

# Withlacoochee Technical College

2021-2022

## 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. 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).

[Medical Assisting Curriculum Frameworks](#)

### *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 are 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 WTC website.

### *Grading Scale*

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

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. Students must maintain an average of 78% or better to successfully complete the program.

### *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.