

Withlacoochee Technical College

2019-2020

Medical Assisting Syllabus

Instructor: Carrie Levesque, RN (352) 726-2430 x4381
levesquec@citrus.k12.fl.us

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 SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1).

Course Number: HSC0003 **SOC Code:** 31-9099

Course Name: Basic Healthcare Worker

OCP: A

Intended Outcomes: *per FL DOE Framework*

Student will be able to:

- Demonstrate knowledge of the healthcare delivery system and healthcare occupations
- Demonstrate the ability to communicate and use interpersonal skills effectively
- Demonstrate legal and ethical responsibilities
- Demonstrate an understanding of apply wellness and disease concepts
- Recognize and practice safety and security procedures
- Demonstrate an understanding of information technology applications in healthcare
- Demonstrate employability skills
- Demonstrate knowledge of bloodborne diseases including HIV/AIDS
- Apply basic math and science skills

Course Number: MEA0002 **SOC Code:** 31-9092

Course Name: Introduction to Medical Assisting

OCP: B

Intended Outcomes: *per FL DOE Framework*

Student will be able to:

- Demonstrate communication skills used by medical assistants
 - Demonstrate knowledge of legal and ethical responsibilities for medical assistants
 - Demonstrate an understanding of anatomy and physiology concepts in both illness and wellness states.
-

Course Number: MEA0501 **SOC Code:** 43-4171

Course Name: Medical Office Procedures

OCP: B

Intended Outcomes: *per FL DOE Framework*

Student will be able to:

- Demonstrate basic clerical/medical duties

Course Number: MEA0543 **SOC Code:** 31-9099

Course Name: EKG Aide, MA

OCP: D

Intended Outcomes: *per FL DOE Framework*

Student will be able to:

- Describe the cardiovascular system
- Identify legal and ethical responsibilities of an EKG Aide
- Perform patient care techniques in the healthcare facility
- Demonstrate knowledge of, apply and use medical instrumentation modalities

Course Number: MEA0581 **SOC Code:** 31-9092

Course Name: Clinical Assisting

OCP: E

Intended Outcomes: *per FL DOE Framework*

Student will be able to:

- Demonstrate basic office examination procedures
- Demonstrate the fundamentals of microbial control and aseptic techniques
- Demonstrate minor treatments
- Demonstrate knowledge of basic diagnostic medical assisting procedures
- Demonstrate basic X-ray procedures

Course Number: MEA0530 **SOC Code:** 31-9092

Course Name: Pharmacology for Medical Assisting

OCP: E

Intended Outcomes: *per FL DOE Framework*

Student will be able to:

- Demonstrate knowledge of pharmaceutical principles and administer medications

Course Number: MEA0573 **SOC Code:** 31-9092

Course Name: Laboratory Procedures

OCP: E

Intended Outcomes: *per FL DOE Framework*

Student will be able to:

- Perform CLIA-waived diagnostic clinical laboratory procedures
 - Demonstrate clinical microscopy techniques and procedures that may be performed in CLIA-exempt laboratories under physician supervision
 - Demonstrate knowledge of emergency preparedness and protective practices
-

Course Number: MEA0521 **SOC Code:** 31-9097

Course Name: Phlebotomist, MA

OCP: C

Intended Outcomes: *per FL DOE Framework*

Student will be able to:

- Demonstrate accepted professional, communication and interpersonal skills
- Discuss phlebotomy in relation to the healthcare setting
- Identify the anatomic structure and function of body systems in relation to services performed by a phlebotomist
- Recognize and identify collection reagents supplies, equipment and interfering chemical substances
- Demonstrate skills and knowledge necessary to perform phlebotomy
- Practice infection control following standard precautions
- Practice accepted procedures of transporting, accessioning and processing specimens
- Practice quality assurance and safety
- Describe the role of a medical assistant with intravenous therapy in oncology and dialysis

Course Number: MEA0506 **SOC Code:** 31-9092

Course Name: Administrative Office Procedures

OCP: E

Intended Outcomes: *per FL DOE Framework*

Student will be able to:

- Perform administrative office duties

Course Number: MEA0942 **SOC Code:** 31-9092

Course Name: Practicum Experience

OCP: E

Intended Outcomes: *per FL DOE Framework*

Student will be able to:

- Perform administrative and general skills
- Perform clinical and general skills
- Display professional work habits integral to medical assisting

Standards

Class Hours	1100
<u>Clinical Practice</u>	<u>200</u>
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 clinicals days can be missed. Students who miss more than this may be dismissed from the program.

Textbooks

See current list

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 (no t-shirts) are acceptable in the classroom on Fridays. Closed toed, closed heel shoes are to be worn in the classroom. No sandals or flip-flops allowed. All students must follow the Citrus County School Board dress code rules while in school.

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 BLS 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 CET (Certified EKG Technician) and CPT (Certified Phlebotomy Technician) Industry Certifications upon successfully completing each course.

Students will be eligible to apply for their CMAA (Certified Clinical Medical Assistant) Industry Certification upon successful completion of the program.