

❖ **Credit by Certification**

San Jacinto Community College District has established equivalent course credit for professional certificates and state licensure. Course credit is based on competencies demonstrated through successful completion of the professional certification or state licensure examinations. Students must provide evidence of an official, current Texas licensure or professional certificate to receive credit. Credit is generally awarded for introductory level courses only and will not be awarded for core curriculum. At least 25% of the credit hours required for the degree must be earned through instruction at San Jacinto College.

❖ **Advanced Placement**

The Medical Assisting Program, MDCA does not participate in advanced placement.

❖ **Cost of Medical Assisting Program**

MDCA participates in the Open Books Plus program to help reduce the out-of-pocket cost for the students.

❖ First Semester	Cost	Publisher
POFT1301 Business English	\$91.45	Cengage Prices subject to change from the publisher
MDCA1309 Anatomy & Physiology for Allied Health	\$40.59	McGraw Hill eBook/Connect Prices subject to change from the publisher.
MDCA1343 Medical Insurance	\$40.59	McGraw Hill eBook/Connect Prices subject to change from the publisher.
MDCA1421 Administrative Procedures	\$40.59	McGraw Hill eBook/Connect Prices subject to change from the publisher.
MDCA1313 Medical Terminology	\$87.95	Pearson Prices subject to change from the publisher.
❖ Second Semester	Cost	Publisher
MDCA1205 Medical Law & Ethics	\$74.42	McGraw Hill eBook/Connect Prices subject to change from the publisher.
MDCA1448 Pharmacology & Administration of Medications	\$74.42	McGraw Hill eBook/Connect Prices subject to change from the publisher.
MDCA1310 MA Interpersonal & Communication Skills	\$74.42	McGraw Hill eBook Prices subject to change from the publisher.
MDCA1417 Procedures in a Clinical Setting	\$40.59	McGraw Hill eBook/Connect Prices subject to change from the publisher.
MDCA1302 Human disease/Patho	\$40.59	McGraw Hill eBook/Connect Prices subject to change from the publisher.
❖ Third Semester	Cost	Publisher
MDCA1254 Medical Assistant Exam Review	\$74.42	McGraw Hill eBook/Connect Prices subject to change from the publisher.

MDCA1560 Medical Assistant Clinical Externship	\$00.00	No book for this class
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Term	Cost		Books
Fall Semester	\$1,584.21	Tuition is subject to change and does not reflect student loans, grants or scholarships.	See above statement
Spring Semester	\$1,248.00	Tuition is subject to change and does not reflect student loans, grants or scholarships.	See above statement
Summer Semester	\$620.42 plus transportation to clinical externship site. (240 unpaid hours)	Tuition is subject to change and does not reflect student loans, grants or scholarships.	See above statement
Out of District Tuition Fall, Spring Summer	https://www.sanjac.edu/admissions-aid/tuition	Tuition is subject to change and does not reflect student loans, grants or scholarships.	Intentionally left blank
Dual Credit & Early College High School	<p>All dual credit students get a 75% discount on tuition. The cost will depend on the student's residency status These are the tuition rates after the 75% discount:</p> <p>In-district-\$19.50/credit hour Out-of-District: \$33.75/credit hour International: \$52.50/credit hour</p> <p>All our high schools pay the tuition for technical students. Most, except for Crosby, will also pay for textbooks. Anne.dickens@sjcd.edu – Director Dual Credit North Campus</p>	Intentionally left blank	Intentionally left blank

❖ **Additional Program Costs**

<u>Medical Assisting Bag</u>	\$84.45	<u>Purchased from NorthShore Medical (cost is subject to change Flyer on page _____ of this handbook)</u>
<u>Blood Pressure Cuff</u>	<u>Cost is at your discretion and can be purchased from any vendor of your choosing</u>	<u>Instructor will inform you of type of cuff needed. Flyer on page _____ of this handbook if you choose to use NorthShore Medical</u>

<u>Stethoscope</u>	<u>Cost is at your discretion and can be purchased from any vendor of your choosing</u>	<u>Flyer on page _____ of this handbook if you choose to use NorthShore Medical</u>
<u>Watch with second hand (no smart watches no digital watches)</u>	<u>Cost is at your discretion and can be purchased from any vendor of your choosing</u>	Intentionally left blank
<u>Clip Board</u>	<u>Dollar Store or at a vendor of your choosing</u>	Intentionally left blank
<u>Red and Black Pen, Notebooks</u>	<u>Vendor of your choosing</u>	Intentionally left blank
<u>CPR Online Portion</u>	<u>\$31.00</u> <u>https://shopcpr.heart.org/heartcode-bls</u> <u>HeartCode BLS Blended and eLearning</u>	<u>cost established by AHA and is subject to change</u>
<u>Uniform</u>	<u>Package 1 required cost is \$70.21 plus tax. Complete pricing in appendix</u>	<u>purchased from NorthShore Medical (cost is established by NorthShore Medical and is subject to change)</u>
<u>Pinning Fee – Due when you enter MDCA 1417</u>	<u>Included in your MA Bag</u>	<u>Cost established by the Program Director and MDCA Faculty</u>
<u>CastleBranch</u>	<u>\$86.00</u>	<u>This fee is set by CastleBranch and may be subject to change.</u>

❖ Safety Guidelines

Professional Risks

In this course, students will be given information regarding known risks for various communicable diseases and provided necessary skills to implement precautions. **Standard Precautions**, prescribed by the Center for Disease Control, will be taught to all students and must be strictly adhered to. Additionally, it will be the responsibility of the student to implement Standard Precautions appropriately when performing laboratory exercises in the student lab and while providing care to patients in the clinical external learning experience. The student is also expected to follow all SJC policies as well as all clinical facility policies.

