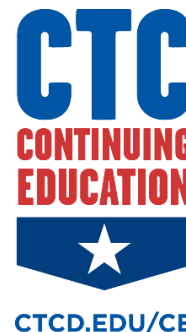


Clinical Medical Assistant



Program Summary: As a Clinical Medical Assistant, the student will be trained to help the physician conduct procedures, care for patients, perform basic lab tests and administer medications. The Clinical Medical Assistant works in a physician's office or a clinic setting. This course consists of 260-hours of accelerated classroom training with emphasis on skills mastery through direct practice and supervision and an 80-hour clinical. (Total 340 hours)

Course fee: Course includes consumable supplies, NHA study materials, clinical insurance, name tag and course completion certificate.

\$2,389 without certification exam

Starting pays: \$11.54 - \$27.16 per hour.

Financial assistance: Students with a need for financial assistance may contact Sallie Mae for a student loan. There is also a parent-initiated loan option available with Sallie Mae. We are listed as CTCD-Continuing Education on the Sallie Mae site, school code 00400398. Students who qualify may use MyCAA benefits. Contact MyCAA to see if you qualify.

Certification: Upon successful completion of the course and clinical, students will receive a certificate of completion. Additionally, students will qualify to take the optional Medical Assistant Certification (CCMA) examination offered by the National Healthcareer Association (NHA). The exam is proctored on campus periodically throughout the year. Call 254-526-1586 for exam schedule.

Schedule: Classes are held at the CTC central campus in Killeen and are taught at an accelerated pace. Schedules may vary when taught in the college service area.



Program requirements: Students must be at least 18 years of age at the time of enrollment. Students need competency in basic computer operations and will be required to have access to the internet, printing capabilities and an email address. Application packets must include:

- High school diploma/transcript or G.E.D or official transcripts of higher education.
- Proof of completion of CPR for the Healthcare Provider course that is good for the life of the program.
- Negative state criminal background check: <https://publicsite.dps.texas.gov/>
- A completed physical examination using the CTC Continuing Education form.
- Proof of current immunizations to include:
 1. Tetanus/Diphtheria (TD): Every 10 years
 2. Measles: All students born on or after 1-1-57 must show proof of two doses of measles vaccine administered on or after their first birthday and at least 30 days apart; or immunity to measles
 3. Polio
 4. Mumps: All students born on or after 1-1-57 must show proof of one does of mumps vaccine after the first birthday; or immunity to mumps
 5. Rubella
 6. Hepatitis B: 3-shot series over six months, or immunity to Hep B
 7. Varicella: A written statement from a physician, the student's parent or guardian, or school nurse supporting the history of Varicella is required

Clinical Requirements: Students are required to complete the 80-hour clinical examination to receive his or her certificate of completion. The student is to provide his/her own transportation to the assigned clinical site. The student is responsible for completing the preclinical facility legal documentation requirements. The student will be required to attend mandatory facility in-processing and/or training and/or orientation at times other than regularly scheduled clinical/class hours. The student will not be able to attend clinical without required mandatory training. Failure to follow the mandatory requirements for admission to the affiliated facility for clinical education experience may result in administrative withdrawal from the course. Additional clinical information will be given to students in class. The clinical location placement will be within eighty miles of Central Texas College.

Clinical Placement Requirements: Students are required to complete these steps within 7 days of starting clinical rotation:

1. 11-panel drug screen
2. Influenza: If available
3. Negative state criminal background check: <https://publicsite.dps.texas.gov/DpsWebsite/CriminalHistory/> (Approximately \$4); students must print search results screens.
4. PPD test or QuantiFERON Gold TB Test and result. Each clinical site requires a specific test; do not get the test done until you are selected for clinical placement.

Conditions for Repetition: If the student does not receive a 75% or higher in the course as well as a passing score of 75% on the midterm and final exam (both hands on and written exams), he or she will not be allowed to participate in the clinical and will not receive their certificate of completion. The student may repeat the class at their own expense.

