



School of Health and Human Services

Advanced Medical Transcription Program Policies

APPROVAL:

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| 1. Program Revision: | <u>October 2011</u> |
| 2. Admissions & Standards Committee: | <u>October 2011</u> |
| 3. Effective: | <u>November 2011</u> |

The philosophy of the Advanced Medical Transcription Program is to produce a graduate of high calibre who will make the transition from a learning environment to the workplace with ease.

PROGRAM OBJECTIVES

The Advanced Medical Transcription Program provides an environment and curriculum specifically designed to provide students with the opportunity to obtain the skills required to compete for entry level positions in the field of medical transcription.

To be eligible for a certificate, this program must be successfully completed within two (2) consecutive academic school years.

Students in the Advanced Medical Transcription Program are subject to the overall policies affecting all students at Selkirk College, with the following additions listed below. College policies may be viewed on-line at the College website (www.selkirk.ca).

PART I: ADMISSIONS POLICIES

A. ADMISSION REQUIREMENTS

1. Academic
 - a) British Columbia Secondary School graduation or equivalent.
 - b) A post secondary certificate in Applied Business Technology or equivalent work experience.
 - c) Proof of typing speed of 50 net words per minute (NWPM) for five minutes or successful completion of ABT 112 or equivalent.
 - d) ABT 115 (MS Word II) or equivalent (proficiency in the use of the latest MS Word program).
 - e) Completion of MTAT 142 (Medical Terminology III) or equivalent with a "C" grade or better.
 - f) Completion of ABT 101 Online Learner Success (OLS) or equivalent.

2. Mature Students

- a) A "mature student" is at least 19 years of age and has been out of the school system for at least one year on or before the first day of classes of the program.
- b) A mature student, with reasonable potential for success on the basis of work experience or other criteria may be admitted, notwithstanding some deficiency in prior formal education.
- c) A mature student shall normally meet the specific program or course prerequisites.

3. Distance Education Students

- a) Distance Education students are required to provide their own computer, printer, wav player and program, and related supplies. This includes the latest program edition of MS Word and, establishing an internet connection with an e-mail account.

B. ADMISSION SELECTION

1. Applications will be separated into two levels as identified in Selkirk College Policy 8610 (Admissions and Standards), namely "fully qualified" and "partially qualified".

- a) Fully Qualified

The applicant meets all of the requirements stated in Part I, A, above.

- b) Partially Qualified

The applicant is deficient in meeting some or all of the admission requirements stated in Part I, A, above.

2. Order of Selection

Selection and acceptance of applicants will proceed in the following order:

- a) Within the fully qualified level, preference shall be given to those with earlier completed application files.
 - b) Within the partially qualified level, preference shall be given to those considered best qualified.

3. Completion of Application File

The application file will be considered complete on the date when the requirements listed in Part I, A, have been met.

C. APPLICATION PROCEDURE

1. Before an applicant's file is completed, the following must be received:

- a) A completed application form.
 - b) Official transcripts.

2. Applications and all documentation must be submitted to the Admissions office.

3. The applicant must arrange an informational interview with the School Chair or designate. When not possible to conduct an interview in person, it may be conducted by telephone. Interview results are not used as criteria for admission.

D. ADVANCE CREDIT

1. Requests for advance or transfer credit will be dealt with on an individual basis.
2. Course equivalency will be determined by the Registrar in accordance with Selkirk College Policy 8610.
3. Prior Learning Assessment (see Selkirk Policy 8610).
 - a) The prior learning assessment process may be accessed to receive credit for specific courses. Students with previous experience or training may request to challenge a related course for credit.
 - b) Not more than 75% of credits required in program will be awarded through PLA.
 - c) The college PLA policy will be followed.

E. RE-ENTRY

1. Re-entry is permitted only when space is available.
2. Students in good standing who must interrupt their program may apply to re-enter the program within one year of departure.
3. Students who fail to successfully complete a course may apply to re-enter the course the next time it is offered.
4. Priority for re-entry will be given as follows:
 - a) Students who interrupted their program for illness or compassionate reasons.
 - b) Students who failed to meet program requirements for promotion.
5. Students who have been required to withdraw from the Advanced Medical Transcription Program under Part II, Section F will not be permitted to re-enter.
6. Students must complete the entire program within two consecutive academic school years of initial entry. Re-entry applicants who cannot meet this deadline will not be readmitted. Students may reapply for the program in its entirety.
7. Exceptional cases will be considered individually at the discretion of the program instructor and School Chair.

