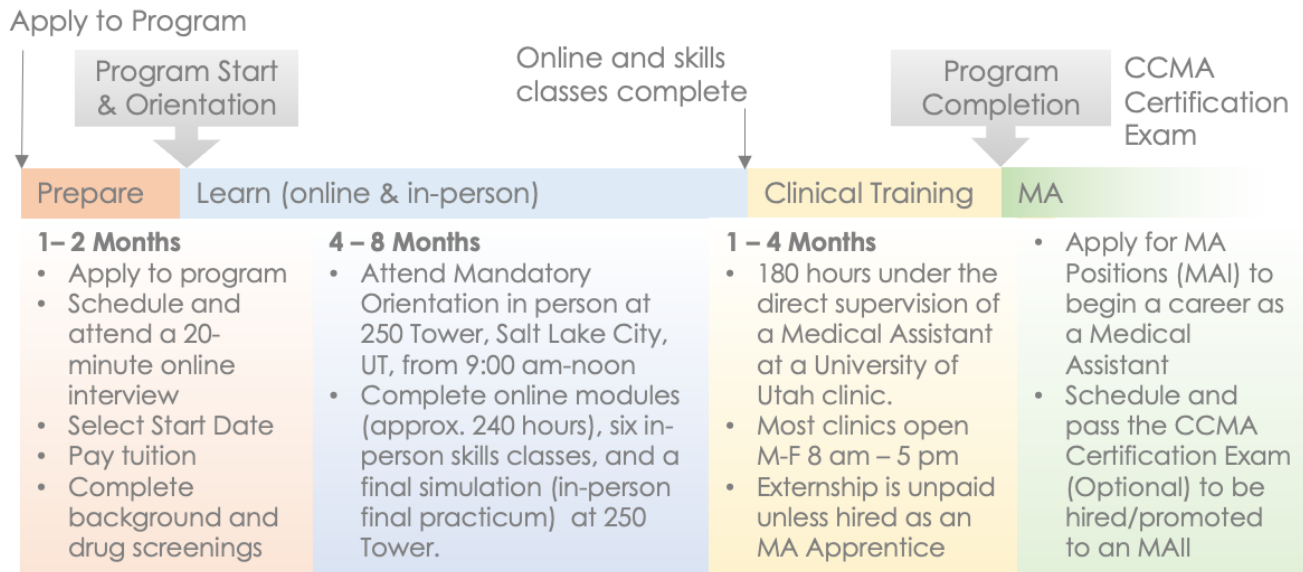


## MA Pathway Program Overview



### Application:

Students apply online through [Professional Education](#) at the University of Utah. All eligible applicants are contacted to schedule an interview where they can ask questions about the program and discuss a potential start date. Chosen applicants will be emailed that they have been accepted to the program pending tuition payment and the results of a required national background check and 10-panel drug screen. Students are then enrolled in a hybrid course that includes online self-paced modules (total of 265 hours), eight in-person skills lab classes (totaling 22 hours), and 180 hours of clinical training (externship) at a University of Utah Health location.

### Orientation:

All students **must attend** MA Program Orientation at 250 Tower (250 E, 200 S, Salt Lake City) during the first week. Orientation is scheduled at 9:00 am on a weekday morning and lasts until noon (3 hours). Accepted students will receive details in their welcome letters. During this class, the following information will be covered.

- Program Overview, introduction to the MA role, requirements and tips for success
- Skills lab walk-through, class and clinical training expectations
- Access to Canvas and other resources for online modules, calendar, and skills class sign-up
- Students may have their photos taken for their UUH badge

### Basic Life Support (BLS) Certification

Students will be given a unique code to register for BLS training by the American Heart Association (AHA). This training involves an online component and one in-person class, offered monthly on a Saturday at the University of Utah's main campus. Students who are already BLS certified (with AHA) and whose certification will not expire until after their clinical training is complete are not required to duplicate this training.

### Online Modules

Students can access online training anytime. The content includes an estimated 265 hours of course material and is designed to be completed in 24 weeks, with students dedicating approximately 12 hours per week to study.

