



## Medical Assistant

**Instructor:** Ms. Devi

**Room#:** Cascade 107

**Office Hours:** 7:25-7:45 am and 1:45-2:55pm

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**Web:** [www.pcskillscenter.org](http://www.pcskillscenter.org)

### Course Overview

The two-year Medical Assistant program will train students on back office medical procedures, medical terminology, anatomy and physiology, and lab procedures. Students will also learn how to intake patients, record vital signs, prepare and administer medications as directed by a physician, collect and prepare laboratory specimens and tests, and perform venipuncture, blood work, and patient positioning. Students will participate in clinical training in hospitals, clinics, and doctors' offices. Private transportation is required for clinicals. Students must pass multiple background checks, meet site vaccination requirements, and provide their own transportation to and from the clinical sites for the 2025-2026 school year.

\*Student eligibility for Year 2 enrollment is dependent upon the student meeting or exceeding all Year 1 program standards

### Overview of Course Content

- Careers in Health Care
- Personal and Professional qualities of a health care worker
- Health Care Trends and Systems
- Legal and Ethical responsibilities
- Communication
- Anatomy and Physiology
- Infection Control and Personal Safety
- Patient Screenings
- Pharmacology
- General and Specialty Medical Assisting
- Nutrition
- Laboratory Regulations and Procedures
- Phlebotomy
- Assisting with Minor Procedures and Surgical Tasks
- Patient Education and Support
- Medical Emergencies
- Administrative Responsibilities and Tasks
- Medical Abbreviations
- Medical Terminology

### Clinical Rotation

During Year 2 of the program, students will complete a 160-hour clinical rotation.

### Course Curriculum

- Medical Assisting Essentials – National Healthcareer Association (NHA)

### Course Supplies

- General classroom supplies – notebook, writing utensils, highlighters. planner, post it notes
- Index cards
- Google Drive access

**Course Fees** *(all fees are subject to change)*

- Medical Assistant Testing Fees \$160.00
- WA State Medical Assistant License Application Fee \$145.00
- CTSO Leadership \$20.00
- Scrubs\*

Bottoms	\$24.00	S-XL	\$27.00	2XL & above
Tops	\$21.00	S-XL	\$24.00	2XL & above
- PCSC T-shirt (optional)

Short Sleeve	\$9.00	S-XL	\$11.00	2XL & above
Long Sleeve	\$14.00	S-XL	\$15.00	2XL & above

**Course/Clinical Requirements**

When students enroll in the Medical Assistant program, they are making a 2-year commitment, which includes the 160-hour clinical rotation in Year 2 of the program, as well as taking the state exam in June of their senior year. In addition to the traditional coursework, the clinical rotation and the state exam are requirements in order to successfully complete the course and earn credit.

**Certifications**

- Medical Assistant Certified
  - CPR for the Health Care Provider through American Heart Association & First Aid
  - Bloodborne Pathogens
- \* Certificates will not be issued until all fines and/or fees are paid in full

**Required Vaccinations/Documentation**

Some clinical sites may have additional vaccination requirements. The following list is subject to change.

**To Be Completed by September 1, 2025**

- Hepatitis B – Series of three shots or laboratory evidence of immune status (Titer)
- Influenza (Flu Shot) – Must be current for 2025-2026 school year
- Measles, Mumps, and Rubella (MMR) – 1 or 2 doses or laboratory evidence of immune status (Titer)
- Tetanus, Diphtheria, and Pertussis (Tdap) – must be Tdap, not DTaP
- Varicella (Chicken Pox) – 1 or 2 doses or laboratory evidence of immune status (Titer)

**To Be Announced – Do not complete/provide until instructed to do so**

- Proof of Insurance
- Department of Social & Health Services Background Authorization Form
- PPD#1 and PPD#2 (test for Tuberculosis) – or Quantiferon lab draw.

**Grading Policy**

Students are primarily assessed based on their mastery of course content and technical skill. The majority of a student’s grade (70%) is based on summative assessments (end of chapter exams, mid-terms, finals and skill demonstrations) and (30%) is based on formative assessments (quizzes and class assignments).

**Clinical Placement Eligibility**

Students who fail to meet or exceed ALL Year 1 standards and/or other clinical requirements will not be eligible to continue in the program and will be withdrawn from PCSC and may not earn credit for their time at PCSC, which will most likely impact their on-time graduation status.

Additionally, Year 2 students must remain in good academic standing, have excellent attendance, and successfully adhere to all PCSC policies (see student handbook) in order to maintain eligibility to participate in their clinical rotation.

## Grading Breakdown

70% - summative assessments (tests, projects, labs, presentations, etc.)

30% - formative assessments (classwork, practice, quizzes, homework, leadership, employability, etc.)

