Equal Opportunity And Affirmative Action Commitment

Milwaukee Area Technical College's (MATC) commitment 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 qualified individuals.

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PREFACE

The purpose of this reference manual is to provide each student in the Division of Health Occupations with a guide to specific procedures/practices in their Health Occupations 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.

2009-2010

It is a pleasure to welcome you as a new or returning Health Occupation Student. Thank you for selecting Milwaukee Area Technical College (MATC) as a part of your future. I believe you will enjoy your educational experience with us. We have an exciting year of challenging classroom discussions, projects, clinical and field placements in store for you. The MATC faculty and staff are eager to assist you on your learning journey.

You are invited to stop by the Dean's office to explore questions or concerns regarding health occupations programs at MATC. We have our student service specialist, associate deans, and myself available to assist you.

This handbook contains the rules, guidelines and procedures for your academic and clinical courses. I ask that you refer to it, and download for your future reference, if needed.

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

Dessie Levy, RN, MS

Dean – Health Occupations

"If we are going to fight a disease, let's fight the greatest disease of all – Indifference" ~ Patch Adams

SECTION 1 – INTRODUCTION

MILWAUKEE AREA TECHNICAL COLLEGE VISION

Milwaukee Area Technical College (MATC) is committed to being a world-class educational institution that empowers students, faculty, and staff to realize their potential.

MILWAUKEE AREA TECHNICAL COLLEGE MISSION

Milwaukee Area Technical College is a publicly supported comprehensive higher education institution committed to increasing the potential and productivity of the people in its district through the delivery of high-quality instruction and programs, which are consistent with current and emerging educational and labor market needs. General education is an integral part of MATC programs that provide the knowledge and conceptual abilities necessary that college-educated adults must have to achieve in occupational skills training and to perform more effectively in the demanding, complex world in which we live.

DIVISION OF HEALTH OCCUPATIONS MISSION

Health Occupations will provide quality educational and occupational experiences to prepare competent team members for the changing health care industry.

STUDENT OUTCOMES ASSESSMENT IN HEALTH OCCUPATIONS

The Division of Health Occupations administration and faculty are committed to the common goal of fulfilling the MATC Mission. A central focus of our commitment is the notion that faculty and students grow and realize their potential together. Health Occupations faculty believe that one of the best ways to improve teaching is to focus on student learning. This belief is being 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, abilities, and attitudes that are essential for every successful graduate. They are broad, common abilities that students must possess to be prepared for the work force. They have been called “employability skills,” soft skills, and professional attributes. MATC Core Abilities are:

- 1. Communicate Effectively**
- 2. Collaborate with Others**
- 3. Respect Diversity**
- 4. Demonstrate Responsibility**
- 5. Think Critically**
- 6. Utilize Technology**
- 7. Apply Math and Science**

One of the goals of the Health Occupations Division 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.

You will find these Core Abilities within each course. Core abilities are different than course competencies in that they are not course-specific. They are not taught in “lessons.” Instead, they are broader skills that run through courses and lessons. They “enable learners to perform competencies.”

Please **complete the Core Abilities Self Assessment** found in the back of this handbook. This assessment will not be collected, but we encourage you to develop a plan to improve in the areas where you identified growth opportunities.

HEALTH OCCUPATIONS PROGRAMS

Allied Health Programs

Anesthesia Technology – Associate Degree
Cardiovascular Technology – Associate Degree
Clinical Laboratory Technician – Associate Degree
Dietetic Technician – Associate Degree
Funeral Service – Associate Degree
Health Informatics – Advanced Technical Certificate
Health Unit Coordinator – Technical Diploma
Medical Assistant – Technical Diploma
Medical Coding – Technical Diploma
Medical Interpreter – Technical Diploma
Nursing Assistant – Technical Diploma
Nursing Assistant, Bilingual (Spanish) – Technical Diploma
Occupational Therapy Assistant – Associate Degree
Opticianry Science – Technical Diploma
Pharmacy Technician – Technical Diploma
Phlebotomy – Technical Diploma
Physical Therapist Assistant – Associate Degree
Radiography – Associate Degree
Registered Radiographers Educational Progression – Associate Degree
Renal Dialysis Technician – Technical Diploma
Respiratory Therapist – Associate Degree
Surgical Technology – Associate Degree

Dental Health Programs

Dental Assistant – Technical Diploma

Dental Assistant, Bilingual (Spanish) – Technical Diploma

Dental Hygiene Technician – Associate Degree

Dental Technician – Technical Diploma

Nursing Programs

Practical Nursing – Technical Diploma

LPN - RN Educational Progression – Associate Degree

Registered Nursing – Associate Degree

**SECTION 2 – DIVISION OF HEALTH OCCUPATIONS
ADMINISTRATIVE AND SUPPORT PERSONNEL**

MAILING ADDRESS:

Milwaukee Area Technical College
Division of Health Occupations
700 West State Street
Milwaukee, WI 53233

Phone Numbers:

Main office for Health Occupations (414) 297-6263
FAX for Health Occupations (414) 297-6851

Dean:

Dessie Levy, RN, MS

Allied Health/Dental/Nursing Programs

Associate Deans:

Sharon Abston-Coleman MT (ASCP), MS

Dental Assistant

Dental Assistant, Bilingual

Dental Technician

Dental Hygiene Technician

Clinical Laboratory Technician

Medical Assistant

Pharmacy Technician

Phlebotomy

Physical Therapy Assistant

Nancy Vrabec, RN, PhD,

LPN – RN Educational Progression

Practical Nursing

Registered Nursing

Radiography

Renal Dialysis

Kelly Dries, RN, MSN

Cross Programs (Health 101, 104, 105, 107, 160, 308)