Goals and Purpose: Upon successful completion of the course and clinical, students will receive a certificate of completion from Central Texas College. Graduates will be qualified to take the optional certification examination for Clinical Medical Assisting offered by the National Healthcareer Association (NHA). This program was designed to provide thorough didactic and practical instruction and a basic systems overview of the role of the medical assistant in a practical setting. Didactic lectures cover the theory, anatomy and terminology about each system. Practical instruction provides direct training in the listed procedures verified through a skills check-off system.

Outcomes and Objectives:

After successful completion of this course the student will be able to:

1. Identify parts of the human body.
2. Describe the basic function of each body's system.
3. Utilize medical terminology in written and spoken communications.
4. Define medical terminology found in medical records.
5. Define medical conditions, diseases and disorders commonly treated.
6. Perform the procedures for rooming a patient.
7. Obtain the vital signs of a patient.
8. Perform basic wound care.
9. Demonstrate proper positioning and draping for patient procedures.
10. Demonstrate first aid for disorders of the musculoskeletal system.
11. Demonstrate the collection of specimens.
12. Locate information regarding medications.
13. Demonstrate the administration of oral and injectable medications.
14. Instruct patients in preventative health practices.
15. Assist physicians with examinations.
16. Demonstrate minor specimen testing and recording of results.
17. EKG/ECG skills training instruction.
18. Demonstrate skill in goal setting, organization, note-taking, and test-taking.
19. Knowledge of computers, keyboard, e-mail programs and use of web-based applications.
20. Use communication strategies associated with quality customer service.
21. Draft a resume that clearly communicates one's value to an employer.
22. Contrast effective communication approaches.
23. Use listening, mirroring, and parameter-setting in difficult conversations.

Instructional Strategies:

- | | |
|--|-------------------------------------|
| • Hands on-skills practice and acquisition | • Large Group Discussions |
| • Lecture | • Small Group Discussions |
| • Laboratory Techniques | • Independent Research |
| • Demonstration | • Direct Practice Under Supervision |
| • One on 1 Instruction | • Tutoring through Academic Studio |
| • Individualized Study | |

Methods of Evaluation:

- | | |
|------------------------------|---------------------------------------|
| • Observation | • Assignments |
| • Pre and Post Tests | • Self-Evaluation |
| • Class Discussion | • Completion of Project with Critique |
| • Testing and Quizzes | • Final Exam |
| • Oral Exam | • Clinical |
| • Performance Levels Reports | |

Clinical Medical Assistant Costs beyond Tuition

Uniform and Equipment

The following are the students' responsibilities and are separate from the tuition fees. Costs may vary.

- Set of scrubs: Navy Blue
- One pair of white close-toed, close-heeled shoes
- One blood pressure cuff
- One stethoscope
- One watch with a second hand

Textbooks

Medical Assisting: Administrative and Clinical Procedures, 7th Edition

By Kathryn Booth, Leesa Whicker, and Terri Wyman

ISBN-13: 978-1-259-60854-4

Required

Booth / eBook: Medical Assisting Administrative and Clinical Access Card, 7th Edition

By Kathryn Booth, Leesa Whicker, and Terri Wyman

ISBN-13: 978-1-260-47696-5

Required

Pathophysiology of Disease: An Introduction to Clinical Medicine, 8th Edition

By Gary D. Hammer and Stephan J. McPhee

ISBN-13: 978-1-260-02650-4

Required

Medical Language Accelerated with Connect, 2nd Edition

By Steven Jones and Andrew Cavanagh

ISBN-13: 978-1-264-07985-8

Required

Student Workbook for Medical Assisting: Administrative and Clinical Procedure, 7th Edition

By Kathryn Booth, Leesa Whicker, and Terri Wyman

ISBN-13: 978-1260477023

Required

Textbooks are available for purchase at CTC Bookstore.

Clinical Medical Assistant Certification Study Resources

1. Take advantage of NHA study materials designed to help you achieve the certification exam results you want.

NHA Study Package highlights include:

- Accessible online
- Seventeen modules with a quiz after each module
- 3 Unique practice exams with two attempts at each exam
- Focused Review® based on your practice assessment results directing you to the content you still need to master.
- Based on the same NHA test plan as your exam
- Include practice drills and case study videos to reinforce key concepts.

