Cosby High School

**Course Information Fall 2023**

Course: Medical Assisting

Instructor: Kim Hurst BSN, RN

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**Course Description**

Medical Assisting is a level 3 course designed to prepare students to pursue careers in medical assisting. Upon completion of this course, a proficient student will be able to implement communication and interpersonal skills, provide care safely, prevent emergency situations, prevent infection through infection control, and perform the skills required of a medical assistant. At the conclusion of this course and an appropriate clinical internship, students may sit for the Certified Clinical Medical Assistant (CCMA) exam.

Prerequisite: Health science; Anatomy and Physiology

High School Pathway: Therapeutic Services

Required text: Online NHA Study Guide and Skills Builder

**Course Requirements**

Charged Chromebook or laptop for every class meeting is required.

1 1/2- 2-inch binder with pencil and paper

Watch with minute hand is helpful

Headphones

**Course Structure**

Method: lecture, labs, and student self-study

Assessment Methods: There are 17 modules in the NHA study guide. Each module is followed by a 15 question quiz. Students may have two attempts. I average both attempts for a grade. These count for 50% of the students’ final grade. Skills builders and labs are incorporated for 25% of the students’ final grade. Skills builders are graded on a pass/fail basis. There is no maximum amount of attempts. Medication Monday counts for 25% of a student’s grade. Every Monday student are given six medications to look up and learn. These are medications with which a medical assistant will need to be familiar.

**Grading Scale**

**A 90-100** Consistently demonstrates an exceptional level of quality and effort. Having all work in on time and completed to exceed expectations. Mastery in evaluating, synthesizing, and applying the principles of medical assisting.

**B 80-89** Consistently demonstrates proficient knowledge with a good effort and quality of work. All assignments are complete and on time. Demonstrates the ability to evaluate, synthesize, analyze and apply the principles of medical assisting.

**C 70-79** Demonstrates proficient knowledge and the ability to apply and analyze medical assisting principles. Work shows average effort. A few assignments may be missing or late.

**D 60-69** Lowest Passing Grade. The student’s accomplishment, while passing in some assignments is deficient. Minimum requirements have been met without distinction.

F 59 and below Understanding is below basic in relation to science principles. Work is of poor quality and does not meet standards or expectations.

**Classroom Expectations**: Be prompt and come prepared. **You will need your chromebook or laptop for almost every class.**  You will also need a pair of earbuds or headphones. You need to pay attention in this class. Keep your phone up. You can Tic-Toc later. There will be days you will have to work on this material at home. I try to give you plenty of time in class but with the occasional power point and labs you may have homework. Remember your goal is not only to pass this course but to pass the certification exam at the end. YOU are responsible for how much you learn. You are not learning this to pass my test then promptly forget the material. You are building a knowledge base for a future in healthcare. The outlook for healthcare related jobs are growing with shortages of workers in many fields.

**Late Work Policy**: This class is fast moving. It is highly recommended to not miss class or get behind. If you are late on a module or Medication Monday, you will have three days of grace after that 5 points off for each day late will begin to accrue. For example, Medication Monday is due each Monday. You will have a grace period of Monday, Tuesday, and Wednesday. Starting Thursday five points off for everyday late will begin to accrue. Skills Builders can be long. Yes, they are pass/fail, in my gradebook that translates to 100 or 0. Skills Builders help with critically thinking through a task.

Course Outline

Week 1: Safety/Emergency preparedness

Week 2: Health Care Systems/Roles & Responsibilities of CMA

Week 3: Pharmacology

Week 4: Anatomy

Week 5: Medical Terminology/Microbiology

Week 6: General Patient Care

Week 7: Infection control

Week 8: Laboratory testing and procedures

Week 9: Phlebotomy skills

Week 10-11: EKG and Cardiovascular testing

Week 12: Patient Care Coordination and Education

Week 13: Administrative Assisting

Week 14: Communication and Customer Service

Week 15: Medical Law and Ethics

Week 16-17 Catch up and Review

Week 18: Prepare and NHA Certification exam

I also may show video clips and news reports related to healthcare and healthcare trends. Please be aware that this is a healthcare class and that there are pictures depicting the naked human body are sometimes shown. Educating students about disease and disease processes of organ systems can be graphic, but any discussion or pictures will always be professionally and clinically presented.

Please complete and return this paper to Mrs. Hurst. Keep the other papers in your notebook to refer back to.

We, being the student and guardians, have read the syllabus and understand what is expected of the student during this course.