

The Medical Assistant course provides an entry-level position into healthcare. It consists of the following:

Medical Assisting Services I

Grade (12)

1 credit

May be taken as an Honors Class

The Medical Assisting Services I program is an introductory course to the fundamentals of the Medical Assistant, exploring professional standards and skills, roles and responsibilities, communication, legal and ethical principles, medical terminology, and understanding patient populations. Students will earn BLS CPR for Healthcare Providers and First Aid Certification during this program. This program is for Seniors only. Requisites for Honors Classification: Seniors must be enrolled in two other core Honors Classes. Students must maintain a letter grade of "B" or higher to stay in the Optional Honors areas of this class. Are eligible for membership in HOSA (Future Health Professionals).

CIP CODE: 51.0800.15

Medical Assisting Services II

Grade (12)

1 credit

May be taken as an Honors Class.

Medical Assisting II builds on the first semester of the Medical Assistant program and further explores areas focused on administrative and clinical skills, and is delivered as a coherent sequence of school-based and work-based supervised learning. Skills include: safety practice and procedures, patient intake, lab specimen collecting and handling, point of care testing, medication preparation and administration, EKGs, phlebotomy processes, and 120 hours of externship work-based learning outside the classroom. Students are eligible upon completion of this 2-semester program to sit for their national certification as a Certified Clinical Medical Assistant (CCMA) through the National Health Career Association (NHA) accredited testing. Further certifications that are possible to earn are in EKG and Phlebotomy.

Requisites for Honors Classification: Seniors must be enrolled in two other core Honors Classes. Students must maintain a letter grade of "B" or higher to stay in the Optional Honors areas of this class. Are eligible for membership in HOSA (Future Health Professionals).

CIP CODE: 51.0800.60

The syllabus is built on stackable modules combining clinical, administrative medical assistant learning objectives, as well as Anatomy and Physiology, and Medical Terminology.

Skills Modules consist of:

- Module 1: Clinical Communication
- Module 2: Infection Control
- Module 3: Vital Signs & Body Measurements
- Module 4: Eye & Ear Procedures

- Module 5: Minor Surgical Tasks
- Module 6: Pediatric Procedures
- Module 7: Cardiac & Respiratory Procedures
- Module 8: OB/GYN Procedures
- Module 9: Phlebotomy & Related Training
- Module 10: Urine Collection & Analysis
- Module 11: Laboratory Tests
- Module 12: Pharmacology

Clinical Plus Skills Modules consist of:

- Module 1: Position of the MA in Health Care
- Module 2: Legal Fundamentals and Medical Ethics
- Module 3: Communication
- Module 4: Clinical Communication
- Module 5: Infection Control and Personal Safety
- Module 6: Infection Control
- Module 7: Patient Screenings
- Module 8: Vital Signs and Body Measurements
- Module 9: General and Specialty Medical Assisting
- Module 10: Eye and Ear Procedures
- Module 11: Pediatric Procedures
- Module 12: Cardiac and Respiratory Procedures
- Module 13: OB/GYN Procedures
- Module 14: Assisting with Minor Procedures
- Module 15: Minor Surgical Tasks
- Module 16: Laboratory Regulations and Procedures
- Module 17: Urine Collection and Analysis
- Module 18: Laboratory Tests
- Module 19: Phlebotomy
- Module 20: Phlebotomy and Related Testing
- Module 21: Pharmacology and Medication Administration

- Module 22: Pharmacology
- Module 23: Nutrition
- Module 24: Patient Education and Support
- Module 25: Medical Emergencies in the Office

Medical Terminology includes 16 modules of right-sized content interwoven with interactivity and instant performance feedback.

- Concepts, Suffixes & Prefixes
- Body Structure
- Disease and Treatment
- Body Systems: Integumentary
- Body Systems: Skeletal
- Body Systems: Muscular
- Body Systems: Nervous & Mental Health
- Special Senses: Ears and Eyes
- Body Systems: Endocrine
- Body Systems: Cardiovascular & Lymphatic
- Body Systems: Blood and Immunity
- Body Systems: Respiratory
- Body Systems: Digestive
- Body Systems: Urinary
- Body Systems: Male Reproductive
- Body Systems: Female Reproduction

Anatomy & Physiology

- Organization of the Human Body
- Chemistry, Matter, and Life
- Cells and Their Functions
- Tissues, Glands, and Membranes
- Disease and Disease-Producing Organisms
- Integumentary System
- Skeletal System

