

MEDICAL ASSISTING

Nancy Boring & Victoria Straubinger, Instructors

TRAINING STUDENTS FOR ENTRY-LEVEL POSITIONS SUCH AS:

- Medical Assistant
- Chiropractic Assistant
- Podiatric Assistant
- Hospital Admitting Clerk
- Outpatient Admitting Clerk
- Unit Clerk
- Electrocardiograph (EKG/ECG) Technician

BENEFITS OF THIS CLASS:

- Gain valuable knowledge about health, science, and nutrition
- Work with people of varying ages and disabilities
- Study about medical career options
- 30 high school credits earned per year
- Equivalency credits in English, math, or science may be available
- Students who complete the required theory and related lab practice with a "B" may participate in community classroom/internship during the second semester

SPECIAL REQUIREMENTS:

Students must:

- Purchase a uniform, name badge and shoes
- Provide their own transportation to community classroom/cooperative vocational education doctor's office, clinic or hospital site
- Community Classroom/Cooperative Vocational Education requires a physical examination including back assessment; proof of childhood communicable disease vaccines, including varicella and hepatitis B immunizations; also a negative PPD (TB skin test/negative chest x-ray)
- Recommended for seniors

IN THIS CLASS, STUDENTS LEARN:

- Introductory skills for the medical front office
- General workplace (employability) skills
- Medical Assistant career orientation
- Communication skills for Medical Office/Clinic
- Medical terminology
- All body systems
- About state and federal regulations pertaining to health care
- Medical/Surgical Asepsis
- Nutrition
- Minor surgical procedures in office/clinic
- Skills needed for medical back office
- Laboratory and diagnostic testing, including vena puncture, EKG, intro to pharmacology and medication administration

UPON SUCCESSFUL COMPLETION OF CLASS, STUDENTS RECEIVE:

- Certificate of Achievement
- Letter of Competency listing skills learned and the level of master achieved
- Assistance in job search in the area of training
- Job search assistance

JOB MARKET INFORMATION:

Becoming a Medical Assistant is an entry-level position in the career path to becoming a California Certified Medical Assistant, Licensed Vocational Nurse, or Registered Nurse.

Salaries begin between \$9 to \$12 per hour. Salaries go up with experience and advanced skills.

Being a Medical Assistant requires good health, strength, a positive attitude about caring for healthy and/or ill persons, and the ability to be a dependable and responsible employee.



ABOUT THE INSTRUCTOR:

Nancy Boring, has over 20 years experience as a Registered Nurse in the Intensive Care Unit at Good Samaritan Hospital. She has taught in the Nursing Assistant, Home Health Aide, and Licensed Vocational Nurse Program here at Central County Occupational Center for many years.

Mrs. Boring has been a Director of Education in Charge of Staff Development for all levels of nursing and patient education in a Sub 0 acute Nursing Facility.

As an instructor in the Licensed Vocational Nurse program, Mrs. Boring was responsible for the students Out-Patient Clinic clinical rotation.

Victoria Straubinger has over 7 years experience working in the medical field. She is Kaiser trained, and has worked as a Surgical Technician. She has also obtained her certification for Medical Assisting, and worked as an O.B. Tech in Women's Services at Good Samaritan Hospital.

Mrs. Straubinger taught the Surgical Technology program at Trinity College in San Jose for two and a half years. She has also taught the Surgical Technology program at CCOC, and now feels privileged to have the opportunity to team teach with Mrs. Boring in the Medical Assisting program.

School-to-Career Pathway

