

Chemeketa Community College

Medical Assisting Program

Information Packet



Medical Assisting

Chemeketa Community College



Medical Assisting Admissions Process

1. Apply for admission to Chemeketa Community College to become a student
 - a. Complete an application for admission by applying online at: go.chemeketa.edu/apply
Admission to Chemeketa Community College does not mean you are admitted to the Medical Assisting program.
2. Complete the college Placement Assessment or transfer in previous college credits.
 - a. Placement Assessment
 - b. Submit official transcripts and the Request for Evaluation form.
<https://www.chemeketa.edu/students/student-services/enrollment-services/transcript-evaluation/>
This process can take up to 10 weeks to complete, so do that ASAP.
3. Students must have successfully completed the following courses with a C or better prior to applying: PSY104, HM120, MTH060 or higher, and WR090 or higher.
 - a. Fall 2026 cohort: All prereqs must be done spring 2026
 - b. Winter 2027 cohort: All prereqs must be done summer 2026
 - c. Spring 2027 cohort: All prereqs must be done fall 2026
4. Program Application Requirements:
 - a. Completion of HM 120, MTH 060 (or higher), PSY 104, and WR 090
 - b. Be 18 years or older by the time the program begins
 - c. Have a High School Diploma or GED
 - d. Be eligible to work in the United States
5. Complete and submit the online Medical Assisting Application found on <https://www.chemeketa.edu/programs-classes/program-finder/medical-assisting/> Be prepared to submit the following documents:
 - a. A copy of your high school diploma or GED
 - b. A copy of your unofficial transcripts
 - c. Professional resume'

2026-2027 Medical Assisting Important Dates

	Fall Cohort 2026	Winter Cohort 2027	Spring Cohort 2027
Application Opens	June 29, 2026	October 5, 2026	January 11, 2027
Application Closes	July 12, 2026 by 11:59 pm	October 18, 2026 by 11:59 pm	January 24, 2027 by 11:59 pm
Application Notification of Acceptance	July 14, 2026	October 20, 2026	January 26, 2027
Mandatory Orientation	July 28, 2026	November 18, 2026	February 17, 2027
First Day of Class	September 28, 2026	January 4, 2027	March 29, 2027

Contact information/Questions:

Yamhill CTE Programs- yamhillcte@chemeketa.edu

Kathryn Ellis, Advising/Accommodations- kathryn.ellis@chemeketa.edu

Medical Assisting Program Information

Program Orientation is Mandatory

In person attendance is required at the Yamhill Valley Campus in building 2. During orientation, students will meet faculty, learn about program commitment & expectations, be given the list of immunizations required, fill out paperwork, and ask questions.

Immunization Requirement

Upon acceptance into the Medical Assisting cohort you will be required to show documentation of the following immunizations: MMR, HEP B, Varicella, Tdap, & Tuberculosis Test (either 2 negative skin tests OR 1 negative blood test). **The last day to turn those in will be the first day of class.** Failure to meet this deadline can result in dismissal from the program. More information about immunizations will be provided upon acceptance into the program.

Drug Screen Requirement

Upon acceptance into the Medical Assisting Cohort, students will be required to pass a background check, and 10 panel urinalysis drug test- including screening for marijuana. This step is required to confirm your spot in the cohort. The cost is \$90 and is the responsibility of the student.

Program Supplies

You will be provided with books, study guide, nametag, and a backpack on your first day of class.

Program Class Schedule

MED classes are only at the Yamhill Valley Campus (McMinnville, OR) Building 2, room 101, and are currently being held Monday through Friday from 9am-3pm.

Medical Assisting Certificate of Completion

You may earn a Certificate of Completion by successfully completing the required 41 credit hours:

Term 1 is completed prior to applying to program:

HM120- Medical Terminology 1	3 credits
MTH060- Introductory Algebra or higher	4 credits
PSY104- Workplace Psychology	4 credits
WR090- Fundamentals of Writing or higher	4 credits

Term 2

MED124- Medical Assisting, Basic Procedures	4 credits
MED125- Medical Assisting, Advanced Procedures	5 credits
MED130- Medical Assisting Practicum	5 credits

Term 3

MED131- Medical Assisting Seminar	1 credit
MED132- Medical Assisting Clinical Practice	11 credits

Medical Assisting Program Expectations

- Upon acceptance into the program, students must complete a background check and drug screening—including testing for marijuana. This step is essential to ensure a safe learning environment and to confirm your place in the cohort. The cost, typically \$90 or more, will be the student's responsibility.
- Healthcare programs require documentation of specific immunizations. Depending on your health insurance coverage, you may need to pay out of pocket for these. All required immunization records must be submitted by the first day of the term.
- Attendance at the mandatory orientation is crucial for a successful start in our program.
- Attendance at all class sessions and clinical shifts is required. Punctuality is valued.
- Artificial nails need to be removed before class begins for hygiene reasons.
- Hair should be naturally colored and tied back or kept out of the face during class.
- Closed-toe shoes are required for safety.
- Tattoos should be covered, and facial piercings replaced with spacers or removed during class and clinicals.
- Dangling and hand jewelry should be minimal for safety.
- Smartwatches will not be allowed in class or lab, and cell phone use is not permitted during class, lab, and clinicals.
- Classes take place Monday through Friday, 9am-3pm, at the Yamhill Valley Campus in McMinnville. I need to be in my seat and ready to begin promptly at 9am each day.