## Grade Scale

Percent	Letter Grade	Percent	Letter Grade
100-93	A	82-80	B-
92-90	A-	79-77	C+
89-87	B+	76-73	C
86-83	B	72-70	C-
69 and below = F			

## Homework Policy

Although the majority of PCSC work is done during the class period, occasionally homework is assigned or classwork will need to be completed outside the school day. All assignments are expected to be turned in on time. Missing homework will be entered in the gradebook with a score of "0" until completed. Work submitted after the due date will receive a reduction in points. Teachers will set final dates, after which a late assignment will no longer be accepted. Teachers may also identify work that will not be accepted late. If a student knows they will be absent, it is their responsibility to make arrangements ahead of time to obtain class or homework that will be missed. Students with excused absences will have two days for every day absent to turn in missing work.

## Redo Policy

Redo opportunities are available to students who are working hard towards content mastery but need an additional testing opportunity to demonstrate proficiency. Students who are given a redo opportunity will be required to show effort and progress not only on the first assessment, but will also be required to complete work outside of class as directed by the teacher. **Redo opportunities may not be given to students who choose not to study or prepare for an assessment, who refuse to take an assessment, or who abuse the redo opportunity. Certain projects and assessments are not eligible for a redo opportunity, including final exams.**

## Internet and Computer Access

The Pierce County Skills Center uses the platform, Canvas, to manage digital classroom content. In many cases assignments will be distributed and turned in through this system. This means that students should have access to the internet and a device outside of school. If your student does not have access to these, please contact the main office (253.800.4800) for assistance. Hot spots and devices are available through students' home districts.

## ParentVUE/StudentVUE

Students and their parents/guardians are strongly encouraged to use ParentVUE/StudentVUE to monitor grades and attendance. [ParentVUE](#) is an online link provided through the school district website for you to access your student's course information, including grades, assignments, and attendance. If you do not already have an ID and Password contact the main office (253.800.4800) for your login information.

## Dual Credit & College Credit

Students have the opportunity to earn college credits at local community and technical colleges. Students must earn a C or better and have met all course competencies. Dual credit opportunities are subject to change based on course offerings and approval at the community and technical colleges. Visit the [Dual Credit](#) page on the PCSC website for the most current information.

## **Leadership**

Leadership is a vital component of all career and technical education classes. Every day you will be required to demonstrate strong leadership and workplace skills: prompt attendance, professional and respectful behavior, problem solving, working with diverse groups, and strong communication.

Students have the opportunity to join a Career and Technical Student Organization (CTSO), a student leadership organization that includes teachers, high school and college students, and industry partners who are working together to ensure America has a skilled workforce. Participation in a CTSO provides students with the opportunity to further develop the personal, technical, and workplace skills to better prepare them for career success. CTSO activities culminate in regional career and technical competition events. Students who qualify may advance to state and national competitions.

## **Policies and Course Requirements**

Medical Careers is a program designed to prepare the student for entry into a professional environment that reflects health care industry standards. Students will treat themselves, others and all equipment and supplies with respect and for their intended purpose. As such, it will be expected that student behavior is appropriate for the modern health care environment.

## **PCSC Expectations & Policies – Student Handbook**

Students are expected to review and follow the school rules, procedures, and processes outlined in the PCSC student handbook and the district's Student Rights and Responsibilities. Students are held accountable for the rules outlined; claiming to not know about a rule does not excuse a student from the consequence.

## **Cheating/Plagiarism**

Cheating is by definition, an action done by a student to supply work for another student, or turn in work, use work, or rely on work that is not their own, other than in circumstances clearly understood to involve collaborative or group learning. The judgment of the teacher or staff member who discovers cheating is final. The first offense of cheating will be an F on the assignment/assessment. A second offense of cheating may result in an F in the program and removal from PCSC.

## **Electronic Equipment**

Personal electronic devices, including but not limited to, cell phones, can be a disruption to the educational process and are not permitted at school. The only exception to the following policy is if a teacher specifically grants permission for usage for educational purposes. Electronic devices are to be put away when class starts. Students who continue to violate the electronic equipment policy can expect their device to be confiscated, a parent/administrative conference, and additional disciplinary action. Insubordination or argumentative behavior regarding device confiscation will result in further disciplinary action.

## **Food & Drink**

Food and beverages, with the exception of water, are not permitted in classroom areas. No water should be near laptop or desktop computers. A bottle refill station is located in the Cascade Building across from our classroom.

## **Hall Passes/Vests**

Students must have instructor permission to leave class and only one student is permitted out of class at a time. Passes are not to be requested during lectures or presentations. Any student out of class should have a hall pass with time and destination. Any student who needs to go to the parking lot during class must WEAR a classroom-provided safety vest.

**Safety Policy**

Unsafe behavior and lack of professionalism will not be tolerated in the classroom, lab, clinicals, or on field trips. Lab equipment will be used safely and for its intended purpose only. Horseplay or unsafe behavior will not be tolerated and is grounds for dismissal from the program. Students must pass a written lab safety exam with a score of 100% before engaging in lab activities. All accidents or injuries must be reported to the instructor immediately.