## In-Person Skills Classes

Eight In-Person Skills Lab classes are offered on various days and times throughout each month so students can sign up for classes that work best with their schedule. These classes must be completed in sequence, with all prerequisite modules completed before attending class. Each class is three hours long and will allow students to practice hands-on skills. All classes are held at 250 Tower (250 E, 200 S, Salt Lake City, UT). Classes are scheduled Monday-Thursday, at 9:00 am or 1:00 pm, with each class offered at least twice a month. The calendar below is a typical month, but please note that this schedule may be adjusted to accommodate university holidays.

Monday	Tuesday	Wednesday	Thursday
7 Orientation 9 am Final Simulation 1 pm	8 Clinical Procedures 9 am Medication Administration 1 pm	9 Blood Draw & POC 9 am Foundational Skills 1 pm	10 EKG & Rapid Response 9 am Final Simulation 1 pm
14 Patient Care Basics 9 am Open Lab 1 pm	15 Final Simulation 9 am Clinical Procedures 1 pm	16	17 Medication Administration 9 am Final Simulation 1 pm
21 Foundational Skills 9 am Clinical Procedures 1 pm	22 Patient Care Basics 9 am Blood Draw & POC 1 pm	23 Final Simulation 9 am Orientation 1 pm	24 Foundational Skills 9 am EKG & Rapid Response 1 pm
28 Open Lab 9 am Patient Care Basics 1 pm	29	30 Medication Administration 9 am EKG & Rapid Response 1 pm	31 Blood Draw & POC 9 am Final Simulation 1 pm

**Example Schedule:** For a student starting in **May**, the table below indicates which in-person class they must complete each month, including 180 hours of clinical training (Externship or Apprenticeship) at the end.



Class	Month
Orientation	May
Foundational Skills	June
Patient Care Basics	July
EKG & Rapid Response	August
Clinical Procedures	September
Blood Draw & POC	October
Medication Administration	November
Final Simulation	December
<b>Clinical Training (180 hours)</b>	<b>January-April</b>

Class	Month
Orientation	May
Foundational Skills	May
Patient Care Basics	June
EKG & Rapid Response	June
Clinical Procedures	July
Blood Draw & POC	July
Medication Administration	August
Final Simulation	August
<b>Clinical Training (180 hours)</b>	<b>September</b>

**Example Accelerated Schedule:** Students who are able and willing to dedicate more time to completing modules faster and attending in-person classes more frequently.

### Progression through Online Modules and In-Person Class Attendance:

Students will sign up for classes in Canvas and can adjust their classes based on their overall progress. Students must cancel at least 48 hours in advance. Within 48 hours before class, if students cannot attend, they

must communicate with their instructor by emailing [MApipelineprogram@utah.edu](mailto:MApipelineprogram@utah.edu).



















Students must be on time for in-person classes. If a student is more than 10 minutes late for a class, they will be asked to reschedule and attend the class on another date. In addition, students must complete prerequisites and gain access to class materials before attending. Students who do not maintain attendance in at least one skills class per month must meet with their instructor to create a plan for success in continuing the program. Students who consistently fall behind on monthly milestones may be removed from the program with no refund.

## Program Pace

Each student determines their own pace. Most students will graduate nine months after their start date, but they have up to one year. This timeframe includes 180 hours of clinical training, which can take one to four months, depending on how much time they commit weekly. Students must attend at least one skills class monthly to stay on track.

## Program Sections

The didactic portion of the program is split into eight sections. Students on track to complete the program in one year must complete one section monthly for the first eight months. The remaining one to four months are dedicated to clinical training. The sections are as follows:

-  **Foundational Skills Medical Terminology and A&P:** Concepts, Suffixes, and Prefixes of Medical Terminology. Body Structure and Organization of the Human Body. Chemistry, Matter, and Life. Cells and their Functions, tissues, glands, and membranes. Disease, Treatment, and Disease-Producing Organisms
-  **Foundational Skills Study Guide and Skillsbuilder:** Foundational Knowledge and Basic Science, Clinical Communication, Anatomy and Physiology, Patient intake and vitals, vital signs, and body measurement.
-  **Skills Class: Foundational Skills:** Practice and reinforce infection prevention, handwashing, donning and doffing PPE, Vital signs, rooming patients, and pre-visit planning.
  