Here you will find the resources you need to prepare for and take an NHA certification exam.

http://info.nhanow.com/tools-for-nha-exam-candidates?utm_campaign=Content%20OfferCandidate%20Tools&utm_medium=sales&utm_source=melissa%20hamilton

2. Online study materials can be purchased by going to:
http://www.ataliiedhealth.com/ati_store/category.aspx?zcid=160
3. Through CTC library you can access the Learning Express Library that contains many great resource tools, including practice test of occupation certification and licenses. You can access the Learning Express Library from CTC Library computers or from a personal computer. For more information or assistance call 254-526-1621.

Follow the steps described below to gain access:

1. Go to <http://www.ctcd.edu/academics/library/online-databases-and-virtual-resources/>
2. Select either on-campus computer or off-campus computer. If you are trying to log in from an off-campus computer, you will need to log into your account.
3. Select “learning Express Library.”
4. Click here for a Featured Resources List
5. Under Career Center -> Prepare for an Occupation Exam -> click on “Allied Health”
6. Click on “Prepare for Medical Assistant Certification”

4. Use online resources provided by the textbook publishers. Information will be in the textbook.

National Healthcare Association CMA Exam Information

Local Testing Centers:

- Killeen: Central Texas College, 6200 W. Central Texas Expwy, Killeen, Texas 76549
- Georgetown: 2207 Corsair Drive, Georgetown Municipal, Georgetown, Texas, 78628
- Waco: 345 Owen Lane, Suite 124, Waco, Texas, 76710
- Austin: 8000 Anderson Square, Suite 3018, Austin, Texas, 78757
- Austin: Lacosta Corporate Park, 6448 Hwy 290 East, Suite F11, Austin, Texas, 78723

Register for Exam: You will need to register for the Clinical Medical Assistant exam through NHA. The application fee is \$155. The exam consists of 180 questions and lasts for 3 hours. To register:

1. Go to <http://www.nhanow.com/clinical-medical-assistant.aspx>
2. Click on "register for exam."
3. Click on "create new profile."
4. Begin the profile process.
5. On organization type selecting individually
6. Once you have created your profile, you.

FAQ

As stated on NHA website, <http://www.nhanow.com/fag/student-fag.aspx>

What is NHA's refund policy? There are no refunds offered on certification exams unless the scheduled exam date is canceled by NHA. Exams may be rescheduled within 6 months of the original exam date at no additional cost.

How can I reschedule my exam if I am testing through PSI? To reschedule an exam scheduled at a PSI testing center, you must call PSI at least 24 hours prior to your scheduled exam time. If you do not reschedule your exam at least 24 hours before your scheduled exam time, the cost of your exam is forfeited, and you must register and repurchase the exam.

How many times can I retake the exam? You may challenge an NHA certification exam as many times as you wish. If you do not pass your exam after the first or second attempt, you must wait 30 days before you are able to retake your exam. If you do not pass after your third attempt, you must wait 12 months to challenge the exam again. After your fourth attempt, you must wait 12 months between attempts. Please note you must pay for each exam retake.

How do I get my exam results? Will I receive a notification? You will not receive a notification e-mail with results information or prompting you to register for a retake exam if you are not successful. Once your exam results are available, you will be able to view them by logging into your account and clicking the 'Results' tab.

CLINICAL POLICIES & DRESS CODE

Please remember that you represent the college while in uniform. The dress code must be followed in the laboratory as well as in the clinical setting. The following represents the expected dress code:

1. Navy Blue scrubs uniform with pockets. Must be clean and wrinkle free. Hem length must be appropriate and not hanging on the floor. Females wearing a v-cut scrub top, the top must cover cleavage. The scrub top may not have a logo or inscription. If long sleeved, you must have knit cuffs at the wrist. No coat or sweatshirt may be worn over scrub top (the only exception is that a sweatshirt of the same color may be worn in the CTC lab). When it is uniform the identification-issued student name tag must always be visible (top of scrubs, pocket height, on right or left side).
2. White close-toed and heeled shoes.
3. White socks. No ankle socks.
4. CTC issued name tag and/or picture ID identifying you as a Clinical Medical Assistant Student – must be current with an expiration date.
5. Professional appearance in hair style, hair color and cleanliness.
6. Hair extended below the shoulder line is to be pulled back and secured in a bun. No decorative hair ornaments are to be used.
7. Males are to be either clean-shaven or if allowed by facility policy may have neatly trimmed beard and/or moustache.
8. Encouraged to wear a wedding band only to clinical – any protruding jewelry can puncture gloves creating an infection control issue and/or safety issues such as skin tears to the resident.
9. One small stud earring per ear; nothing dangling.
10. No dangling necklaces, chains, and/or bracelets
11. Tattoos and piercings must be covered according to facility policy.
12. No smoking while in uniform.
13. Watch second hand.
14. Optional, but recommended hand sanitizer, pocket sized.
15. Small notepad and black pen. No erasable ink.
16. Free from body odor. No perfumes.
17. Make-up in moderation.
18. Nails must be clean, fingertip length, no nail polish.
19. Artificial Nails are prohibited. Students will not be allowed in the clinical setting with artificial nails. It is an infection control issue/safety issue.
20. No gum chewing.

Clinical Pass/Fail

Arriving at clinical with no CTC ID identifying as a Clinical Medical Assistant student will constitute immediate dismissal from the clinical site.

Special emphasis is placed on clinical performance because students care for actual residents in the nursing home facility. The purpose of the clinical rotation is to participate/observe/assist with skills previously practiced in the lab portion of the course.

The student is expected to attend all scheduled clinical days. Students are to call/email the instructor(s), twenty-four (24) hours prior to a clinical absence unless there is an emergency in progress. In case of an emergency, the student should call the clinical site following the resolution of the emergency. The Director of Continuing Education and the instructor will determine validity of the excuse; based on that determination will allow the student to make up the time. Any additional liability insurance expenses incurred are the responsibility of the student. Failure to successfully complete the 40 (forty) clinical hours will result in a failure for the clinical portion of the course.

Behavior Affecting Clinical Pass/Fail Status

Each scheduled clinical day will be graded satisfactory or unsatisfactory. A conference with the clinical instructor is required following any unsatisfactory clinical. Factors that may constitute dismissal/failure include:

- A. Procedural errors due to negligence on the student's part.
- B. Tardiness.
- C. Unsafe infection control and safety practices.
- D. Failure to notify instructor prior to clinical absence.
- E. Non-compliance with the clinical schedule assignment such as leaving clinical area for lunch without letting anyone know, and/or taking unscheduled breaks.
- F. Unsafe behavior towards resident care.
- G. Under the influence or possession of alcohol and/or a drug or drugs.
- H. Non-compliant with facility policy that is covered during orientation.
- I. Failure to follow the instructor's instructions.
- J. Performing resident care without the supervision of the preceptor. The receptionist assigned must be present during skills performance on a resident. (Exception Basic Vital Signs Skills)

CLINICAL MEDICAL ASSISTANT PROGRAM ADMISSION CHECK SHEET

Last	First	MI
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	Date Completed	Initials
TRANSCRIPTS/DIPLOMA __H.S. G.E.D. COLLEGE		
CPR FOR HEALTHCARE PROVIDERS		
CRIMINAL BACKGROUND CHECK		
PHYSICAL FORM		
TDAP (needed once per lifetime)	1_____	1_____
TD (needed every 10 years)	2_____	2_____
POLIO		
RUBELLA (one needed by all)		
MEASLES (two needed by those born after 1/1/57)	1_____	1_____
	2_____	2_____
MUMPS (one needed by those born after 1/1/57)		
HEPATITIS B SERIES (3 shot series)	1_____	1_____
	2_____	2_____
	3_____	3_____
VARICELLA (chicken pox)	1_____	1_____
Vaccination or Dr./Parent Note on TDSHS Form	2_____	2_____
Notification of Training (Phlebotomy skills)		
CODE OF CONDUCT (signed)		
BACKGROUND CHECK WAIVER (signed)		
REGISTRATION PACKET (signed)		
PAYMENT RECEIVED:	1_____	1_____

Background check information

Students will be required to undergo a fingerprint and background screening.

