



2024-2025 Advising Guide

Clackamas Community College – Health Sciences Department
Harmony Campus, Harmony East 3rd Floor
Phone: 503-594-6589; Email: healthsciences@clackamas.edu
[Health Sciences Webpage](#)
[Medical Assistant Program Webpage](#)

Medical Assistant - Clackamas Community College Harmony Campus, Milwaukie, OR

In order to be consider for formal program admittance, students must complete a series of prerequisite courses prior to the application closing. The Medical Assistant Program accepts 24 students per cohort and classes start in Fall at our Harmony Campus. The purpose of the Advising Guide is to provide prospective students with the necessary information to make an informed decision prior to applying.

Admissions to the program is based on a point-system. Meet with a Health Sciences Program Academic Advisor prior to completing the program application. They will assist you with building an academic plan and ensure you have met all of the eligibility requirements prior to applying.

If you have questions regarding the information, dates and or process below, please contact healthsciences@clackamas.edu.

Application Deadlines and Dates (Application Opens March 1, 2024)

Application Due:	July 1, 2024 at 11:59PM
Notification of Application Status:	July 20, 2024
Mandatory Orientation for Conditionally Accepted Students:	August 1, 2024: 9am-12pm

Prerequisite Courses (Must be taken prior to the application closing with a "C" or better)

- MA-110 Medical Terminology (note: as of Spring of 2024, this course will be called HP-110)
- WR-121Z Composition I or WR-101 Workplace Writing
- MTH-50 Technical Math or MTH-65 Algebra II
- BI-120 Intro to Human Anatomy & Physiology or
BI-101 & BI-102 or
BI-231, BI-232, & BI-233

Additional Required Course (Must be taken to earn the 1-year certificate)

- *PSY-101 Human Relations
- * **Note: course may be taken at any time** (before or during the program); however, students must complete in order to earn the 1-year certificate in Medical Assisting

Application Point Breakdown

- Essay 1** (see rubric) = **10 points possible**
- Essay 2** (see rubric) = **10 points possible**
- MA-100 course (optional additional points) = **2 points possible**
Note: The MA-100 course is not required; however, it provides prospective students with an opportunity to learn more about the roles and responsibilities related to direct patient care. Students who complete this course will be given 2 additional points towards their program application
- CCC Phlebotomy Certification (optional additional points) = **1 points possible**
Note: It is not necessary to complete the phlebotomy program prior to applying. Students will learn phlebotomy throughout the MA program; however, we provide 1 additional point for those who have earned their phlebotomy certificate and credential

Total possible points = 23

Additional Program Requirements

During the mandatory orientation, students will start the process for completing all non-academic requirements. Please be sure to collect your vaccine records for the below list of immunizations. Bring the immunizations, your BLS/CPR certification, and First Aid card with you to orientation.

- Immunizations (MMR, Varicella, Tdap, Hep B, COVID-19)
- Training (BLS/CPR certification through American Heart Association)
- First Aid Card
- Tuberculosis test
- Criminal Background Check
- Drug Screen

Note: please refer to the supplemental handout provided by Health Sciences with Oregon Health Authorities rules for students in clinical training

Medical Assistant Application Steps

Step 1: Review all information provided on the website* before completing this form. Website information link: [Medical Assisting Program](#)

*Website information includes: Advising Guide, FAQ, Schedule, Costs, Supplies, Advising Information

Step 2: Meet with a Health Sciences Program Academic Advisor prior to completing the program application. They will assist you with building an academic plan and ensure you have met all of the eligibility requirements prior to applying.

Website link to schedule appointment: [Advising Appointment](#)

- Tracy Pantano-Rumsey: tracy.pantanorumsey@clackamas.edu
- Phil Reid: philtr@clackamas.edu

Step 3: Answer all of the questions on the electronic application, including the two essays questions (see pages 5 and 6 of the Advising Guide for more details) and submit the application form.

Apply Here

Applications close on July 1st. Applications will be reviewed after the application period has ended. Applicants will be notified of the status of their application by July 20th.

Step 4: Collect your vaccine records (see Advising Guide for detailed list). If accepted, you will bring your vaccine records to the mandatory orientation.

MEDICAL ASSISTANT ESSENTIAL FUNCTIONS

To be successful in the Medical Assisting program and become employable, the student must be able to perform essential functions expected of the MA (see list below). Please contact the MA program regarding questions or concerns about these requirements.

