

CAREER FASTTRACK: MEDICAL ASSISTING LEARNING OBJECTIVES



CURRICULUM LEARNING OBJECTIVES

The Career FastTrack: Medical Assisting program is designed to help medical administrative assistants earn the Certified Clinical Medical Assistant (CCMA) credential after graduation, so they can advance their career to become a medical assistant in a clinical setting. The learning objectives outlined below provide a map of the knowledge and skills students will gain as they complete each module.

Program Orientation (1 hour)

- Identify the elements, expectations, and requirements of the program.
- Navigate the program using the pages, menus, and buttons provided.
- Use the program tools, including the study planner, grade book, and completion report. Be able to contact Career Step using communication tools, including phone, email, forums, chat rooms, and social media.
- Identify and use program-specific resources.

Foundational Science (60 hours)

- Identify the levels of organization of the human body, understand how pathogens and other microorganisms grow and infect the body, and define the most common classifications of microorganisms.
- Describe the disease processes of the human body.
- Identify the common diseases associated with each body system; define the injuries and disorders commonly seen in a clinical setting; and classify symptoms, diagnoses, and treatments.
- Execute common pharmaceutical calculations and conversions.
- Define drug actions (absorption, distribution, metabolism, and elimination), identify various drug classifications, and discuss the most commonly prescribed drugs.

Patient Advocacy (25 hour)

- Demonstrate appropriate forms of communication for a variety of patients and scenarios, in addition to gathering patient feedback and communicating information about the practice to the public.
- Apply knowledge of the legal and ethical guidelines governing healthcare, the best way to assist patients and coworkers in abuse situations, and the proper recourse for reporting violations.
- Demonstrate an understanding of different learning and teaching styles, as well as create and deliver effective educational plans according to patient needs. Track patient compliance and coordinate care across providers.
- Define common nutrients, interpret food labels, understand varying dietary needs, and identify eating disorders.
- Describe development stages, including end-of-life and grief; describe the symptoms of common psychological disorders; understand environmental and socio-economic stressors and common defense mechanisms.

Routine Patient Care (57 hours)

- Demonstrate basic knowledge of OSHA safety compliance, reception and exam room preparation, and emergency preparedness and prevention.
- Demonstrate knowledge of proper measurement and documentation of vital signs, as well as potential indicators of medical conditions.
- Prepare the examination room, medical tools, and patient; obtain an accurate patient history; and assist in a physical examination.
- Demonstrate knowledge of medication and immunization types, routes of administration, drug interactions, and drug storage and safety.
- Adapt routine patient care skills for young and elderly patients, adjust patient communication according to age, and identify common diseases and disorders of these age groups.

Clinical Patient Care (45 hours)

- Describe medical conditions treated by specialty physicians and assist with examinations, tests, and procedures in a variety of medical specialty fields.
- Apply an understanding of life-saving procedures such as CPR and rescue breathing. Assess and assist with potentially life-threatening symptoms, treat wounds and fractures, and place and remove sutures.
- Demonstrate training in aseptic technique, sterile environment maintenance, patient preparation, and post-operative care, in addition to a basic knowledge of common minor surgery procedures.

Clinical Simulations (43 hours)

- Experience simulations of obtaining adult and pediatric vital signs; pediatric assessment (infant); administration of intramuscular, subcutaneous, and intradermal injections; irrigation and instillation of eye and ear medication; administration of nebulizer treatment; and preparation for and assistance with minor surgical procedures including suture removal.

Phlebotomy (30 hours)

- Apply precautions and standards to protect from pathogen exposure, including physical and chemical barriers.
- Process, label, and transport samples, in addition to reporting results. Apply laboratory quality and safety regulations, as well as collect and handle non-blood specimens (such as urine, stool, and cultures).
- Demonstrate correct venipuncture insertion and removal techniques, along with the proper capillary puncture method.



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Follow accurate order of draw, perform special collections, and understand the types and functions of blood testing.

Phlebotomy Simulations (9 hours)

- Experience simulations of obtaining swabs for culture, performing venipuncture, and performing capillary puncture and hematology testing.

EKG Testing (10 hours)

- Record and verify leads, maintain and ensure proper functioning of EKG equipment, identify and resolve artifacts from the EKG tracing, and inspect and recognize abnormal or emergent results such as arrhythmias.
- Prepare the patient and apply electrodes for EKG monitoring, stress testing, Holter monitoring, and telemetry monitoring.

EKG Testing Simulations (3 hours)

- Experience simulations of performing an EKG.

Final Exam Preparation (1 hour)

- Identify the steps needed to be eligible for and effectively prepare for and access the final exam.
- Identify the format, restrictions, and policies of final exams, including scoring, retakes, allowed resources, and time limits.

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