



Clinical Medical Assistant (CMA)

**Business and Continuing Education
Berry Hall
Temple College
2600 S. First St.
Temple TX 76504**

**254-298-8625
bce@templejc.edu**

Program Information

Program Description

This program will train you to become a Clinical Medical Assistant. Clinical Medical Assistants work in physicians' offices or clinic settings, and help physicians carry out procedures, care for patients, perform basic lab tests, and administer medications. This course meets for 140 hours of remote instruction. Upon completion of the course, student may be eligible for an off-site externship of 80 hours. **Please note that due to the current situation regarding COVID-19, the Externship Information listed above is subject to change. More information will be provided during orientation.**

Certificate

Upon successful completion, graduates will receive a certificate of completion and become eligible to apply for certification offered by the National Healthcareer Association (NHA).

Course Objectives

Upon completion of this program, students will be able to:

- Identify parts of the human body.
- Describe the basic function of each body system.
- Utilize medical terminology in written and spoken communications.
- Define medical terminology found in medical records.
- Define medical conditions, diseases and disorders commonly treated.
- Perform the procedures for rooming a patient.
- Obtain the vital signs of a patient.
- Perform basic wound care.
- Demonstrate proper positioning and draping for patient procedures.
- Demonstrate first aid for disorders of the musculoskeletal system.
- Demonstrate the collection of specimens.
- Locate information regarding medications.
- Demonstrate the administration of oral and injectable medications.
- Instruct patients in preventative health practices.
- Assist physicians with examinations.
- Demonstrate minor specimen testing and recording of results.
- Assist physicians with EKG/ECG tests.
- Demonstrate skill in goal setting, organization, note taking and test taking.
- Use communication strategies associated with quality customer service.
- Draft a resume that clearly communicates one's value to an employer.
- Contrast effective communication approaches.
- Use listening, mirroring and parameter setting in difficult conversations.

Employment

Starting pay averages \$13 an hour (U.S. Department of Labor).

Admission Requirements

Individuals must meet the following requirements for admission into the Clinical Medical Assistant program:

- Have earned a high school diploma, GED, or High School Equivalency Certificate.
- Be a minimum of 18 years old.
- Have a photo ID and a Social Security card.
- Be willing to complete a criminal history background check (individuals with any infractions that would prohibit state certification will not be admitted into the program).
- Be willing to provide evidence of required immunizations (Tuberculosis skin test, flu shot, Hepatitis B series Vaccine, Tetanus, 2 Measles, Rubella, 1 Mumps, and 2 Varicella, or positive titer).
- **Prior** to the beginning of the externship, students must:
 - Be willing to provide the results from a drug screening test (wait on the instructor to request before completing).
 - Provide proof of completion of the CPR for Healthcare Providers course (available through BCE).
 - Have paid their tuition in full.

Next Scheduled Class

Course type: Blended Online*

Orientation: Thursday, January 21, 2021 6:00 p.m.

January 25 - December 10, 2021

Saturdays, 8:30 a.m. – 4:30 p.m.

Registration Deadline: Class is limited to 15 students; registration closes when the limit is reached.

**Blended Online – Most course activity is done online, but there are some required face-to-face instructional activities, such as virtual meetings using Microsoft Teams, lectures, discussions, labs, or other in-person learning activities.*

Cost of Program*

Tuition	\$2,895 (includes textbooks)
Not included in the tuition:	
Set of Tan scrubs	\$15-\$25 (price varies)
Criminal background check	\$79 (paid with a credit or debit card; must be paid at time of registration)
Drug screen	Included in background check fee, instructor will provide additional info
CPR course	\$65

Refunds will be granted only if requested before February 1, 2021.

Payment Plan Option

\$2,925 Total Cost (This includes tuition and textbooks, and a \$30 one-time payment plan fee.)

The first payment of **\$609** is due at the time of registration and includes the one-time \$30 fee; **four additional payments of \$579 are due monthly**. Cash payments cannot be used to set up payment plans; payment plans are set up online. Checking and routing information is preferred. Credit and debit card payments are accepted but additional fees apply.

Applying for Financial Aid

Eligible students may receive financial aid for **50%** of the tuition. Apply at www.fafsa.ed.gov.