PART II: PROMOTION POLICIES

A. EVALUATION

1. Grading:

The following table establishes the criteria for conversion of percentages and letter grades to Grade Point for:

MTAT 146
MTAT 176
MTAT 182

Letter Grade	Grade Point	Percentage
A+	4.0	98-100
A	4.0	95-97
B+	3.33	92-94
B	3.0	89-91
C+	2.33	85-88
C	2.0	80-84
F	0.0	0-79

A letter grade of C (Grade Point = 2.0) is issued for courses being repeated due to failure. A minimum of 80% must be achieved

The following table establishes the criteria for conversion of percentage and letter grades to Grade Point for:

MTAT 150
MTAT 152
MTAT 154
MTAT 161
MTAT 164
MTAT 166
MTAT 168
MTAT 170

Letter Grade	Grade Point	Percentage
A+	4.0	99.5-100
A	4.0	99.0-99.4
B+	3.33	98.5-98.9
B	3.0	98.0-98.4
C+	2.33	97.0-97.9
C	2.0	95.0-96.9
F	0.0	0-94.9

A student who fails the MTAT 150, 152, 154, or 170 transcription test, may be allowed to take a supplemental test.

In order to pass the course, the second test must result in a letter grade of "C" or better. Failure of the second attempt will result in the student having to reregister and retake the course in its entirety.

The highest grade in a repeat course will be a letter grade of C (Grade Point = 2.0).

All completed tests will be kept in the student's file for one year. After one year, the tests will be destroyed.

- a) The work practicum, MTAT 180 will be graded CGR or NCG as described in College Policy 8610. Students will be placed in work practicums only if they have successfully completed all

courses and meet requirements as laid out in Part III.

- b) For the work practicum, an evaluation will be done on the student by the employer and, if possible, combined with an onsite evaluation by the program instructor. Evaluation by the program instructor will depend on the locale of the work practicum. The instructor is ultimately responsible for assigning grades.
 - c) Typing speed of 60 net words per minute (NWPM) must be achieved and documentation submitted to the instructor.
 - (i) See graduation checklist located in the program library for complete instructions. It is the student's responsibility to ensure this requirement is met.
 - (ii) A graduation certificate will not be released until documentation has been provided.
2. Examination Policy (transcription tests)
- a) Transcription tests must be completed by the course end date. Failure to complete the course on time will result in a DNW being issued.
 - b) .
3. Plagiarism and Cheating (*Selkirk College Policy 8610*)
- 15.1 *Honesty is expected and required of all students. The purpose of this section of the policy is to deal with honesty in the conduct of all examinations, essays, reports, and other assignments prepared or completed by students pursuant to the requirements of a Selkirk College program or course.*
- 15.2 *Cheating is defined as dishonest or deceptive conduct or attempted conduct by which individuals or groups of individuals use or attempt to use unauthorized aids, assistance, materials and methods to represent others' academic work, training and standards as their own.*
- 15.3 *Plagiarism is defined as the presentation or submission of work or data (published or unpublished in any form), done in whole or in part by other persons, without citation or credit, as the student's own work i.e., a group project, book, journal, electronic media, etc.*
- 15.4 *The submission of one's own work for credit in more than one course without the express knowledge of the instructors involved is forbidden.*
- 15.5 *Selkirk College will not condone nor will it accept work submitted to obtain credit which was produced through cheating or plagiarism.*
- a) *For a first offence the assignment, test, exam, paper, project or other work involved will be awarded a grade of zero to be incorporated into the calculation of the final grade.*
 - b) *For a second offence, the student will be required to withdraw from the course.*
 - c) *For any further offence, the student will be required to withdraw from the college.*
 - d) *A record of the foregoing will be kept in the student's official record.*
 - e) *Depending on the nature of the offence, steps (a) and/or (b) above may be by-passed, following consultation of instructor, School Chair, and/or Registrar.*

B. PROMOTION

1. In order to progress from the first semester to the second semester in the program, students must obtain a minimum cumulative GPA of 2.0.
2. Students who fail in any course must reregister and redo the course in its entirety before proceeding on to the next course.
3. All courses must be completed in the time frame specified by the college timetable and subjected to Policy 8610. Allowances may be made for the practicum due to the ability of the employer to accommodate. Students who have not completed a course on time must reregister if wanting to continue their studies.
4. Students will be placed on probation for two (2) failed courses.
5. Failure of a third course will be cause for dismissal from the program.

C. PROFESSIONALISM (Student conduct, behaviour, and dress code)

1. Students are to always conduct themselves in a professional manner in deportment, attitude, dress and communication skills. Failure to do so may result in behavioural probation.

Professional conduct and work ethic: In order to maintain the professional atmosphere and work ethics expected in the profession of a medical transcriptionist, attendance, attentiveness and cooperative interaction with fellow students, instructors and guest speakers are imperative. The use of profanity is prohibited.

Professional Appearance: Neatness, grooming, and appropriate business dress are required. Good personal hygiene is important. In consideration of others refrain from using perfume, cologne or aftershave.

2. Use of tobacco products is prohibited in college facilities.
3. No food or drinks are allowed in classrooms and labs.
4. Work stations are to be kept neat and tidy.