Health Unit Coordinator

Medical Interpreter

Nursing Assistant

Nursing Assistant, Bilingual (Spanish)

Respiratory Therapist

Surgical Technology

Richard Ammon, PhD, Business/Information Technology – Health Occupations

Health Programs

Anesthesia Technology

Cardiovascular Technology

Occupational Therapy Assistant

Opticianry Science

Milwaukee Area Technical College - North Campus

5555 W. Highland Road

Mequon, WI 53092

(262) 238-2237

Wilma Bonaparte, PhD, Liberal Arts & Science – Health Occupations

Health Programs

Dietetic Technician

Funeral Science

Health Informatics

Medical Coding

Milwaukee Area Technical College – West Campus

1200 South 71st Street

West Allis, WI 53214

(414) 456-5326

Marietta Love, MS, Student Service Specialist

Health Occupations, Downtown Milwaukee Campus

QUICK PHONE REFERENCE

ACADEMIC SUPPORT CENTER

Milwaukee Campus	(414) 297-7324
Mequon Campus	(262) 238-2220
Oak Creek Campus	(414) 575-4647
West Allis	(414) 456-5334

ALLIED HEALTH

Dennis Schmidt, Instructional Chair	(414) 297-7142
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ANESTHESIA TECHNOLOGY

Erwin Wuehr, Coordinator	(414) 297-8517
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BLACKBOARD

MATC Helpdesk	(414) 297-6541
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CARDIOVASCULAR TECHNOLOGY

Erwin Wuehr, Coordinator	(414) 297-8517
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CLINICAL LAB TECHNICIAN

Dennis Schmidt, Program Coordinator	(414) 297-7142
Saron Wilson, Clinical Coordinator	(414) 297-7140

DENTAL ASSISTANT

Deborah Smith, Program Coordinator	(414) 297-8197
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DENTAL ASSISTING, BILINGUAL

Norma Cordova, Program Coordinator	(414) 297-6580
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DENTAL HYGIENE

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

DENTAL LABORATORY TECHNICIAN

Christine Freese, Program Coordinator	(414) 297-7133
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DIETETIC TECHNICIAN

Marian Benz, Program Coordinator	(414) 456-5480
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EMERGENCY RESPONSE CENTER (DISTRICT)	(414) 297-6200
EMPLOYMENT DEVELOPMENT CENTER	
Milwaukee Campus	(414) 297-6244
FUNERAL SERVICE	
John Pludeman, Coordinator	(414) 456-5320
HEALTH UNIT COORDINATOR	(414) 297-8569
Rebecca Garcia-Sanchez, Program Coordinator	(414) 297-7163
MEDICAL ASSISTANT	
Gale Bradford, Program Coordinator	(414) 297-6934
MEDICAL CODING	
Catherine Bell, Program Coordinator	(414) 297-7779
MEDICAL INTERPRETER	
Rodney Ramos, Program Coordinator	(414) 297-6336
NURSING ASSISTANT	
Mario Rojas, Department Chair	(414) 297-8631
OCCUPATIONAL THERAPY ASSISTANT	
Susan Heitman, Program Coordinator	(414) 297-6882
Elaine Strachota, Clinical Coordinator	(414) 297-7160
ONLINE CLASSES	
Distance Learning Staff	(414) 297-7986
OPTICIANRY SCIENCE	
Laurie Zielinski, Program Coordinator	(414) 297-7425
PHARMACY TECHNICIAN	
Cynthia Steffen, Program Coordinator	(414) 297-7135
PHLEBOTOMY	
Debra Landry, Program Coordinator	(414) 297-7141
PHYSICAL THERAPIST ASSISTANT	
Paul Mansfield, Coordinator	(414) 297-8078

PRACTICAL NURSING

Rosemary Erkins, Program Coordinator (414) 297-7213

RADIOGRAPHY

Paul Geibl, Program Coordinator (414) 297-6679

Shelley Kroenke, Clinical Coordinator (414) 297-6439

REGISTERED NURSING

Cheryl Watt, Instructional Chair (Mequon) (262) 238-2233

Nancy Kron, Department Chair (414) 297-7192

Kathy Costa-Lieberthal, Clinical Coordinator (414) 297-6782

RENAL DIALYSIS

Judy Theune, Program Coordinator (414) 297-6728

RESPIRATORY THERAPIST

Dwayne Schlund, Program Coordinator (414) 297-7130

Lisa Gustafson, Clinical Coordinator (414) 297-7131

SURGICAL TECHNOLOGIST

Pat Stapleton, Coordinator (414) 297-7151

WEATHER CLOSINGS

Milwaukee Campus (414) 297-6561

NOTE: Channel 10/36 is the only official source for school closings

SECTION 3 – ACADEMIC PERFORMANCE

ACADEMIC REQUIREMENTS

Health Occupations programs involve the care and welfare of patients, **the grade of “C” or its equivalent is the minimum level of competency accepted in many Health Occupations courses.** Some programs require a minimum grade of C+ in all technical courses. For many Associate Degree programs, NATSCI courses (Natural Science) must be completed with a grade of “B-“ or better before being admitted to clinical courses. Refer to your program plan.

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 syllabi detail the academic rules specific to each course. Grades in all Health Occupations courses are determined as follows:

Refer to Section 7 - Course Repeat and Program Readmission Procedures

A-	=	92%	—	93%
B+	=	89%	—	91%
B	=	85%	—	88%
B-	=	83%	—	84%
C+	=	80%	—	82%
C	=	77%	—	79%
Below 77%	=	Unsatisfactory		

Passing requirements may vary by program, be sure to consult the course syllabus.