Student Loans

Student loans may be available through Sallie Mae's Smart Option Student Loan. Call 1-866-439-0993 for more information.

Checklist for Registration

- High school diploma, GED, or High School Equivalency Certificate.
- Social Security card.
- Photo ID.
- Immunization records showing:
 - Tuberculosis skin test results (dated within one year of application).
 - Influenza Vaccine (All students must submit a documentation of 2019/20 flu vaccine by October 18, 2019)
 - Hepatitis B vaccine series (or positive titer)
 - Tetanus/Tdap Booster (good for 10 years)
 - 2 Measles (or positive titer)
 - 1 Rubella (or positive titer)
 - 1 Mumps (or positive titer)
 - 2 Varicella (or positive titer)
- Fee for online background check (\$79 must be paid for with a credit or debit card).
- Completed registration form.
- Temple College's Hepatitis B Immunization Release.
- Temple College's Essential Requirements for Health Professions Programs.
- Criminal History Disclosure and Agreement.
- Criminal Background and Drug Screen (Drug screen will be requested by instructor at a later date.)
- Temple College Student Handbook Acknowledgement.

Ways to Register

Registration begins October 12, 2020 and is by appointment only. Please call 254-298-8625 or email bce@templejc.edu to schedule your registration appointment.



REGISTRATION FORM

2600 S. First Street, Temple, TX 76504

254-298-8625

www.templejc.edu/bce

bce@templejc.edu

Date: _____ E-Mail Address: _____

Last Name	First Name	MI

Mailing Address	City	State	Zip

Home Phone #	Work Phone #	**Social Security # or Student ID #	Date of Birth
* * Temple College ID# or Social Security Number is needed for transcripts or certificates to be issued.			

<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Non Hispanic/Latino	<input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> International	<input type="checkbox"/> Asian, Oriental, Pacific Islander <input type="checkbox"/> American Indian/Alaskan Native	How did you hear about us?
--	--	---	---	-----------------------------------

Gender **Select One** **Ethnic Group**

(This information will be used in a non-discriminatory manner consistent with applicable civil rights laws)

COURSE TITLE	COURSE CODE	COURSE DATE	FEE

Temple College is an Equal Opportunity Institution. Temple College does not discriminate on the basis of gender, disability, race, color, age, religion, national origin, or veteran status.

PHOTO RELEASE AUTHORIZATION

(Only in the event class-related pictures are taken.)

I acknowledge and consent to the use of my photograph by Temple College in any and all publications, advertising, or website and waive any rights to compensation in any form. Temple College is not required to obtain my permission to reuse or republish this photograph in the future. I understand that the photo(s) if used will be for promotion purposes for Temple College, and I waive any claim to financial remuneration for the use of these photo(s).

Student Signature: _____ Date: _____

REFUND POLICY

Upon written request to the Division of Business and Continuing Education,

- For classes meeting **more than two sessions, a 100% refund will be granted if requested prior to the second class meeting.** After the class has met a second time, no refund will be granted.
- For classes meeting **two sessions or less, a 100% refund will be granted if requested prior to the start of class.**

Courses that incur administrative and materials costs may only be eligible for reduced refunds, depending on costs incurred by the College. An Administrator must approve exceptions to the tuition refund policy.

I, _____, acknowledge that I have read and understand the Temple College Business and Continuing Education Division's Refund Policy.

Signature: _____ Date: _____

TEMPLE COLLEGE

Hepatitis B Immunization Release

In consideration of being allowed to enroll in the nurse aide program clinical rotation courses, I hereby affirm that regardless of my Hepatitis immunization status. I do hereby release, discharge and covenant not to sue Temple College, its governing board, its employees, instructors, agents, and representatives (the "released parties") from all Liability whatsoever to me for personal injury, damage or wrong or wrongful death caused by negligence or gross negligence or by any statutory violation, or caused by my contracting hepatitis or any contagious disease whatsoever, including injuries or diseases caused by "sharp" cuts, needle sticks, or exposure to patients or their bodily fluids or respirations and I expressly hereby discharge and release the said released parties above named from any claim, demand, cause or action or damage of any description in any way related to my contracting of infectious diseases and by my obtaining or failing to obtain immunizations against these diseases. This release will be applicable to damages sustained by me in any way related to my contracting infectious diseases and my obtaining or failing to obtain immunizations against these diseases. This release will be applicable to damages sustained by me caused by the joint or concurrent negligence of the released parties, even if they are discharged or protected against their own negligence.