D. PROBATION (See Selkirk College Policy 8610)**1. Purpose**

- a) Students may be placed on probation which is intended to provide a mechanism to formally advise students that their performance may impede their ability to successfully complete the program.
- b) It is the student's responsibility to seek the required counselling or assistance in order to improve to a satisfactory level of performance.
- c) A student may be placed on probation at any time during the term.
- d) Students will be limited to a maximum of two probationary periods for the program

2. Criteria for placement on academic probation

- a) Failure of two (2) courses.

3. Criteria for placement on behavioural probation
 - a) Unsatisfactory attendance, both cumulative and current, and continued after a preliminary warning (see Section H).
 - b) Behaviour which disrupts classes and impedes the progress of fellow students.
 - c) Communication, either written or verbal which is deemed disrespectful or harassing.
4. Criteria for removal from probation
 - a) Conditions for removal from probation will be specified in the written notification of probation.
5. Failure to meet conditions of probation
 - a) Students who fail to meet the specified conditions of stipulated standards, as outlined in their probation letter, will be required to withdraw from the Advanced Medical Transcription Program.

E. WITHDRAWALS

To withdraw from the College in good standing, you are required to complete a Change Form, close your academic file, and fulfill all outstanding obligations to the College. For more detailed information, see the Admissions and Standards Policy (8610). When withdrawing, failure to complete withdrawal process in the first two thirds of a course will result in an "F" or "DNW" grade.

F. EXCLUSION OR DISMISSAL (Selkirk College Policy 8610)

1. Breach of confidentiality

Students transcribe and have access to authentic patient information. Confidential information is all information (whether oral, written or electronic) that, if disclosed without authorization, could be prejudicial to the interest of the patient or College. Patients have a right to privacy. Their medical records are to be treated as confidential. Medical transcriptionists and students of medical transcription have an obligation to safeguard patients' medical records against unauthorized disclosure. A breach of confidentiality may lead to immediate dismissal without credit. Breach of confidentiality is defined as follows: by allowing patient information which the student is privy to, to be known to others, either in written or spoken word, outside the Advanced Medical Transcription Program.

a) On campus students

Dictation tapes, voice files, transcribed practice reports, keys, disks and any other form of written or dictated material containing patient information are not to be removed from the Advanced Medical Transcription Program room. Removal of these materials is deemed to be a breach of confidentiality and may result in dismissal from the program. Upon entering the

program, the student will read and sign a confidentiality form which explains, in detail, the confidential portions of the program.

b) Distance students

Students receive course material which has sensitive patient information. The distance student must adhere to the confidential policy set out in F.1. Distance students, upon entering the program, will sign a confidentiality form. Distance students will secure a work area in order to maintain a confidential atmosphere where others will not have access to patient information. At the end of the program, practice reports, and any other media which contains patient information will be returned to the College. At the end of the program, the distance student will purge his/her computer of any voice files and documents including practice reports or tests

containing patient information. Breach of confidentiality may result in dismissal from the program.

2. An instructor or School Chair may exclude a student from participating in a class, lab, field trip, etc., due to lateness, prior absences, inadequate preparation, failure to complete prerequisite assignments, or lack of participation in corequisite courses.
3. An instructor, the Registrar, a School Chair, Dean or College administrator may exclude a student from participating in a class, lab, field trip, etc., if the student compromises the safety of others, if he/she assaults or abuses others, if he/she is destructive to property, if he/she disrupts the learning opportunities of others or if he/she behaves in a threatening or blatantly uncooperative manner towards students, College employees or other College members. The college employee excluding a student from participating in a class, lab, field trip, etc. shall report in writing to the School Chair the circumstances giving rise to the exclusion.
4. An instructor or other employee may recommend to his/her School Chair/Supervisor that a student be completely excluded from a course/program if that student has missed instructional times or failed to complete assigned work to such a degree that he/she could not compensate sufficiently to pass the course in the time available. A student may also be completely excluded if the student has compromised the safety of others, assaults or abuses others, has been destructive to college property, has disrupted the learning opportunities of others, has behaved in a threatening or blatantly uncooperative manner or engages in theft and/or criminal activity. See Selkirk College Policy 3400 - Student Code of Conduct.
5. A student will be dismissed for failure of three courses.
6. A student recommended for exclusion from a course/program will receive notification from and will be excluded by the Registrar on the written recommendation of the School Chair/Supervisor concerned. The student shall be notified of the appeal process by the Registrar.

G. APPEAL (See College Policy 8400)

1. A student dissatisfied with a final grade or program decision (e.g., probation, dismissal) may appeal the College's action by following this sequence
 - a) contact the course instructor in writing.
 - b) contact the School Chair in writing.
 - c) contact the appropriate Dean in writing.

