Program Information & Skill Alignment Chart for:
Medical Assistant – CIP Code 51.0801
Willow Street Campus
Form to be submitted to IU 13 with PIF

Program Description	• Cross Trained to perform administrative & clinical duties. • Participate in a 7-week medical assistant internship in a medical facility. • Essential Member of the patient-centered medical care team.
Program Information (costs, certifications, uniform)	Textbooks- (Provided to Students): Kinn's Medical Assisting Fundamentals • Pharmacology Made Simple • Medical Terminology for Health Professionals • SimChart for the medical office Uniforms- **$200.00** (approx.) • 3-5 scrub tops (required) • 3-5 scrub pants (required) • Puncture Resistant Shoes (required) • Secondhand watch (required) • Scrub Jacket (optional) • CTC Sweatshirt (optional) • CTC Fleece (optional) • Blood pressure cuff (optional) • Stethoscope (optional) Program Opportunities/Certifications: • NHA Certified Clinical Medical Assistant • NHA Certified Phlebotomy Tech • NHA Certified ECG/EKG Technician • AHA CPR for Healthcare providers w/ AED • OSHA 10 Hour Health Certification Background Clearances and other tests • PA State PATCH • PA Child Abuse • FBI Fingerprints • Healthcare Physical w/ TB (2-step) • Updated Immunizations including flu shot and Covid-19 • Drug Screen
Program Outline & Pathways	State Program of Study Task Outline • Introduction to Health Care • Medical Assistant Administrative Skills • Pharmacology • Infection Control • Laboratory Procedures • Healthcare Law and Ethics Pathways with no additional training: • Clinical Medical Assistant • Administrative Medical Assistant • Phlebotomist • EKG Technician Pathways with additional training: • Licensed Practical Nurse (LPN) • Registered Nurse (RN)

	• Introduction to Medical Insurance & Managed Care • Concepts of Effective Communication • Introduction to Basic Anatomy & Physiology • Medical Assistant Clinical Laboratory Procedures • Safety & Emergency Practices • Psychology • Medical Assisting Externship • Career Readiness	• Surgical Technologist • Radiologic Technologist • Healthcare Administration
Other Information *Include Articulation Agreements*	• Student to teacher ratio is 30:1 • Double program with two instructors with up to 50 high school students and 10 adult students • Articulation agreement with LCCTC Post-Secondary LPN program and HACC SOAR Articulations SOAR is a Pennsylvania Department of Education (PDE) program which enables high school students who successfully complete a PDE approved career and technical program to earn college credits. The number of credits available varies by school, program and from one school year to another. Please discuss these options with your counselor.	

Student Name: _____ District: _____

Skill Alignment Chart for:
Medical Assistant– CIP Code: 51.0801

Educational and Physical Attributes	Program Expectations	Present Education Level and Current Supports
Program Safety / Physical Considerations	• Emotional & mental stability (ability to remain calm when encountering stressful situations) • Good personal hygiene (hair pulled back and of natural shade, no acrylic or long nails, no facial piercings except for one nasal stud, 2 post only earrings/ear, no necklaces or bracelets, low profile rings only) • Ability to manage incidences involving bodily fluids, surgeries, injections, and traumatic situations • Prolonged standing and bending • Ability to lift heavy objects/people	

	• Ability to work under pressure/in adverse conditions/within time constraints	
Action/Need:		
Program Environment *Indoor/outdoor* *Dust/dirt/fume/noise etc* *Layout of room – theory/lab*	• Indoors for entire day • Theory classrooms: instructional time is split between two classrooms • Lab area: tables for work, examination tables and medical equipment, crowded and working near others	
Action/Need:		
Typical level of support	At CTC, we have itinerant IU13 support teachers and paraeducators. In the itinerant model, the support teachers have multiple programs and provide check-ins during the day. The itinerant model does not include co-taught classes where teachers are in classes for extended periods of time. IU13 paraeducators also support several teachers, spreading out their day between multiple programs. The learning center is available at scheduled times for testing accommodations, study/instructional groups, and work completion support. Since time there takes away from lab time, students are encouraged to use it strategically.	
Action/Need:		
Reading / ELA levels Keystone Literature Assessment Anchors	• Textbook: college reading level grade 16 • Identify how the meaning of a word is changed when an affix is added; identify the meaning of a word with an affix from a text	

	- Identify and/or explain stated or implied main ideas and relevant supporting details from a text. - Make inferences and/or draw conclusions based on analysis of a text. - Explain, interpret, compare, describe, analyze, and/or evaluate connections between texts. - Identify, analyze, and evaluate the structure and format of complex informational texts - Identify, explain, compare, interpret, describe, and/or analyze the sequence of steps in a list of directions. - Explain, interpret, and/or analyze the effect of text organization, including headings, graphics, and charts. - Identify, explain, and/or interpret bias and propaganda techniques in nonfiction text.	
Action/Need:		
Writing Levels Keystone English Composition Assessment Anchors	- Demonstrate an understanding of the purpose with relevant information, content, and details. - Use appropriate organizational strategies for informational and explanatory writing (e.g., compare/contrast, cause/effect, problem/solution, process analysis). - Write with control of grammar, mechanics, spelling, usage, and sentence formation - Spell all words correctly. - Use capital letters correctly. - Punctuate correctly (e.g., correctly use commas, semicolons, quotation marks, apostrophes). - Demonstrate correct grammar and usage (e.g., verb and pronoun form and agreement, modifiers and transitions, word order and syntax). - Demonstrate correct sentence formation.	
Action/Need:		

Math Levels Keystone Algebra 1 Assessment Anchors The patient is ordered to receive 0.4mg atropine. The vial is labeled 1.5mg per 2 ml. How much should the patient receive? Lanoxin is supplied to your unit labeled 1.5mg per 4cc. Mr. Steve's is to receive 0.5mg daily. How many cc's will you give him	• Find the Greatest Common Factor (GCF) and/or the Least Common Multiple (LCM) for sets of monomials. • Use estimation to solve problems. • Simplify/reduce a rational algebraic expression. • Write, solve, and/or apply a linear equation (including problem situations). • Use and/or identify an algebraic property to justify any step in an equation-solving process. Note: Linear equations only	
Action/Need:		
Theory time	• Approximately 3-4 hours per day, depending on the day	
Action/Need:		
Homework *Amount per night*	Approximately 1.5 hours per night • This will vary due to student aptitude and time spent at CTC due to bussing/driving schedule	
Action/Need:		
Lab Time *Guided vs Independent Work*	Approximately 10 hours per week • Group Instruction of skills by the teacher • Time will be given to work independently, with peers on skill practice, and one-on-one testing with instructor	

Action/Need:		
Tests *NOCTI testing – Y/N* *Frequency of tests/quizzes*	• NOCTI Pretest (written only) In December, Post-test (written and hands-on) in April • Daily Tests (Some days may have more than 1 test.) • Most classroom quizzes and tests are online and are not timed and allowances are made for all IEP accommodations • NHA Certification in May	
Action/Need:		
Behavioral Expectations *Executive Function* *Organizational skills*	• All students are expected to always act in a professional manner • Medical related fields require employees to follow a high standard of ethics • Strong organizational skills • Strong time management • Strong work ethic • Positive attitude • Must work well with others • Excellent attendance required for success • Dedication to comprehension and studying of material	
Action/Need:		
Other *Technology skills specific to the program* *Additional skills that are valuable for program success.*	• Use of school issued laptop • Navigation of Canvas learning management platform • Web navigation • Email management • Navigation and usage of "SimChart", Electronic Health Record Software	

MA 08.2025

Action/Need:

*District Representative Signature*_____ *Date* _____