

**Mission Valley ROP**  
**H. S. Medical Assisting Syllabus 2019-2020**  
**MA Program Instructor-Mrs. M. Cimino, MA**

**Course Title:** High School Medical Assisting

**Units of Credit:** 20-unit course; 10 units per semester

**Meeting Times/Dates:** 7:30am-9:30am and 1:00pm-3:00pm M-F

**Instructor Name:** Mrs. Michelle Cimino

**Location/Room:** Mission Valley ROP Campus-Rm215

**Office Hours:** by request via email

**Contact Info:** Email – [mcimino@mvrop.org](mailto:mcimino@mvrop.org) Phone – (510) 657-1865 x15215

**Statement of Purpose**

Welcome to Medical Assisting! The purpose of this course is to provide related instruction and community training for students preparing for a job in the health care industry as a Medical Assistant. Students will receive heavy academic instruction in Medical Assisting Administrative and Clinical Competencies. This course will provide students with a fundamental understanding of the MA and their role in health-related fields, thus aiding them in career decisions.

I am excited to announce that this ‘Medical Assisting Course’ is an approved A-G course! It counts as an Area G-College Prep Elective course. Upon applying for UC and USC admission, you will add this Area G-College Prep Elective to your application. Your grade from this course will count in your overall high school GPA and in your GPA to these schools.

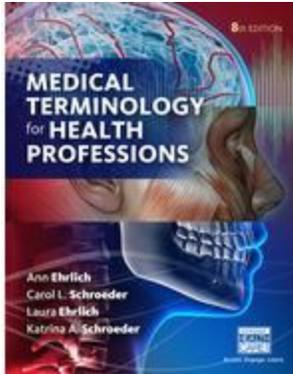
**Course Description:** This competency-based course prepares students for a career in the health care industry. Included in the course are Medical Ethics, Medicine & Law including HIPAA Regulations, Appointment Scheduling, Telephone Techniques, Filing Methods & Record Keeping, Aseptic Concepts, Infection Control, CPR, Blood Borne Pathogens, OSHA Training, Vital Signs, Anthropometric Measurements, Assisting in Various Specialties & Surgical Preparations, Administering Medications, and Medical Terminology. Students will practice these skills in a lab setting.

After successfully completing the classroom work with a B’ 84% or better, students may be placed in a healthcare-related office or clinic for hands-on experience. 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.

\*\* An ROP course is the transition from the traditional classroom to the world of work. The policies and regulations reflect the demands of both.

**Required Text, Material, Tools, and Resources:** Textbooks are available for use in the classroom and may be checked out upon request. The cost of a lost textbook is \$110.

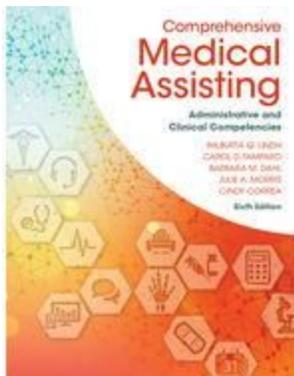


## **Medical Terminology for Health Professions, Spiral bound Version , 8th Edition**

Ann Ehrlich; Carol L. Schroeder; Laura Ehrlich; Katrina A. Schroeder

ISBN-10: 1-305-63435-7

ISBN-13: 978-1-305-63435-0



## **Comprehensive Medical Assisting: Administrative and Clinical Competencies , 6th Edition**

Wilburta (Billie) Q. Lindh; Carol D. Tamparo; Barbara M. Dahl; Julie Morris; Cindy Correa

ISBN-10: 1-305-96479-9

ISBN-13: 978-1-305-96479-2

Reference material is available for in-class use.

### **Requirements for the class:**

Each student is required to maintain a three-ring binder that is at least 2 inches. This binder will hold all work, notes, quizzes, and handouts until the end of the course. The instructor will conduct regular checks for completeness and organization. Bring your binder to class every day; it will reflect your grade.

Also required: notebook paper, 3- packs of index cards (due the second week of school), writing instruments (black/blue ink only), portfolio cover and slipcovers for portfolio contents.

During the second semester, all students are required to complete a portfolio project. The portfolio will include a cover page, letter of introduction, resume, one outstanding work sample/project OR letter of recommendation (if on hand), 3 references, a resignation letter and a certificate of completion. (This project is worth 200 pts and is mandatory to receive a passing grade.) A student presentation on “career choice” within the health care industry is also required by all students and must be presented to the class via PowerPoint, Google Slides, Prezi or tri-fold board. (This project is worth 200 pts.)

