

Cosby High School

Course Information Spring 2024

Course: Medical Assisting

Instructor: Kim Hurst BSN, RN

School phone: 423-487-5602

Email: hurstk@cocke.k12.tn.us

Course Description

Medical Assisting is a level 3 course designed to prepare students to pursue careers in medical assisting. Upon completion of this course, a proficient student will be able to implement communication and interpersonal skills, provide care safely, prevent emergency situations, prevent infection through infection control, and perform the skills required of a medical assistant. At the conclusion of this course, students may sit for the Certified Clinical Medical Assistant (CCMA) exam.

Prerequisite: Health science; Anatomy and Physiology

High School Pathway: Therapeutic Services

Required text: Online NHA Study Guide and Skills Builder

Course Requirements

Charged Chromebook or laptop for every class meeting is required.

1 ½ inch binder

Watch with minute hand is helpful

Headphones or ear buds for your chromebooks

Course Structure

Method: lecture, labs, and student self-study

Assessment Methods: There are 13 modules in the NHA study guide. Each module is followed by a 20 question quiz. Students may have two attempts. I average both attempts for a grade. These count for 50% of the students' final grade. Skills builders and labs are incorporated for 25% of the students' final grade. Skills builders are graded on a pass/fail basis. There is no maximum amount of attempts. Medication Monday counts for 25% of a student's grade. Every Monday student are given six medications to look up and learn, with a short quiz the following Monday. These are medications with which a medical assistant will need to be familiar.

You will also have a Midterm on December 20th and a final on May 21st (Senior test day TBD). You have the opportunity to wear scrubs on Wednesday to earn 5 points added to a test score.

Grading Scale

A 90-100 Consistently demonstrates an exceptional level of quality and effort. Having all work in on time and completed to exceed expectations. Mastery in evaluating, synthesizing, and applying the principles of medical assisting.

B 80-89 Consistently demonstrates proficient knowledge with a good effort and quality of work. All assignments are complete and on time. Demonstrates the ability to evaluate, synthesize, analyze and apply the principles of medical assisting.

C 70-79 Demonstrates proficient knowledge and the ability to apply and analyze medical assisting principles. Work shows average effort. A few assignments may be missing or late.

D 60-69 Lowest Passing Grade. The student's accomplishment, while passing in some assignments is deficient. Minimum requirements have been met without distinction.

F 59 and below Understanding is below basic in relation to science principles. Work is of poor quality and does not meet standards or expectations.

Classroom Expectations: Be prompt and come prepared. **You will need your chromebook or laptop for almost every class.** You will also need a pair of earbuds or headphones. You need to pay attention in this class. Keep your phone up and off. There will be days you will have to work on this material at home. I try to give you plenty of time in class but with the occasional power point and labs you may have homework. Remember your goal is not only to pass this course but to **pass the certification exam at the end.** **YOU** are responsible for how much you learn. You are not learning this to pass my test then promptly forget the material. You are building a knowledge base for a future in healthcare. The outlook for healthcare related jobs are growing with shortages of workers in many fields. CMA can be a career or a huge building block for an advanced healthcare degree.

Late Work Policy: This class is fast moving. It is highly recommended to not miss class or get behind. If you are late on a module or Medication Monday, you will have three days of grace after that 5 points off for each day late will begin to accrue. For example, Medication Monday is due each Monday. You will have a grace period of Monday, Tuesday, and Wednesday. Starting Thursday five points off for everyday late will begin to accrue. Skills Builders can be long. Yes, they are pass/fail, in my gradebook that translates to 100 or 0. Skills Builders help with critically thinking through a task.

I also may show video clips and news reports related to healthcare and healthcare trends. Please be aware that this is a healthcare class and that there are pictures depicting the naked human body are sometimes shown. Educating students about disease and disease processes of organ systems can be graphic, but any discussion or pictures will always be professionally and clinically presented.

Certification test will be sometime in May. If you have a poor average in this class, attendance issues, failure to complete all modules and skillsbuilders before May I will not issue the code to test which costs \$160 dollars.

Plagiarism: According to Harbrace Handbook, 15th edition:

-Plagiarism is defined as “presenting someone else’s ideas, research, or opinions as your own without proper documentation, even if it has been rephrased.”

-This includes but is not limited to:

Copying verbatim all or part of another’s written work;

Using phrases, figures, or illustrations without citing the source;

Paraphrasing ideas, conclusion, or research without citing the source;

Using all or part of a literary plot, poem, or film without attributing the work to its creator.

-Consequences of Plagiarism

Plagiarism is a form of stealing and academic fraud. Students who are found guilty of plagiarism have the option of either redoing the assignment within a specified time period and accept a letter drop or taking a zero on the assignment. Parents are to be involved in making this decision.

Religion in the Classroom: the Board affirms that it is essential that the teaching about religion- and not of a religion be conducted in a factual, objective, and respectful manner in accordance with the following guidelines:

1. Religious themes may be a part of the curriculum for school-sponsored activities and programs provided it is essential to the learning experience in the various fields of study and is presented objectively;
2. The inclusion of religion shall be for educational purposes only;¹
3. The emphasis on religious themes should be only as extensive as necessary for a balanced and comprehensive study of the curriculum. Such studies shall never be used to proselytize, establish, foster, or demean any particular religion, religious tenets, or beliefs; and¹
4. Student-initiated expressions to questions or assignments which reflect their beliefs or non-beliefs about a religious theme shall be accommodated.

Please complete and return this paper to Mrs. Hurst. Keep the other papers in your notebook to refer back to.

We, being the student and guardians, have read the syllabus and understand what is expected of the student during this course.