



Health Sciences: Medical Assisting & Phlebotomy Syllabus

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Course Description:

Health Sciences: Medical Assisting and Phlebotomy gives high school students an opportunity to study a career pathway in Medical Assisting and Phlebotomy. Students will study medical terminology, basic anatomy and physiology, and clinical and administrative procedures and principles important to these professions. Students will gain knowledge and confidence with hands-on training, skill development in patient care, injections and immunizations, EKG placements, and live phlebotomy procedures (venipuncture and capillary draws). The use of sharps, including needles, will be used within the curriculum.

At the end of year two, Health Science students have the opportunity to sit for the Certified Clinical Medical Assistant (CCMA) exam as well as the Certified Phlebotomy Technician (CPT) exam through National Healthcareer Association (NHA). Upon successful completion of the program, students may obtain two certifications, seven college credits, and leave high school ready for a career or postsecondary education.

Throughout both levels of Health Sciences, students will develop their online portfolio to present to a panel of professionals at the completion of the second level of the program. Students will also have the opportunity to be a member of HOSA - Future Health Professionals, and participate in meetings and travel to leadership conferences.

Biology is a prerequisite for this class.

Units of Study:

Level 1

- Health care systems and settings
- Medical terminology
- Basic pharmacology
- Nutrition
- Psychology
- Body structures and systems
- Pathophysiology and disease
- General patient care/coordination and education
- Infection control
- Testing and laboratory procedures
- EKG and cardiovascular testing
- Administrative assisting
- Communication and customer service
- Medical law and ethics

Level 2

- Phlebotomy fundamentals
- Safety and compliance
- Patient preparation
- Routine blood collections
- Processing
- Bloodborne pathogens

Classroom Expectations and Goals:

Students and the instructor will collaborate in the first few days of school to create a detailed set of guidelines to follow for the Medical Assisting Classroom. This information will be made available to parents and guardians as well. Basic expectations are:

- Follow the HACTC Mission Statement: Respect. Engage. Learn. Work. Serve. Grow.
- Students and staff maintain a respectful and professional environment.
- Students and staff maintain safety in classroom and lab spaces.
- Students and staff communicate in a clear and timely manner in the case of absence.
- Scrubs will be worn daily.

Credits Earned:

Students may earn a total of six credits over two years: four elective credits, one technology credit and one science credit.

Articulation Agreements:

- Vermont State University - Johnson
- Keene State College

Concurrent Enrollments Offered:

- Medical Terminology, River Valley Community College, 3 credits (pending)

Assignment Policy:

Grades are determined by dividing the points earned by the total number of points available in the grading period. Assignments are to be handed in on time. If late, 10 points off per day (down to a 50). If students don't hand in an assignment, they receive a grade of zero.

Grading Categories and Weights:

All assignments fall into one of the categories below:

Communication	25%
Leadership & Teamwork	25%
Problem Solving & Critical Thinking	25%
Technical Skills	25%
Total	100%

Industry Recognized Credentials:

- Basic Life Support (BLS) for Health Care Providers: CPR & AED
- First Aid
- Bloodborne Pathogens
- WorkKeys National Career Readiness Certification (NCRC)
- Certified Clinical Medical Assistant (CCMA)
- Certified Phlebotomy Technician (CPT)

Standards Unique to Health Sciences:

- Demonstrates Understanding of Health Careers Encompassing the Educational Requirements, Job Descriptions, Career Ladder Options, and Employment Opportunities (VT Standards: 1.18, 1.19, 3.15, 3.16, 7.5)
- Demonstrates the Communication Skills Necessary for Good Interpersonal Relationships, Including Use of Computers (VT Standards: 1.13, 1.14, 1.15, 1.18, 1.19, 1.20, 2.2, 2.3)
- Lists, Define, and Uses the Medical Terms and Abbreviations Commonly Used in the Health Field (VT Standards: 1.17, 5.19, 5.21, 7.14)
- Demonstrates WorkPlace Safety Skills (VT Standards: 7.14, 7.18)
- Demonstrates Knowledge of Basic Human Anatomy and Physiology, Body Systems, Organs, and Functions (VT Standards: 7.14, 7.18)

Common Standards Assessed in Every Program:

Communication: ESS02.01 Select and employ appropriate reading and communication strategies to learn and use technical concepts and vocabulary in practice.

Leadership and Teamwork: ESS07.03 Employ teamwork skills to achieve collective goals and use team members' talents effectively.

Technical Skill: ESS10.01 Employ information management techniques and strategies in the workplace to assist in decision-making.

Problem Solving/Critical Thinking: ESS03.01 Employ critical thinking skills independently and in teams to solve problems and make decisions (e.g., analyze, synthesize and evaluate).