Please Note: Natural Science courses (or challenge examinations) must have been completed within five years of the start of technical courses. To determine eligibility for a waiver, please consult the appropriate associate dean.

AUDITING

Students must have the permission of the Dean or Associate Dean to audit a course(s) in a Health Occupations program. Permission will only be granted before the start of a course. Students are not permitted to audit in any clinical area. The number of individuals auditing any one course may be limited as determined by program faculty.

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. Current policies of external agencies do not allow financial aid and 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.

ADVANCED STANDING

Individual programs have criteria for Advanced Standing. Contact the Instructional Chairperson or Program Coordinator for details.

Prior approval is required to transfer core nursing courses from another Wisconsin Technical College District to MATC. See page 51 for Prior Approval for Transfer form

GRADE APPEAL PROCEDURES

Students may initiate a grade appeal when they believe a 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.

ATTENDANCE PROCEDURES

Learning experiences in the Health Occupations programs range from the simple to the complex. Therefore, **regular and punctual attendance** is essential. 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. The responsibility to make up missed work lies with the student.

EXCESSIVE ABSENTEEISM

A student may be dropped for excessive absenteeism before the end of a course, whenever the course instructor determines it is no longer possible for the student to meet the course objectives through make-up work or individual study. 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 experience.

Every program in Health Occupations has unique requirements essential to the accomplishment of clinical and classroom objectives. These requirements are stated in individual course syllabi and must be adhered to by students. Because clinical experiences are essential to all Health Occupations programs, a student may be withdrawn for excessive absenteeism when it is determined that the clinical or laboratory objectives can no longer be achieved or performed safely, even though the student is passing the theory portion of the course. Students should refer to the attendance requirements included 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 must 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 Occupations 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 gives a copy 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 from the instructor and to retain the syllabus or manual throughout the course.

CONDUCT

Health Occupations students are expected to conduct themselves in a manner consistent with the standards governing their chosen profession. Disciplinary action may vary, and is dependant on the nature of the conduct, and may begin with suspension through permanent dismissal from the Health Occupations Division.

- Suspension timelines can vary from one to two semesters at the discretion of the Associate Dean for the program.
- Program dismissals are permanent.

The following are examples of (but not limited to) unethical conduct that could lead to disciplinary action:

- 1) Plagiarizing or submitting another person's academic work as one's own. This includes another student's work, as well as reference material.
- 2) Cheating on examinations. This includes revealing test content to another student or receiving such information prior to taking an exam, in addition to sharing information, inappropriate use of technology, referring to notes, texts or etc., during an exam.
- 3) Displaying disruptive, violent, and/or abusive behavior in the classroom or at

- the clinical/field placement site
- 4) Possession of and/or use of alcohol or other drugs.
 - 5) Improper or unsafe use of prescription drugs or over-the-counter medications.
 - 6) The inability to safely perform duties related to functional impairment
 - 7) Possession of firearms or other weapons.

Classroom/Clinical Do's and Don'ts

Do's

- 1) Students will dress professionally to reflect the status of their chosen careers.
- 2) Students will conduct themselves at all times in a professional manner, and will refrain from loud, boisterous, offensive or otherwise inappropriate language or conduct.
- 3) Students will abide by all policies, rules and regulations established by Milwaukee Area Technical College and the healthcare facility where assigned for clinical/field placement course work. When a student fails to do so, Milwaukee Area Technical College or the healthcare facility has the right to dismiss the student from the site.

Don'ts

- 1) Students are not permitted to bring children or guests to the classroom, laboratory or clinical/field placement site.
- 2) Students are not allowed to use pagers or cellular telephones in the classroom, laboratory, or clinical/field placement site
- 3) Students are not permitted to smoke, eat, or drink in any class, or clinical/field placement site unless authorized

- 4) Once dismissed from clinical/ field placement coursework, the student is not permitted to return to Milwaukee Area Technical College or the clinical/field placement site until authorized by Milwaukee Area Technical College and/or the healthcare facility.

NOTE: *Students should also review MATC's Student Code of Conduct:*

<http://matc.edu/student/studentlife/codeofconduct.html>

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. If you have special needs, library or grading concerns, following the instructions listed elsewhere in this handbook. Consult your online syllabus for grading standards and deadlines for submitting assignments.

STANDARDS FOR ACADEMIC SUCCESS (SAS)

(The following section was taken from the current MATC Student Handbook)

The MATC Standards of Academic Success (SAS) define the requirements students must meet to maintain satisfactory academic progress. They also establish a formal process to identify, notify, and provide assistance to students who fall below required academic standards.

MATC calculates a student's Academic Status twice a year, after the end of the fall semester and the end of the spring semester. This calculation includes:

Semester Grade Point Average (GPA) based on coursework completed at MATC during the semester being evaluated

Cumulative GPA based on all coursework completed at MATC;

Semester course completion rate (percentage of credits completed out of credits attempted at MATC for the semester being evaluated)

Cumulative course completion rate (percentage of credits completed out of all credits attempted at MATC and transferred to MATC)

Good Academic Standing

To remain in Good Academic Standing in the College, a student must maintain:

Minimum 2.0 Semester GPA

Minimum 2.0 Cumulative GPA

Minimum 67% Cumulative Course Completion Rate (U, W, and I grades are considered as credits attempted but not successfully completed.)

