Medical Careers: Medical Assisting Pathway
Syllabus 2025-2026

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Welcome

Welcome to *Medical Careers: Medical Assisting Pathway at WANIC*! This course blends my passion for healthcare, education, and student empowerment. Whether you're just beginning to explore medical careers or set on a specific path, this class is designed to challenge, support, and inspire you.

There will be room for laughter and joy but make no mistake, this course reflects the **rigor and professionalism** expected in college and the healthcare field. Let's build the future you deserve.

Class Schedule & Location

Daily Schedule (Monday–Friday):

- AM Session: 07:15–09:45
- PM Session: 12:00–14:30

Location: WANIC at Lake Washington Institute of Technology
11605 132nd Ave NE, Kirkland, WA 98034

Certifications Offered (All Nationally Accredited Programs)

Year One

- **CMAA** – Certified Medical Administrative Assistant (NHA)
- **CEHRS** – Certified Electronic Health Records Specialist (NHA)
- **AHA BLS** – American Heart Association Basic Life Support/CPR/First Aid for Healthcare Providers
- **NCHSE**- National Consortium on Health Science Education (8 Certifications listed below)
    - Five foundational certificates in medical assisting (note: these enhance your résumé but do not confer professional licensure)
    - Anatomy and physiology
    - Introductory Healthcare
    - National Health Science Certification

Year Two*

- **CCMA**- Certified Clinical Medical Assistant*
- **CPT**- Certified Phlebotomy Technician*
- **CET**- Certified Electrocardiogram Technician*

*Year two is only available to Juniors who return for our year two Pilot Program (there will be more details to come in the next few months, but I will offer full CCMA certification via the NHA and DOH) *

Expected Employment & Educational Opportunities

Students gain **foundational training, certifications, and real-world skills** that make them competitive candidates both during and after high school.

Employment Opportunities (Upon Certification)

Students who earn AHA, CMAA, and CEHRS credentials in Year 1 and/or CCMA, CPT, and CET in Year 2 may pursue immediate employment in:

- **Medical Front Office Assistant**
- **Electronic Health Records Technician**
- **Medical Receptionist**
- **Patient Services Representative**
- **Clinical Medical Assistant** (Year 2 only)
- **Phlebotomy Support Roles** *(if hired under supervision or pursuing additional training)*

*Wages for entry-level roles typically start between **$20–30/hour** depending on employer, location, and certification.*

Educational Pathway Advantages

This course gives students a **head-start** toward acceptance and success in:

- **Nursing Programs (LPN, RN, BSN)**
- **Medical School (Pre-Med Track)**
- **Physician Assistant (PA) Programs**
- **Physical/Occupational Therapy Programs (PT/OT)**
- **Respiratory Therapy (RT) Schools**
- **Public Health, Health Admin, or Clinical Research Fields**

By gaining real clinical experience, shadowing, externship hours, and multiple certifications while still in high school, students build a **competitive resume, interview strategies and professional development** that strengthens college applications, scholarship eligibility, and employment prospects.

Prerequisites

While not formal requirements, students may find this course more challenging without the following background and habits:

- **Recommended Prior Coursework:**
  Students are encouraged to have completed **English** and **Biology** with a **grade of B or higher**

- **Study Skills:**
  Students should have effective note-taking strategies and be prepared to engage in **self-directed or group study** outside of regular class hours.

- **Academic Expectations:**
  Consistent and on-time attendance and demonstrated commitment to **academic integrity** are essential for success in this course.

High School Credits

- CTE: 1.5
- Health: 0.5
- Lab Science: 1.0

College Credits

College	Course(s)	Credits
Bellevue	AHE 100: Intro to Healthcare	5
Bellevue	AHE 110: Medical Terminology	5
Bellevue	AHE 120: Safety for Healthcare	2
Bellevue	AHE 130: Human Systems	5
LWTech	IFAD 162: First Aid/CPR	1
LWTech	MEDA 116: Medical Terminology	5

There is potential for this list to grow and cover more prerequisites for medical focused degree programs.

You may only receive credit from one of these institutions and not both.

The institutions listed here can hold the credit on a transcript for transfer purposes and academic use.

If you plan to transfer this credit please be aware Universities reserve the right to approve or deny credit.

Instructor Philosophy

I chose to teach this course because it combines everything I have loved in my career and life—healthcare, education, personal growth, and meaningful service. I have worked in nearly every specialty as a PCT and CMA, from ER to OB at Overlake Hospital. I have my Master of Arts in Teaching and a Bachelor's degree in Biology from University of Washington. In my personal time I am an outdoor rock-climbing guide, hardcore skier, and a gamer.