Background check:

To apply for registration as a Clinical Medical Assistant you will undergo fingerprint and background screening through the Texas Department of Public Safety. **If you have ever been convicted of or pled no contest or have ever been arrested for a violation of any law of a foreign country, the United States or any state laws or local ordinances, including any and all misdemeanor and felony convictions, regardless of the age of the conviction, your eligibility for registration in course will be affected.** At a minimum, *anything* in your background will result in a delay in the processing of your application. Providing us with all paperwork and information related to any priors up front will minimize such a delay.

Note: Some places of employment may have additional requirements and/or stipulations for employment. No determination can be made prior to your enrollment in the course.

To achieve **Clinical Medical Assistant** Certification, candidates must satisfy the following eligibility requirements:

- High school diploma or equivalent educational diploma (e.g., a GED or foreign diploma).
- Compliance with all applicable Certification policies.
- Passing score on the Certification Exam.

A candidate may be disqualified for employment upon the disclosure or discovery of:

- Criminal conduct involves the candidate.
- Violation of a Certification policy, including but not limited to the NHA Code of Conduct.

The National Healthcareer Association reserves the right to verify candidate eligibility and deny certification to any individual.

Please print, sign and date below to acknowledge that you have been informed of the guidelines and requirements of becoming a Clinical Medical Assistant.

Print name: _____

Signature: _____ Date: _____

CENTRAL TEXAS COLLEGE Notification of Training for Phlebotomy

Clinical Medical Assistant

The Clinical Medical Assistant program provides direct lab experiences that include performing phlebotomy skills procedures. These phlebotomy skills procedures include venipuncture, sticking a needle just beneath the skin into a vein and drawing a tube(s) of blood, and dermal puncture, sticking a small needle into the skin of a finger. The venipuncture procedures are taught and mastered using artificial phlebotomy arms. These arms are designed to give the student the most realistic training so mastery can be accomplished before sticking an individual.

However, after a successful evaluation has been performed in front of the instructor using the artificial arm, each student will perform venipunctures and dermal punctures on their classmates as part of the direct training. In return your classmates will perform venipunctures and dermal punctures on you. The venipuncture will be performed under the supervision of an instructor.

Are there risks?

The needle stick may hurt. There may be a small risk of bruising, and a rare risk of infection.

Any student who has a documented medical reason or feels they cannot participate in the direct venipuncture training for any reason should discuss this with the instructor immediately.

My signature shows that I am aware that I will perform venipunctures and dermal punctures. I am also aware that venipunctures and dermal punctures will be performed on me, and I agree to hold Central Texas College and instructors and students of CTC harmless for any pain or injury resulting from the venipuncture and dermal punctures.

Student signature _____ Date _____

Printed student name. _____

Or:

I agree to perform live venipunctures and dermal punctures in class and in the clinical sites but will not allow them to be performed on me due to a documented medical reason.

Student signature _____ Date _____

Printed student name. _____

CTC Continuing Education Clinical Medical Assistant Program Code of Conduct

Code of Conduct*

Central Texas College (CTC) expects all students, visitors, and guests to accept the following responsibilities:

- 1) Knowledge of, and compliance with, all published policies, rules, and regulations of the College. Copies of such documents will be available to the student in the Student Life Office. A copy of the CTC student handbook that outlines policies, rules, and regulations can be accessed using the following link:
<http://www.ctcd.edu/ctcd/assets/File/Student%20Life/studenthandbook.pdf>
- 2) Respect for the rights of others and cooperation to ensure that such rights are maintained, whether one agrees with the views of those exercising such rights.
- 3) To exercise disagreements in a responsible manner and within a framework compatible with an orderly resolution of differences.

**Failure on your part to familiarize yourself with CTC policies, rules, regulations, guidelines, and procedures does not excuse you from your responsibility to follow them.*