### **Grading Policy:**

Three categories; Professional Work Skills/Ethics, Assessments, and Completion of Externship are used in grading your performance and are extremely important to help enhance your learning skills for medical assisting. An overall average of **84%** is required for community externship and receipt of a certificate at the completion of the course. Grades will be posted to Infinite Campus on a bi-weekly basis. All students will have a login to this site. I will send a copy of the login to all parents for access to your grades.

### **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 in class, on time 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.

### **Daily attendance = 10pts. Per day**

If you are **tardy**, it will cost you **5pts.** for each occurrence. Tardiness to class will jeopardize your grade and a recommendation from your instructor for placement in an externship site.

Multiple absences and tardiness will be reported to your home school and will result in you being dropped from the program.

\*make-up assignments are given for excused absences only. (See the section below for details)

This course is a 360/ hour year. (180 class days x 2 hours a day)

### **First Semester Grading Policy:**

**Assessments = 40% of your grade (This includes all classroom assignments, homework, presentations, self or group projects, participation in classroom discussions, hands-on skill checks and tests/quizzes.)**

### **Weekly Assignment Schedule:**

All assignments will post in ‘**Google Classroom**’ and will be written on the ‘**White Board**’ in the classroom. Google Classroom is password driven, and all students will gain access upon registration of the class. The weekly assignment will post as we move through the curriculum, and it will be the responsibility of each student to check this site for assignment due dates and to print their homework. Google classroom allows for parent communication and student/teacher communication via email and class announcements. The instructor will post discussion questions or scenarios for classroom discussions.

All assignments will post with a due date. Late assignments are worth 50% of the originally assigned pts. unless a student has an excused absence.

Make up assignments for excused absences only. Excused absences are as follows: Medical/Illness, Legal/Court, or Bereavement. If a student misses more than 3 days for an illness, a note from an MD is required. If a student is absent for any legal matter, he/she must provide the appropriate documentation. If a student is absent for bereavement circumstances, the appropriate documentation must be given to the instructor. If a student misses more than 3 days for any other reason, a contract with the teacher must be established. This is especially important for planned absences. Failure to complete makeup assignments will adversely affect your grade.

Tests will be given upon completion of chapter work. If a student is absent the day of an exam, he/she will test the day of return.

There will be mid-terms at the end of the first semester and a final exam at the end of the course.

**Professional Work Skills/Ethics = 60% of your grade. (This includes attendance, tardiness, wearing the proper uniform; including hair and nail requirements, professional behaviors, organizational skills, time management, neatness, attitude, respect , and responsibility.)**

All students are required to wear professional uniforms to class. We will begin wearing scrubs and closed-toed shoes in October 2019. This enhances the students learning experience, workplace professionalism and attributes or role of the medical assistant. **UGG’s are not allowed as part of your uniform and will result in loss of points towards your grade!**

**Ladies, you are not allowed to have acrylic nails once we start wearing our uniforms. You may wear short nails with gel/shellac only. This is the industry standard.** Also, your hair must be worn up in a bun, ponytail, braids or anything that supports hair away from your face.

Men must also be well-groomed in hair and nails.

\*During the second semester, the grading policy will change to reflect the externship portion of the class. ( Professional Work Skills/Ethics 30%, Assessments 40%, Externships 30%)

**Externships = 30% of your grade.** Externships are a major part of this ROP program. Students who successfully complete the required work with an 84% B or better are eligible for placement into an externship site (community classroom) during the second semester. All students who are assigned to a clinical site must complete all hours required in order to receive a Certificate of Completion. Students must adhere to the clinic policies and procedures and always be on task with professional attributes and turn in necessary documentation on time.

**Prerequisites:** Community Classroom/Externship requirements:

- ❖ All students must provide immunization records and proof of a negative TB test **prior** to externship placement and patient contact. This is a mandatory requirement.
- ❖ All students are required to **purchase** and **wear uniforms**, a stethoscope is highly recommended for the externship but is not mandatory.
- ❖ To be eligible, students need successful completion of classwork at **84% B'** or better, must have good attendance in class, pass **all** skill checks, and exhibit appropriate work ethic behaviors.
- ❖ All Students must provide their own transportation to second-semester clinical sites.
- ❖ Students must have a recommendation from the instructor.

Students will be dropped from the program if they are below 84% B at the end of the first semester. Students who do not demonstrate maturity, responsibility, and the required clinical/administrative skill level (HIPAA) will not receive the necessary recommendation from the instructor to move on to clinical externship. (Externships are not guaranteed due to limited sites and are very competitive.)

