

Golden Oak Adult School

23201 Dalbey Dr.,

Valencia, CA 91355

Golden Oak Main Number – (661) 253-0583

CERTIFIED MEDICAL ASSISTING PROGRAM SYLLABUS & RULES AND REGULATIONS

Instructor – Ms. Longworth

Email – mlongworth@hartdistrict.org

Ms. Longworth's direct line – (661) 259-0033 ext.236

Course Schedule:

The course is composed of one semester, (18 weeks), of instruction followed by 160 hours of externship. School hours will be Monday - Thursday 8:45AM – 3:00PM. A certificate of competency will be given upon completion of the course with a final grade of 80% or above **and** the passing of all clinical competencies.

- Classes will begin **promptly** at the assigned time. Students should be in their seats and ready to begin class five (5) minutes **before** class is scheduled to start.
- There will be a great deal of information to review and it will not be possible to repeat information for students who are late or absent. Each student is **strongly** encouraged to exchange telephone numbers with another student to get any information or assignments that may be missed.

Classmate name _____ Phone Number _____

Attendance:

- Attendance is **ESSENTIAL** to successful completion of this course. **IF YOU MISS MORE THAN EIGHT HOURS IN A FOUR WEEK PERIOD, YOU WILL BECOME INELIGIBLE TO RECEIVE THE CERTIFICATE OF COMPETENCY** and risk possible dismissal from the class (see separate attendance policy for details). (See instructor for special considerations) **THERE IS NO MAKEUP OF HOURS.**
- Because CTE classes are designed to prepare the student to meet employer expectations, students must call the classroom phone number, or email the instructor, to report any absences or late arrivals **IN ADVANCE.** **Tests and/or homework can only be turned in late, due to absence, if the absence was reported in advance and arranged with your instructor. There is NO MAKE-UP WORK.**
- There is a sign-in sheet for which you are responsible for signing in and out each day. **If you do not sign in you will be counted as absent!** If you are caught signing in for another student you will be sent to the school administrator.
- **You will lose points every time you are tardy for class!** This includes late from break.
- If a student has four (4) or more unexcused tardies during a module, (4 week period), their academic grade can be dropped one letter grade.
- If a student is tardy two (2) times when coming back from any of the breaks, they will be required to write a two-page essay on a topic chosen by the instructor. If this paper is not completed the students grade will be dropped ½ letter grade.
- All aspects of the Golden Oak Attendance Policy, signed at time of registration, apply to this class.

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Conduct:

- The Certified Medical Assisting Program is designed to prepare students to participate in a professional setting. Students are expected to attend daily, be on time, and dress and speak as they would in a professional office setting. Displaying correct dress and speech are a part of each student's grade and are included in the competencies of "professionalism" and knowledge of on-the-job expectations.
- **NO TEXTING OR CELL PHONE USE IN CLASS.** Keep your phones turned off in class. If you are caught using your phone in class you risk having it taken away. If you are caught twice it will affect your professionalism grade!
- ****NO FOOD** in the classroom at any time. No glass bottles or open cans of any kind. You are allowed to bring bottled drinks only. In the medical field you are not allowed to have food in areas where there is blood or body fluids. This same rule applies to this classroom. You must treat this classroom like a medical office.
- **NO CHEATING!** If you are caught cheating you will be dismissed from the class. This includes letting someone copy your work or copying someone else's work. **BOTH you and the person you copied from will be dismissed from the course!**
- Remember that you are pursuing a career in the healthcare profession. Many doctors require their employees to wear uniforms and keep their hair up while in lab at all times. You will be working with body fluids. This is the reason you must maintain a dress code. **PLEASE ABIDE BY THE DRESS CODE AT ALL TIMES.** If you do not abide by the dress code at all times you will be deducted professionalism points at your teacher's discretion *and/or* sent home.
 - Full uniform at all times. It must be neat, clean and unwrinkled.
 - Clean, all white tennis shoes or nursing shoes are acceptable.
 - You must shower, wash your hair, brush your teeth, and wear deodorant every day. **You will be sent home and deducted points if this rule is not followed. If you continue to not follow this rule you risk not going to externship and not graduating!!**
 - Hair up and off of your collar.
 - Nails short with clear polish only. No acrylic or gel nails.
 - Makeup lightly applied.
 - Jewelry:
 - Rings- One per hand.
 - Earrings: Small, unobtrusive and non-dangling.
 - **NO VISIBLE BODY PIERCINGS!** You will be asked to remove these for the duration of class. Please leave them at home. This includes tongue piercings.
 - **NO VISIBLE TATOOS!**
 - **No strong perfume or colognes.**
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Textbooks/Materials:

The student will be provided with Delmar's Comprehensive Medical Assisting: Administrative and Clinical Competencies- 5th edition and Basic Medical Language.

- *Students must bring textbooks every day of class.*
- Each student is responsible to have all other materials needed for class: pen, paper, notebook, etc.
- Each student is required to access the online program associated with this course. ***You must have a computer and printer available for your use.*** If you do not, you are expected to go to the library.

Class Format:

The class will follow a set format which will include some or all of the following:

- Lecture, demonstrations or displays
- Hands-on practice allowing the student time to practice the lesson
- Regular subject quizzes and tests on the lecture subject
- Guest speakers
- Grading is done on a point system.

It is the Golden Oak Adult School CTE policy that certain skill levels must be reached for a student to earn a Certificate of Competency. These skills will include the following:

Class Competencies for Clinical:

| CLASS COMPETENCIES FOR CLINICAL | |
|---|--|
| 1. Surgical & Medical Hand Washing | 9. EKG |
| 2. Infection Control | 10. Urinalysis/Microscopic Examination |
| 3. Snellen Chart & Ishihara Color Test | 11. Capillary Stick |
| 4. Vital Signs | 12. Injections |
| 5. Charting & Documentation | 13. Butterfly/Syringe Draws |
| 6. Throat Culture | 14. Venipuncture |
| 7. Autoclave/Minor Surgical Tray Set Up | 15. CPR/Basic First Aid |
| 8. Sterile Gloving | 16. Professionalism |

Class Competencies for Administrative:

| CLASS COMPETENCIES FOR ADMINISTRATIVE | |
|---|--------------------------------|
| 1. Medical Law & Ethics | 9. Filing |
| 2. Office Policies & Procedures | 10. Medical Terminology |
| 3. Communication – Verbal/Non-Verbal | 11. Medical Records Management |
| 4. Appointment Scheduling | 12. Health Insurance |
| 5. Letter Writing & Business Correspondence | 13. Mail Processing |

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**Students will be tested at intervals to determine each student's level of achievement. Students who complete the course with a score of 80% or higher and pass all competencies will earn their Certificate of Competency and their Venipuncture certificate (if skills for venipuncture are passed, as required). You must pass the class with an 80% or higher to receive the venipuncture certificate.

**Students that complete the class with 80% or higher will be eligible to receive the Certified Medical Assisting Program Certificate which will allow the student to sit for the National Healthcareers Association Exam. (All information will be given in class for the requirements needed for this exam).

CERTIFIED MEDICAL ASSISTING

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RULES AND REGULATIONS ACCEPTANCE

I, _____, have read and understand the Rules

Print Name

and Regulations of the Golden Oak Adult School Certified Medical Assisting Program. I agree to abide by these rules and understand that violating them may result in a lower grade or possible dismissal from the course.

Date

Signature

**Please complete above form and return to the instructor.