

Clinical Medical Assistant

Course Length: 300 HOURS

Weeks: 16

Hybrid Delivery Methodology: The course is 300 hours in length (16 weeks). There are two online days (lecture and assignments), two on campus days for lab and a test day (Fridays). The mandatory 80-hour externship/clinical will be taught fully on-ground in a clinic or medical office practice.

Program Objective: This Clinical Medical Assistant, 300 hour certificate program prepares students for entry-level positions, such as Medical Assistant, Clinical Assistant and Nursing Clinical Assistant.

Course Description:

CMA 1: The Clinical Medical Assistant course is designed to provide the student with the skills and knowledge necessary to successfully perform multi-faceted functions in the physician's office. Back-office skills are emphasized along with basic medical terminology and anatomy. An extensive hand-on lab is also provided and the student will demonstrate proficiency in various back-office skills including vital signs, measurements, patient history, physical examination, minor office surgery, calculation of medication doses and administration, laboratory procedures, venipuncture, capillary puncture, EKG's, and emergency medical procedures. The student will also complete a mandatory 80-hour externship in a clinic or medical office practice. Upon successful completion of the course, final exam, and the mandatory 80-hour externship, the student will receive a Certificate of Completion as a Clinical Medical Assistant. The student is also eligible to take a national certification exam paid for one time by the school.

Program Outline

Skillset	Lecture (Online)	Lab	Externship	Total Hours
Introduction to Medical Assisting and Health Professions	3	2	0	5
The Patient Chart: Medical History & Documentation	3	7	0	10
Employment Strategies & Interview Techniques	2	3	0	5
Vital Signs & Measurements	3	7	0	10
Physical Examination	3	2	0	5
Patient Coaching	2	3	0	5
Medical Terminology	5	5	0	10
Human Anatomy	5	5	0	10
Infection Control	2	3	0	5
Nutrition & Health, Allergy and Disease HIV/AIDS (2hrs)	5	0	0	5
Allergy and Infectious Disease / HIV/AIDS (2hrs)	5	0	0	5
Gastroenterology	5	0	0	5
Urology and Male Reproduction	5	0	0	5
Obstetrics and Gynecology	5	0	0	5
Urinalysis	5	5	0	10
Electrocardiology	2	6	0	8
Medical Emergencies	1	1	0	2
Cardiology	3	2	0	5
Pulmonology	4	1	0	5
Basic Pharmacology	3	2	0	5
Calculation of Medication Dosage	5	5	0	10
Medical Administration	1	4	0	5
Ophthalmology and Otolaryngology	5	5	0	10
Dermatology	5	0	0	5
Orthopedics and Rheumatology	5	0	0	5
Assisting with Minor Surgery	5	5	0	10

Neurology	5	0	0	5
Behavioral Health	5	0	0	5
Pediatrics	5	0	0	5
Geriatrics	5	0	0	5
Laboratory Procedures Safety & Regulatory Guidelines	2	8	0	10
Phlebotomy Venipuncture & Capillary Puncture	5	5	0	10
Hematology, Analysis of Blood	4	1	0	5
Microbiology and Immunology	4	1	0	5
Mandatory Externship	0	0	80	80
Total Hours	132	88	80	300

Phlebotomy Technician

Course Length: 104 HOURS

Weeks: 16

Residential Delivery Methodology: Fully On-ground

Program Objective: This program prepares students for entry-level positions, such as Phlebotomists, Medical Lab Assistant, Lab Specimen Processor, Accessioner, Mobile Phlebotomists, Clinical Assistant, Floor Technician, Research Assistant, Health Screener and Medical Assistant.

Course Description:

PHLEB 1: The Phlebotomy Technician course is designed to provide the student with the skills and knowledge necessary to work in a clinical laboratory, hospital, clinic, or physician's office setting. The lecture will cover basic phlebotomy skills in the areas of infection control, universal precautions and safety, anatomy and physiology of body systems emphasizing the circulatory system, and appropriate medical terminology, proper identification of the patient and specimens, importance of overall patient care, selection and preparation of the skin puncture site, blood collection equipment, types of tubes and additives, order of the draw, post-puncture care and appropriate sharps, needle, and waste disposal. Additional lecture is provided in advanced infectious disease control and biohazards, anticoagulation theory, knowledge of pre-analytical sources of error in specimen collection, transport, processing, and storage, and anatomical site selection and patient preparation, risk factors and appropriate response to complications, recognition of and corrective action to take with problems in test requisitions, specimen transport and processing, applications of basic concepts of communication, interpersonal relations, stress management, professional behavior, ethics, legal implications pertaining to phlebotomy, and quality assurance. The student will then perform a mandatory externship of practical instruction and experience in phlebotomy. The student will be required to perform and document a minimum of 50 successful venipunctures and 10 successful skin punctures while in the clinical setting.