What fuels me now is helping *you* become confident, capable, and compassionate professionals. This class will not only prepare you for immediate employment but also launch you ahead in college and future training programs regardless of your career plans. My teaching philosophy is student-centered: I provide the tools and environment, and you do the growing. You will leave this course not only skilled—but *transformed*.

Course Overview

A two-year program preparing students for clinical, administrative, and EHR healthcare roles through Medical Terminology, hands-on skills, and NHA-aligned training.

Year 1 (2025–2026)

- Train for CMAA & CEHRS certifications
- Learn 79+ medical assistant skills
  Take national exams in June
- Qualify for entry-level admin/EHR jobs
- Juniors may apply for Year 2

Year 2 (2026–2027) *(Juniors Only)*

- Complete 160-hour externship
- Take the CCMA exam
- Begin earning ~$26-30+/Hour in clinical roles
- Build hours for advanced programs.

Professional Conduct & Expectations

This is a fast-paced, college-level course. Students must:

- Arrive on time (1 point lost per minute tardy)
- Students are expected to communicate directly with Mr. Allen via email, just as they would with a college professor or employer.
- Include parents/guardians as needed, but **you** are the communicator
- Show integrity, independence, and resilience—mistakes are part of learning
- Engage in tough topics and accept feedback professionally
- Study outside class—this equals 3 high school classes or ~20 college credits
- Practice teamwork, professionalism, and communication daily

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Classroom Culture

This class functions as an adaptive healthcare team so expect it to mimic the hierarchy and structure of a medical facility with the added caveat that we are in school, and some fun is always encouraged!

- Core values:
  - Respect
  - Accountability
  - Humor & Patience
  - Equity & Growth Mindset
- Mistakes are expected. *Growth is the goal*.
- You are important and everything you say, do, and intend matters.

This classroom is an inclusive and respectful environment where every student—regardless of race, ethnicity, national origin, citizenship status, gender identity, sexual orientation, disability, neurodiversity, religion, or background—is valued and supported.

WANIC Cell Phone & Personal Device Policy

At WANIC, our programs are designed to replicate real-world industry expectations. In healthcare and professional environments, personal devices are not permitted during patient care or work time due to privacy, safety, and professionalism. Our classroom reflects these same standards.

General Rules

- No phones, smartwatches, or personal electronic devices (including gaming devices) during class, labs, or skills practice.

- Devices must be stored away (backpack, designated storage, or teacher system) and are not to be visible or used.
- No devices in restrooms or hallways during class time.
- Devices may be used before and after class only, unless the teacher gives explicit permission for a learning activity.
- Exceptions may be made for documented medical or accommodation needs (e.g., blood sugar monitoring), with teacher awareness.

Emergency Contact

- Families should call the WANIC office for urgent messages. Students should not use cell phones to communicate during class time.

Respectful Use of Technology

- Recording, photographing, or videoing students, staff, or class activities is strictly prohibited without explicit teacher and individual consent.
- Unauthorized sharing, altering, or posting of images/audio is a serious violation of WANIC policy and will result in administrative action.

Consequences for Violations
Teachers will reteach expectations and issue reminders when needed. Repeated misuse will lead to progressive consequences:

1. Device stored until end of class/day.
2. Parent/guardian contacted; device stored until end of day.
3. Device released only to parent/guardian.
4. Student may lose privilege of bringing devices to WANIC.

📌 *Bottom line: If you wouldn't be allowed to use it in a hospital/clinic/school/etc., you won't be allowed to use it here.*

Professional Hygiene and Safety Standards

To maintain a safe, sanitary, and professional learning environment aligned with healthcare industry standards, the following are **strictly <u>prohibited</u> during class or clinical skills practice**:

- Long or artificial nails (e.g., acrylics, gelx, gels, press-ons)
  - Infection Control, Glove Integrity, and Hand Hygiene
- Glitter or cosmetic products that may contaminate surfaces.
  - Infection Control and Allergies
- Strong fragrances or scented products (due to allergy concerns)
  - Allergies

These are **non-negotiable healthcare safety protocols** that mirror real clinical settings and are required Students who arrive out of compliance **will be reassigned to independent work** and may not participate in clinical or hands-on learning that day. Thank you for upholding professional standards.

