

<b>Health Medical Assistant/Aide (51.0899)</b>	
<b>Objective of Technical Education-</b> <ul style="list-style-type: none"> <li>➤ Upon successful completion of this program, students will be prepared for an entry level position in the health field.</li> <li>➤ Students are provided learning opportunities using a combination of subject matter and experiences (clinical).</li> <li>➤ Students are under the supervision of a licensed health care professional.</li> <li>➤ Students learn required safety practices and procedures.</li> <li>➤ The core curriculum consists of introduction of health careers, basic anatomy and physiology, medical terminology, legal and ethical aspects of health care and communications, and at least three planned courses for the knowledge and skills for the occupational area such as medical assisting, ward clerk, nursing assisting</li> </ul>	
<b>PROGRAM SAFETY REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• EXAMINE ROOM INSTRUMENTS &amp; EQUIPMENT</li> <li>• MAINTAIN THE CONFIDENTIALITY OF PATIENTS' INFORMATION</li> <li>• MAINTAIN A CLEAN ENVIRONMENT &amp; WELL-LIT</li> <li>• WEAR MEDICAL GLOVES, MASK, GOGGLES</li> <li>• SEE PROGRAM ELIGIBILITY REQUIREMENT BELOW</li> </ul>
<b>APTITUDES, ABILITIES, SKILLS</b>	<ul style="list-style-type: none"> <li>• COMMUNICATE WITH OTHERS</li> <li>• ABILITY TO HEAR</li> <li>• ABILITY TO LISTEN &amp; PERFORM MULTI-STEP INSTRUCTIONS</li> <li>• ABILITY CONVEY INFORMATION TO OTHERS</li> <li>• COOPERATE WITH OTHERS</li> <li>• WELL-GROOMED</li> <li>• COURTEOUS AND PLEASANT MANNERS</li> <li>• RESPECTFUL</li> <li>• ABILITY TO MULTI-TASK</li> <li>• HAVE GOOD ORGANIZATION SKILLS</li> <li>• WORK AT A FAST PACE</li> <li>• LONG TERM MEMORY SKILLS</li> <li>• PROVIDE TOTAL PATIENT CARE (EX- COMPLETE BED BATH TO AN ELDERLY FEMALE AND MALE)</li> </ul>
<b>ACADEMIC SKILLS</b>  <b>READING</b> <b>MATH</b> <b>SCIENCE</b>	<ul style="list-style-type: none"> <li>• TEXT BOOK READING LEVEL 12<sup>th</sup> GRADE +</li> <li>• TEACHER-MADE PRESENTATIONS, ONLINE MATERIALS AND RESOURCES ARE USED</li> <li>• READING COMPREHENSION SKILLS</li> <li>• WRITING SKILLS</li> <li>• VOCABULARY SKILLS</li> <li>• APPLY MATH SKILLS TO CALCULATE MEDICINE DOSES &amp; MEASUREMENTS (FRACTIONS, DECIMALS)</li> </ul>

Christine Trovato  
CCTI  
Essential Skills Chart  
Health Medical Assistant/Aide

	<ul style="list-style-type: none"> <li>• DEMONSTRATE PROBLEM SOLVING SKILLS</li> <li>• ABILITY TO READ AND UNDERSTAND MEASUREMENTS</li> <li>• BASIC ANATOMY &amp; PHYSIOLOGY</li> </ul>
PHYSICAL REQUIREMENTS	<ul style="list-style-type: none"> <li>• ABILITY TO STAND FOR LONG PERIODS OF TIME</li> <li>• ABILITY TO WITHSTAND THE SIGHT &amp; SMELL OF BODILY FLUIDS</li> <li>• ABILITY TO BEND, STRETCH AND REACH</li> </ul>
SOFT SKILLS	<ul style="list-style-type: none"> <li>• COOPERATE WITH OTHERS</li> <li>• COMMUNICATE WITH OTHERS</li> <li>• USE TIME WISELY</li> <li>• CONDUCT ONESELF MATURELY</li> <li>• ACCEPT DIRECTIVES</li> <li>• PLEASANT DISPOSITION</li> </ul>
CLASSROOM ASSIGNMENTS, ASSESSMENTS & TASKS	<ul style="list-style-type: none"> <li>• CLASSWORK/HOMEWORK</li> <li>• VOCABULARY DEFINITIONS MEMORIZATION, PRONUNCIATION &amp; CORRECT SPELLING ASSIGNMENTS/QUIZZES/TESTS</li> <li>• TEACHER MADE TESTS</li> <li>• INDIVIDUAL AND GROUP PROJECTS</li> <li>• JOURNAL WRITING</li> <li>• CURRENT EVENTS</li> <li>• CLINICAL ATTENDANCE/PARTICIPATION</li> <li>• NOCTI (END OF 12<sup>TH</sup> GRADE)</li> <li>• BENCHMARK ASSESSMENTS (PRE-NOCTI)</li> <li>• TASK LIST- PROGRAM OF STUDY COMPLETION</li> <li>• UNIFORM REQUIREMENTS</li> <li>• CLINICAL ATTENDANCE &amp; PARTICIPATION</li> </ul>
INDUSTRY CERTIFICATIONS	<ul style="list-style-type: none"> <li>• OSHA Certification</li> <li>• NOCTI</li> </ul>
PROGRAM UNIFORM/COSTS/MATERIALS ELIGIBILITY REQUIREMENTS	<ul style="list-style-type: none"> <li>• SAFETY GLASSES (1 PAIR PROVIDED)</li> <li>• MEDICAL SHIRT &amp; PANTS (1 PROVIDED; ADDITIONAL SHIRT/PANTS= \$20 EACH)</li> <li>• 5 PANEL URINE DRUG SCREEN- Free with insurance</li> <li>• INFLUENZA VACCINATION-Free with insurance</li> <li>• FBI FINGERPRINT-BASED CRIMINAL HISTORY- \$23.85</li> <li>• CRIMINAL HISTORY REPORT- \$22</li> <li>• CHILD ABUSE HISTORY CLEARANCE- \$10</li> </ul>
ARTICULATION AGREEMENTS	<ul style="list-style-type: none"> <li>• LCCC</li> </ul>
COOPERATIVE OPPORTUNITIES	<ul style="list-style-type: none"> <li>• BASED ON JOB AVAILABILITY, TEACHER RECOMMENDATION, GRADES OF 77% AND HIGHER, GOOD ATTENDANCE, GOOD BEHAVIOR, DRIVER'S LICENSE AND OWN TRANSPORTATION</li> <li>• PARTNERS (EX'S)- ST. LUKE'S, GETZ NURSING HOME</li> </ul>

Christine Trovato  
CCTI  
Essential Skills Chart  
Health Medical Assistant/Aide

EMPLOYMENT OUTLOOK & PROJECTED SALARY	<ul style="list-style-type: none"><li>• AVERAGE ANNUAL STARTING SALARY- \$27, 800-\$33,500</li></ul>
How to find out more?	<ul style="list-style-type: none"><li>• <a href="http://www.onetonline.org">http://www.onetonline.org</a></li><li>• <a href="http://www.carboncti.org">www.carboncti.org</a></li></ul>