

MEDICAL ASSISTING CERTIFICATE

Application Period: July 9th - July 19th, 2018

Submit All Application Materials in Person or Via Mail/Electronically to
Chemeketa Community College
Yamhill Valley Campus, Building 2
306 NE Norton Lane McMinnville,
OR 97128
Fax: 503.584.7546

Inside

- Program overview
- Prerequisites
- Application instructions
- Admission standards
- Basic standards for patient care
- Contact information



Admission Process

Step-One: Apply for admission to Chemeketa Community College to become a student

Complete an application for admission by applying online at: <http://www.chemeketa.edu/earncertdegree/> Admission to Chemeketa Community College does not mean you are admitted to the Medical Assisting program.

Step-Two: Apply for admission to the Medical Assisting program

Program Pre-requisites:

You must meet this minimum qualification and provide proof of documentation of each to be considered for the Medical Assisting program.

- Be 18 years or older by the time the program begins (September 24, 2018)
- Have a High School Diploma or GED
- Eligible to work in the United States
- Placement into RD115
- Completion of HM 120, MTH 060 (or higher), PSY 104, and WR 090 (Or higher)

Submit the following required materials as one complete packet to Yamhill Valley Campus, Building 2—Monday, July 9th 2018 through Thursday July 19th 2018 from 8 am–8 pm.

- Medical Assisting Program application form**—page 7
- A copy of your high school diploma**, or high school transcripts showing graduation date, or GED certificate and/or GED scores (Unofficial accepted)
- A copy of your Chemeketa Reading Placement Test score.** Documentation (copy of unofficial transcript or copy of test scores) showing *placement into*:
 - RD 115 or higher. Completion of RD 080/085 or RD 090 classes or *proof of an Associate's Degree or higher* from a regionally accredited institution will meet this requirement.
- Your unofficial College transcripts** (unofficial transcripts are accepted only for application review). See below: "Other College Transcripts". Please do NOT turn in official transcripts with your application.
- OPTIONAL-Documentation of Volunteer/Work Experience/completion of HM 121-Medical Terminology 2** (see Volunteer/Work Experience Verification Form, page 8 and application scoring guide, page 9). This is not a requirement to get into the program, just an opportunity to earn more points on your application.
- Answer the following questions with a 1-2 paragraph response for each question.** Answers should be typed and submitted on a separate piece of paper.
 1. What is it about the medical assisting career that interests you? Discuss a time when a medical assistant made a difference, good or bad, that affected you or a family member's medical care.
 2. You witnessed another student cheating in an academic setting. How would you handle the situation? What consequences might you anticipate?
 3. This accelerated program requires great time and effort commitment. What obstacles (childcare, transportation, work etc.) can you possibly foresee arising during your time in the program, and how do you plan to overcome them and stay committed to your success?
 4. What are your long-term goals with being a medical assistant? What do you plan on doing with this certification in 2 years, 5 years, and 10 years?

Other College Transcripts

Applicants must submit official transcripts from another college/university to be evaluated for credit transfer. Students must request a transcript evaluation through Enrollment Services, by completing the *“Request for Evaluation and Transfer of Previous Credit”* Form.

Application Deadline

Application packets will be accepted from Monday, July 9 2018 through Thursday, July 19 2018 from 8 am to 8 pm. Applicants will be notified of their status beginning Monday July 23 via your My.Chemeketa email.

Program Orientation

Students who accept an offer of program admission **must attend a program orientation August 13th, 2018 from 1-3pm** at the Yamhill Valley Campus, Building 2.

Immunization Requirement

Upon acceptance into the Medical Assisting cohort you will be required to show documentation of certain immunizations the list will be given to you at orientation. These are due during week 5 of fall term.

Proposed Class Schedule (subject to change)

The MED classes meet Monday, Tuesday, Wednesday, Thursday, from 9:00am – 3:00pm and Friday from 9:00am-Noon at Yamhill Valley Campus Building 2 room 125

Medical Assisting Certificate of Completion

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

Students must complete HM 120, MTH060, PSY104, and WR090 prior to applying to the program. See scoring guide posted on website for information on how applications are screened.

Term 1 (must complete prior to applying to program)

HM 120 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

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 patient/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 Disability 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 advising 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 Disability 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 dissatisfied with Disability 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, grey, 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 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

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, and 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 who wish to practice medical assisting skills must sign 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, and CBG levels.

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

Before you participate as a human subject in the medical assisting skills, you must give informed consent. If you are under the age of 18, informed consent must be obtained from a parent or legal guardian unless the participant is determined to be an emancipated minor.

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 optimum learning. Participation will enhance the learning process and the acquisition of technical skills. An alternative experience may not provide as realistic an opportunity to practice and therefore may result in less effective learning.

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. Specific risks and discomfort are listed below.

Your Rights

You have the right to withhold consent for participation and to withdraw consent after it had been given. If you withhold consent, you will be required to participate in an alternative learning experience. If you do not participate in either the medical assisting skills or the alternative activity, you will not be able to successfully complete the course. You may ask questions and expect explanations of any point that is unclear. Where possible the subject's identity will remain confidential.

