

SCHOOL DELAY / CLOSING

DEC belongs to the computerized "School Closing/Delay Network." This network helps ensure that closing or delay announcements will reach all students. Students are informed to tune in to TV channels WTAE, (Ch. 4), WPXI (Ch. 11), KDKA (Ch. 2), or Talk Radio 1250 AM for timely notification of a cancellation or delay. Students may also refer to: www.thepittsburghchannel.com.

Link available at www.dec.edu.

DEC participates in this public assistance service to ensure successful communication of school cancellations and delays. The administration strongly emphasizes that students will not be penalized for making the decision to stay home from school due to poor road conditions. This is an individual judgment based on respective local area conditions.

The safety of the students is foremost in the minds of the DEC administration. **Online classes are not affected by weather-related closings and delays.**

DRESS CODE

A professional image is an essential dimension of the student's training process in becoming a successful employee. The DEC administration feels strongly that students should dress appropriately for the training they are receiving and for the careers they will enter. The faculty and administration of Douglas Education Center reserve the right to determine the appropriateness of the dress code. Students who do not comply with the dress code policy may be asked to leave class.

Cosmetology students will be provided a stylish jacket as required by the state board of cosmetology.

ALLIED HEALTH DRESS CODE

Medical Assistants wear scrub uniforms. The Medical Assistant is provided two uniforms and one laboratory jacket at the start of the first semester. The Medical Assistant student is not permitted to wear street clothes during school hours. Uniforms are issued to the student approximately 3-4 weeks after the start of the first term.

Health Information Technology and Medical Billing clerk students may choose to wear either medical scrubs or professional business attire. Medical scrubs are not purchased by the school for these programs.

The complete dress code is reviewed in detail with all students the first day of the semester. Appropriate dress in the Allied Health Program is left to the discretion of the Allied Health instructor and the Executive Director of Education.

SAFETY ATTIRE

Safety is the number one concern when it comes to our students. Students in certain programs are supplied with various types of safety equipment depending upon the program and are required to wear it when appropriate and during specific trainings. Students who do not wear the required safety equipment will not be permitted into those classes where it is required.

VACCINATION REQUIREMENTS

Only students enrolling in the Medical Assistant Program must have a completed health clearance from a licensed physician before entering school. This physical must include a screening for tuberculosis by PPD or Mantoux only (a Tine

Test is not acceptable) and a chest X-ray if the results of the PPD are positive.

It is important for the medical student to be informed and aware that vaccination against the hepatitis virus is available. The vaccination is recommended and advised. However, since financial responsibility for this inoculation is that of the student, it is the student's decision as to whether he or she desires the vaccination.

Because the possibility of exposure to autoimmune disorders exists in medical employment, the school contends that it is important for each student to document his/her date of health clearance with his/her private physician by having an HIV screening. HIV Screening is a simple blood test and can be done in conjunction with the other required testing. The school suggests that this information be kept on file in the physician's office only. Since the HIV Screening is not a mandatory portion of the DEC entrance requirements, it is not necessary that these results be listed with the school. Students who opt to inform the school of a positive HIV status can be assured that this diagnostic health information will not influence admission to or discharge from the program and will be held in the strictest confidence. It is, however, important to consider the risks of contamination and transmission of a communicable disease to other students or members of the community. In doing so, DEC hopes that each student will be responsible with regard to the health, safety, and well-being of others.

REGISTRY AND CERTIFICATION EXAMINATIONS

Allied Health Programs

Allied Health students who complete the DEC program are given the option to sit for the Medical Assistant Certification Examination, sponsored by the National Association of Health Professionals (NAHP). The examination will be scheduled during the fourth semester. However, Medical Assistant graduates have the option of sitting for the examination any time it is scheduled. Students who successfully pass the NAHP Examination have the privilege of using the initials NR-CMA (Nationally Registered Certified Medical Assistant) following their name. It is important that the student recognize the value that this registry has in employment. These initials indicate a high level of competency, accomplishment, and professionalism. Medical Assistant students also have the opportunity to take a phlebotomy certification sponsored through the NAHP. Upon successfully passing the exam, the student will be a NR-CPT (Nationally Registered-Certified Phlebotomy Technician).

Medical Assistant, Health Information Technology, and Medical Billing Clerk students are eligible to take the National Association of Health Professionals (NAHP) coding and insurance certification examination. Upon successfully passing the exam, the student will be credentialed as a NR-CCS (Nationally Registered Certified Coding Specialist).

These tests do not influence DEC grades or graduation from the program.

All policies are subject to change, with approval of the CEO/President, without prior notice