

# **Certificate of Achievement Medical Assistant Clinician**

## **Item 1. Program Goals and Objectives**

The Medical Assisting-Clinician certificate of achievement is a comprehensive eight month program that offers clinical training for a career in Medical Assisting. The curriculum is designed for the student who desires employment and advancement in the medical facility assisting the physician with the examination and treatment of the patient. Students are expected to be contributing members of the community and the healthcare team on a local, state and national level.

Upon completion of the curriculum, the student will be prepared to:

- Build cross-cultural relationships, addressing the psychosocial needs of the patient, and enhancing assessment skills when needed for a variety of patient health concerns and outcomes (infant to geriatric).
- Practice within the legal and ethical scope of practice.
- Function as an active and informed member of the healthcare team.
- Administer first aid skills.
- Act as a patient advocate by providing patients' with the knowledge necessary to make informed decisions about their care and treatments.
- Teach patients and their families about safe and effective care.
- Assist the physician with educating the patients and their families about his / her medical condition and or disease.
- Use critical thinking skills to help in the process of total patient care.

## **Item 2 Catalog Description**

The Certificate of Achievement in Medical Assisting is designed for the student who desires employment and advancement in the medical facility assisting the physician with the diagnosis and treatment of the patient. Upon completion, the student will be eligible to take the California Medical Assistant State Certification Basic and Clinical Exam.

An Associate of Science Degree may be obtained with additional course work.

- This course of study is designed to be completed within 8 months. Upon completion of the curriculum students will be able to
  - 1. Identify common medical conditions and diseases.
  - 2. Perform clinical skills commonly associated in the physician's office.
- **ADMISSION POLICY**  
Enrollment is limited in the Medical Assistant–Clinician Program. There are no restrictions as to age, race, sex or marital status. In order to qualify for admission to the program, the applicant must have met all of the following conditions:
  1. Graduated from high school or complete the General Educational Development (GED) test

with an average score of 45.

2. Completed Math 260D or test score that would qualify the student to place out of or above Math 260D.

3. Completed an Academic Summary Form for the Medical Assistant–Clinician Program and be prepared to furnish transcripts when requested.

4. Have no physical impairment that would preclude the performance of all Medical Assistant-Clinician duties. After selection as a qualified student to the Medical Assistant–Clinician Program, the student must submit evidence of physical examination with no limitations by a licensed physician.

- Students are enrolled into the program in cohorts per semester.
- Upon entry into the program, students are required to obtain a background check (limitations in completing MA 19 work experience if student does not "pass" background check).
- Medical Assisting is an entry level career in the medical field.
- The clinical experience obtained in the 8-month program opens the door to other medical career fields with additional course work and qualifications into the programs.. (Phlebotomist, Registered Nurse; Inhalation Therapy and Radiology Technician).
- Completion of the Certificate of Achievement courses and work experience qualifies the student to take the California Medical Assisting Certification exam. This certification is highly recommended for student to obtain.

### Item 3. Program Requirements

Course	Subject	Semester 1	Units	Sequence
MA-1	Legal Ethical Concepts	X	2	
MA-2	Pharmacology	X	3	
MA-4	Office Laboratory procedures	X	4	1st 9 weeks of semester 1
MA-5	Diagnostic/Therapeutic Procedures	X	4	2nd 9 weeks of semester 1
MA-6A	Clinical Training	X	3	1st 9 week of semester 1
MA 6-B	Advanced Training	X	3	2nd 9 weeks of semester 1
MA-19 **	Work Experience	Semester 2	3 180 hours	

**Total = 22 units**

**\*\*Students must have completed departmental packet by the first nine weeks of semester 1 and successfully completed core courses with a grade of 2.0 or better to be admitted into the work experience program.**

Required Core total =: 19 units

TOTAL UNITS: 22 units

Proposed Sequence:

Year 1 Fall = 19 units

*Year 1 Spring = 3 units (work experience)*

OR

Year 1 Spring = 19 units

Year 1 Summer 3 units (work experience)

#### Item 4. Master Planning

Fresno City College's mission is to provide quality, innovative educational programs and support services directed toward the enhancement of students' success, lifelong learning and the economic social, and cultural development of our students and region. The Medical Assisting Certificate of Achievement supports this mission in providing training for employment. According to the Bureau of Labor Statistics, employment of medical assistants is expected to grow in California by 31% from 2010 -2020. The design of the certificate program supports the college's strategic objective to improve access by scheduling courses to efficiently move students through successful completion.