Medical Assisting Program Application Scoring Guide

For Applicant Information Only

Below is the sample score sheet used to assess your medical assisting application. After assessment and determination of total points, the highest-ranking individuals will be offered admission to the Medical Assisting Program.

You will be emailed a copy of your official score sheet upon submission of your application to your my.chemeketa email.

General education course	A 5 points	B 4 points	C 3 points
HM 120 (no substitutions)			
MTH 060 (or higher)			
PSY104 (no substitutions)			
WR090 (or higher)			
General Education Total			/20
Alternate points: 3 points will be awarded for identified alternates if applicants subsequently apply at the next opportunity. If an alternate is offered a position and chooses not to accept, they will lose both their spot on the alternate list and their three additional points			
Volunteer/Work Experience: Receive points for any combination of volunteer/paid work experience involving direct contact with healthcare clients in a healthcare setting. Must have been completed within the last 5 years (since 2021) 10-80hrs=2 pts, 81+hours= 3 pts			
Medical Terminology 2: Three additional points will be awarded for completion of HM 121-Medical Terminology 2 with a letter grade "C" or better. Two additional points will be awarded for HM 121 in progress.			
Professional Resume': 1 Point			
Total Points			/30

In case of tied scores among applicants, preference will be given in the order listed below:

Step 1- Applicants who have completed HM 121 with a "C" or higher

If Step 1 fails to break a tie, then:

Step 2- Priority will be given to students with a higher GPA in HM 120.

If Step 2 fails to break a tie, then:

Step 3- Random selection will be used.

Complete online application and be prepared to upload the following documents:

- ☐ A copy of your High School Diploma/High School transcript/GED certificate or scores
- ☐ A copy of your unofficial college transcripts
- ☐ Professional Resume'

Guidelines for Students Practicing Medical Assisting Skills on Other Students

Purpose

These guidelines are intended for students within the Medical Assisting program at Chemeketa Community College to practice skills on each other. These skills include but are not limited to physical assessment, transfer and moving techniques, injections, venipuncture, and capillary blood glucose (CBG) levels. These guidelines are intended to safeguard both medical assisting students and Chemeketa Community College.

Guidelines

Students within the Medical Assisting program at Chemeketa Community College who participate in practicing skills upon other students are not covered by health and accident insurance by the College or workers' compensation coverage.

Students must sign a consent form and be informed of the risks/ discomforts and benefits of participating. Students who receive any type of injury shall hold harmless fellow students, medical assisting instructors, lab personnel and the College.

A medical assisting instructor will supervise students when practicing medical assisting skills on other students.

Blood borne pathogen precautions and procedures will be followed when medical assisting skills are practiced on other students.

Medication will not be injected into students participating in medical assisting skills. For injections, sterile saline will be injected under the direct supervision of the medical assisting instructor.

What You Need to Know About the Medical Assisting Skills

General Information

During the Medical Assisting program at Chemeketa Community College you will be participating in medical assisting skills which will be practiced on other students. These skills include but are not limited to physical assessment, transfer and moving techniques, injections, venipuncture, and capillary blood glucose (CBG) levels.

Medical assisting skills that use human subjects shall be conducted under the supervision of a medical assisting instructor.

Your Rights

Before you participate as a human subject in the medical assisting skills, you must give informed consent. You have the right to withhold consent for participation and to withdraw consent after it has been given. If you withhold consent, you will not participate in the medical assisting skills, and you will not be able to successfully complete the course. You may ask questions and expect explanations of any point that is unclear.

Benefits

The experiences listed have been selected because they are skills essential to the learning process and the medical assisting instructors at Chemeketa believe that realistic practice is essential for optimal learning.

Participation will enhance the learning process and the acquisition of technical skills.

Risks/Discomforts

Participation in the medical assisting skills may create some anxiety or embarrassment for you. Some of the procedures may create minor physical or psychological discomfort.

Disability Accommodations (if requested)

Students with disabilities who seek accommodations to participate in the Medical Assisting program may need to provide information from a health care provider to verify the need for accommodations. Students requesting accommodations should make an appointment with an accommodation specialist in Student Accessibility Services at 503.399.5276

Statement of Equal Opportunity/Nondiscrimination

The College is an equal opportunity/affirmative action employer and educational institution committed to an environment free of discrimination and harassment. For questions regarding sexual harassment, gender-based discrimination and sexual misconduct policies or for filing a complaint, please contact the Title IX coordinator at 503.584.7323. For employee questions about equal employment opportunity and/or affirmative action, contact 503.399.5009. To request this publication in an alternative format, please call 503.399.5192.