NOTE: A student ombudsperson may be available on your campus to assist you in this process.

2. If the student has not resolved the issue after following the above three steps, the student may then choose to
 - a) Appeal to the Student Appeals Committee by contacting the College Registrar (College Policy 8400).
3. Students have five (5) working days from the time they are notified of their final grades to appeal a grade.
4. From the time of official notification students have five working days to appeal probationary status or dismissal.

H. ATTENDANCE

To be successful in this program, each course has a minimum required number of hours during which the student uses to practice in preparation for testing. To be successful, some students may be required to spend additional hours on a course(s).

1. Students are to submit monthly time sheets.
2. A student whose reported time is at least 90% of the required time will be considered to have satisfactory attendance (see PART II.D.4).
3. The instructor will not provide substitute learning experiences for students who have unsatisfactory attendance.

I. STUDENT CONDUCT

Students are subject to Selkirk College Policy 8350 (Educational Field Trips), in addition to the following policy

1. Students on any program tour or practicum are representatives of Selkirk College and the Advanced Medical Transcription Program. Students are expected to dress in office dress, conduct themselves as professionals and exercise common sense, responsibility and maturity. Students are expected to make a positive impression in the departments they visit. Inappropriate behaviour, disorderly conduct or unprofessional attitudes of any kind will be taken seriously and may result in disciplinary action (see PART II.C).

J. REFUND POLICIES

1. Refer to the Selkirk College calendar for specific information.

K. STATEMENTS OF GRADES AND TRANSCRIPTS

1. Grade statements are available on the college website. Upon written request and payment of the appropriate fee, official transcripts will be sent directly to another institution, agency, employer, or self.

L. TRANSFER CREDIT

1. If you have previously attended a post secondary institution, you may be eligible for transfer credit. Up to 75% of a Selkirk College diploma or certificate may consist of transfer credit.

M. GRADUATION

1. Graduation

In order to graduate in the Advanced Medical Transcription Program students must complete the entire program within two (2) academic years (i.e., not more than four (4) consecutive semesters) of initial entry and achieve a cumulative GPA of 2.0 including the following

- a) A minimum "C" grade for each of the following courses:

MTAT 146	Office Procedures
MTAT 150	Histories
MTAT 152	Consultations
MTAT 154	Operative Reports
MTAT 161:	Clinic, Discharges, Diagnostics
MTAT 164	Oncology

MTAT 166	Radiology
MTAT 168	Pathology
MTAT 170	Accuracy and Speed
MTAT 176	Proofreading
MTAT 182	Home Business Basics

- b) Sixty (60) net words per minute (NWPM) keyboarding speed (CRG grade). as documented by a college official or by standardized testing software recognized by Selkirk College.
 - (i) See program information on how to provide proof of your keyboarding speed
- c) MTAT 180: Successful completion of a three-week work practicum (CRG grade).

PART III: PRACTICUM POLICIES

A. PRACTICUM POLICIES

1. A three-week practicum is required at the end of the program and must be completed within six (6) weeks from the course start date. Students are eligible for practicums provided they have met the following criteria:
 - a) Completion of all the graduation requirements except MTAT 180 and MTAT 182.
 - b) Maintained satisfactory attendance levels (see PART II.H.).
2. Students are responsible for finding their own practicum placement. They must notify the instructor of the name and address of their practicum supervisor. Practicum duties must include transcription. Practicums can be in hospitals, clinics or with on-line companies. It is the student's responsibility to ensure that the practicum supervisor completes the student evaluation within two (2) weeks of the end of the practicum. Failure to do so will result in a No Credit Granted (NCG) being issued.
3. During the work practicum, students are expected to dress in office dress and meet or exceed management requirements for job performance. Students are expected to maintain a good working relationship with their co workers and supervisors.
4. Students must notify the Chair and instructor within 48 hours of any termination, temporary suspension, disciplinary action or any unannounced cancellation of the practicum. Failure to do so may be grounds for dismissal from the program.
5. During the practicum, students are subject to college and program policies. In addition, students are subject to the employment conditions and policies of the employer.
6. Practicums must be conducted within six (6) weeks of the student's course completions.
7. If a student gains employment in the field of medical transcription prior to completing the program, the first 90 hours of employment can be applied to the practicum. Credit will only be granted to students who satisfy the conditions listed in PART III, Item 1.
8. Upon completion of the 90 hour practicum and receipt of a successful practicum evaluation, a grade of CRG will be granted.
9. Travel may be required in your community or to different communities. Transportation is the student's responsibility and is not considered part of the practicum time.

Reference Form

I, the undersigned, hereby give the School of Health and Human Services of Selkirk College permission to release statements (references) regarding my performance in the program to prospective employers upon request.

I understand that this permission will remain in effect unless revoked by me in writing.

Signature

Date

Print Name