Minimum 67% Semester Course Completion Rate (U, W, and I grades are considered as credits attempted but not successfully completed)

Students who fail to meet the above requirements for Good Academic Standing will be subject to the following:

Academic Warning

As a consequence of failing to meet the standards for Good Academic Standing, students will have their status changed to Academic Warning at the end of the semester being evaluated and will receive written notification from the Registrar.

Students on Academic Warning will not be restricted in the number of credits that they can take. However, they must achieve a minimum 67% semester completion rate and a minimum 2.0 semester GPA to avoid being placed on Academic Suspension.

Students on Academic Warning will have their academic status evaluated every semester. Those who meet semester, but not cumulative, standards will continue on Academic Warning.

Students will return to Good Academic Standing when they meet both semester and cumulative standards.

Students may not appeal their Academic Warning status.

Students who fail to meet a minimum 2.0 semester GPA and a minimum 67% semester completion rate will be subject to the following:

Academic Suspension

As a consequence of failing to meet the semester GPA of at least 2.0 and the semester course completion rate of at least 67%, students on Academic Warning will be placed on Academic Suspension. Students will be notified by the Registrar of their change in status.

Students also will be notified of the procedures and deadlines to file an Academic Appeal for Reinstatement. All appeals must be in writing.

The Academic Appeals Committee established by the Vice-President of Student Services will review all appeals for reinstatement. The appeal review process

includes a determination of financial aid eligibility.

Students whose appeals are granted will be placed on Academic Probation with or without Financial Aid.

Students whose appeals are denied will be suspended and required to sit out of MATC for one semester. To be considered for reinstatement and financial aid eligibility students must file an academic appeal by the deadline established by the Academic Appeals Committee.

Academic Probation

Upon successful appeal of their suspension status, students will be reinstated with Academic Probation status and will be limited to a maximum of eight (8) counselor approved credits. Students will not be reinstated for the summer session. The program counselor will serve as advisor to students on Academic Probation.

Reinstated students on Academic Probation who have lost financial aid eligibility must complete a minimum of six (6) college level credits at MATC before they will be reconsidered for financial aid.

The academic status (cumulative and semester GPA, and cumulative and semester course completion rate) of students on Academic Probation will be evaluated every semester.

Students on Academic Probation must successfully achieve a 100% course completion rate and a minimum 2.0 GPA each semester to continue at MATC. The consequence of not meeting these requirements is a return to Academic Suspension status.

Students will return to Good Academic Standing when they meet both semester and cumulative requirements, as defined by the standards for Good Academic Standing.

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. See the “Quick Phone Reference” for phone numbers.

SECTION 4 – CLINICAL/FIELD PLACEMENT

CLINICAL/FIELD PLACEMENT ASSIGNMENTS

Each Health Occupations program schedules clinical 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 experience, certain programs may schedule clinical hours for 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 be made** if the student fails to meet these requirements.

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

ETHICAL AND PROFESSIONAL CLINICAL/FIELD PLACEMENT CONDUCT

Health Occupations students are expected to conduct themselves in a professional manner consistent with the standards governing their chosen profession and in accordance with the Health Occupations Division requirements for Academic, Ethical, and Professional Conduct. Examples of inappropriate conduct that could lead to disciplinary action, up to and including dismissal from a Health Occupations program, include but are not limited to: loud, boisterous, offensive or otherwise inappropriate language or conduct; direct communication with clinical facilities to inquire regarding clinical placement processes, decisions or placement denials; attempts to make direct arrangements with clinical facilities for clinical placements.

The following include, but are not limited to, further examples of unethical conduct that could result in suspension or permanent dismissal from a Health Occupations clinical experience, course, program, or division:

- 1) Revealing confidential patient information to ***anyone***, including the patient's family members. See Section 6, regarding Health Insurance Portability and Accountability Act (HIPAA) requirements and confidentiality.
- 2) Refusing to provide care to a patient because of the patient's race, color, sex, religion, age, beliefs or disability.
- 3) Abusing a patient physically or mentally by conduct such as striking a patient, improperly confining a patient, cursing at a patient, or arguing or cursing in the presence of a patient.
- 4) Practicing beyond the scope of the student's education, training or experience.
- 5) Falsifying patient records or reports.
- 6) Abusing alcohol and/or other drugs at the clinical site.
- 7) Failure to safeguard the patient from incompetent or unethical healthcare provided by another person. Such incidents are to be reported to the appropriate supervisor or instructor.
- 8) Destroying or stealing property of the patients, other students', affiliating agencies, clinical instructors' or clinical staff.

HEALTH REQUIREMENTS

Admissions to a Health Occupations program is contingent upon completion and approval of health records as required for each program. This information can be found at http://matc.edu/student/newstudent/request_program_info.html#forms and clicking the appropriate program. Ongoing health requirements as determined by the particular program and clinical agency must be completed by a designated date in order to enroll in the course of study and enter the clinical agency. **Meeting the medical requirements is the sole responsibility of the student.** The "Health

Certification Form,” also includes documentation of immunizations and completion of Essential Functions form (as outlined by the Americans with Disabilities Act).

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 Health Occupations Division **STRONGLY** recommends that all students discuss the risk of Hepatitis B infection with their personal healthcare provider and consider immunization.

Information concerning Hepatitis B and the procedure for immunization will be given to all students during the orientation/registration process.

DRUG SCREENING

A student may be required to submit to a drug screening test at his/her own expense prior to participation in a clinical rotation.

CPR CERTIFICATION

Students are responsible for maintaining current CPR certification as designated by the program. Refer to your program’s website for details.