Continuing Education Allied Healthcare Policies

- 1) Cell phones may not be used in class.
- 2) Programmable calculators may not be used in class.
- 3) Students may not wear facial piercings to class. Students may wear earrings that do not hang down.
- 4) Students are allowed to miss a maximum of **twenty-two (22)** hours for the duration of the class. Missing more than the allowed number of hours may result in being dismissed from class. The instructor will keep class attendance. If absences occur, it is the student's responsibility to obtain missed material from peers and complete additional work assigned at the instructor's discretion. The instructor reserves the right to adjust the student's classroom grade based upon classroom performance/behavior/civility. The students must provide a written explanation for their absence. That document will be placed in the student's file.
- 5) **To receive a refund or withdraw from the program, students must contact the Continuing Education office in person. Refunds and withdrawals will follow the official CTC schedule, which can be found on the CTC website, at <http://www.ctcd.edu/academics/catalog/catalog-texas/college-costs/>.** For additional questions regarding this policy, contact the Continuing Education department. Emergency withdrawal will be considered filed as of the date of the emergency orders or medical certification of family members. Any exceptions to this policy will require approval of the appropriate dean and bursar.
- 6) Recommendations for studying: a) 10 hours/week for diligent students, b) 15-20 hours/week for average students, and c) 20+hours/week for students who find the material extremely challenging or who are below average.
- 7) If the student does not receive a 75% or higher in the course as well as a passing score of 75% on the midterm and final exam, he or she will not be allowed to participate in the clinical and will not receive their certificate of completion. The student may repeat the class at their own expense.

Inclement Weather

During periods of inclement weather or threat of inclement weather, CTC may choose to curtail or limit operations if in the view of the Chancellor or his designated representative, the continuation of operations might create a significant risk for most students or employees. The inclement weather phone number is 254-501-3100 and website is www.ctcd.edu. To sign up for emergency text alerts go to <http://www.ctcd.edu/locations/central-campus/campus-safety-wellness/emergency-preparedness/emergency-alerts/>.

Academic Studio/Student Success Center

Student Center Building 106 • 254-526-1580.

The Academic Studio provides free one-on-one tutoring to all CTC students. One-on-one tutoring is provided on a first-come, first-served basis. Your training is specialized, so be sure to contact your instructor first for tutoring. For more information on tutoring or other programs offered by Academic Studio, please call 254-526-1580.

Name (print): _____ Signature: _____

Date: _____ Email: _____

Clinical Medical Assistant Physical Examination Form

TO BE COMPLETED BY STUDENT

Program Location: ☐ Weekday ☐ Saturday

Have you had a serious illness, injury, or surgery? ☐ Yes ☐ No If yes, please describe:

STUDENT SIGNATURE IS REQUIRED

I give permission to release a copy of this form to the affiliating facility.

Student Signature: Date:

TO BE COMPLETED BY PHYSICIAN OR NURSE PRACTITIONER

2. Medications used prescription and over the counter (use back if necessary):

Name	Indication	Frequency

3. Significant medical history, accidents, deformities, surgeries, back problems, communicable diseases:

4. Examination comments and findings:

The above named has neither communicable nor disabling disease nor health condition that would create a hazard to himself, visitors, classmates, or patients at this time. The above-mentioned person can perform the physical activities required for the training.

Examiner Name (please print):

Phone:

Examiner Signature:

Date:

Address:

TO BE COMPLETED BY STUDENT

Student Name:

Program Location:

STUDENT SIGNATURE IS REQUIRED*I give permission to release a copy of this form to the affiliating facility.*

Student Signature:

Date:

TO BE COMPLETED BY PHYSICIAN OR NURSE PRACTITIONER

Immunization	Documented Dates		Initials	Comments (attach additional info if
Measles 1 st Dose	Date			
Measles 2 nd Dose	Date			
Mumps	Date			
Rubella	Date			
Polio	Date			
Influenza	Date			
Varicella	Date			
TD/Tdap	Date			
Tuberculosis Screening (PPD)	Date	Results		Date and Result in Millimeters:
Chest X-Ray (if necessary)	Date	Attach results		
Hepatitis B Vaccine	Series			
	1.			
	2.			
	3.			

The above-named individual has neither communicable nor disabling disease nor health condition that would create a hazard to himself, visitors, classmates, or patients at this time. The above-mentioned person can perform the physical activities required for the training.

Examiner Name (please print):

Phone:

Examiner Signature:

Date:

Address:



Clinical Medical Assistant Registration Packet Acceptance

I hereby acknowledge that I received the CE Clinical Medical Assistant Program Registration Packet on _____ date.

Print Name

Signature

Date