Use of Standard Precautions

Since medical history and examination cannot reliably identify the infectivity of all patients' blood and body fluids, precaution against exposure must be followed for all patients. The concept of Standard Precautions (sometimes called Universal Precautions) was first introduced in 1987 by the **Centers for Disease Control & Prevention (CDC)** to decrease the occupational risks of blood-borne diseases such as Acquired Immunodeficiency Syndrome (AIDS) and hepatitis B to healthcare workers. Standard Precautions basically combine universal precautions (which cover blood and body fluids and are concerned with reducing the risk of exposure to Blood Borne Pathogens) and body substance isolation (designed to reduce the risk of transmission from moist body substances). Standard precautions go beyond the universal precautions. Standard precautions refer

to:

- Blood
- All body fluids except sweat (regardless of whether the fluid contains visible blood)
- Non-intact skin
- Mucous membranes
- Any item soiled or contaminated with any of these substances

The application of Standard Precautions is continually evolving. Most healthcare workers consider all body fluids as

contaminated under universal precautions for it is easier to remember than specific fluids. Currently, this is consistent with most practices.

Several regulatory policies are in place to protect the health care provider. The OSHA blood borne pathogen standard describes PPE that must be used to protect the healthcare worker and to minimize occupational risks. The Clinical Laboratory Sciences Standards (CLSS) provides guidelines for safe and accurate performance of laboratory procedures by anyone, in any setting. Experts in laboratory procedures developed the standards. The standards incorporate the OSHA and CDC guidelines and goes beyond these in protecting the health care worker who is performing invasive procedures such as phlebotomy and point-of-care testing.

Guideline summary for implementation of Standard Precautions

- 1. Wash your hands before/after performing procedures.**
- 2. Always wear gloves during phlebotomy.**
- 3. Wear Personal Protective Equipment.**
- 4. Do not recap used needles. Use the Safety needle system provided.**
- 5. Do not remove used needles.**
- 6. To clean blood spills wear gloves, PPE and use 10% bleach solution.**
- 7. Refrain from direct client/patient contact when HCW has exudative lesion or weeping dermatitis.**

Here are safety recommendations for phlebotomy:

1. Use barrier protection routinely to prevent skin and mucous membrane contamination with blood or other body fluids.
2. Wear gloves:
 - When cuts, scratches, or other breaks in skin are present.
 - When performing phlebotomy.
 - When collecting capillary blood specimens.
 - When handling blood or any body fluids.
 - Anytime it appears that contamination of the hands may occur.
3. Change gloves after each patient contact or when visibly contaminated with blood.
4. Wear a mask, special eyeglasses, goggles, and/or a face shield during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of the mucous membranes of the mouth, nose, and eyes.
5. Wear a fluid-resistant gown when there is a potential for splashing or spraying of blood or other body fluids.
6. Wash hands or other skin surfaces thoroughly and immediately if contaminated with blood or other body fluids.
7. Wash hands immediately after gloves have been removed even when no external contamination has occurred.
8. Handle laboratory instruments, especially needles and lancets, with extreme caution.
9. Place used needles, disposable syringes, skin lancets, scalpel blades, and other sharp items into a puncture-resistant biohazard container for disposal.
10. Needles should NOT be recapped, purposely bent, cut, broken, removed from disposable syringes, or otherwise manipulated by hand.
11. Exudative lesions or weeping dermatitis should be covered with an occlusive dressing to prevent contamination.
12. All specimens of blood and body fluids should be put in well-constructed containers with secure lids to prevent leaking during transport.

13. Use mechanical pipettes for manipulating all liquids (including body fluids, chemicals, or reagents) in the laboratory.

14. Decontaminate all laboratory work areas with an appropriate chemical germicide after a spill of blood or other body fluids and when work activities are completed. A fresh solution of 10% household bleach or a comparable product is effective against HIV and hepatitis B. Pour 10% bleach on the blood spill and allow it to disinfect for at least 15 minutes. Use fresh gloves, wipe up.

15. Pregnant laboratory workers are not thought to be at greater risk of infection than others in the laboratory.

However, if an infection does develop during pregnancy or if the mother is a carrier prior to the pregnancy, the infant is at risk of infection by perinatal transmission. Therefore, pregnant laboratory workers should be especially aware of Standard Precautions.

16. Use proper hand washing technique, as demonstrated by the instructor.

17. Wear closed toe shoes from material other than cloth (leather).

PERSONAL EXPOSURE PLAN

Anticipate an accident! In the event of exposure to a blood borne pathogen follow the action plan given by the instructor.

NOTE: SJC does not provide routine health insurance coverage and is not responsible for any illness or injury to students,

each student is strongly urged to carry health insurance. Health insurance is available to the student at the student's own expense.

Health Insurance is **MANDATORY** for students who complete their 240 unpaid externship hours at Texas Children's. This is Texas Children's policy and is the financial responsibility of the student.

Students are required to practice laboratory skills on mannequins for injections and phlebotomy procedures.

Each course syllabus defines the student learning outcomes, general learning objectives (cognitive) and performance objectives required for successful completion. Our courses are competency based (psychomotor and affective domains). Students are responsible for completion (pass) the MAERB Master Competencies in order to complete and graduate the program. Exit criteria for completers/graduates are based on successful completion of outcomes for each course and successful completion of the learning outcomes for the practicum-external learning experience. Practicum-external learning experience competencies are based on the occupational analysis of the medical assisting profession. The practicum is an unpaid external learning experience. The instructional methodology utilized in our MDCA Program is student-oriented, with emphasis on measurable outcomes.