



BELMONT COLLEGE

Medical Assisting and Phlebotomy Program's Honor Code and Acknowledgment of Program's Policies

The core values of Belmont College are knowledge acquisition, integrity, openness, caring and respect. All members of the college community are expected to maintain and support these core values. The program's honor code reflects the College's core values.

The honor code is: As a medical assisting and/or phlebotomy student at Belmont College, I pledge to be an active learner in my education and uphold the values of honesty, integrity, and respect in all my student activities including but not limited to my academic work and my interactions with patients, clinical staff, peers, faculty, and members of the community. I further resolve to refrain from the use of alcohol, illegal drugs or prescription medications that may alter my judgment and abilities to be an active learner and/or to provide safe care to my patients. In the spirit of openness, I will report to my faculty members any violations of this code of conduct.

I understand that as a student of Belmont College's medical assisting and/or phlebotomy program, I will have the following responsibilities to:

1. Gain scientific knowledge needed to provide care at the beginning practice level.
2. Obtain and utilize all current program resources and technologies.
3. Care for patients of all ages, ethnicities, and social backgrounds with various and unique healthcare needs.
4. Arrive at all learning experiences prepared to begin before the time scheduled.
5. Acknowledge that clinical site assignments are completed by the faculty.
6. Acknowledge that assigned clinical days of week and hours may vary. The clinical schedule may be adjusted during the semester.
7. Secure a reliable source of transportation knowing that travel to clinical may involve long distances.
8. Spend a minimum of 12 hours a week in the classroom, lab, or clinical experience.
 - a) Attend all scheduled classroom, lab, and clinical experiences. I am responsible for acquiring missed instructional material/content from a peer.
9. Develop a personal plan to address my personal life and educational needs.
 - a) Dedicate the allotted time needed for quality study time. The amount of time must address personal learning styles and needs.
10. Develop a medical assisting/phlebotomy knowledge base and utilize this information while making judgments within my scope of practice knowing that exam testing will assess the application of what is learned during the current and past semesters.

- a) Read and develop some understanding of course content before attending each learning experience.
 - b) Understand medical assisting/phlebotomy faculty will facilitate learning. However, it is my responsibility to learn the required knowledge and to meet the course requirements.
11. Participate in utilizing various teaching/learning modalities knowing that some modalities will better meet my needs while others will better meet the needs of the others in the student group.
 12. Cope with differences among students, faculty, and staff members.
 - a) Collaborate with others while working as a team towards my educational goals.
 - b) Understand others will not think and act as I do.
 13. Notify medical assisting/phlebotomy faculty of any changes with my physical and emotional abilities.
 14. Seek ADA accommodations as needed.
 15. Demonstrate a desire to continually improve.
 16. Accept constructive evaluations and criticisms of my performance as a medical assisting/phlebotomy student.
 17. Always maintain patient and personal safety.
 18. Follow the timelines, guidelines, policies, and standards established by the course, program, and clinical sites.
 19. Will not violate professional expectations regarding the usage of social media.
 20. Seek to be a professional in all learning environments which includes limiting public displays of affection between myself and other students.
 21. Communicate clearly and professionally when using all forms of communications which includes verbal, nonverbal and written. This expectation includes emails and text messages. I will request clarification when needed.
 22. Agree to utilize educational resources provided throughout the medical assisting/phlebotomy curriculum and post-graduation for successful preparation for the AMT RMA/RPT exam.
 23. Successfully complete the AMT RMA/RPT exam within 4 to 6 weeks following graduation.

The medical assisting and phlebotomy program's policies and procedures have been described to me and I have received an electronic copy. I have read and understand them.

I also understand that policies and procedures may change throughout my course of study and that I will be notified of such changes. I understand that clinical sites may have varying policies, including immunization requirements, and I agree to follow them as required.

I further acknowledge an understanding of the essential abilities required to meet the objectives of the curriculum.

I understand that students may be readmitted one time to the medical assisting and phlebotomy program and will return under the CURRENT program's policies. Students may only repeat (drop/fail/withdraw) from the medical assisting or phlebotomy program ONE time apart from previously stated circumstances.

I understand my responsibility to follow the proper chain of command for the medical assisting and/or phlebotomy program and to actively seek assistance with any issues. Professional boundaries are expected in regard to tone, date and time of communications.

I understand that faculty reserves the right to adapt teachings methodologies and course due dates following notification of the students.

I understand that I must successfully complete all theory, laboratory and clinical assignments/courses as identified in the course's syllabus and program's curriculum map. I also understand that I am responsible for reading the course's syllabus. Finally, I understand that failure to follow the course's syllabus or program's policies and/or failure to follow the medical assisting program's honor code may result in removal or failure from the medical assisting /phlebotomy program.

I understand that this signed statement will remain in effect for the duration of the program.

Student's PRINTED Name _____

Student's Signature and Date _____