Basic Standards for Patient Care Delivery

Introduction

Certain functional abilities are essential for the delivery of safe, effective patient care. These abilities are essential in the sense that they constitute core components of patient care delivery, and there is a high probability that negative consequences will result for patients/clients under the care of technicians who fail to demonstrate these abilities. A program preparing students to practice as medical assistants must attend to these essential functional abilities in the education and evaluation of its students.

This statement of the basic standards for patient care delivery of the Medical Assistant Program at Chemeketa Community College identifies the functional abilities deemed by the medical assistant faculty to be essential.

Students with disabilities who think they may require accommodations in meeting the basic standards for patient care delivery of the medical assistant program should contact Student Accessibility Services to discuss the process of identifying reasonable accommodations. This office is located on the Salem campus in Building 2, first floor (telephone 503 399-5192 [voice/TTY]). Students should seek accommodation support as soon as possible so that a plan for accommodation can be in place at the beginning of the Medical Assisting program.

Applicants seeking admission into the medical assistant program who may have questions about the technical standards and appropriate reasonable accommodations are invited to discuss their questions with Student Accessibility Services. Reasonable accommodation will be directed toward providing an equal educational opportunity for students with disabilities while adhering to the basic standards of patient care delivery. If a student is not receiving approved accommodations through Student Accessibility Services, they may discuss their concerns with the Executive Dean of Students. (503.399.6148)

The practice of a medical assistant requires the following functional abilities with or without reasonable accommodations:

1. **Visual** ability sufficient to observe patients and their environments and to implement the patient care plans that

are developed from such observations. Examples of relevant activities:

- Detect changes in skin color or integrity (pale, ashen, gray, or bluish)
- Collect data from recording equipment and measurement devices used in patient care
- Detect a fire in a patient area and initiate emergency action
- Draw up the correct quantity of medication into a syringe

2. **Hearing and speaking ability** sufficient to observe patients and their environments and to implement the patient care plans that are developed from such observations. Examples of relevant activities:

- Detect sounds related to bodily functions
- Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
- Communicate clearly in telephone conversations
- Communicate effectively with patients and with other members of the healthcare team

3. **Olfactory ability** sufficient to observe patients and to implement the patient care plans that are developed from such observations. Examples of relevant activities:

- Detect foul odors of bodily fluids or spoiled foods
- Detect smoke from burning materials

4. **Tactile ability** sufficient to observe patients and to implement the patient care plans that are developed from such assessments. Examples of relevant activities:

- Detect changes in skin temperature
- Detect unsafe temperature levels in heat-producing devices used in patient care
- Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluid
- Detect changes in respiration rate
- Detect pulses in patient's limbs

5. **Strength and mobility** sufficient to perform patient care activities and emergency procedures. Examples of relevant activities:

- Safely transfer patients in and out of bed and assist them with ambulation
- Safely control the fall of a patient
- Lift or move (turn, position) clients or objects, pull or push objects weighing up to 50 pounds
- Place or access equipment such as intravenous bags that are at shoulder or higher level
- Accurately read the volumes in body fluid collection devices hung below bed level
- Provide equipment and supplies to the client bedside
- Perform cardiopulmonary resuscitation

6. **Motor skills** sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities:

- Safely dispose of needles in sharps containers
- Place and maintain position of stethoscope for detecting sounds of bodily functions
- Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages, to administer medications

7. **Physical endurance** sufficient to complete assigned periods of clinical practice.

8. **Communicate information** in oral and written form effectively, accurately, reliably, and intelligibly to individuals and groups, using the English language. Examples of relevant activities:

- Process information thoroughly and quickly to prioritize and implement care
- Sequence or cluster data to determine client needs

- Implement a patient plan of care for clients
 - Report verbally and in writing client data to members of the healthcare team
 - Read, comprehend, and implement medical orders and client information found in the medical record
 - Perform math computations for medication dosage calculations both with and without a calculator
9. **Emotional stability** to function effectively under stress and emergency situations, to adapt to changing situations, and to follow through on assigned patient care responsibilities. Examples of relevant activities:
- Maintain effective, mature, and sensitive relationships with others
 - Examine and modify one's own behavior when it interferes with others or the learning environment
 - Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance
10. **Cognitive ability** to collect, implement, recall and report information and knowledge to make decisions that promote positive patient outcomes.
- Recognize, understand, and interpret required instruction materials including written documents, computer information systems, and non-book resources
 - Follow universal precautions against contamination and cross contamination with infectious pathogens, toxins, and other hazardous chemicals.