Dress Code

Required daily:

- Navy blue scrubs (top & bottom)
- Closed toe shoes. **(No Uggs, Slippers, Moccasins, Crocs, Sandles, etc.)**
- WANIC ID badge
- Clean, hygienic appearance
- No dangling jewelry or accessories that could get caught in equipment or fall into liquids being managed in class.

- Optional: Navy scrub jacket
- **Hair pulled back** for skills.
- Fridays = *Choose your favorite color scrub day*
- No hoodies/sweatshirts over scrubs during skills (Tue/Thurs Tentatively)

Required Materials

- **Provided:**
  - Medical Terminology book & workbook
  - NHA/iCEV accounts
  - Various Medical supplies for skills practice
  - Laptops for projects, iCEV content, and Electronic Medical Record System Simulations
  - NHA practice tests for CEHRS and CMAA
- **Student Provided:**
  - Navy-blue scrubs (2+ sets recommended)
  - Black or blue pens
  - Notebook (1 minimum for clinical skills steps study)
  - Optional: **Personal stethoscope, BP cuff, and/or pulse oximeter**

Leadership & Enrichment

HOSA: Future Health Professionals

Optional but encouraged:

- State Leadership Conference in Spokane (March 2–4)
- Peer-elected leadership opportunities
- Community service projects (e.g., blood drives, health campaigns)
- International competition pathways in June

Guest Speakers & Field Trips

- Hear from real-world nurses, med students, providers, EMTs, and more.
- **Parents are invited to participate in their students' learning (we love it when parents who work in healthcare want to contribute to our learning)**
- Potential clinical or healthcare facility field trips (*pending approval*)

Shadowing Requirement

- Must arrange **a 4-day shadowing** experience during the second to last week in **May 2026** (05/18/26-05/22/26). *These dates are subject to change based on academic calendar or clinical partner availability.*
- Shadow any **patient-facing healthcare role**
- Students must take the initiative in finding a placement (with guidance provided)

Mock Clinic & Year-End Celebration

- Students host a real-time mock clinic for family and friends.
- Celebrate achievements with snacks, awards, and community recognition.

Curriculum & Clinical Skills

- Medical Terminology, Anatomy, Therapy and Disease organized by body system
- Monthly Disease Presentations
- ~56 Clinical & Administrative Skills
- Quarterly expectation: **~15 skills per quarter**
- Core categories include:
    - Infection Control
    - Patient Assessment
    - Injections & Phlebotomy
    - Minor Procedures & Emergency Care
    - EHR Documentation & Admin Skills
    - Coding, Billing, and Scheduling

Grading Policy

- **Employability (Professionalism, Participation)**: 30%
  Includes punctuality, preparedness, collaboration, and conduct. This grading system will be developed in collaboration with students.

- **Clinical Skill Competencies**: 45%
  These are the meat of the course requirements.

- **Medical Terminology & iCEV Assessments**: 25%
  Students will study a new unit of medical terminology about twice per month and study clinical skills and knowledge through iCEV learning platform.

Late Work Policy

- **No late work** accepted after unit exams.

- **Clinical skills are exempt** but:
    - Must be **completed by the end of each quarter (~20 skills) no exceptions.**

- Falling behind puts Certification and/or Year 2 eligibility **at risk.**

Certification Requirements: Year 1 & Year 2

To sit for NHA CMAA & CEHRS Examination (Year 1)
Students must:

- Pass **all required clinical/administrative skills.**
- Maintain professional behavior and communication.
- Have **no more than 5 unexcused absences**
- Have **no more than 10 absences in total**
    - *>10 = required 1-on-1 meeting to assess eligibility*

Year 2 Qualification Prerequisites (CCMA & Clinicals)
Students must:

- **Be current juniors (seniors not eligible for pilot year)**
- **Complete Year 1 with passing scores on all skills**
- **Pass CMAA & CEHRS certifications.**
- **Maintain attendance (≤5 unexcused, ≤10 total, Exceptions will be on a case-by-case basis)**
- **Demonstrate a high level of professionalism (You represent WANIC at clinicals)**
- **Sign Year 2 intent & clinical readiness forms in January 2026**

Note on Immunizations, Safety, and Infection Control

Students receive OSHA-compliant training in infection control, including bloodborne pathogens, hand hygiene, PPE usage, and safe injection practices. All sharp-related skills (e.g., needlesticks, injections) are practiced only in controlled, supervised environments under the guidance of certified or licensed healthcare professionals in accordance with state regulations and WANIC policy.

