



# Granite Technical Institute

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## GTI Medical Assisting

**Charity Petersen, LPN, Medical Specialist, Program Director**

**Granite Technical Institute**

**2500 S State St**

**SLC, Ut 84115**

**(384) 646-4350 (main)**

**(385) 646-8757 (MA Classroom)**

**[capetersen@graniteschools.org](mailto:capetersen@graniteschools.org)**

Classroom Time Schedule, MON-THURS:

**AM** class 7:45am – 10:15am

**PM** class 11:10am - 1:35pm

Friday Schedule: Late Start-**AM** Class 8:20am-10:35am **PM** Class 11:20am-1:35pm

### Course Description

The Medical Assisting Course prepares students to work as medical assistants in outpatient physician offices. Students gain skills that allow them to provide patient care such as taking vital signs, drawing blood, giving injections, performing simple lab tests and documenting information in patient medical records. Students also study front office skills such as setting up patient records, billing medical insurances, scheduling patient visits, and managing the office setting.

The Utah State Office of Education has divided the Medical Assisting curriculum into four competencies:

Benchmark I – Medical Terminology and Abbreviations

Benchmark II – Administrative Skills

Benchmark III – Anatomy and Physiology

Benchmark IV – Clinical and Laboratory Procedures

**Canvas Course info:** All assignments will be submitted on Canvas, In the Medical Assisting course for current year.

The students will be tested by the state in these areas; 80% is considered passing and an average score of 75% or higher is required to receive the Utah Medical Assisting Endorsement. Students that score **80%** or higher on a specific test will receive a certificate for passing that test.

## Attendance

Regular and consistent classroom attendance and participation are important fundamentals to the learning process. Due to this course's hands-on nature, it is difficult for students to make up work that is missed, it will not be possible to make up several of the assignments and labs done in class. Students will benefit by regular attendance and are strongly encouraged to attend all classes and externship days. **The GTI attendance policy is followed.** If tardiness and/or lack of attendance become a problem, the student may be asked to drop the course at the end of the semester and return to their regular high school. The student is responsible for making up assignments, which are possible, they missed when absent.

Class Fees: Note – prices are approximate and may vary from these listed;

- A. \$200.00 Medical Assisting Textbook 8<sup>th</sup> edition Michelle Blesi (check online for purchase options)
- B. \$100.00 Medical Assisting Workbook to Accompany textbook Michelle Blesi 8<sup>th</sup> edition (check online for purchase options)
- C. \$35.00 Medical Terminology Workbook
- D. \$ 70.00 Blood Pressure Cuff/ Stethoscope Kit/**Scrubs** (must purchase on your own)
- E. **\$ 40.00** **Class Fees (per semester)**
- F. **\$ 90.00** **BLS certification (Fee subject to change)**
- G. \$ 25.00 HOSA - Health Occupations Student Association (Optional)
- H. \$ 119.00 NCCT test fee for National Certification (test fee is set by NCCT and may change)

\*Bolded underlined mean the fees and/or uniform are required

GTI fees are separate from your home school. You will be able to pay them online on the GTI website (click on GTI webstore) or in the front office.

Students must wear scrubs to class and externship location, along with closed-toed shoes. Some local scrub stores offer discounts to students, also check online. No artificial nails are allowed at most externship sites.

Students are required to supply documentation of the following immunizations: **others may be added later. These must be done prior to second quarter.**

- 2 MMR
- 3 Hepatitis B vaccinations **Plus Hep B titer showing immunity.**
- 1 TDAP Booster
- Varicella or have had Chicken Pox Disease (documented in medical record + titer showing immunity)
- The influenza vaccine is **Mandatory at most externship site locations.**
- 2 Step TB Skin Test with negative results – Within six months prior to initiating externship. 2 separate tests are required for most externship sites. (or the Quantiferon Blood Test)
- Both Covid Vaccines

Vaccines may be obtained from your family physician or the local Health Department. If you decline to have your student immunized, you must sign a waiver that can be obtained through the Health Department. **Please note that your student's externship site during the 3rd quarter may require these vaccines and a waiver will be unacceptable.**

## Safety

During both the classroom and externship portions of this class, students may come in contact with blood, urine or other body fluids. Students will be taught safe infection control practices to protect themselves from infection spreading. By signing this Disclosure, both the student and parent/guardian are acknowledging and giving permission for this practice.