I further state that I am of lawful age and legally competent to sign this waiver and release of liability; that I understand the terms herein are contractual and not a mere recital; and that I have signed this document of my own free act.

I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS WAIVER AND RELEASE OF LIABILITY BY READING IT BEFORE I SIGNED IT.

EXECUTED this _____ day of _____, 20_____.

Signature: _____

Printed Name: _____

Temple College
Essential Requirements for Health Professions Programs

The following essential functions are the essential non-academic requirements that you must meet to successfully complete the clinical rotation and become employable. The following list provides the information you need to be able to assess your own health and ability to complete the course successfully. **You must be able to participate not only in the classroom portion of the course, but also complete clinical rotations in healthcare settings in ways that will not endanger your safety or the safety of patients.**

- ▶ **Visual and Interpretative Skills:** You must be able to effectively read unassisted both written material and computer data correctly and perform procedures that require eye-hand coordination. You must also be able to discriminate colors.
- ▶ **Auditory Skills:** You must be able to hear alarms that are used to signal fire or other emergencies. You must be able to hear and understand to a level that allows you to effectively interact with other medical personnel and patients.
- ▶ **Communication Skills:** You must be able to effectively communicate with other medical personnel and patients in both written and oral format. You must be able to understand and apply standard operating procedures effectively during training, in clinicals, and in the entire work environment.
- ▶ **Motor Skills:** You must be able to perform procedures that require eye-hand coordination. You must be able to sit, stand, and walk corridors for prolonged periods of time. You must be able to tolerate wearing protective gloves and other personal protective equipment such as masks and respirators. You must be able, without assistance, to write legibly and transcribe data correctly.
- ▶ **General Physical Health:** Your general health must be such that you can perform light to heavy physical activity and have a healthy enough immune system that will protect you from exposure to various disease processes.
- ▶ **General Mental and Emotional Health:** Your general mental health must be such that you can maintain attention to detail and interact effectively with other medical personnel and patients. You must be able to maintain self-control in stressful situations and retain a professional demeanor.

Temple College is committed to providing accommodations for students with special needs in the didactic portion of the course, and all reasonable accommodations will be made to help you succeed. In general, **clinical affiliates will not allow students into a clinical rotation if an individual cannot fulfill the essential requirements unaided.**

Student Signature

Date

Your signature indicates that you have read these Essential Requirements and that you expect to be able to perform these functions.

CRIMINAL HISTORY IMPORTANT DISCLOSURE AND AGREEMENT

Student Name: _____

Student Address: _____

Field of Study/Course Title: _____

Have you been convicted of a crime other than minor traffic violation? Yes _____ No _____

Student has requested admission or has been admitted to Temple College to seek a degree or certificate in the above field of study. A portion of the curriculum which the Student must complete involves a clinical rotation or observation at a hospital or health care facility. If Student completes the field of study and obtains the degree or certificate sought, Student might have to be licensed or certified by the State of Texas or other jurisdiction before Student can be employed in his or her chosen field.

Before beginning or continuing Student's field of study at Temple College, Student should be aware that a criminal record may have adverse consequences on Student's ability to reach Student's ultimate goal of certification/licensure and employment.

For instance, Student may not be able to complete clinical rotations or observations if Student has a criminal record. Likewise, such a record may prevent Student from being licensed, certified, or employed. A criminal background check may and probably will be required in connection with Student's clinical rotation/observation, licensure/certification, and employment.

Temple College and its faculty, officers, and employees cannot determine with certainty whether Student's criminal record, if any, will have any adverse effect on Student's ability to complete the field of study, obtain the degree sought, be licensed/certified, or be employed.

Student understands that the decision as to whether the Student can attend clinicals or observation at a hospital or health care facility, obtain certification, and be employed by a health care provider is the decision of the hospital, health care facility, or certifying agency.