Students must have the physical, intellectual and emotional abilities to provide safe patient care; visual acuity, hearing, speech, manual dexterity, physical strength, and endurance must be maintained as well. The practice of medical assisting requires the following functional abilities with or without reasonable accommodations:

Essential Function	Example
Visual acuity (clearness of vision)	With or without corrective lenses sufficient to assess patients and their own environments. Detect changes in skin color or condition; collect data from recording equipment and measurement devices used in patient care; detect a fire in a patient area and initiate emergency action; reading and following instructions pertaining to medical assisting materials; ability to perform procedures involving fine detail, including the use of indirect field of vision.
Hearing ability	With or without hearing aids to hear a patient's call for help, to auscultate a patient's vital signs, and their own environment. Detect sounds related to bodily functions using a stethoscope; detect audible alarms within the frequency and volume ranges of sounds generated by mechanical systems that monitor bodily functions; hear clearly during telephone conversations; effectively hear to communicate with patients and other healthcare team members.
Olfactory ability (smells)	Detect smoke from burning materials; detect odors from hazardous material spills.
Tactile ability (sense of touch)	Read and record patient vital signs; detect unsafe temperature levels in heat-producing devices used in patient care; perform patient care procedures; detect anatomical abnormalities.
Strength and Mobility	Ability to lift 25lbs; prolonged time sitting and/or standing on feet (8-12 hours); repetitive bending and twisting.
Ability to speak, comprehend, read, and write in English	Able to question the patient about his/her condition; accurately relay information about the patient both verbally and in written communication to others.
Fine motor skills (ability to make movements using the small muscles in your hands or wrists)	Demonstrate eye/hand coordination; safely dispose of needles in sharps containers; safely perform venipuncture and intramuscular, subcutaneous, and intradermal injections.
Emotional stability (function effectively under stressful situations)	Ability to adapt to changing situations and to follow through on assigned patient care responsibilities.
Cognitive ability (reasoning and/or thinking)	Ability to collect, analyze, apply information. Ability to make clinical judgments and manage decisions that promote positive patient outcomes.

ADA Accommodations: The Americans with Disabilities Act of 1991 (ADA) mandates that reasonable accommodations must be made for individuals with disabilities. Any student who may need an accommodation for a disability should make an appointment with the Program Director and the [Disability Resource Center](#).

MEDICAL ASSISTANT APPLICATION ESSAYS

The Medical Assisting application requires prospective students to answer two essay questions. The applications are “de-identified” prior to reviewing and scoring essays to reduce bias.

Prior to submitting your essays, we recommend you utilize the free [Grammarly](#) online software to check your spelling and grammar.

Essay 1: (250 words or less) Having strong essential skills is imperative in health care today. We see some of these skills as teamwork, empathy, flexibility, time management, or creative thinking. They all help us serve our patient population. Choose one of the above essential skills and share how you believe this will help you be successful in this program. Include how you have developed this skill and an example of how you currently use this skill in your daily life.

Note: We are asking this question because we want know how you would incorporate one of these skills in the MA program.

	CRITERION	RESPONSE EXCEEDS EXPECTATIONS (5 POINTS)	RESPONSE MEETS EXPECTATIONS (4 POINTS)	RESPONSE INDICATES AN OPPORTUNITY FOR GROWTH AND REFLECTION (3 POINTS)
Essay 1	The candidate chose one essential skill and shared how this would help them be successful in the MA program.	Response provides a clear and detailed statement about the candidate's skill for completing the MA program.	Response provides a clear statement of the candidate's goals for completing the MA program.	Response shows an opportunity for the candidate to reflect more on how they would use an essential skill to be successful in the program.
	The candidate included how to develop the essential skill and how they used the skill in their daily life.	Response provides a clear and detailed statement about how they have developed essential skills and how they used them in their daily life.	Response provides a clear statement about how they have developed essential skills and how they used them in their daily life.	Response shows an opportunity for the candidate to reflect more on how they have developed essential skills and how they used them in their daily life.

Essay 2: (250 words or less) The admissions team would like to know more about what makes you a well-rounded applicant. Share what experiences led you to the medical field and medical assisting specifically. Share with us what makes you a unique and strong candidate for this program.

Note: We are asking this question because we recognize that candidates have additional skills and experience they have gained that make them a strong candidate.

	CRITERION	RESPONSE EXCEEDS EXPECTATIONS (5 POINTS)	RESPONSE MEETS EXPECTATIONS (4 POINTS)	RESPONSE INDICATES AN OPPORTUNITY FOR GROWTH AND REFLECTION (3 POINTS)
Essay 2	The candidate describes what experiences lead you to the medical field and medical assisting specifically.	Response provides a clear and detailed statement about what experiences lead you to the medical field and medical assisting specifically.	Response provides a clear statement about what experiences lead you to the medical field and medical assisting specifically.	Response shows an opportunity for the candidate to reflect more on what experiences lead you to the medical field and medical assisting specifically.
	The candidate describes what makes you a unique and strong candidate for this program.	Response provides a clear and detailed statement about what makes them a unique and strong candidate for this program.	Response provides a clear statement about what makes them a unique and strong candidate for this program.	Response shows and opportunity for the candidate to reflect more about what makes them a unique and strong candidate for this program.

Program Contacts

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