



# Medical Assisting - Syllabus

## INSTRUCTOR INFORMATION

Name: Jan Le, MPH

Office Hours: 7:30-7:50 am and 1:45-2:45 pm

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## COURSE INFORMATION

### Course Credits

High School Credits: 3.0 (Elective or CTE/Occ. Ed.)

Dual Credits:

#### Everett Community College

- *Medical Terminology: HLTH100* – 5.0 credits
  - Minimum of 83% for each quarter and final exam
  - Covered in the first three quarters (~90 hours)
- *Keyboarding Speed and Accuracy: BT105* – 3 credits
  - Demonstrate proficiency and accuracy using keyboard program with a minimum of 83%

#### Pacific Northwest College Credit Consortium\*

- *Introduction to Healthcare: AHE100* – 5 credits
- *Medical Terminology: AHE110* – 5 credits
- *Safety for Healthcare: AHE120* – 5 credits
- *Professional Relationships in Healthcare* – 5 credits

### Sessions

First Session: Monday – Friday 7:55-10:25 am

Second Session: Monday – Friday 11:10 am -1:40 pm

Actual arrival and dismissal times are according to each sending school's bus schedule.

Prerequisites: Successful completion of biology and health

Course description: This course is a starting point to begin a career in the medical field. Students learn the language of doctors, nurses, and health care professionals. This course involves a culmination of:

- *Medical Terminology* – spelling, pronunciations, and definitions; prefixes, suffixes, and combining forms
- *Clinical and Administrative Skills* – patient medical history, blood pressure, temperature, pulse, respiration, height, weight; perform vision screening, medical scrub, medical instruments and professional skills.
  - Certification – CPR/First Aid
- *Internship* - In second semester students will use their knowledge and skill to complete 100 to 120 hours at a healthcare related facility.
  - A grade of 80% or better is required by completion of the first semester for participation in the internship.

#### Keys to Success

- Strong work ethic; staying focused and on task
- Great time management; meeting deadlines; and working diligently
- Be present; come to class regularly; and have fun

## COURSE MATERIALS

Textbooks: Language of Medicine 11th edition by Davi-Ellen Chabner ISBN:9780323370813. There will be copies in the classroom, but you are welcome to purchase your own edition if you want to be able to take it home or write in it.

Required Materials:

- Two 3-ring binders (1 inch and 2 inch)
- USB drive
- Uniform - scrubs and closed toe shoes (slip-resistant)
  - Purchased by the student, if there are financial concerns, please contact me
  - Varied colors allowed; no prints
  - Worn on the 1<sup>st</sup> day of school

Other Resources: The class also utilizes the Applied Educational Systems (AES), an online program used in addition (in addition to what?) to teach the anatomy and physiology that goes along with terminology.

Lab Fee: A fee of \$50 will be required for the Healthcare Professional CPR and First Aid class. Students will receive a CPR/First Aid card valid for 2 years after completion of certification.

## LEARNING OBJECTIVES

The objectives of the Medical Assisting Program are:

- Introduce the student to a career in healthcare by learning the terminology used, the basic skills of medical assisting, and professionalism in a medical setting as well as the skills needed to enter the medical workforce.
- Apply administrative and clinical skills to internship opportunities in a health-related field.
- Create a portfolio highlighting skills, experience, and education to obtain a job in a health-related setting.

## ASSIGNMENTS AND GRADING

Grades are comprised of the following categories:

- Professionalism – attendance, participation, adherence to policy and procedures
- Academic performance – quizzes and tests
- Clinical/practical skills
- Leadership
- Internship – 4<sup>th</sup> quarter

Professionalism Policy - Each student will be evaluated daily on safety adherence, dress, hygiene, attendance, active participation, classroom behavior, and completion of the task/assignment.

Late Assignments - Due dates for all assignments will be written with advance notification on the board/calendar. Any assignment(s) submitted after the due date will receive half credit.

Make-up Work - Students with **excused absences** will be given an extension for missed opportunity to turn in their work, that is equal to the amount of days missed. Any assignments not submitted within the given time allotted will then be classified as late.

Grading notification - Students and parents can review grades on-line through the Qmlativ Grading System for Mukilteo School District. Access information will be available at the beginning of the school year. Parents can request a Progress Report at any time. Grades are updated in the system for the MA program every two weeks – at minimum.

Grade Scale:

A	94-100%	A-	90-93%	B+	88-89%
B	83-87%	B-	80-82%	C+	78-79%
C	73-77%	C-	70-72%	D+	68-69%
D	63-67%	D-	60-62%	F	00-59%

## COURSE EXPECTATIONS

Medical assistant (MA) by definition is an allied health professional who supports the work of physicians and other health professionals, usually in a clinical setting. Becoming a MA requires training, discipline, and initiative. This class will prepare students to be successful in pursuing a career in health care.

INTEGRITY – caring for others requires trust, honesty, and upholding the highest moral values

RESPECT – foundation of the class; treating classmates, teachers, and property with utmost respect at all times

TEAM WORK – working well with others and working together is essential; learning and managing different work styles is expected; and learning to wear different hats for different situations will get you far

SUCCESS – positive attitude goes a long way; come prepared and be ready for work; try new ways of doing things or solving a problem; and prioritize your work (time management)

## INTERNSHIP EXPECTATIONS

- Must have a grade of 80% at the end of 1<sup>st</sup> semester
- No missing assignments and all skills completed before start of internship
- Perform 100-120 hours depending on placement
- Must have good attendance – active communication
- Students are responsible for securing internship site
- Students are responsible for transportation to and from internship site

# COURSE CALENDAR

## FALL

September 4, 2019 – First day of Sno-Isle (for students)

CPR/AID Training – TBD

Field Trip – Gates Foundation - TBD

October 24, 2019 – Sno-Isle Open House (Curriculum Night)

November 4, 2019 – Quarter 1 ends

## WINTER

Clinical and administrative skills

Portfolios (cover letter and resume)

Internship site exploration

January 15, 2020 – Mid-Term Exam

January 24, 2020 – Quarter 2/First Semester ends

## SPRING

Internship confirmation/placement

March 23, 2020 – May 22, 2020 – Internship/Site visits

April 3, 2020 – Quarter 3 ends

Guest Speakers - Health care professionals

June 1 – 5 – Finals week

June 16, 2020: Last Day of Sno-Isle

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