-  **Patient Care Basics Medical Terminology and A&P:** Body Systems: Integumentary Skeletal (Bones and Joints) and Muscular systems. Special Senses: Ears and Eyes, Sensory System.
-  **Patient Care Basics Study Guide and Skillsbuilder:** Eye and Ear Procedures, Pediatric Procedures, Patient Care Coordination and Education, General Patient Care, Pathophysiology and Disease Processes
-  **Skills Class: Patient Care Basics:** Vision screenings, ear irrigation, eye irrigation, laceration/wound irrigation, simple wound care, staple and suture removal, patient positioning, durable medical equipment, wheelchairs, and safe patient handling.
  
-  **EKG and Rapid Response Medical Terminology and A&P:** Body Systems: Nervous and Mental Health. Nervous System: The Spinal Cord and Spinal Nerves, The Brain and Cranial Nerves. Cardiovascular and Lymphatic Systems. The Heart and Heart Diseases. Respiratory system.
-  **EKG and Rapid Response Study Guide and Skillsbuilder:** Cardiac and Respiratory Procedures. EKG and Cardiovascular Testing, Psychology.
-  **Skills Class: EKG and Rapid Response:** Learn the basics of EKG recordings and recognizing abnormal or emergent results, 12 lead EKG placement, and simulations of performing EKG. Defining Code Blue and Rapid Response and the MA responsibilities during those situations.
  
-  **Clinical Procedures Medical Terminology and A&P:** Lymphatic System, Lymphoid Tissue, and Immunity. Body Systems: Male Reproductive, Female Reproductive, Pregnancy and Birth, Development, Heredity and Hereditary Diseases.
-  **Clinical Procedures Study Guide and Skillsbuilder:** Healthcare Systems and Settings. Infection Control, Microbiology, Minor Surgical Tasks, OB/GYN Procedures, Medical Law and Ethics.
-  **Skills Class: Clinical Procedures:** Exam room preparation, setup for various procedures, procedural tools and equipment, microscope setup, wet mount slides, written consents, time outs, sterile field, sterile gloves, sterile processing.
  
-  **POC and Blood Draw Medical Terminology and A&P:** Body Systems: Blood and Immunity, Blood, Blood Vessels, and Blood Circulation. Urinary, Body Fluids.
-  **POC and Blood Draw Study Guide and Skillsbuilder:** Urine Collection and Analysis, Laboratory Tests, Laboratory Procedures, Phlebotomy and Related Testing, Administrative Assisting
-  **Skills Class: POC and Blood Draw:** Capillary blood tests, precautions and protection from pathogen exposure, throat swabs and specimens, Urine specimens, fecal specimens, specimen labeling and handling, and venipuncture techniques.
  
-  **Medication Administration Medical Terminology and A&P:** Body Systems: Endocrine. Endocrine System: Glands and Hormones, Digestive, Metabolism, Nutrition, and Body Temperature.
-  **Medication Administration Study Guide and Skillsbuilder:** Pharmacology, Nutrition.
-  **Skills Class: Medication Administration:** Six rights of medication administration, how to find drug information, reading drug labels, common conversions, calculating drug dosages, CDC vaccine

recommendations, USIIS, oral medications, inhalers, nebulizers, injections (IM, SQ, intradermal), topical (transdermal, eye, ear) medications, safety devices on sharps/needles, & hazardous drugs

- ☐ **Preparing for Onsite Clinical Hours: Attend an online Zoom course to prepare for clinical training.**
  - ☐ *Email the instructor for an Externship site placement and submit immunization documentation. Students who still need to be certified in BLS will be sent a code to complete an online BLS course with an IN-PERSON skills pass-off on the University of Utah campus.*
  - ☐ **Resume Writing Assignment:** Submit resume for review and feedback
  - ☐ **Personability:** Essential Skills, Emotional Intelligence, Communication, Teamwork, Problem Solving with co-workers, and accepting feedback.
  - ☐ **Principles of Health Coaching:** Introduction, Collaboration and Communication, Relationships and responsibilities of a health coach, motivational interviewing.
  - ☐ **SkillsBuilder Administrative:** Telecommunication, Patient Registration, Scheduling, Beginning the Visit, Coding the Visit, Billing the Visit, and Ending the Visit.
  
- 🏠 **Skills Class: Final Simulation:** Perform in a simulation that includes several skills learned in previous skills classes. Demonstrate knowledge of soft skills and clinical skills one-on-one with an instructor.