Students will be performing procedures on each other i.e., vital signs, finger sticks, EKG's, etc. If you do not want your student to participate in these labs, please check out of this class. By signing this Disclosure Statement, you are giving permission for your student to perform, and to be the recipient of these procedures.

### **Externship**

During the 3<sup>rd</sup> quarter, students will begin their externship. **It is their responsibility to secure a position with a medical facility, process is similar to applying and interviewing for employment. 160 hours are required.** We will discuss this more in class during 2<sup>nd</sup> Term.

To participate in clinical externships, the students must have a criminal background check done through the Bureau of Criminal Investigations, and a drug screen urine test. If the student fails to obtain these tests, he/she will forfeit their opportunity to work in a medical facility for the externship. The criminal background check and urine drug screen costs are approximately \$35.00 each. Students also must get a BLS Certification.

Students are expected to be respectful of others. All students should feel safe to ask questions and to participate in classroom discussions. During a lecture or demonstration, students are not to disturb or distract their fellow classmates. Honesty, professionalism, dependability, and integrity are always expected.

Any student who defaces or destroys equipment, supplies, or books assigned to them during study will be held responsible for the item(s). Further, he/she may be in jeopardy of losing the privilege of attending Granite School Districts Medical Assisting program.

### **Grades**

The grading system has three areas averaged into one grade: College expectations!

- Students will be graded on material assigned throughout the program. Worksheets/assignments/labs, etc., **No late assignments will be accepted.**
- If a student is absent on the day of a quiz or exam, he/she may take it upon returning to school. The student must arrange with the instructor to take the quiz/exam before or after class.

**Professionalism:** Students receive ten points per day for attending class. If they are more than five minutes late, they only receive five points. If they are absent (excused or unexcused) they will not receive any points for the day. Students receive professional points for completing assignments/labs for the day, for proper hygiene, wearing uniform, and be respectful and punctual. Points will be lost if the student chooses not to be professional, responsible, and productive in class or is absent.

Students must maintain an 80% or better overall grade for each quarter/trimester to be eligible for the externship during the 3<sup>rd</sup> quarter. If a student's grade falls below 80% during the first semester, he/she will be asked to drop the program and return to their local high school.

Students may be asked to grade each other's work occasionally and correct their own work from the answer keys provided. If this is a concern for your student, please notify the instructor.

### **SLCC Concurrent Enrollment**

In addition to the Medical Assisting training videos that will be shown in class, the following media may also be shown:

- Gifted Hands
- Contagion
- John Q
- 12 Angry Men
- Lorenzo's Oil
- Killer at large
- Timeline
- Evolution
- Forks Over Knives

If you do not want your student to view these materials, please inform the instructor.

### **Granite School District Policies**

All Granite School District policies apply at the GTI i.e. dress codes, no smoking and drug free policies, etc. Pagers and cell phones must be turned off during class and at externship locations, this includes text messaging. Professional behavior, i.e. honesty, dependability, integrity, respect for others etc., is always expected. Profanity and vulgarity is not permitted.

Class rules: **GTI students are Productive** (actively working/participating), **Responsible** (on-time to class & prepared), **Engaged** (focused and working on current learning activity), **Professional** (appropriate dress, on-time, appropriate use of phones) **and Successful** (achieving learning goals).

Students may **NOT** park in reserved, school board, or faculty spaces. The Granite School District does not discriminate based on race, color, national origin, gender, or disability, in its programs and activities.

### **DISCLOSURE STATEMENT**

#### **MEDICAL ASSISTING CLASS**

**Charity Petersen – Instructor**

**Please complete, sign, and return this page.**

**STUDENT NAME:** \_\_\_\_\_

Parents: In order for this program to better meet your student's needs, please identify any special needs your student has that you feel would be beneficial for the instructor to be aware of. Please feel free to contact the instructor regarding any concerns or questions you may have.

1. Health conditions such as seizures, diabetes, depression, medications being taken etc.

Please specify \_\_\_\_\_

2. Education Concerns:

Please specify \_\_\_\_\_

3. English as a second language, language other than English spoken in the home.

Please specify \_\_\_\_\_

4. Other concerns?

\_\_\_\_\_

**Signatures reflect that parents/guardians and students have read the disclosure and give permission for the student to participate in the activities as outlined and abide by the requirements described in the disclosure statement provided.**

Please read, sign, and return this page.

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date \_\_\_\_\_

