

WISCONSIN INDIANHEAD TECHNICAL COLLEGE
MEDICAL ASSISTANT
STUDENT HANDBOOK

MA CODE OF CONDUCT, INCLUDING ACADEMIC DISHONESTY

The Medical Assistant (MA) program adheres to the WITC Student Code of Conduct.

MA Student Code of Conduct

WITC MA students are held to the standards of conduct described in the WITC Student Handbook. MA students are expected to abide by acceptable professional behavior, as defined by, but not limited to, the **professionalism checklist**.

In addition, MA students are preparing for a profession that has standards of conduct for its members. The American Association of Medical Assistants (AAMA) has a Code of Ethics that states the conduct required of Medical Assistants. MA students are expected to conduct themselves in a manner consistent with these standards.

Unacceptable conduct of the MA student includes, but is not limited to, the following examples:

1. Violation of HIPAA regulations
2. Refusing to provide care to a client because of that client's race, color, sex, religion, age, beliefs, or disabling condition
3. Abusing a client physically or mentally by conduct such as striking a client, improperly confining a client, swearing, or cursing a client
4. Falsifying client records or reports
5. Failure to safeguard the client from incompetent or unethical health care provided by another person. Such incidents are to be reported to the appropriate instructor/supervisor
6. Failing to acquire and maintain competence in clinical competencies appropriate for the level of the MA student
7. Practicing beyond the scope of the student's education, training, or experience
8. Consuming alcohol and/or other drugs so that such use impairs ability to safely provide client care
9. Failure to report one's own errors in the clinical setting
10. Destroying or stealing property belonging to the client, clinical agency, instructor, school, or another student
11. Failure to implement Standard Precautions
12. Demonstrating behavior that is unprofessional and would be considered unacceptable in any professional setting and reflects poorly on the WITC MA program
13. Academic dishonesty (see below)

Addressing the Code of Conduct Violation

It is the responsibility of the instructor who identifies the unacceptable conduct to approach the student and discuss the situation concerning the conduct. The instructor and student will then create an Improvement Plan to address the issue. A copy of the Improvement Plan will be given to the student, the MA Program Director, and the Divisional Dean, Allied Health. The original document will be kept in the student's file.

The student may request further discussion or appeal the decision of the instructor by following the grievance procedure as described in the WITC Student Handbook.

Possible Dismissal from the MA Program

1. Code of Conduct violations may result in dismissal from the program. If a student is dismissed from the program due to Code of Conduct violations, that dismissal is final with no option for reentry to the MA program.
2. A student will be dismissed from the MA program if the Clinical Manager/Practicum Coordinator dismissed the student from the clinical site, that dismissal is final with no option for reentry to the MA program.

Academic Dishonesty

Examples of academic dishonesty include, but are not limited to:

- copying any portion of another student's work
- receiving answers from another student or giving unauthorized assistance to other students
- accessing information that is not allowed during a written examination
- modifying, without instructor approval, an examination or written assignment
- plagiarism
- knowingly withholding information that should be known to the instructor

Students should recognize that plagiarism of any sort, including internet-based sources, is unacceptable and WITC utilizes a resource (Safe Assign) that verifies student written assignments are plagiarism-free.

If a student engages in academic dishonesty the following penalties will occur:

First violation

- A "violation" is an incident or incidents of academic dishonesty on an assessment, assignment, or exam.
- A score of "zero" will be given to the assignment or exam on which the student was completing, which may result in failure of the course if the assignment is so weighted.
- Documentation of the act of academic dishonesty will be completed within an Improvement Plan unless a second violation has occurred prior to imposition of consequences for a first violation, in which case the procedure for a second violation shall be followed. The Improvement Plan will include a plan to ensure that the consequences of any further academic dishonesty are understood.
- Depending on the nature of the violation, step two may be waived and step three initiated.

Second violation

- A grade of "F" will be assigned to the course
- Dismissal from the MA program with no option for reentry
- Incidents of academic dishonesty on separate assignments or exams are separate violations, whether or not the student has already been penalized for a first violation.

A student who has been dismissed from the MA program for violations of the code of conduct or academic dishonesty will not be allowed to ever reenter the WITC MA program. See the Dismissal policy for further details.