- Muscular System
- The Spinal Cord and Spinal Nerves
- The Brain and Cranial Nerves
- Sensory System
- Endocrine System: Glands and Hormones
- Blood
- The Heart and Heart Disease
- Blood Vessels and Blood Circulation
- Lymphatic System and Lymphoid Tissue
- Immunity
- Respiratory System
- Digestive System
- Metabolism, Nutrition, and Body Temperature
- Urinary System
- Body Fluids
- Male and Female Body Systems
- Development and Birth
- Heredity and Hereditary Diseases

Attendance:

If a student is absent, the time missed must be remediated by providing and requiring the student to complete learning activities that are equivalent to the missed curriculum topics, externship experience or skill both in substance and in classroom or externship time. Learning activities must be documented.

Students are required to attend **all** class, lab and externship sessions. Students who do not meet the required hours for completion will not be eligible to sit for the national certification test per NHA. If a student's timeliness and attendance become a **probationary** problem, a *letter* stating such, signed by the student and the parent with an *action plan* to address the problem is required. This probationary action plan must be returned within **one** school day. If the problem persists, the student will not complete the program or be eligible for the certification exam and may be dismissed.

Our policy is as follows:

- a. Students are expected to start on time and leave at the end of the scheduled time.
- b. Students are considered tardy if they are not present in class and in their seats when the bell rings. All tardiness is recorded and considered improper behavior. Three tardy issues will result in probationary action, which will require an action plan to remedy the situation. If the tardy behavior persists, the student may be dismissed from the program.
- c. Students must complete 120 hours of externship clinical time. **There are NO make-up externship clinical days.** *Missing one clinical will result in not completing the required hours for program certification and will lead to course failure.*
- d. Missing any or part of the course where hours will be below those required by NHA will automatically result in probationary status, and an action plan must be completed to address the issue immediately. Students will be provided with phone numbers/email addresses to call in the event that they are tardy or absent. Failure to notify the instructor of an anticipated absence will result in probationary status.
- e. In the event of an emergency, the student/parent must notify the instructor/attendance office and clinical site, if in externship, and notify them of the absence.
- f. Students must not miss more than 30 hours of class time. If a student misses more than 30 hours, the student will be placed on probationary status.
- g. An excused absence for classroom time will require the student to make up the work. For every day excused that is missed, the student is allowed one day to make up the work before points may be deducted. Unexcused absences will result in zero points for the day.
- h. Any instructional lab time missed, the student must arrange to come in after school to complete the lab. Practice lab time may be made up in a scheduled open lab.
- i. Students must make up all classroom and instructional lab time prior to attending the externship clinical portion of the program.

Academic Policy:

Written Grading It is required that the students pass all exams and quizzes with a 75% or better grade. Students will take comprehensive tests throughout the course and a final exam. There will also be quizzes. Each quiz will cover a portion of the information covered for a test. Students who do not meet the academic standards for tests and quizzes may be put on academic probation. This will include a notification letter and action plan designed with the student. These will be sent to the parents and signed by both the parents and the student, and then returned within **one** school day to the instructor.

a. Any student caught sharing answers or information during a test or turning in work not of their own (fraudulent) will be considered cheating. All cheating will result in academic probation.

b. If a student is observed cheating during a test, they will be directed from the testing area and referred to the principal for counseling and disciplinary action. The student may be given the opportunity

to complete that test or another test covering the same material, but not during regular class time. Cheating during the NHA national certification test or CTE assessment test is not tolerated.

c. A student who engages in plagiarism, copying or improper sharing of information during assigned work or turns in fraudulent work, will receive a reduced or zero grade for that assignment. All forms of academic dishonesty will result in academic probation.

d. Any student who falls behind by two assignments will be put on academic probation.

Skills Grading:

Each student must demonstrate to the instructor satisfactory performance of each practical skill as prescribed in the curriculum before performing that skill on patients without the instructor's or preceptors' presence, direct observation, and supervision.

Students will engage in a mock-type skills exam in order to build confidence to perform skills on actual patients. There will be a skills lab check-off to pass the lab portion of this course.

Observation/demonstration grading: Students will gain points based on rubrics that outline what will be expected of them during skills lab and clinical. Students must attain a point value of 75% or better to pass. The rubrics will include proper dress, behavior, skills, safety, and knowledge of applied practice. Students who do not perform at a passing level in one lab or clinical will be placed on academic probation with an action plan. Unsafe behavior will subject the student to immediate dismissal from the program.

Final Grades Once a final grade is entered before report cards, a student may discuss the grade with the instructor. Description