Please note: If certification expires, the entire 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 Occupations clinical course, you will have patient or patient record contacts. The Wisconsin Caregiver Law requires healthcare facilities to conduct criminal background checks on employees, volunteers, and students who have contact with patients or patient records. You will be required to fulfill the caregiver background check requirements prior to your participation in a

MATC clinical or field placement course at a healthcare facility in the community.

There are two forms to complete before your experience begins:

- 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 sites as required by the Wisconsin Caregiver law.
- 2) "Background Information Disclosure Form," (Department of Health and Family Services Form HFS-64); a questionnaire including questions about criminal background, professional care-giving experiences, and state residencies.

Milwaukee Area Technical College paralegal staff will use the information you provide from your Background Disclosure Form to perform an electronic criminal history search from the Wisconsin Department of Justice; additional court systems as necessary, and an electronic review of records kept by the Department of Health and Family Services for any substantiated findings of abuse or neglect and license restrictions and denials.

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 Regulation and Licensing.

Based on the information revealed by you on your background information disclosure form and/or results obtain through the electronic checks, you may be asked to provide additional documentation such as an out-of-state criminal history search, relevant military records, and/or supplemental court records. **Students are required by the Wisconsin Caregiver Law to report to MATC and the clinical 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.**

In addition, licensing/certification agencies also require criminal background investigations. Applicants having questions in this area need to discuss this matter with the Caregiver Background Check Paralegal (Room M240, (414) 297-7498) or Associate Dean of your program area. Additional information is available on the Wisconsin Department of Health and Family Services website:
<http://dhfs.wisconsin.gov/caregiver/index.htm>.

Some offenses may bar you from working in the Healthcare professions. This will depend on the date and type of offense(s). Such offenses will bar you from placements in field or clinical sites as part of your MATC educational program. **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 Occupational program.** Advice with regard to other occupational programs will be provided.

DRESS CODE

Students must comply with the dress code for the clinical/field placement site to which they are assigned or with the specific uniform requirements of the program.

TRANSPORTATION TO CLINICAL/FIELD PLACEMENT SITES

Students are solely responsible for their transportation to and from any clinical/field placement site or agency.

DISCLAIMER

Students must adhere to prescribed safety measures and follow standard precautions when working with patients, blood, body fluids and tissue, either in the school laboratory or in the clinical/field setting. Faculty cannot assume the responsibility for assigning students to work with blood, body fluids or tissue that are free from communicable diseases such as HIV, AIDS or hepatitis. It is the responsibility of the student to work safely and take the proper safety precautions to minimize exposure to such diseases. Milwaukee Area Technical College, its faculty, or clinical agencies will NOT be held liable for accidents, injuries or infections

incurred by students during their course of study.

PLACEMENT RELEASE

All students will be required to sign a "Placement 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.

SECTION 5 – HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

INTRODUCTION TO HIPAA

As a student in a clinical training program at Milwaukee Area Technical College (MATC) you are required to learn about the health information privacy requirements (“Privacy Rule”) of a federal law called HIPAA (**H**ealth **I**nsurance **P**ortability and **A**ccountability **A**ct). The purpose of this document is to summarize relevant MATC policies dealing with protecting patient’s health information.

PROTECTED HEALTH INFORMATION

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 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 to anyone outside of MATC or your training program, without first obtaining written patient authorization

or de-identifying the 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:

- a. Name;
- b. 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);
- c. 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)
- d. Phone numbers;
- e. Fax numbers;
- f. E-mail addresses;
- g. Social security number;
- h. Medical record number;
- i. Health plan beneficiary number;
- j. Account number;
- k. Certificate/license number;
- l. Vehicle identifiers and serial numbers;
- m. Device identifiers and serial numbers;
- n. URLs;
- o. Internet protocol addresses;
- p. Biometric identifiers (e.g., fingerprints);
- q. Full face photographic and any comparable images;
- r. Any other unique identifying number, characteristic, or code; and

- s. 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 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 PHI

Because of potential security risks, you are not permitted to e-mail 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 to follow policies governing access to, and use and disclosure of PHI will result in being denied access to MATC facilities and clinical sites. Failure to follow policies 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 rotations.

SECTION 6, COURSE REPEAT & PROGRAM READMISSION PROCEDURES

COURSE REPEAT PROCEDURE

Notification:

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:

- *Student Course Repeat Request Form*
- *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 meet with the program designee to review the request. Forms may be obtained from the course instructor or the Health Occupations Administrative Office at your campus location.

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

See: Section 4, Academic Performance; and Section 5, Clinical/Field Placement 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* <http://matc.edu/document/handbook.pdf>

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

Occupations program. After a student becomes “program ineligible” their program code will be deactivated by the program designee.

It is the responsibility of the student to withdraw from continuing Health Occupations program courses he/she registered for, but is ineligible to take. A program ineligible student who fails to withdraw from a paid program course, will receive and unsatisfactory (U) grade for the course. A program ineligible student who fails to withdraw from an unpaid course, will be de-registered by the Registration Department

PROGRAM READMISSION PROCEDURE

Upon administrative approval, students may be readmitted **once** to the same health occupations program.

The student seeking program readmission must apply as follows:

Student Responsibility:

- Complete a Student Program Readmission Request Form*
- Complete a Student Academic Action Plan for Success Form*
- Submit all documents to the Health Occupations Administrative Office(s);*
H116 – Downtown
B201-A – Mequon
A170 – Oak Creek
104 – West Allis

Forms may be obtained from the course instructor or the Health Occupations Administrative Office at your campus location.

