



## CCMA Course Curriculum and Schedule

<i>Pre-Professional Phase</i>		
<p><b>Module 1</b> <i>Introduction to Clinical Medicine</i></p>	<p>Lesson: Human Anatomy &amp; Physiology Lesson: Pathophysiology of Human Disease Lesson: Medical Terminology Lesson: Medical Law &amp; Ethics</p>	week 1
<p><b>Module 2</b> <i>Patient Privacy &amp; Safety</i> <i>HIPAA Standards</i></p>	<p>Lesson: HIPPA laws Lesson: Medical Documentation Lesson: Patient Education &amp; Resources Lesson: Interpersonal Communication Lesson: Managing Referrals &amp; Prescriptions</p>	week 1
<p><b>Module 3</b> <i>Infection Control</i></p>	<p>Lesson: OSHA Regulations Lesson: Hand Hygiene &amp; PPE Lesson: Blood Borne Pathogens &amp; Universal Precautions Lesson: Standard &amp; Transmission-based Precautions Lesson: Needle-stick Safety &amp; Prevention Lesson: Biomedical Waste Disposal</p>	week 2
<p><b>Module 4</b> <i>Introduction to Clinical Pharmacology</i> <i>Medication Management</i></p>	<p>Lesson: Drug Classes Lesson: Pharmacokinetics &amp; Pharmacodynamics Lesson: Understanding Prescriptions Lesson: 5 Rights of Medication Administration Lesson: Routes of Medication Administration Lesson: Medication Errors &amp; Abbreviations Lesson: Clinical Pharmacology</p>	week 2

<p><b>Module 5</b>  <i>Healthcare Systems &amp; Settings</i>  <i>Patient-Centered Communication</i></p>	<p>Lesson: Healthcare Settings  Lesson: Effective Patient Communication  Lesson: Conducting Patient Interviews  Lesson: Developing a Medical History  Lesson: Medication Reconciliation</p> <p style="text-align: center;"><i>Pre-Professional Competency Quiz &amp; Survey</i></p>	<p>Week 3</p>
<p style="text-align: center;"><i>Professional Phase</i></p> <p><b>Module 6</b>  <i>Introduction to Clinical Medical Assisting</i>  <i>Examinations &amp; Diagnostic Procedures</i></p>	<p>Lesson: Duties of a Clinical Medical Assistant  Lesson: Pulmonary Examinations &amp; Procedures  Lesson: Obstetrics &amp; Gynecology (ObGYN)  Lesson: Urology Examinations and Procedures  Lesson: Evaluation &amp; Care of Pediatric Patients  Lesson: Evaluation &amp; Care of Geriatric Patients  Lesson: Orthopedics, Rehabilitation, Physical Therapy</p>	<p>week 3</p>
<p><b>Module 7</b>  <i>Assessing Vital Signs</i></p>	<p>Lesson: Importance of Vital Signs  Lesson: Equipment &amp; Patient Preparation  Lesson: Body Temperature  Lesson: Pulse / Heart Rate  Lesson: Respiration  Lesson: Blood Pressure &amp; Regulation  Lesson: Oxygen Saturation  Lesson: Assessing Pain</p>	<p>week 4</p>

<p><b>Module 8</b>  <i>Clinical Testing</i>  <i>Laboratory Procedures</i></p>	<p>Lesson: Laboratory Departments  Lesson: Quality Control Protocols  Lesson: Point of Care Testing (POCT)  Lesson: Specimen Collection: Urine, Sputum, Stool  Lesson: Urinalysis &amp; Pregnancy Testing  Lesson: Vision Acuity &amp; Ear Lavage</p>	<p>week 4</p>
<p><b>Module 9</b>  <i>Venipuncture &amp; Blood Handling</i>  <i>Administering Injections</i></p>	<p>Lesson: Basics of Blood  Lesson: Blood Specimen Collection &amp; Processing  Lesson: Venipuncture  Lesson: Introduction to Vaccinations &amp; Injections  Lesson: Intramuscular Injections  Lesson: Subcutaneous Injections</p>	<p>week 5</p>
<p><b>Module 10</b>  <i>Surgical Asepsis</i>  <i>Assisting with Surgical Procedures</i></p>	<p>Lesson: Modes of Sterilization  Lesson: Setting up for Sterile Procedures  Lesson: Patient Preparation  Lesson: Assisting with Minor Surgical Procedures  Lesson: Post Procedure Care</p>	<p>week 5</p>
<p><b>Module 11</b>  <i>Patient Care in Hospital Settings</i>  <i>Nursing Homes</i></p>	<p>Lesson: Patient Hygiene  Lesson: Ambulation / Transferring  Lesson: Patient Positioning  Lesson: Skin Assessment  Lesson: Airway Management  Lesson: Oxygen Therapy  Lesson: Ostomy Care  Lesson: Critically Ill Patient Care</p>	<p>week 6</p>