Criminal Background and Drug Screen Information

Criminal Background

Any offenses listed in Section 250.006 of the Texas Health and Safety Code will disqualify a student from the CNA/CMA Course. These offenses include, but are not limited to:

1. Criminal homicide
2. Kidnapping or unlawful restraint
3. Indecency with a child
4. Sexual Assault
5. Injury to a child, elderly individual or disabled individual
6. Abandoning or endangering a child
7. Aiding suicide
8. Agreement to abduct a child from custody
9. Sale or purchase of a child
10. Arson
11. Robbery
12. Aggravated robbery
13. Assault (Class A or Felony level)
14. Burglary
15. Theft (Felony level)
16. Misapplication of fiduciary property or property of a financial institution (Class A or Felony level); or
17. Securing execution of a document by deception (Class A or Felony level)
18. Not listed on Nurse Aide Registry (*NAR*)

Drug Screen

Substances include, but are not limited to:

1. Amphetamines
2. Barbiturates
3. Benzodiazepines
4. Cocaine Metabolites
5. Marijuana
6. Methadone
7. Methaqualone
8. Opiates
9. Oxycodones
10. Phencyclidine
11. Propoxyphene

Student, by signing below, acknowledges receipt of this document and understands its contents. Student covenants never to sue or seek damages from Temple College as a result of any adverse consequences described above which may be suffered by Student as a result of Student's criminal and drug record. Student acknowledges that Temple College or a health care provider may have to obtain a report of Student's criminal record, drug screen or other required information at some time in the future to place Student in a clinical rotation or observation. Student must sign all forms necessary for the College or a health care provider to obtain this criminal report, drug screen or other required information in order to be admitted into a clinical rotation or observation.

Signature of Student

Date

Temple College Student Handbook

The Temple College Student Handbook is a source of information which details the many services, resources, and activities available at Temple College. Policies are subject to change. Please refer to www.templejc.edu for the most current policy information. The below excerpts from the handbook are for your review before registering for courses through the Business and Continuing Education Division:

Registration of Vehicles with Free Parking Permits It is the responsibility of each student to obtain a free student vehicle parking permit for each vehicle that he/she intends to operate on campus or to have operated on his/her behalf on campus. This parking permit allows a Temple College student to park in any student or open parking area only. These permits are available at the time of registration and subsequently are available at the Cashier's Office in One College Centre.

1. **Vehicle Registration:** All vehicles parked on the Temple College main campus or any Temple College center by students or other individuals must be properly registered and display a valid parking permit.
2. **Parking Permit Issuance:** Vehicle owners and operators may register vehicles for and obtain free parking permits from the Campus Police Office or designated office location at Temple College Centers.
3. **Registration Information:** In order to obtain a vehicle parking permit, the vehicle registrant must complete a parking permit form and supply a College ID number, the vehicle's make (Buick, Ford, etc.), vehicle type (2dr/4dr, SUV, etc.), model, year, color, and license plate number with state of origin.
4. **Display of Parking Permit:** On automobiles and trucks, the permit must be displayed on the outside of the back glass of the automobile driver's side on the bottom so that the Campus Police can easily scan properly parked vehicles for valid permits. On motorcycles, the permit must be displayed on the rear fender (affixed with adhesive). Permits that are not displayed in the proper location will be ticketed. Any exception to permit placement must be approved, in advance, by the Campus Police Office or appropriate Center designee.

Alcohol and Drugs The possession, use, distribution, or sale of alcoholic beverages, illegal drugs or controlled substances in accordance with 21 USC § 812 - Schedules of Controlled Substances, except on bona fide prescription, on the campus or at any college activity is cause for disciplinary action. This also is true of a student who comes on campus or to a college activity while under the influence of any of these substances. Violations will result in disciplinary action, up to and including, suspension. Temple College has an educational program for all employees and students on the dangers of drug abuse. The College also offers assistance to employees and students in overcoming drug abuse. In order to provide our students, employees, and visitors with a healthier, cleaner, and safer learning and working environment, effective June 1, 2013, Temple College is a Tobacco-Free institution. No tobacco use is permitted in any college facility, in any college vehicle, or on any college property; this includes all buildings, grounds, and sidewalks. This also includes the use of electronic (smokeless) cigarettes. The one exception to this policy is that tobacco use will still be permitted inside the enclosed portion of personal vehicles only.