Divisional Process:

- *The Division Readmission Committee meets **once** during the fall and **once** during the spring semesters.*
- *All students will be sent written acknowledgement of the receipt of their readmission request packet.*
- *Division Readmission Committee will review the readmission packet, in addition to the student’s complete academic history/profile/record.*
- *Division Readmission Committee will mail written notice of the committee’s recommendation to the student, by the indicated timeline (October 15th or February 15th).*

- *Students granted program readmission are required to contact their program designee for information on registering for courses they need to take.*
- *Students denied program readmission have the right to appeal the decision. The appeal must be submitted in writing to the Associate Dean of the program within 10-days of receipt of the denial letter.*
- *After review of the appeal, the student will be mailed written notice, within ten (10) business days, of the **final College decision**.*

The Division Readmission Committee is comprised of Health Occupations faculty and administrators, and MATC counselors.

ACADEMIC SUSPENSION

Students placed on Academic Suspension are not permitted to continue in a Health Occupations program. The student's program code is deactivated by the Registrar's Office. The student must meet with the respective program counselor for reinstatement instructions and information.

See: Standards for Academic Success (SAS) Policy. *Milwaukee Area Technical College Student Handbook* <http://matc.edu/documents/handbook.pdf>

OUT OF SEQUENCE

Students who fail or withdraw from a course are considered, "out of sequence," in the program. Students out of sequence may return to the program based on space availability. No student who is out of sequence may register for a program course until all prerequisite courses are completed.

WITHDRAWAL EXCEPTIONS

Military Duty

Medical Reason

Requests for readmission for medical or military reasons will be reviewed by the Dean of Health Occupations, or the Dean's designee, who will determine the appropriate placement of the student in the program of study.

SECTION 7 – STUDENT HEALTH AND SAFETY

ACCIDENTS – CLINICAL AGENCIES/COLLEGE

Students are responsible for reporting illness or accidents occurring at MATC (lecture, laboratory, and assigned clinical agencies) immediately to their instructor and/or clinical supervisor/preceptor. Documentation shall include the required forms from the clinical agency as well as the college. **Completed forms** will be submitted to the MATC instructor. These forms are available in the administration office at each campus.

Students are responsible for complying with policies and procedures as well as standard operating procedures for maintaining their own safety. A clinical 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 agencies, or en route to or from a clinical 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.

If you do not have current health care coverage, a personal health insurance policy is strongly recommended. Medical facilities used for clinical instruction may require proof of medical coverage. Student health insurance is available through the Office of Student Life, Room S-303 on the Milwaukee Campus or at the other Student Life Offices.

ACCIDENTAL EXPOSURES

Faculty members in each Health Occupations Program are responsible for ensuring that students receive adequate pre-clinical training and meet the minimal competency standards for clinical experiences as identified in their course syllabi. Students are responsible for following the specific program guidelines, as well as the clinical agency guidelines, for the use and handling of biological materials,

chemotherapeutic agents, and for exposure to blood and body fluids.

Depending on the clinical agency and the nature of the incident, the student may be examined on site (urgent or emergency care) or be required to see his or her own health care provider. **The student's own health care provider is responsible for comprehensive or continuing medical care. The student is financially obligated for his or her own medical assessment and treatment.**

If the incident is associated with any accidental exposure to blood/body fluids including needle-stick injuries, the clinical 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 and will be evaluated by the appropriate health care provider. Any accidental exposure incident, including needle sticks injuries, will require the clinical agency procedures to be followed.

A **MATC accident report form** will be attached to the clinical agency documentation and report of outcomes. The MATC instructor is responsible for processing the forms.

LATEX ALLERGY

Frequent users of latex products may develop allergies to latex proteins resulting in allergic reactions, varying from mild to life-threatening. Health Occupations 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.

A complete and timely evaluation will be required of severely allergic students wishing to enter or continue in any Health Occupations program. The Dean of Health Occupations, collaborating with Student Accommodation Services and other program directors, will make a determination if "reasonable accommodations" can be made for the student to meet the college's core abilities, occupationally specific objectives, or to perform the functional abilities required in the occupationally specific area. Low-risk students, as well as those with a negative clinical history of latex

reactions, are not required to have extensive allergy testing prior to entering a Health Occupations program. However, students will be encouraged to seek evaluation by their physician/health care provider if symptoms suggestive of latex sensitivity develop during their laboratory/clinical instruction.

LIABILITY INSURANCE

Milwaukee Area Technical College provides blanket liability insurance coverage for students enrolled in Health Occupations courses upon payment of course fees. **Students shall not be permitted to attend class or perform clinical procedures until they are officially registered for the course.** The scope of the liability insurance is for the usual and customary practice associated with the specific discipline at the current level of instruction in the program. Students should be prepared to provide documentation on the first day of class that they are officially registered in the class.

MEDICAL CONDITIONS/PREGNANCY

The Americans With Disabilities Act (ADA) has required Health Occupations 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 following an accident, extended illness, significant psychological problems, or potentially serious medical conditions, he/she must submit documentation from a physician or healthcare provider providing clearance to continue

When a student is pregnant, it is the responsibility of the student to inform the instructor or associate dean supervising the program at the earliest opportunity. Documentation in the form of a note from her physician or healthcare provider stating that the student has been given clearance to participate in course activities will be required. Such documentation should also include any restrictions on lifting the student has during the pregnancy. Pregnant students will be required to observe specific monitoring practices and guidelines associated with exposure to substances with possible teratogenic effect/toxicity. The clinical instructor will follow current

practice in healthcare facilities for employees regarding exposure to substances, which could affect fetal health and development, or otherwise affect the ability to reproduce. Clinical faculty will attempt to accommodate students with weight restrictions on lifting.