**Dress Code/Uniform Requirement**

- Students are only permitted to wear PCSC scrubs to clinicals and class (on scrub days).
- Students will be required to wear all white professional shoes to clinicals
- Comfortable clothing will be required during CPR training.

**Sensitive Issues**

The program uses various videos, movies, current news and industry documents as part of the course curriculum. While all efforts are made to screen the content, any opinions expressed in this content belong to those who created it and don't necessarily reflect the views of the school, class or instructor. Students are encouraged to discuss both the opinion of the content creator, but also the opposing view to gain a greater understanding and appreciation of the issues being discussed.

Some materials will be related to disease and health care, including conventional and alternative treatments. Sensitive issues may also be discussed in large or small groups and with guest speakers. Students will be expected to maintain appropriate and professional behavior during these times. Parents are encouraged to contact the instructor with any questions or concerns. Additionally, dissections are a normal part of an anatomy and physiology class and research.



# PCSC

PIERCE COUNTY SKILLS CENTER

# STUDENT CALENDAR 2024-2025

AUGUST		FEBRUARY													
M	T	W	T	F	M	T	W	T	F						
20-21 – PCSC Professional Learning Days				1 2	3	4	5	6	7	10 – Late Arrival 14 – Snow Make-Up Day or No School 17 – President’s Day – No School 18 – Waiver Day #2 – No Students					
22 – State Professional Learning Day #1					10	11	12	13	14						
26 – State Professional Learning Day #2	5	6	7	8	9	17	18	19	20		21				
★ PCSC Back to School Night 5 – 6:30 pm	12	13	14	15	16	24	25	26	27		28				
27 – Back to School Prep / Staff	19	20	21	22	23										
28 – First Day of School	★ 26	★ 27	★ 28	29	30										
30 – No School															
SEPTEMBER		MARCH													
M	T	W	T	F	M	T	W	T	F						
2 – Labor Day – No School	2	3	4	5	6	3	4	5	6	7	3, 17 – Late Arrival 12 – End of 2nd Tri/Grade Prep Early Dismissal				
16 – Late Arrival	9	10	11	12	13	10	11	12	13	14					
27 – State Professional Learning Day #3 No Students	16	17	18	19	20	17	18	19	20	21					
	23	24	25	26	27	24	25	26	27	28					
	30					31									
OCTOBER		APRIL													
M	T	W	T	F	M	T	W	T	F						
7 – Late Arrival		1	2	3	4		1	2	3	4	7-11 – Spring Break – No School 21 – Late Arrival				
18 – Waiver Day #1 – No Students	7	8	9	10	11	7	8	9	10	11					
	14	15	16	17	18	14	15	16	17	18					
	21	22	23	24	25	21	22	23	24	25					
	28	29	30	31		28	29	30							
NOVEMBER		MAY													
M	T	W	T	F	M	T	W	T	F						
18 – Late Arrival				1				1	2	12 – Late Arrival 23 – Snow Make-Up Day or No School 26 – Memorial Day – No School					
11 – Veterans Day – No School	4	5	6	7	8	5	6	7	8		9				
26 – End of 1st Tri/Grade Prep Early Dismissal	11	12	13	14	15	12	13	14	15		16				
27-29 – Thanksgiving Break – No School	18	19	20	21	22	19	20	21	22		23				
	25	26	27	28	29	26	27	28	29		30				
DECEMBER		JUNE													
M	T	W	T	F	M	T	W	T	F						
9 – Late Arrival	2	3	4	5	6	2	3	4	5	6	9 – End of 3rd Tri/Grade Prep Early Dismissal 12 – Last Day of School Early Dismissal 19 – Juneteenth June 23-July 11 – Summer School, Session 1 July 14-31 – Summer School, Session 2				
Dec 23-Jan 3 – Winter Break – No School	9	10	11	12	13	9	10	11	12	13					
	16	17	18	19	20	16	17	18	19	20					
	23	24	25	26	27	23	24	25	26	27					
	30	31				30									
JANUARY		JULY													
M	T	W	T	F	M	T	W	T	F						
13 – Late Arrival		1	2	3		1	2	3	4	<b>– KEY –</b> 🟡 Late Arrival (No AM Session) 🟢 Early Dismissal (No PM Session) # No School for Students # Non School Days # Summer School, Session 1 # Summer School, Session 2					
20 – Martin Luther King, Jr. Day No School	6	7	8	9	10	7	8	9	10		11				
	13	14	15	16	17	14	15	16	17		18				
	20	21	22	23	24	21	22	23	24		25				
	27	28	29	30	31	28	29	30	31						

April 24, 2024

Student Calendar = 178 school days for students and 2 waiver days for teachers.