

Withlacoochee Technical College

2022-2023

Medical Assisting Syllabus

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Program Description

This program is designed to prepare students in the field of medical assisting by teaching skills and knowledge necessary to obtain employment in a variety of healthcare settings, such as medical offices and hospitals. Courses and content are rigorous and include, but are not limited to, clerical and medical office procedures, direct patient care, emergency procedures including CPR and first aid, safety and security procedures, EKG, phlebotomy, medical terminology, anatomy and physiology, and employability skills.

Program Structure

Courses have been assigned course numbers via the Statewide Course Numbering System (SCNS) in accordance with Florida Statute 1007.24 (1).

Curriculum Frameworks

[Health Science Core](#)

[Medical Assisting](#)

Remote Learning

This program is taught face-to-face on campus, however, there may be times when remote learning is necessary. During such times, students need access to an Internet connection and sufficient technology in order to access the program's online learning modules.

Standards

| Description | Hours |
|-------------------|-------|
| Class Hours | 1100 |
| Clinical Practice | 200 |
| Total Time | 1300 |

Attendance Policy

Program length is 1300 hours and attendance is vital to a student's success. Students may only miss a total of **68 hours** for the entire program. No more than **2** clinical days can be missed. Students who miss more than this may be dismissed from the program.

Textbooks

Please refer to the Program Cost Information section of this program's [page](#) on the Withlacoochee Technical College (WTC) website.

Learning Activities

Students progress at the same pace learning through lectures, independent reading, projects and a combination of simulation and "volunteer" patient activities for skills such as vital signs, phlebotomy, EKG, etc.

How You Are Evaluated

Attendance: Full time 7:30 am to 3pm

Competency/Performance Evaluation: Lab and Clinical Skills

Classroom: Assignments, tests, quizzes

Employability Skills/ Work Ethic: Attitude, approach to employment and teamwork, safety, professional appearance (observes dress code)

Focus Grade Book Percentages

Attendance – 10%

Employability/Work Ethic – 10%

Assignments/Competencies – 10%

Quizzes – 25%

Tests – 45%

Grading Scale

- 100-90 A
- 89-80 B
- 78-79 C
- Below 78 F

Students must maintain an average of 78% or better to successfully complete the program. With the exception of competencies which are graded using a pass/fail system, grades are calculated from tests/quizzes, assignments, classroom participation, attendance, clinical performance, and employability.

Background Checks

Background checks are conducted on all students with results being shared with our clinical sites. Refusal by a clinical site to allow a student into their facility due to a criminal background may result in the student being dismissed from the program.

Dress Code

Students will be required to dress in their approved scrubs Monday through Thursday. Jeans (no rips or tears), slacks and blouses/shirts are acceptable in the classroom on Fridays. Closed toed, closed heel shoes are to be worn with the approved scrubs.

Clinical Requirements

Students will spend 200 hours in clinical experiences in facilities within the county. Students will need to provide proof of current immunizations, have a valid American Heart Association CPR Basic Life Support certification, and have reliable transportation. Students will also be required to sign confidentiality statements for most facilities as well as participate in certain training sessions as deemed necessary by the individual facilities.

Safety and Physical Requirements

Students may be required to stand for long periods of time in the classroom or clinical setting as well as lift and assist patients. Personal protective equipment (PPE) will be required to wear for isolation situations and as directed by the instructor. PPE will be provided to the student.

Certification

Students will be eligible to apply for their Certified EKG Technician (CET) and Certified Phlebotomy (CPT) industry certifications upon successfully completing each course.

Students will be eligible to apply for their Certified Clinical Medical Assistant (CCMA) industry certification upon successful completion of the program.