### **Clinical Training:** 180 hours, in-person

Upon completing the online modules and In-person skills requirements, students must complete clinical training at a University of Utah Health clinic. The MA student placement coordinator will assign each student to a clinic/department for their externship. Students will be provided with contact information for the designated manager/supervisor. Students are responsible for contacting the manager in the clinic where they are placed to coordinate the externship schedule. Externship placements are assigned based on clinic availability. We do our best to put students in their area of preference (clinic type, location), but this is not always possible. Students should plan accordingly as most clinics are open from 8 am-5 pm Monday through Friday.

### Immunizations

All students must be current on student health requirements (immunizations) by the start of their clinical training hours. Supporting documents must be provided for verification. Acceptable documents include medical record copies, doctor's notes, state Immunization records, immunization cards, or other verified records signed by a licensed professional. Students are responsible for any associated costs of obtaining such records and must submit them to their program instructor before the start of clinical training.

- **TB Screening** Negative TB Skin Test x 2 **or** QuantiFERON TB Gold Lab Test
- **MMR Immunity** MMR Immunizations x 2 or positive titers
- **Varicella (Chickenpox) Immunity** Varicella Immunizations x 2 or Positive titer or Documented history of disease per provider. (Student statement of disease is not sufficient.)
- **Hepatitis B Immunity** Hep. B positive titers are required, or Evidence of negative titer and subsequent vaccination series started.
- **Tetanus-Diphtheria-Pertussis (Tdap)** Immunization within the past ten years
- **Influenza** If any part of clinical training occurs during flu season, October 1st through May 31<sup>st</sup>.

### Hours Tracking

Students are responsible for tracking their training hours on a provided hours log. Each clinical shift should be documented on the log and signed by a preceptor. After the externship experience, the student will submit the hours log to their instructor.

## Program Completion

Upon completing all online modules, in-person skills classes, and clinical training, the student will “graduate” from the program and receive a Certificate of Program Completion. Students will receive instructions to register for the CCMA exam and become Certified Clinical Medical Assistants through the National Healthcareer Association (NHA). The cost of this exam is included in the tuition for this program. Students are eligible to apply for and accept open Medical Assistant positions at University of Utah Health after program completion, before taking the certification exam.

## Frequently Asked Questions

### How long does the program take?

Most students will graduate nine months after their start date, but they have up to one year. This timeframe includes 180 hours of clinical training, which can take one to four months, depending on how much time they can commit each week. **Students must attend at least one skills class monthly to stay on track.**

### Where will I complete my clinical training?

You will be placed in a 180-hour externship at a University of Utah Health location. We do our best to put you in the area of your preference (clinic type, location), but this is not always possible. Most clinics are open **Monday through Friday from 8 a.m. to 5 p.m.**

### When can I start?

We accept up to 20 students every month. The registration process can take a few weeks, so students typically start the program one to two months after applying.

### What are the qualifications?

Students must have a high school diploma (or GED equivalent) and have professional working proficiency in English to be enrolled in the program. Students must pay tuition and pass a background and drug screening upon acceptance. In addition, students must complete the required immunizations before clinical training.

### How much is online vs. in-person?

The estimated time spent completing online modules is 265 hours, or an average of 12 hours per week for six months. In addition, students must attend at least one (3-hour) in-person skills class monthly (22 hours total) and complete 180 hours of clinical training at a University of Utah Health location (in the greater Salt Lake area).

### I'm from out of state. Can I still take this program?

This program includes regular in-person requirements. If you do not live in the Salt Lake area or are considering moving, this program might not be for you. While this program prepares you to be certified in Utah, other states may have additional requirements.

### I am a current college student with weekday classes. Will this program work with my schedule?

Throughout the program, you must be able to attend occasional skills classes on weekdays, which might conflict with your other classes. During your externship, you must dedicate at least one or two weekdays every week. We encourage students to consider these requirements before applying.

### Can I complete my 180 externship hours during the evenings or on weekends?

No. Medical Assistants typically work in outpatient environments. If you are interested in a healthcare position that allows you to work these hours, please consider obtaining your CNA license or exploring entry-level positions at the hospital that would enable weekend hours.