Separate consent and acknowledgment forms will be distributed to both students and their families prior to the start of any skills involving exposure/safety risks. These forms must be completed and returned to participate in those clinical activities.

Immunization Requirements

To ensure the health and safety of all students, staff, and clinical partners—and to align with current healthcare training standards—all students must provide documentation/declination of the following immunizations by the 4th week of class.

Required Immunizations

- **Hepatitis B (3-dose series or titer showing immunity)**
- **MMR (Measles, Mumps, Rubella – 2 doses or positive titer)**
- **Varicella (Chickenpox – 2 doses or positive titer)**
- **Tdap (Tetanus, Diphtheria, Pertussis – within last 10 years)**
- **Influenza (for the current flu season, required by November)**
- **COVID-19** *(if required by clinical partners – advance notice will be given)*

Highly Recommended (but not mandatory)

- **Hepatitis A (2-dose series)**
- **HPV (if within age group)**

Documentation must be submitted via official immunization records or a signed note from a healthcare provider. If you are in the process of completing a series, proof of the first dose and a plan for follow-up is acceptable.

Students who are not up to date may be restricted from certain clinical skills or shadowing activities that involve bodily fluids or patient interaction.

Please reach out early if you have any questions or barriers related to immunization access—you can decline some of these via official declination forms, but clinical partners will not allow you on site without full documentation.

Sensitive Topics Disclaimer

This course covers sensitive and complex subjects including reproductive sciences, mental health, addiction, death, ethics, and other medical issues you may encounter in patient care. Discussions may involve content that could be emotionally challenging.

Please approach all topics with professionalism and respect. If you feel uncomfortable, support is available—please reach out to your instructor or campus resources.

By participating, you acknowledge the importance of engaging with these critical topics thoughtfully as part of your medical education.



Washington Network for Innovative Careers

Northeast King County Skill Center

Medical Careers: Medical Assisting Pathway

Syllabus Acknowledgment Form
Instructor: Mr. Allen

By signing below, I acknowledge that I have read and understand the **2025–2026 Medical Careers: Medical Assisting Pathway Syllabus** in full. I am aware of and agree to the following key elements of the course **(please check each box):**

☐ **Course Expectations**

- This course is equivalent in rigor to a full-time college program (3 HS credits + college credit).
- Students are expected to demonstrate professionalism, independence, integrity, and academic responsibility.
- Frequent communication with the instructor is essential students must email Mr. Allen directly for absences or questions.

☐ **Professional Conduct & Attendance**

- Students lose 1 point per minute of tardiness.
- More than 5 unexcused absences or 10 total may affect eligibility for Year 2 and certifications.
- Professionalism, teamwork, and communication are required daily.

☐ **Certifications & Year 2 Eligibility**

- Year 1 includes preparation for **CMAA** and **CEHRS** certifications.
- Juniors who complete Year 1 requirements may apply for **Year 2 (CCMA & Clinical Externship)**.
- Requirements include certification exam passage, skill completion, and behavior standards.

☐ **Skills, Materials, and Grading**

- Students must complete ~79 clinical/admin skills, with 2–3 skills assessed weekly.
- Grading: 40% Professionalism, 35% Skills, 25% Terminology/Assessments.
- Late work is not accepted after a unit exam.

☐ **Dress Code & Hygiene**

- Daily navy scrubs, ID badge, closed-toe shoes, and professional grooming are required.
- No artificial nails, strong scents, or glitter due to infection control standards.

☐ **Sensitive Content & Safety**

- This course includes discussions of sensitive medical topics (e.g., mental health, reproductive health).
- Separate consent will be required for clinical/lab procedures involving needles or safety risks.
- OSHA-compliant safety training will be provided.

☐ **Immunizations**

- Students must submit immunization records or declination forms by the second week of school to participate in clinical skills.
- Students who decline immunizations should be aware that most clinical sites **require full vaccination** and may not permit participation without it. Declination may only be accepted for certain immunizations (e.g., COVID-19), if allowed by the clinical partner

☐ **Leadership & Enrichment Opportunities**

- HOSA membership, guest speakers, field trips, mock clinic, and community involvement are encouraged.

☐ **Shadowing Requirement**

- A 4-day healthcare shadowing experience is required in May 2026 (05/18–05/22). Student initiative is expected.

Signatures

Student Name (print): _____

Student Signature: _____ **Date:** _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ **Date:** _____

Please sign and return this final page by the end of the first week of school.