Harassment Temple College is committed to the principles of equal opportunity and non-discrimination. Each student and employee has the right to work and be educated without discrimination on the basis of gender, race, color, handicap, age, religion, sexual orientation or national and ethnic origin. Harassment of students or employees on the basis of race contributes to a hostile work or learning environment. Temple College unequivocally condemns racist behavior in all forms. The appropriate vice president has the primary responsibility for responding to an accusation or complaint of harassment and will inform the student of complaint, investigation, and resolution procedures during the initial meeting.

Title IX – Sexual Violence and Sexual Assault Sexual violence and sexual assault will not be tolerated at Temple College. Temple College has a Title IX Sexual Violence and Sexual Assault webpage that informs faculty, staff, and students about the prohibition of sexual misconduct, identifies the campus Title IX Coordinator, provides a link to the Title IX Sexual Violence and Sexual Assault policy, and provides community resources information for local agencies that can assist a victim of sexual assault. The link to this webpage can be found at: <http://templejc.edu/resources/campus-police/title-ix-sexual-violence/>

Cell Phone and Other Personal Devices Use of cell phone and other personal devices must be conducted outside Temple College's classrooms, laboratories, testing areas, and the library unless used for academic purposes and approved by the faculty member teaching the class or person responsible for the appropriate area. Violations of the Cell Phone and Other Personal Devices policy will be addressed through the Disruptive Behavior policy.

Disruptive Behavior Disruptive behavior or violence have no place in education. It is imperative that the College provides an atmosphere conducive to learning, which enables the faculty to teach and permits students to engage in advancement of knowledge. Behaviors in class and other learning environments such as sleeping in class, belligerent attitude, ignoring instructor's directions, (e.g. not participating in class group activities), talking at inappropriate times, use of unauthorized personal devices (e.g. gaming, browsing the Internet, texting, listening to music, etc.) may be considered disruptive behavior and may lead to the student being asked to leave the classroom. Failure to comply may result in a faculty member requesting that the campus police remove the student from the classroom.

After the first in class disruptive behavior incident, the faculty member should hold a conference with the student detailing the disruptive behavior and the actions necessary for the learner to remain in class. If the student agrees to the conditions outlined by the faculty member, a conference form detailing the conditions will be sent to the student and to the department chair. If the student violates the conditions stated on the form, the instructor can request that the Vice President of Educational Services remove the student from the class roll. If the student wishes to appeal removal from the classroom, they must follow the Disciplinary Proceedings policy outlined in the Student Handbook at <http://templejc.edu/>.

Academic Integrity

A primary responsibility of higher education is to provide students with the opportunity for inquiry and the freedom to discuss and express their views openly and freely without fear of retaliation or abuse of person or property. Students have an obligation to act in a fair and reasonable manner toward their peers, faculty, staff, administration, and physical property of the College. Violations of college regulations that have been adopted to protect the college community will be subject to academic sanction and/or disciplinary action. This may include, but is not limited to, violations of regulations governing plagiarism, cheating, examination impersonation, submitting a substantially similar paper or project for credit in two (or more) courses unless expressly authorized to do so by your faculty member(s), academic fraud and acts of personal behavior such as sexual harassment, vandalism and substance abuse. The College's policies and processes provide guidance to the individuals charged with administering disciplinary action or academic sanction while outlining the protection to be afforded to students through their right of appeal. Disciplinary authorities are encouraged, whenever possible and appropriate, to settle findings of violation by informal resolution.

Honor Code

On all course work, assignments, or examinations undertaken by students at the College, the following pledge is implied by virtue of admission: On my honor as a student, I have neither given nor received unauthorized aid on this assignment. Violations of the academic integrity policy are purposefully divided into two distinct categories: (1) Basic violations (which result in academic sanctions) and (2) Capital violations (which result in academic sanctions and/or disciplinary action).

I, _____, acknowledge that it is my responsibility to read and understand the policies provided in the student handbook that can be found at www.templejc.edu.

Signature

Date