

## Mission Valley ROP Syllabus

**Course Title: High School Medical Assisting**

**Units of Credit: 10 per semester**

**Meeting Times/Dates: 7:20-9:20, 12:45-2:45**

**Instructor Name: Dr. Cliff Adams-Hart**

**Location/Room #:215**

**Office Hours: by request**

**Contact Info cadams-hart@mvrop.org**

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**Course Description:** This competency-based course prepares students for a career in the health care industry. Included in the course are Medical Ethics, Medicine & Law, Appointment Scheduling, Telephone Techniques, Filing Methods & Record Keeping, Aseptic Concepts, Infection Control, CPR, Vital Signs, Anthropometric Measurements, Assisting in Various Specialties & Surgical Preparations, Administering Medications, and Medical Terminology. Approximately fifty-five procedures are practiced in the lab.

After successfully completing the classroom work, students will be placed in a medical office or clinic for hands-on experience, for 11 weeks @ 8 hours per week. See community classroom requirements listed below.

Integrated throughout the course are career preparation standards, which include workplace basic skills and behaviors, career technical skills, and job employment skills.

**Prerequisites:** *Community Classroom requirements:* All students must provide immunization records and proof of a negative TB test. A uniform (scrubs) and white shoes are required, a stethoscope is also recommended for the externship. To be eligible, students need successful completion of class work at 70% or better and required hours, and transportation of second semester clinical sites.

- **Course Objectives:**
- Identify Medical Ethics and the Application of Conduct
- Discuss Medical Practice, Licensure, Regulations, and the Law
- Explain the HIPAA standards as related to the MA
- Handle Appropriate Telephone Communication Expectations
- Describe Methods for Appointment Scheduling and Time Management
- Explain Filing Methods and Record Keeping Concerns
- Demonstrate Aseptic Procedure and Infection Control
- Complete CPR Certification and First Aid Procedures
- List Methods for Vital Signs and Anthropometric Measurements
- Outline Principles for Assisting with a Physical Examination

- Discuss Assisting Requirements for Cardiovascular, Pulmonary, Ophthalmology, Otorhinolaryngology, Gastroenterology, Proctology, Gynecology, Obstetrics, Neurology, Dermatology, Orthopedic, Urology, and Reproduction Medicine
- Describe the Tests for Urinalysis
- State Factors of Administering Medications
- Prepare to Assist with Surgical Procedures

**Required Text, Material, Tools, and Resources:** Each student will need a 3 ring binder that is at least 2 inches, notebook paper, and writing instruments in addition to the following:

*Each student will need a one-inch, three-ring binder and five sheet protectors for his/her student portfolio project, which will commence at the beginning of the second semester. The portfolio will include a resume, completed job application, one outstanding work sample/project, and a certificate of completion for every student earning a grade of “C” or better.*

**Grading Policy:** Grading will be based on a point system. All work packets, assignments, quizzes, exams, and skills will have a point value. If any of the above is turned in or completed **late** there is a **10%** penalty. Your grades will be based on the total number of point possible. Point totals and grades will be posted regularly.

**Weekly Assignment Schedule:** Assignments, tests, quizzes and work packets schedule and due dates will be printed on the work or posted a head time.

**Attendance Policy:** *Mission Valley ROP’s mission is to prepare students for employment, and career preparation via post-secondary educational opportunities. Just as in business and industry, where employees are expected to show up on time every day, Mission Valley ROP students are expected to be on time for classes every day. If your home high school has no school, a minimum day, or an optional student event that may conflict with your Mission Valley ROP class, you are still expected to attend your Mission Valley ROP class.*

*Make up assignments will be given for excused absences only, which include medical, legal or bereavement circumstances. Failure to complete make up assignments will adversely affect your grade. If you are tardy or miss a Mission Valley ROP class multiple times, you will lose units of credit and your grade will be adversely affected. **Be advised that credits are earned by attendance only and cannot be made up.***

*Perfect attendance certificates will only be issued to students who have no absences or tardies. There are no exceptions.*

**Externships:** Externships are a major part of this ROP program. Students who successfully complete the required work with a 75% or better may be eligible to be placed in an externship (community classroom) during the second semester. Students who are below 75% at the end of the first semester may be dropped from the program. Students who do not demonstrate maturity, responsibility and the required clinical/administrative skill level may also be dropped from the program.

**Class Rules:**

1. No profanity. 2 point deduction per word for the entire class.
2. No food in class. See note below.
3. No answering/texting cell phones. You will get 1 warning ( this is the 1<sup>st</sup> warning), there will be a 25 point deduction for your point total for every offence, after the 3<sup>rd</sup> offence the student will be put on a contract.
4. No leaving class without permission of the instructor and a hall pass or written note for any reason. Only 1 students at a time for the bathroom, with the hall pass.
5. Leave all the equipment ALONE. Do not touch anything.
6. Be respectful.
7. Listen while the instructor is talking.
8. Do your own work.... 25 point deduction for each offence.
9. NO CHEATING!!! 1<sup>st</sup> offence-no credit for that work in question. 2<sup>nd</sup> offence-removal from the program

Course Content for Parents.

1. Immunizations are required.
2. Human anatomy, physiology, human reproduction system, AIDS, and diseases will be discussed.
3. Students must have their own transportation to and from their extern site.

***Mission Valley ROP is committed to preparing students for the workforce. This preparation includes technical skills as well as business ethics. Mission Valley ROP does not condone cheating. Any student caught cheating on an exam or copying work from other students will be given one warning and a failing grade on that assignment. Any subsequent incident will result in termination from his/her Mission Valley ROP program, a failing grade, and loss of credits.***

*No food or drinks (with the exception of water in clear plastic bottles) will be allowed in MVROP buildings, including classroom, lobby, hallway, and restrooms. The Student Lounge is the only room where food or drinks other than water should be consumed. Students violating this policy will receive one warning. Any subsequent incident will result in termination from his/her entire program.*

*Students completing this course with a grade of “C” or better will receive a Mission Valley ROP Certificate of Completion listing competencies achieved in the course.”*

**Signature:** Printed name and signature of both the student and the parent are required at the bottom of the syllabus.

\_\_\_\_\_ Date: \_\_\_\_\_  
Parent signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Student signature