Disability Accommodations (if requested)

Medical evaluations of physical capacity may be necessary to provide information needed to accommodate functional limitations. When needed for this purpose, reports of an examination conducted by a licensed healthcare professional may be required from students. Students requesting accommodations should make an appointment with an accommodations specialist in Disability Services at 503.399.5276

Contact information

Rena Burger, Department Technician

renae.burger@chemeketa.edu

503.584.7540 FAX: 503.584.7546

Melissa VanDyke, Faculty

melissa.vandyke@chemeketa.edu

503.584.7544

Kathryn Ellis, Advising

kathryn.ellis@chemeketa.edu

503.316.3295

Medical Assisting Application Form

Applications Accepted July 9th through 19th 2018 Monday-Thursday from 8:00am-8:00pm at the Yamhill Valley Campus, Bldg 2

Student ID (K#) _____

Date: _____

Name _____
Last First Middle

Address _____
Street City State Zip

Phone Number Phone: (_____) _____ - _____

E-mail _____@my.chemeketa.edu

Mandatory Orientation/Criminal Background/Drug Test Statement

I understand that I must attend the mandatory orientation session and I will have already completed an online criminal background check. If I do not attend the mandatory orientation/criminal background check session, I will not be eligible to participate in the program and my spot will be given to an alternate.

I understand that I must submit to a background check and drug test. A background check revealing criminal activity could disqualify me from being eligible for this program. I also understand that if my drug test comes back positive this could also disqualify me from the program.

I certify that I may see a list of the disqualifying crimes for this program at any time by going to: <http://www.chemeketa.edu/programs/nursing/salem/documents/crimelist10-10.pdf>

I also understand that a potential employer may deny my application for certification as a Medical Assistant based on the following:

- The results of my criminal background check
- My failure to provide complete and truthful information on my application to test
- The results of my drug test

Confidentiality Statement

I understand that maintaining appropriate confidentiality in all settings is imperative. I understand that I am to demonstrate confidentiality of all information at all times. I understand that failure to observe and respect the privacy of any resident in any facility is grounds for immediate dismissal.

Signature of Student

Date

Mailing Address 306 NE Norton Lane, McMinnville, OR 97128 **Fax:** 503.584.7546

General Info renae.burger@chemeketa.edu **Advising** melissa.vandyke@chemeketa.edu

Chemeketa Community College is an equal opportunity/affirmative action employer and educational institution.
To request this publication in an alternative format, please call 503.399.5192

Volunteer/Work Experience Verification Form

Note to applicant

Volunteer/Work Experience must be verified using this form. Be sure to complete the boxed areas prior to submitting this form for verification. If this form is not filled out completely it will not be considered.

Dear Human Resources,

I am in the process of making application to the Medical Assistant Program offered by Chemeketa Community College. The application process requests verification of paid work and/or volunteer experience involving direct client contact in a healthcare setting. Experience may take place in one or more locations. Please fill in the information in the area below. The following information may be helpful in locating my records:

Applicant's name while at your facility

Dates at Facility

Volunteer/work experience:

For Volunteer/work experience, this form must be completed by Human Resources. Please verify the department(s), date(s) and total hours the applicant had direct patient/client contact while volunteering or working for pay at your facility within the last 5 years (since 2013). Please also verify the department(s) and the applicant's position title while at your facility. Be sure to completely fill out all applicable fields. Incomplete forms cannot be given consideration in the application process.

This section to be completed by the facility employee verifying applicant's experience

Name of Facility _____

Facility Address _____

Select one

Paid Work as a Healthcare Provider

Volunteer

Department(s) _____

Date(s) of service: _____ Total hours of service _____

Applicant's Job Title _____

Supervised by _____

Name

Title

Phone:

Authorizing Signature _____ Date _____

I authorize the Chemeketa to contact the individuals listed on this form to verify the information provided.

Student Signature _____ Date _____

Medical Assisting Program Application Scoring Guide—Fall 2018

For Applicant Information Only

Below is the 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. We anticipate that we will offer admission to 30 applicants. Approximately 15 alternates will be selected from the remaining applicants. Each alternate will be ranked and assigned an alternate number based upon total points earned. You will be notified of your status in the program via your My.Chemeketa email.

General education course	A 5 points	B 4 points	C 3 points	Total
HM 120 (no substitutions)				
MTH 060 (or higher)				
PSY104 (no substitutions)				
WR060 (or higher)				
General Education Total				
Alternate points: 3 additional points will be awarded for identified alternates in 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 last five years (since 2013). 10–80 hrs = 1 pt, 81+ hrs = 2 pts				
Medical Terminology 2: Two additional points will be awarded for completion of HM 121- Medical Terminology 2 with a letter grade "C" or better.				
Total Points:				/27

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

Step 1

Applicants with a higher grade in HM 120.

If Step 1 fails to break a tie, then:

Step 2

Priority will be given to students with a higher GPA in MTH060 or higher, PSY104, and WR060 or higher.

If Step 2 fails to break a tie, then:

Step 3

Random selection will be used.

Application Checklist:

- Medical Assisting Application Form**
- A copy of your High School Diploma/High School transcript/GED certificate or scores**
- A copy of your Chemeketa Reading Placement Test score OR proof of an Associate's degree or higher**
- A copy of your unofficial college transcripts**
- Essay Question Answers**
- (Optional) Job Shadow Experience/Completion of HM 121**