

## Professionalism Requirements

1. Medical Assistant students are expected to practice good personal hygiene and dress appropriately at all times. For **MA Clinical Procedures I and II and MA Laboratory Procedures I and II**, hair is to be styled/secured/controlled so that it remains out of the eyes and off the collar or tied back with a band or clip. Nails must be clean, short (1/4 inch or less) and unpolished. No artificial nails, facial jewelry or tongue jewelry are allowed. Strong perfumes, lotions, and the smell of smoke on clothes must be avoided. Rings with stones/settings and bracelets should be left at home. No hats or caps. Appropriate dress for healthcare also includes no visible breast cleavage, no exposure of skin at the waistline, and clothing without holes that expose skin. Tattoos must be completely covered. Protective footwear that completely covers the foot is also required in the Clinical and Laboratory Procedure courses. Appropriate dress expectations will be emphasized in Medical Assistant courses. These expectations are in compliance with most health care work environments.
2. A uniform dress code is required for the **Medical Assistant Practicum** and may be required for specific class sessions during **clinical or skills-based courses** (to be announced). The expense of the uniform to meet the dress code is the responsibility of the student. The instructor or training agency has the right to dismiss a student who fails to appear in full uniform with appropriate grooming. The dress code includes:
  - a. Official uniform for medical assistant students consisting of white or royal blue pants or skirt and a solid colored royal blue or white top. Additional uniform requirements may be determined by the practicum facility.
  - b. Clean, polished white clinical shoes. If athletic shoes are worn, they must be mostly white. Canvas athletic shoes, clogs, and sandals are unacceptable.
  - c. Neutral or white hosiery.
  - d. Official WITC arm patch on the left sleeve and name tag attached.
  - e. Appropriate jewelry which is limited to plain watches, wedding bands (optional), small post earrings and professional pins if appropriate.
  - f. Clean short nails without polish.
  - g. Clean hair styled modestly and off the collar or tied back with a band or clasp. No headbands allowed.
  - h. White lab coat with official WITC arm patch on the left sleeve (per individual campus policy).

This will also be required for classroom competency testing and participation in WITC health activities such as the Health Fair.
3. Eating, drinking, smoking, and gum chewing are not permitted in health classrooms without instructor approval or at the training agency, and may result in dismissal from the class.
4. Use of unprofessional, vulgar language, swearing, or improper grammar is unacceptable in the classroom and at the training agency; this may result in dismissal from the class.
5. Cell phones must be turned off and kept out of sight during class and work time.

6. Assignments may, in certain cases, be submitted electronically to the instructor. Anytime the student emails assignments to an instructor, they **MUST** utilize their WITC student account.
7. Also, all official communication from the college, MA program, and the MA instructors will utilize the students' WITC email accounts. Therefore, students are expected to use their WITC account for **all** MA program and instructor communications.