Program Outline

Skillset	Lecture	Lab	Externship	Total Hours
Phlebotomy Practice and Healthcare settings, Proper Identification and Preparation of site, Post Puncture Care, Disposal of Sharps, Needles, Biohazardous Waste Instructions to Client, Infection Control	3.5	3.5	0	7
Basic Anatomy and Physiology of Organ Systems, HIV/AIDS Training – 4 hours	7	0	0	7
Basic Anatomy and Physiology of Organ Systems: Circulatory System (Continued) & 7 Phlebotomy Equipment	3.5	3.5	0	7
Phlebotomy Technique	2	5	0	7
Phlebotomy Technique (Continued) & Challenge of Phlebotomy Lecture, 7 Basic Final Exam & Venipuncture Lab	3	4	0	7
Caring for the Pediatric Patient	4	2	0	6
Sample Considerations and Special Procedures	2	4	0	6
Sample Preparation and Handling & Customer Service	2	4	0	6
Compliance, Legal, and Ethical Issues & Competency Lecture	4	2	0	6
Practical Assessment & Final Exam	1	4	0	5
Externship-Mandatory	0	0	40	40
Total Hours	32	32	40	104

Program Information

Program Name: Patient Care Technician

Total Clock Hours/ Weeks: 600 clock hours / 30 weeks

Credential: Diploma

Method of Delivery: On-ground/On-line

Program Description:

This program is designed to prepare students for employment as Patient Care Technicians. The Patient Care Technician Program offers courses that provide coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills. The program provides technical skill proficiency and includes competency-based applied learning that contributes to academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills.

Program Objective:

After completing the Patient Care Technician program, the student will be able to do the following:

- Provide basic nursing care to the patient/residents that is respectful and based on individual needs, preferences, and values, inclusive of the family (Patient/Resident-Centered Care).
- Demonstrate caring and empathy for and understanding of patient/resident and family situation (Compassion).
- Demonstrate knowledge of safety principles when providing basic nursing care to patients/residents (Safety).
- Show the ability to identify and report potential and actual problems when providing basic nursing care to patients/residents (Critical-Thinking).
- Demonstrate the ability to communicate (verbally and non-verbally) respectfully and clearly with patients/residents, family, and healthcare team members (Communication).
- Demonstrate the ability to work effectively with other healthcare team members to provide safe and effective care to patients/residents (Teamwork).
- Demonstrate a clear understanding of basic nursing care information and skills to provide safe and effective care to patients/residents (Knowledge).
- Exhibit proper use of various techniques to provide safe, effective, and efficient basic nursing care to patients/residents (Technology).
- Prove knowledge of state laws that govern CNA practice and show honesty, respect, and loyalty to self and others (Legal/Ethical).
- Demonstrate readiness to enter the workforce by being competent in basic nursing skills and other behavioral skills such as reliability, commitment, accountability, and responsibility (Employable).

Program Outline:

Course Number	Course Name	Total Hours
HSC0003	Basic Healthcare Worker (Lecture Online)	90
HCP0121	Nurse Aide and Orderly (Articulated) (Lecture Online)	75
HCP0332	Advanced Home Health Aide (Lecture Online)	50
HCP0020	Patient Care Assistant (Lecture Online)	75
HSC0016	Allied Health Assistant (Lecture Online)	150
MEA0580	Advanced Allied Health Assistant Externship	100
PRN0094	Patient Care Technician	60
	Total	600

Course Descriptions:**HSC0003 - Basic Healthcare Worker**

90 clock hours | Prerequisites: None

This course is an introduction to the health professions and is a state-mandated requirement for all health occupation programs. This course is an introduction to the healthcare environment. The student will be introduced to the element of the health care team and the different delivery systems. Students will learn about legal responsibilities, ethical issues, safety, infection control practices, communication skills, interpersonal behaviors related to the profession, wellness, and disease.