SAFETY

Students must adhere to prescribed safety measures and follow standard precautions whether working with patients and blood or body fluids at school, or in the clinical setting. It is the ethical and legal responsibility of students, as it is of all health care professionals, to follow strict safety guidelines when working with ALL patients and to provide quality healthcare to ALL persons regardless of diagnoses.

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 in Health Occupation programs 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 Occupations 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.

GRIEVANCES/CONCERNS/PROBLEMS

Health Occupations 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. Meet with instructor
(if not resolved)
- Step 2. Meet with program designee
(if not resolved)

- Step 3. Complete a “Concerns or Issues Intake Form”
(grievance form available in Room H116, Milwaukee Campus
and B201 Mequon)
- Step 4. Meet with Associate Dean
(if not resolved)
- Step 5. Meet with Dean
(if not resolved)
- Step 6. Contact the Professional Standards Committee in the Office of
Student Life, Room S303, Milwaukee Campus

HARASSMENT/DISCRIMINATION

Harassment by employees or students on the basis of race, age, religion, color, sex, 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:

- Step 1: Contact: Affirmative Action Office located in Room M254,
Milwaukee Campus, 414-297-6528.
- Step 2: If uncertain, contact Mr. Archie Graham, Director, Student Life,
located in Room S303, Milwaukee Campus, 414-297-6870.

If taking classes at another campus, the Student Life Office may be contacted at the Mequon Campus, Room A118, tel. no. 262-238-2390 or 262-238-2218; Oak Creek Campus, Room B113, tel. no. 414-571-4715; or West Allis Campus, Room 133, tel. nos. 414-456-5448 or 414-456-5304.

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 placement.

DISABILITY SERVICES/STUDENT ACCOMMODATION SERVICES

If you have a disability which would interfere with your ability to complete the requirements of a Health Occupations course or to participate in the activities described in the syllabus or manual, you can notify your instructor or contact the Student Accommodation Services Department 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.**

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. You may check the "Quick Reference Phone Numbers," for a telephone number of the Counseling Department at the Milwaukee, Mequon, Oak Creek and West Allis Campuses.

ACADEMIC ADVISING

Advising is available to all students enrolled at MATC and all continuing 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.

EMPLOYMENT DEVELOPMENT CENTER

The Employment Development Center (EDC) 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 EDC is located in Room S209 of the Student Center, Milwaukee Campus, or call 414-297-6244.

CODE OF CONDUCT

Students judged to have violated the Student Code of Conduct are subject to disciplinary action, including suspension, probation, or possible termination in accordance with prescribed due process procedures described in the Student Code of Conduct booklet provided by the Office of Student Life. To report violations, contact the Student Life Office, Room S303, on the Milwaukee Campus.

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, 16 credits must be taken 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 taken 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.

PINNING

Students may participate in an end of program pinning. 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 calendar year. Check with your program designee for specific program criteria.

SECTION 10 – MISCELLANEOUS

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

In the event of severe weather conditions or other emergencies, official announcements regarding cancellation of classes will be broadcast on Television Station WMVS, Channel 10. The announcements for DAY CLASSES will begin at 6:00 a.m.; EVENING CLASSES will begin at 2:00 p.m.; and SATURDAY CLASSES will begin at 7:00 a.m. If no announcement is made on Channel 10, classes will be held. Emergency closing information will also be provided in a prerecorded telephone message on the MATC weather telephone 414-297-6561. **Channel 10 and Channel 36 are the only official source for school closings.**

As a general guideline, when students are assigned to clinical rotation and the school is closed or class canceled, the students do not have to report to the clinical facility.

If school is officially closed, this will not be counted as an absence. Specific guidelines will be provided in the course syllabus. Faculty and students who are already present at a clinical site when school closing is announced may use discretion in deciding whether to stay or cancel the clinical session.

Instructors will notify students at the next class session how assignments, etc., from cancelled class(es) or clinical session(s) will be handled.

CORE ABILITY SELF-ASSESSMENT

Milwaukee Area Technical College's Mission Statement states that the college provides not only quality education, but seeks to **improve students' personal learning potential**.

The MATC Core Abilities are the general skills, abilities, and attitudes that are essential for every successful graduate. They have been called "employability skills," soft skills, and professional attributes. The indicators are more specific measures of the Core Abilities.

Instructions:

- a. To prepare yourself to meet the goals of improving your personal learning potential, we ask that you critically reflect upon your current core abilities by completing this self-assessment.
- b. There are no right or wrong answers, and this self-assessment will not affect your grades.
- c. For each indicator, please analyze the extent to which the statement is applicable to you and for each indicator, circle the number according to the following scale:

4 = Most Like Me 3= Like Me 2= Somewhat Like Me
1= Not like Me ✓ = Area I need to improve

- d. This assessment will not be collected, but we encourage you to develop a plan to improve in the areas where growth opportunities were identified.