Currently, Fresno City College offers an Associate of Science Degree in Medical Assisting. This proposal will offer students at Fresno City College a choice between earning an Associates' Degree requiring 41-44 units and earning a Certificate of Achievement requiring 22 units. The Certificate of Achievement option will allow students to begin employment as a Medical Assistant quickly. If students desire to further their education, additional General Education courses can be taken to earn the AS degree.

No additional classes will be added to the curriculum at Fresno City College to accommodate this proposal. Classroom and laboratory space is available with no additional equipment or supplies needed. The certificate requires students to complete a work experience class at the end of the program; contracts with physician offices and clinics are currently in place.

Other proprietary colleges in the region offer Medical Assisting programs. The cost of these programs is significantly higher than the cost of the program at Fresno City College.

The Medical Assisting Program at Fresno City College completed an Instructional Program Review in Spring 2013. At that time, the campus-wide committee supported the development of this Certificate of Achievement in Medical Assisting.

#### Item 5. Enrollment and Completer Projections

##### (A) Enrollment Data

TOP code 1208		2011 - 2012		2012 -2013	
: Course Number	Course Title	Annual # Sections	Annual total Enrollment	Annual # Sections	Annual Total Enrollment
MA-1	Legal and Ethical Concepts	4	100	3	75
MA-2 **	Pharmacology	8	200	8	200
MA-4	Office / Lab Procedures	2	50	2	50
MA-5	Diagnostic and Therapeutic Procedures	2	50	2	50

MA 6A	Clinical Training	2	50	2	50
MA 6B	Advanced Training	2	50	2	50
MA-19	Work Experience	2	50	2	50

\*\*MA 2 had more sections since students other than Medical Assistants needed this course for major.

According to the Data Mart, the majority of programs do not require an Associate's Degree.

California Community Colleges Chancellor's Office –  
Clinical Medical Assistants TOPS Codes 120810, 120800  
Program Awards Summary Report

	Annual 2008- 2009	Annual 2009- 2010	Annual 2010- 2011	Annual 2011- 2012	Annual 2012- 2013
State of California Total	840	875	752	936	870
Associate of Science (A.S.) degree	99	137	189	220	210
Associate of Arts (A.A.) degree	25	24	25	13	15
Certificate requiring 30 to < 60 semester units	181	174	163	288	282
<b>Certificate requiring 18 to &lt; 30 semester units</b>	<b>104</b>	<b>157</b>	<b>158</b>	<b>170</b>	<b>131</b>
Certificate requiring 12 to < 18 units	43		6	9	10
Certificate requiring 6 to < 18 semester units	388	383	179	149	150
Other Credit Award, < 6 semester units			1	2	1
Noncredit award requiring from 288 to < 480 hours			31	85	71

#### Item 6. Place of Program in Curriculum/Similar Programs

- No active inventory records need to be made inactive or changed in connection with the approval of the proposed program (Certificate of Achievement)
- This program does not replace any existing program(s) on the college's inventory.
- The college provides the option of achieving an AS degree in Medical Assisting with additional course work.

#### Item 7. Similar Programs at Other Colleges in Service Area

In the Fresno area, other training programs in Medical Assistant are currently being offered by:

- San Joaquin Valley College
- UEI college (MCed)
- Institute of Technology
- Heald College
- Kaplan College
- Westmed College
- Milan Institute.
- Gurnick Academy of Medical Arts

These schools offer classes that may or may not be equivalent to FCC classes, as they may not be transferrable to the UC or CSU system. These are propriety schools in the Fresno area that offer Medical Assistant programs. The cost of these programs is significantly higher than Fresno City College. Ours is a more affordable fee, thus benefiting the community. The Medical Assistant program has a diversity of classes for students.

Currently one other community college within the State Center Community College District offers the Medical Assisting (Clinician) program. West Hills College in Lemoore approximately 38 milies from Fresno offers the Medical Assistant program.

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