HCP0121 - Nursing Aide and Orderly

75 clock hours | Prerequisites: HCS0003

This course is the second to complete the Patient Care Technician program. Topics covered in this course include a continuum of topics covered in the healthcare worker course and in addition, students will learn how to perform safe, compassionate, and effective basic nursing skills to patients/residents with a special focus on the elderly. Students learn to respond to emergency situations, and infection control procedures including blood-borne pathogens, computer literacy, confidentiality issues, and employability skills. Specific training in HIV/OSHA Bloodborne Pathogens, Domestic Violence, and Prevention of Medical Errors is provided. This course is also designed to prepare students to assist residents/clients in healthcare facilities with vital signs, non-invasive procedures, and activities of daily living. It includes classroom, lab, and clinical experiences.

HCP0332 - Advanced Home Health Aide

50 clock hours | Prerequisites: HCP0121

This course is designed to prepare students to assist people in their homes with activities of daily living. It includes classroom, laboratory, and clinical/home care-related experiences. Specific training in Alzheimer's care and assisting with medical self-administration is provided. Provides

the student with the advanced knowledge and skill set necessary to perform physical comfort and safety, infection control, and nutrition in the home setting.

HCP0020 - Patient Care Assistant

75 clock hours | Prerequisite: HSC0003, HCP0121

This course is designed to prepare the student to go beyond basic nursing assistants and to receive training that enables them to work in a healthcare facility other than a nursing home. It includes caring for hospital equipment and supplies; performing nursing assistant skills related to the hospital setting; providing nursing assistant care for patients with acute care needs, and assisting professionally licensed health professionals with basic acute care therapies/procedures. Provides the student with the knowledge and skill set necessary to perform in the hospital, providing care to the adult patient.

HSC0016 - Allied Health Assistant

150 clock hours | Prerequisite: HSC0003, HCP0121, HCP0032.

This course is designed to provide additional skills for becoming a multi-skilled healthcare worker in clinical settings and the laboratory. It includes professional ethics, legislation, and regulations; gaining knowledge specific to anatomic structure and function of body systems in relation to the allied health areas of phlebotomy, electrocardiograph monitoring, and aging; skills and knowledge necessary to perform testing and monitoring procedures; recognizing and identifying specific supplies and equipment; special handling of specimens; and advanced training in dementia care/therapies. It includes classroom, lab, and clinical experiences. Builds on previous knowledge and skills achieved in previous courses. Skills performance related to one to three areas of allied health care in the clinical setting. Major areas of allied health are defined as physical therapy, emergency care, radiation care, laboratory assessment, and respiratory medicine as well as occupational therapy.

MEA0580 - Advanced Allied Health Assistant (Clinical/Externship)

100 clock hours | Prerequisites: HSC0003, HCP0121, HCP0332, HCP0020, HSC0016

This course is designed to further advance the skills learned in Allied Health Assistant and provide practice and application of the skills in the clinical setting, under the supervision of the appropriate health professional. Most of this course takes place in sub-acute and acute clinical settings. Students enrolled in this course have completed the patient care assistant competencies and are adding these skills to be further cross-trained with skills representative of one to three of various allied health areas (i.e. electrocardiograph, phlebotomy, and geriatric skills). Students enrolled in this course will continue with clinical and classroom and laboratory activities designed to prepare the student with the knowledge and the skills necessary to obtain employment as a multi-skilled healthcare worker. This course consists of 100 hours of clinical experience under the supervision of a registered nurse.

PRN0094 - Patient Care Technician

60 clock hours | Prerequisites: HSC0003, HCP0121, HCP0332, HCP0020, HSC0016, MEA0580

This course is designed to provide the students with the opportunity to integrate their advanced skills with concepts that focus on organizational skills and employability skills specific to the Patient Care Technician. Students further explore the role of unlicensed assistive personnel in health care settings; give and receive end-of-shift reports; follow the chain of command; use effective communication skills; understand the characteristics of team member relationships and learn ways to deal with conflict. This is a clinical rotation that takes place in an acute care setting such as a hospital. Clinical times are based on clinical site availability.