CORE ABILITY SELF-ASSESSMENT

Circle the number according to the following scale:

Date: _____

4 = Most Like Me 3= Like Me 2= Somewhat Like Me 1= Not like Me ✓ = Area I need to improve

Core Ability	Indicator	Self Assessment				✓
Demonstrate Responsibility						
	a. I attend classes as scheduled	4	3	2	1	
	b. I turn in quality work	4	3	2	1	
	c. I complete assigned tasks according to prescribed deadlines	4	3	2	1	
	d. I complete assigned tasks according to prescribed criteria	4	3	2	1	
	e. I adapt hygiene and appearance to requirements of work and educational environment	4	3	2	1	
	f. I act professionally to fulfill job duties within chosen field	4	3	2	1	
	g. I demonstrate flexibility and self-directedness in learning	4	3	2	1	
	h. I acknowledge a responsibility to the global community (cultural, economic, environmental, political)	4	3	2	1	
	i. I practice environmental sensitivity in profession	4	3	2	1	
	j. I identify personal strengths and areas for improvement	4	3	2	1	
Communicate Effectively						
	a. I use effective oral communication skills	4	3	2	1	
	b. I use effective written communication skills	4	3	2	1	
	c. I apply standard rules of language structure, including grammar and spelling	4	3	2	1	
	d. I listen actively to others	4	3	2	1	
	e. I derive meaning from text	4	3	2	1	
	f. I communicate in a bias-free manner	4	3	2	1	
	g. I support viewpoints with evidence	4	3	2	1	
Collaborate with Others						
	a. I demonstrate respect in relating to people	4	3	2	1	
	b. I cooperate and resolve conflicts effectively	4	3	2	1	
	c. I participate in shared problem solving	4	3	2	1	
Respect Diversity						
	a. I acknowledge personal prejudices and biases	4	3	2	1	
	b. I appreciate perspectives of people outside own background/culture	4	3	2	1	
	c. I work collaboratively with persons from other backgrounds/cultures	4	3	2	1	
	d. I demonstrate sensitivity to global issues	4	3	2	1	
Think Critically						
	a. I differentiate between fact and fiction	4	3	2	1	
	b. I consider other viewpoints and perspectives	4	3	2	1	
	c. I present logical arguments	4	3	2	1	
	d. I evaluate sources of information to solve problems	4	3	2	1	
Utilize Technology						
	a. I use technology to communicate	4	3	2	1	
	b. I solve problems using technology	4	3	2	1	
	c. I use appropriate technology to manage information	4	3	2	1	
	d. I recognize the impacts of technology	4	3	2	1	
Apply Math and Science						
	a. I apply math concepts and principles appropriately	4	3	2	1	
	b. I apply scientific concepts and principles appropriately	4	3	2	1	
	c. I interpret meaning from quantitative data	4	3	2	1	
	d. I interpret meaning from scientific data	4	3	2	1	

**MILWAUKEE AREA TECHNICAL COLLEGE
ASSOCIATE DEGREE AND PRACTICAL NURSING PROGRAMS**

**Prior Approval to Transfer Nursing Theory Courses
From Another Wisconsin Technical College District to MATC**

Policy

- This option is only available to students who have already been accepted into core nursing courses at MATC.
- Students may request prior approval to take a nursing theory class at another Wisconsin Technical College System (WTCS) District. No clinical or skill courses may be taken at another WTCS district.
- In order to transfer a nursing theory course taken at another technical college to the MATC nursing program, you must submit this form **PRIOR** to the start of the course.
- 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 the policies of the MATC Nursing Department, including requirements for passing classes taken at other districts with a grade of 80% in order for the transfer credit to be accepted.
- If the transfer course is a co-requisite for another nursing course you are concurrently taking at MATC, you must remain enrolled in the transfer course in order to maintain your program status at MATC.
- If you withdraw from a transfer course, you must notify the MATC nursing program immediately and will need to withdraw from any concurrent nursing courses at MATC.
- If you fail or withdraw from the transfer course, it will count as an unsuccessful attempt at the nursing course, and you will be subject to the MATC Health Occupations Division 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: _____

Nursing Course Number: _____ Semester and Year: _____ College of Enrollment: _____

Student Signature: _____ Student E-mail Address (Print) _____

**This form must be submitted to the office of the Associate Dean of Nursing in room H116
at the Milwaukee campus or room B201 at the Mequon campus.**

Verifications will not be sent to other districts without a completed prior approval form.

Office Use Only Below This Line:

Enrollment in transfer course approved:

Signature of Associate Dean or Designee: _____ Date: _____

07.22.09

STUDENT SIGN OFF SHEET

I ACKNOWLEDGE THAT I AM RESPONSIBLE FOR THE CONTENTS OF THE 2009 2010 DIVISION OF HEALTH OCCUPATIONS STUDENT HANDBOOK LOCATED ON THE MATC WEBSITE AT http://matc.edu/student/newstudent/request_program_info.html#forms. I AM ALSO RESPONSIBLE FOR COMPLETING THE CORE ABILITY SELF ASSESSMENT. I FURTHER AGREE TO ABIDE BY THE TERMS AND CONDITIONS FOUND IN THE CONTENTS OF THE 2009 2010 HEALTH OCCUPATIONS STUDENT HANDBOOK.

Student's Name (PLEASE PRINT)

Student's MATC ID Number

Student's Signature

Date

Keep this section for your records

(TEAR OFF AND RETURN THIS SECTION TO YOUR INSTRUCTORS)

I ACKNOWLEDGE THAT I AM RESPONSIBLE FOR THE CONTENTS OF THE 2009 2010 DIVISION OF HEALTH OCCUPATIONS STUDENT HANDBOOK LOCATED ON THE MATC WEBSITE AT http://matc.edu/student/newstudent/request_program_info.html#forms. I AM ALSO RESPONSIBLE FOR COMPLETING THE CORE ABILITY SELF ASSESSMENT. I FURTHER AGREE TO ABIDE BY THE TERMS AND CONDITIONS FOUND IN THE CONTENTS OF THE 2009 2010 HEALTH OCCUPATIONS STUDENT HANDBOOK.

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Date