<p><b>Module 12</b>  <i>Administering Electrocardiogram (EKG / ECG)</i>  <i>Cardiovascular Diagnostic Testing</i></p>	<p>Lesson: EKG &amp; Cardiovascular Testing  Lesson: Safety, Compliance, Coordinated Patient Care  Lesson: EKG Acquisition  Lesson: Conducting EKG Testing  Lesson: EKG Analysis &amp; Interpretation</p>	<p>week 6</p>
<p><b>Module 13</b>  <i>American Heart Association (AHA) BLS Training</i></p>	<p>Lesson: Adult BLS  Lesson: AED for Adults &amp; Children 8 Years of Age &amp; Older  Lesson: Child BLS  Lesson: Infant BLS  Lesson: AED for Infants &amp; Children Less than 8 Years of Age  Lesson: Special Considerations  Lesson: Relief of Choking</p>	<p>week 7</p>
<p><b>Module 14 &amp; 15</b>  <i>Course Review</i></p>	<p>Lesson: Clinical Medical Assistant Review  Lesson: Care of Hospital Patients Review  Lesson: EKG and Cardiovascular Diagnostics Review  Lesson: 3-Full Length NHA Practice Tests</p> <p style="text-align: right;"><b>CCMA National Certification Exam</b></p>	<p>week 8</p>

## Clinical Skills Covered

Module Name	Skills Presented
Clinical Communication	<ul style="list-style-type: none"> <li>• Patient Interview</li> <li>• Telehealth Appointment</li> </ul>
Infection Control	<ul style="list-style-type: none"> <li>• Aseptic Handwash</li> <li>• Application and Removal of PPE</li> <li>• Instrument Sanitization</li> <li>• Instrument Sterilization</li> </ul>
Vital Signs and Body Measurement	<ul style="list-style-type: none"> <li>• Height and Weight</li> <li>• Temperature</li> <li>• Pulse and Respiration</li> <li>• Blood Pressure</li> <li>• Pulse Oximetry</li> </ul>
Eye and Ear Procedures	<ul style="list-style-type: none"> <li>• Visual Acuity</li> <li>• Eye Irrigation</li> <li>• Ear Irrigation</li> </ul>
Minor Surgical Tasks	<ul style="list-style-type: none"> <li>• Sterile Procedure Preparation</li> <li>• Sterile Dressing Change</li> <li>• Staple and Suture Removal</li> </ul>
Pediatric Procedures	<ul style="list-style-type: none"> <li>• Infant Body Measurement</li> <li>• Immunizations</li> </ul>
Cardiac and Respiratory Procedures	<ul style="list-style-type: none"> <li>• 12-Lead Electrocardiogram</li> <li>• Baseline Pulmonary Function Test</li> <li>• Peak Flow Meter</li> </ul>
OB-GYN Procedures	<ul style="list-style-type: none"> <li>• Breast Self-Exam</li> <li>• Pap and Pelvic Exam</li> </ul>

Phlebotomy and Related Tests	<ul style="list-style-type: none"><li>• ETS Collection</li><li>• Syringe Collection and Blood Transfer</li><li>• Winged Infusion Set Collection</li><li>• Capillary Puncture and Glucose Test</li></ul>
Urine Collection and Analysis	<ul style="list-style-type: none"><li>• Clean Catch Midstream Urine Specimen</li><li>• Physical and Chemical Urinalysis</li></ul>
Laboratory Tests	<ul style="list-style-type: none"><li>• Throat Specimen and Rapid Strep Test</li><li>• Nasopharyngeal Specimen</li><li>• Fecal Occult Blood Test</li><li>• HCG Pregnancy Test</li></ul>
Pharmacology	<ul style="list-style-type: none"><li>• Oral Medication</li><li>• Injectable Medication Preparation</li><li>• Intradermal Injection</li><li>• Subcutaneous Injection</li><li>• Intramuscular Injection</li></ul>

## NHA National Certification Exam

Upon successful completion of all course modules, students will be eligible to sit for the nationally NCCA-accredited certification exam at a PSI testing center or proctored online. **The CCMA exam is 150 questions with an allowed time of 3 hours.**

ACT covers the cost of the CCMA exam (first attempt).

It will test your knowledge on a variety of topics including, but not limited to ***anatomy and physiology, the pathophysiology of human disease, pharmacology, clinical patient care, and diagnostic procedures.***

*ACT's CCMA national certification exam pass-rate on the first attempt: **100%**.*

***\* Highest average pass-rate in the nation \****