

Clinical Assistant Proficiency Certificate

Description: Clinical Assistants are professionals that perform clinical procedures that include: obtaining patient medical histories; taking vital signs; administering medication; performing electrocardiography; vision screening; assisting the physician with general and specialty examinations; performing point-of-care laboratory testing. Clinical Assistants serve as a patient advocate and health coach to patients. Professional settings that offer career opportunities to the Clinical Assistant include: outpatient clinics, physicians' offices, and other health care facilities.

Students who complete the proficiency certificate for the Clinical Assistant will be able to use these courses to continue their education and obtain an Associate Degree in Health Care Studies.

The certificate will be offered at the College's Northeast Regional Center.

Student Learning Outcomes:

Upon successful completion of the Clinical Assistant Proficiency Certificate, students will be able to:

- Use the correct terminology for diseases, symptoms, diagnostic studies, treatments, and surgical procedures.
- Demonstrate competency in the performance of clinical skills expected for an entry-level clinical assistant.
- Explain and perform basic lab tests to include collecting blood specimens and point of care testing.

Admissions Requirements: Admission into the Clinical Assistant Proficiency Certificate is **selective**, competitive, and requires potential students to fulfill all admission requirements of the College. Applications submitted from October 1st until March 1st will receive priority in the Allied Health **admissions review process**.

Students must meet the following minimum requirements before applying to the Clinical Assistant Proficiency Certificate:

- High school diploma or GED
- Demonstration of readiness for [ENGL 101](#) and [FNMT 118](#) as determined by the College's placement tests or by successfully completing developmental coursework
- Applicants with previous college experience must have a minimum grade point average of 2.0

Students new to the College must begin the process of applying to the Clinical Assistant Proficiency Certificate by first [applying](#) to the College. Transcript evaluation and completion of a placement test (or test waiver) is required.

Applicants who complete and meet the aforementioned requirements will be eligible to continue in the admissions process and will be contacted, in writing, regarding attendance at a program

information session with the AH Department Head (or designee).

Conditions for Acceptance: All applicants are notified in writing regarding the admissions decision. All offers of acceptance are contingent upon successful completion of the following:

1. Acknowledgement of Core Performance Standards for Health Care Career Programs and physical demand analysis.
2. Completion of Criminal Background Check
 - Conviction of serious and/or violent crimes results in denial of admission into the Clinical Assistant Proficiency Certificate Program.
3. Completion of Child Abuse Clearance
 - Any record results in denial of admission into the Clinical Assistant Proficiency Certificate Program.
4. Completion of Drug Screening
 - A positive screening results in denial of admission into the Clinical Assistant Proficiency Certificate.
5. Additional conditions for Program commencement include:
 - Documentation of a complete physical examination, including required laboratory tests. All health information is kept confidential. Students will have direct contact with patients, and have the responsibility to maintain very high standards of health practice. Health problems, which would interfere with the applicant's ability to meet program objectives, will be dealt with on an individual basis.
 - Documentation of up to date immunizations prior to clinical assignment. Additional immunizations (e.g., influenza) may be necessary.
 - Documentation of current health insurance coverage, which must be maintained while in the clinical experience course.
 - Purchase of student uniform.
 - Adult, child, and infant CPR certification for Healthcare Providers (due prior to the commencement of MLT 102).

The following guidelines are used in making decisions about an applicant's criminal and child abuse background:

Child Abuse Clearance:

- Any record results in denial of admission into the Clinical Assistant program.

Criminal Background Check:

- Any felony conviction within the past 10 years results in denial of admission to the Clinical Assistant program.
- Any felony conviction more than 10 years old will be evaluated based on the nature of the offense, length of time since the offense, and any explanatory letters/materials submitted by the applicant or student.
- Any misdemeanor will be evaluated based on the nature of the offense, length of time since the offense, and explanatory letter/materials submitted by the applicant or students. (Any punishment over one year indicates a felony according to federal sentencing guidelines.)

Reconsideration: An applicant who believes that the committee has made an error of fact in terms of the information provided to the decision making committee can request reconsideration. This request must be made in writing within ten days from the date of the letter notifying the applicant of the decision. The reconsideration should address what the applicant considers to be errors of fact.

Following reconsideration by the decision-making committee, the applicant can appeal the committee's decision to the Vice President for Academic and Student Success, whose decision is final. Any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately to the AH Department Head.

Drug Screening: The Clinical Assistant program requires participation in clinical education. Some clinical affiliates of the Clinical Assistant program require evidence of a negative drug-screening test in order for a student to participate in the clinical experience at their facility. Therefore, any student with a positive drug-screening test cannot be admitted into the OPH program.

Involvement in any incident, which resulted in a disciplinary action against a student at Community College of Philadelphia, or any post-secondary institution is considered in the admissions process. The Clinical Assistant program reserves the right to deny admission to any applicant who has a history of violating College rules and regulations or who has been previously suspended or expelled from the College or any other post-secondary educational institution.

Additional expenses for students in the proficiency certificate include travel to clinical facilities, purchase of a uniform, laboratory coat, required textbooks, a physical examination and inoculations. To remain in the program, students must earn a grade of "C" or better in each course.

The Department Head, in consultation with the program faculty members, may drop a student in the Clinical Assistant Proficiency Certificate whose skills, attitude, and behavior are viewed as inconsistent with professional standards from the program.

Students dropped from the program because of academic deficiencies will be considered for a second admission to the program after remediation of the deficiencies and recommendation of the Clinical Assistant faculty. Students may be readmitted to the program only once. Part-time students must complete the program within five years of their initial enrollment.

Clinical Assistant Proficiency Certificate Course Sequence

Course Number	Course Title	Prerequisites	Credits
AH 103	Medical Terminology		3
AH 116	Interpersonal and Professional Skills in Health Care		3
BIOL 108*	Essentials of Human Anatomy and Physiology		4
DIET 106 or DIET 111	Nutrition for a Healthy Lifestyle Introduction to Nutrition	For DIET 111: ENGL 101 and BIOL 109*	3
AH 113	Exam Room Procedures I	AH 103 with a "C" or better	3
AH 115	Exam Room Procedures II	Corequisites: AH 103, AH 113, and BIOL 108 (or BIOL 109 and BIOL 110)*, which may be taken concurrently, all with a "C" or better.	3
MLT 102	Phlebotomy		4
Total Credits:			23

*[BIOL 108](#), a one semester course in Anatomy and Physiology is the minimum requirement for this Certificate. However, students who have completed the two semester anatomy and physiology sequence ([BIOL 109-BIOL 110](#)) may substitute [BIOL 109-110](#) in place of [BIOL 108](#), provided that they have completed both [BIOL 109](#) and [BIOL 110](#).

Successful Completion:

Successful completion of the program requires a "C" grade or better in each of the courses listed above.

For More Information Contact: The Division of Math, Science and Health Careers, Room W2-7, 1700Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430 or email health@ccp.edu