Clinical Medical Careers
at UNM Continuing Education

The Clinical Medical Assisting Profession

The Clinical Medical Assisting program is designed to prepare students to function as professionals in multiple healthcare settings. Medical assistants with a clinical background perform various clinical tasks including assisting with the administration of medications and with minor procedures, performing an EKG electrocardiogram, obtaining laboratory specimens for testing, educating patients, and other related tasks. Job opportunities are prevalent with physician’s offices, clinics, chiropractor’s offices, hospitals and outpatient facilities.

Clinical Medical Assistant

This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare.

Medical assistant students will learn various patient clinical skills in various medical office settings. This program will train you to assist physicians by performing functions related to the clinical responsibilities of a medical office including proper lead placements, a professional workplace behavior, ethics and the legal aspects of healthcare. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Other key topics will be pharmacology, the proper use and administration of medications, take and document vital signs, draw blood, prepare patients for x-rays, administer electrocardiograms, and assist with minor surgery and change dressings. Medical Assistant are vital to keeping the offices of physicians, podiatrists, chiropractors, and optometrists running.

This program includes 140 hours of classroom lecture and hands on labs and training in phlebotomy. A clinical externship at a local healthcare provider is available as an option. To be eligible for the clinical rotation, students must successfully complete the 140 hour program, submit to a thorough background check, drug screening and meet other requirements.

Please read: UNM Tuition Remission eligible under Professional Development. Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. Available (optional) Clinical Externship Hours: 160 hours after completing classroom training.

Note: This program will provide the necessary training and skills required to challenge the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination (optional for this course with $149 fee).

Course #: 38210 SPA-PD 147 hours $2669
Clinical Core: Mar 29-Jun 30 TTh 6:00pm-9:30pm
Lab/Phlebotomy: Apr 2-Jul 2 Sa 9:00am-12:30pm

Note: Clinical Medical Assistants should have a high school diploma or GED and be 18 years or older.

Quick Facts: Clinical Medical Assistant

| 2014 Median Wages | $27,500 per year $13.23 per hour |
| Entry Level Education | Post-secondary certificate; non-degree award |
| Work Experience in a Related Occupation | None |
| On-the-Job Training | None |
| Number of Jobs, 2012 | 6,340 |
| Job Outlook, 2012-22 | 19% (much faster than average) |

For more information: Visit our website at ce.unm.edu.
Questions: Contact Loree Nalin, Program Supervisor at lnalin@unm.edu or 505-277-6025.
Course Information

Clinical Laboratory Assistant/Phlebotomy for ASCP Certification
Professionals in healthcare recognize that superior training provides you the knowledge and experience essential to national certification. Learn best-practices and industry standards used in the medical laboratory and begin a rewarding, patient-centered career. Become comfortable with medical terminology and the science of venipuncture, or drawing blood samples. With hands-on training you learn in the lab practice to perform blood draws on realistic plastic models and on other students. During clinicals at a TriCore clinic the last three weeks of the class, you’ll experience the real world of a phlebotomist and have the opportunity to display your acquired skills for potential employment. Participants must be 18 or older. A high school diploma or GED is the minimum educational requirement. Participants must also take readiness assessments (free through Workforce Connections). Once class begins we will process you for Caregiver Clearance (background check) and you have current immunizations. Call 505-277-0077 x1 to register.

Course #: 38205 225 hours $2985
Jun 6-Aug 5

This course is a 6-week class & lab; meeting afternoons Mondays-Fridays; 3 weeks clinical rotation, scheduled 8am-3pm Mondays-Fridays.

Deadline to enroll in 38205 is May 23, 2016 with your application, age and education verification submitted to the Program Supervisor. WorkKeys may be waived with a post-secondary degree.

UNM Staff, Faculty & Retirees:

Use your Tuition Remission!
Questions about this benefit? Call the benefits office at 505-277-MyHR.
To register, send completed forms for registration & tuition remission to registration@ce.unm.edu or come by our registration office, located at 1634 University Blvd. NE (just north of Indian School).

For more information: Visit our website at ce.unm.edu.
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