### **Classroom Rules:**

1. No profanity. (2pt. deduction per word for the entire class.)
2. No eating or drinking in class. \*Exception of clear water bottles only.
3. All cell phones turned off and kept in your assigned nameplate during class. No answering/texting cell phones. No charging of cell phones in the classroom outlets. You will get 1 warning (this is the 1<sup>st</sup> warning), there will be a 25 pt. deduction from your point total for every offense, after the 3<sup>rd</sup> offense, the student will be put on a contract or dropped from the program.

4. No leaving the classroom without the permission of the instructor and a hall pass or written note for any reason. (Only **1 student** at a time for the bathroom, with the hall pass). No cell phones to accompany you to the bathroom.

5. Leave all the equipment ALONE. Do not touch anything unless instructed to do so.

6. Be respectful. Treat others as you would like to be treated.

7. **Listen** while the instructor is talking.

8. Do your own work.... 25 pt. deduction for each offense. Copying others, work will do you more harm than good.

9. NO CHEATING!!! 1<sup>st</sup> offense-no credit for that work in question. 2<sup>nd</sup> offense-removal from the program.

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

10. Students will not chew gum in class.

11. Students will not wear hats/beanies/hoodies in class. (MVROP regulation)

12. Students must show respect to fellow students and are responsible for their behavior/actions.

13. Students will stay in their assigned work areas and/or assigned seating.

14. Excessive talking of any student will make them “Teacher for the day”.

15. Students using computers will abide by the **ACCEPTABLE USE POLICY AND ALL RULES REGARDING COMPUTER USE**. Rules explained to students before allowed to use the computers. (Refer to students’ Handbook and rules in the classroom.)

### **Severe Disruption:**

When a student causes a severe disruption, he/she an immediate referral to the Assistant Principal and removal from the classroom. Actions that constitute a severe disruption are as follows:

1. Verbal or physical abuse to anyone.
2. Fighting.
3. Willful destruction of property.
4. Refusal to do what he/she by the instructor.
5. Stops the class from functioning.

6. Using or dealing drugs.
- 7.

### **Course Content for Parents**

Immunizations is required. **Please provide COPIES of immunization records to the instructor by October 4, 2019.** TB results **prior** to externship assignment.

The contents of this course material include: Human Anatomy, Physiology, Human Reproduction System, AIDS, and Diseases will be discussed and Clinical Scenarios will be reviewed and viewed during this course.

### **Campus**

This campus is our responsibility. Dispose of all trash in the garbage cans located in each hallway. This is a non-smoking campus. Students are not allowed to smoke anywhere on campus. Do not park vehicles in designated staff parking areas. All students are required to wear an ID badge with their name and picture on it (provided by MVROP) and will need a parking permit when parking in MVROP lot. If any student is caught defacing school property, they will be disciplined accordingly.

### **Medical Assisting Expectations**

**(25pt. Assignment)**

**Must be signed and returned to instructor by: 9/9/2019**

Student Name \_\_\_\_\_

**Please initial the following:**

**Parent                  Student**

\_\_\_\_\_ I understand that if my student is absent from an ROP course, I must provide a written explanation or a phone call to our center 510-657-1865. If they have missed three or more consecutive days for a medical reason, it must be verified by a doctor's note.

\_\_\_\_\_ I understand that if my student is enrolled in the 2-hour course, that they must have a "B" with 84% or better in the class AND a recommendation from the instructor in order to participate in the externship during the second semester.

\_\_\_\_\_ I understand students failing to turn in an ROP Portfolio Assignment will receive a failing grade in the class. (Worth 200pts)

\_\_\_\_\_ I have read and understood the policies and procedures listed in the Medical Assisting course syllabus and I agree to abide by them.

Student Print \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Email Address:

Parent Print \_\_\_\_\_ Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Email \_\_\_\_\_

Parent Phone \_\_\_\_\_

**Parents/Guardians/Students---Return this page and the Medical Assisting Expectation page with all signatures to the instructor by 9/9/2019 (25 pts)**

By signing below you acknowledge that you have read the course syllabus, High School Medical Assisting Information Sheet, and understand the expectations for the MVROP H.S. Medical Assisting program. Parents, please write in your email address so I can give you access to the grade book and the Google Classroom portals.

**Signature:** Signature of both the student and the parent are required and to be returned to the instructor.

Student Name-Print Please: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Parent signature

\_\_\_\_\_ Date: \_\_\_\_\_

Student signature