



Medical Assisting Syllabus

INSTRUCTOR INFORMATION

Instructor: Jan Le, MPH

Office Hours: Instructor will have online office hours, posted on Schoology

Office Location: Building 1, Room 141

Phone: 425-348-2231

Email: lejx@mukilteo.wednet.edu

Best Contact Method: EMAIL (I will attempt to respond to email(s) within 24 hours during the work week.)

Sno-Isle TECH Skills Center is administered by Mukilteo School District and follows MSD School Board Policies and Procedures.

COURSE INFORMATION

Given the rapidly changing recommendations and requirements related to the COVID-19 pandemic, all information is subject to change. Any changes to course plan or requirements will be communicated to students and parent/guardian as soon as possible.

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:

- *Applied Anatomy and Physiology* – different body systems, functions, and movement
- *Medical Terminology* – spelling, pronunciations, and definitions; prefixes, suffixes, and combining forms
- *Disease and Pathology* – different diseases of the body systems
- *Medical Law and Ethics* – HIPAA, Patient Rights, Good Samaritan Law, OSHA Standards, and cultural competency
- *Clinical and Administrative Skills* – patient medical history, body positioning, blood pressure, temperature, pulse, respiration, height, weight; perform vision screening, medical scrub, autoclave and professional skills.
 - Certification – CPR/First Aid

- Blood Typing Test
- Cow Eye Dissection
- *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 first semester for participation in the internship.

Prerequisites: Successful completion of Biology and Health

Course Credits

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

CTE Dual Credit:

- **Everett Community College**
 - Health Sciences Department: (Up to 15 credits)
 - *Medical Terminology: HLTH 100 – 5 credits*
 - *Applied Anatomy and Physiology: HLTH 102 – 5 credits*
 - *Disease and Pathology: HLTH 130 – 5 credits*
 - Medical Coding Department: (Up to 13 credits)
 - *Healthcare Vocabulary – 4 credits*
 - *Structure and Function of the Human Body – 3 credits*
 - *Pathophysiology – 4 credits*
 - *Basics of Pharmacology: MC 141 – 2 credits*
- **PNWCCC – Bellevue College (Up to 18 credits)**
 - *Medical Law & Ethics: AHEA 100 - 3 credits*
 - *Intro to Healthcare: AHEA 100 - 5 credits*
 - *Medical Terminology: AHEA 110 - 5 credits*
 - *Safety for Healthcare: AHEA 120 - 2 credits*
 - *Wellness for Healthcare: HLTH 145 - 3 credits*
- **PNWCCC – Lake Washington College (Up to 13 credits)**
 - Law & Ethics: MEDA115 - 3 credits
 - Medical Terminology: MEDA116 - 5 credits
 - Exam Room & Patient Prep: MEDA118 - 5 credits

Sessions

- A year long course for 11th and 12th grade students

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

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

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

Keys to Success

- Strong work ethic; staying focus and on task
- Great time management; meeting deadlines; and working diligently
- Be present; come to class regularly; and be curious

COURSE MATERIALS

E-Resources (provided by the school):

- Kinn's Medical Assisting Fundamentals (11th Ed.) ISBN: 9780323551199.
- Elsevier Adaptive Quizzing for Kinn's Medical Assisting Fundamentals (1st Ed.)
- Evolve Resources for Kinn's Medical Assisting Fundamentals (1st Ed.)
- Schoology – Learning Management System (LMS)
- A variety of online and multimedia resources will be utilized to supplement the primary text.

Required Materials (provided by the student):

- Scrubs: Prints and solid colors are acceptable (2 sets recommended)
- 3-ring binders (1 inch)
- Hair ties for long hair
- ID Badge – Must be worn on school property at all times (provided by school)

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

Upon completion of this course, student will:

- Be able to describe the role and scope of practice for a Medical Assistant, as well as the other members of the healthcare team and explain how this informs their professional practice.
- Be able to safely and accurately perform clinical skills relevant to patient care.
- Be able to demonstrate understanding of the major body systems, common diseases and disorders, medical terminology, and how understanding the anatomy and physiology informs their care of patients.
- Will demonstrate a working knowledge of safety, infection control, and emergency procedures by explaining how they would respond in a given clinical situation.
- Be able to identify clinical and ethical concerns in the patient care setting and discuss how to handle these situations professionally.

- Be able to explain the steps for applying for a job, how to interview, and will have completed a work portfolio that includes a cover letter and resume.
- Have successfully completed training in First Aid and CPR for Health Care Providers.

ASSIGNMENTS AND GRADING

Grades are comprised of the following categories:

- Professionalism – attendance, participation, adherence to policy and procedures
- Academic performance – quizzes and tests; knowledge checks
- Clinical/practical skills
- Leadership participation
- Daily work/discussion
- Internship – 4th quarter – 100 to 120 hours of hands on experience

A grade of 80% or better, no missing work and instructor approval, is required by the end of 1st semester to remain in the program for 2nd semester and attend an internship.

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

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

Make-up Work – Students with **excused absence** 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 Qmlativ Grading System for Mukilteo School District. Access information will be at the beginning of the school year. Parents can request a Progress Report at any time. Grades are updated in the system for MA program every two weeks – at minimum. Students are encouraged to review their grades at least weekly to verify correctness of entries and be aware of their progression in the course. Any concerns should be addressed with instructor as soon as possible.

Evaluation:

A variety of graded assignments will be completed with varying weights. The scale of the assignment weight follows:

TYPE	WEIGHT
Assessments: Tests, Quizzes, and Projects	20%
Labs (Clinical): Skills, Activities, and Internship	30%
Portfolio: Cover Letter, Resume, References, Writing Samples	15%
Discussion: In-class or Virtual Input, Comments, Questions	15%

Daily Work: In-Class Assignments, Homework, Brain Teasers	10%
Professional: Tardiness, Cell Phone/Electronics, Behavior, Dress	10%

Grade Scale:

A	94-100%	A-	90-93%	B+	88-89%
B	84-87%	B-	80-83%	C+	78-79%
C	74-77%	C-	70-73%	D+	68-69%
D	64-67%	D-	60-63%	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 other requires trust, honesty, and uphold 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)

PROFESSIONAL POLICIES

- Scrubs are to be worn every day in class and clinical. Scrubs should be clean, unwrinkled, and in good repair. To prevent any cross contamination, scrubs should be laundered in warm or hot water and machine dried after daily use.
- Clean and neat appearance. Long hair must be tied back and away from the face; no hats, baseball cap, or beanie allowed.
- Clinical sites are FRAGRANCE FREE. No perfume or cologne. Avoid any heavily scented clothing detergent, soaps, lotions and beauty products.
- Shoes with non-skid soles, closed toe and covered upper foot.
- Scrubs pants should be hemmed to prevent drag for safety and disease control purposes.
- All staff and students must always wear Sno-Isle TECH ID badge at all times.

- Writing utensil (pen/pencil) and notepad in handy
- Fingernails: no artificial nails, no nail polish, natural nails no longer than ¼”.
- Minimal jewelry.
- Body piercing (other than ear piercing and/or 1 very small facial piercing) must be covered by tape.
- Tattoos – Facility has no visible tattoo policy. During clinical internships, all tattoos must be covered with clothing or bandage.
- Attendance and punctuality (for class and internship) are essential and will be part of participation grade.
- No cell phones or food allowed in patient care areas. Cell phones may be used on designated breaks ONLY>

INTERNSHIP EXPECTATIONS

- Must have a grade of 80% at the end of 1st 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 responsible for securing internship site
- Students responsible for transportation to and from internship site
- Dependent on placement, some health institution will require the following vaccinations:
 - Hepatitis B
 - TB test
 - Tetanus
 - Flu shot

COURSE CALENDAR

FALL

September 9, 2020– First day of Sno-Isle (for students)

CPR/AID Training – TBD

Portfolios (cover letter and resume)

Guest Speakers - Health care professionals virtually

October 1, 2020 – Curriculum Night

October 22, 2020 – Program Advisory Council (PAC) Night Out

October 27, 2020 – Student Application Window Opens

November 5, 2020 – Partnership Day

November 23 & 24, 2020 – Interviews dates for 1st wave of applicants

WINTER

Clinical and administrative skills

Internship site exploration

January 22, 2021 – Mid-Term Exam

January 29, 2021 – First Semester ends

February 24 & 25, 2021 – Interviews dates for 2nd wave of applicants

SPRING

Internship confirmation/placement

March 15, 2021 – May 28, 2021 – Internship/Site visits

Field Trip – TBD

June 1st – 4th, 2021 – Finals week

June 17, 2021: Last Day of Sno-Isle

Mukilteo School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator and Title IX Coordinator Bruce Hobert (425-356-1319), hobertbl@mukilteo.wednet.edu, Section 504 Coordinator Lisa Pitsch (425-356-1277), pitschla@mukilteo.wednet.edu, and the ADA/Access Coordinator Karen Mooseker (425-356-1330), moosekerkw@mukilteo.wednet.edu. Address: 9401 Sharon Drive in Everett, WA. Inquiries regarding ADA/Access issues at Sno-Isle TECH Skills Center should be directed to Wes Allen, Director (425-348-2220), AllenWR@mukilteo.wednet.edu. Address: 9001 Airport Road in Everett, WA 98204.