

2024-25 Medical Assistant Program

Marin County Regional Occupational Program

Application to Participate – Due March 15, 2024

Important Note: To ensure the availability of enough host departments for internships, enrollment may be limited to 20 students per year. Applying does not guarantee admittance. Check with your counselor for confirmation of class enrollment.

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|--|--|------------------------|-------------------------------------|--------------|--|
| Name: | | | | | |
| Age on 9/1/24: | | Grade Level on 9/1/24: | | Current GPA: | |
| High School:* | | | Name of Referring Teacher/Counselor | | |
| Why do you want to be in this program? <small>(you may write more on a separate piece of paper and attach it to your application)</small> | | | | | |
| Email Address: | | | Cell Phone Number: | | |

The Medical Assistant ROP program provides high school students with the basic knowledge and skills of a medical assistant, and for students who meet requirements includes a paid internship at Kaiser Permanente San Rafael Medical Center. Students successfully completing the program will receive a Certificate of Completion in Medical Assisting and a County of Marin Work Readiness Certificate.

The classroom portion of this intense program is held three days a week over two school semesters (August through June) during 7th period at Terra Linda High School in San Rafael, California. Summer internships run from June through August (8 weeks) and will be hosted in the medical offices of Kaiser Permanente in San Rafael, Petaluma, or Novato.

Students accepted into the program will be held to a standard of participation and attendance during both the school year and summer internship, committing to miss no more than five classroom days and/or two days during internship. Seniors who meet program and application requirements will receive priority when determining the final roster.

Interested Terra Linda High School students should complete this application and return it to their school counselor by **March 15, 2024**.

*Non-Terra Linda High School students must mail or email their completed applications to:
 Mail: Marin County Office of Education, ATTN: Jesse Madsen, P.O. Box 4925 San Rafael, CA 94913
 Or email to marinccr@marinschools.org

By signing and returning this application, you agree to uphold all of the commitments and requirements listed in this packet. If any of the requirements are not met, the student may be dropped from the class at the instructor's discretion. Your signature acknowledges all above commitments, authorizations, and consents.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

The ROP Medical Assistant Program, started in 2002, is a partnership between the Marin County Office of Education, Terra Linda High School, and Kaiser Permanente San Rafael Medical Center.
 For further information: (415) 491-6639 or marinccr@marinschools.org



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Program Outline:

The ROP Medical Assistant program combines classroom theory with clinical training and prepares students for employment as medical assistants. Classroom time teaches the basic knowledge and skills performed by medical assistants, including:

- medical terminology
- medical ethics
- basic anatomy and physiology
- infection control
- pharmacology
- work readiness
- emergency procedures
- cultural competency

Who is “right” for the M.A. program?

- Committed students who are interested in a vocational program, considering a career in healthcare, and/or looking for a mechanism to finance college.

Classes meet for an entire school year, during 7th period, at Terra Linda High School in San Rafael; clinical internships (280 hours) are hosted the summer following didactic portion at Kaiser Permanente Medical Center Offices in San Rafael, Petaluma, and Novato. Successful completion of this class leads to an ROP Certificate of Completion in Medical Assisting, a County of Marin Work Readiness Certificate, and a Basic Life Support Cardio Pulmonary Resuscitation /AED certificate for the professional rescuer and health care providers.

- Participants Must:
 - Consistently attend classes (see note regarding attendance expectations)
 - Maintain C+ average in the class
 - Be eligible for employment (U.S. Citizen, Permanent Resident, or U.S. Visa)
 - Pass pre-employment drug and background screening (conducted at Kaiser Permanente’s expense).
 - Participate in 280 hours of paid internship during the summer at Kaiser Permanente San Rafael, Petaluma, or Novato (mid-June through mid-August) - **pending confirmation by Kaiser**
 - Wear appropriate attire consisting of scrubs and closed-toed, rubber-soled shoes
 - Adhere to professional performance standards throughout class and internship.

Please note that the Summer Internship portion of this program is not guaranteed. Candidates must demonstrate professional social skills and competencies required by Kaiser to interact with patients with tact and diplomacy, in addition to meeting attendance and academic performance requirements in the classroom portion of the program.

Students must complete all required pre-employment tasks as assigned by Kaiser Permanente and the ROP Medical Assisting teacher by specified deadlines. **Failure to complete required tasks by stated deadlines may result in a student's loss of eligibility for the summer internship at Kaiser Permanente.**

****College of Marin Articulation:** Students who successfully complete the course and summer internship are eligible for up to 7.0 units of college credit from the College of Marin, via credit by exam. Articulated COM course numbers are below. A small fee will apply for students when receiving units. Upon successfully meeting articulation agreement requirements, students will receive credit for the following College of Marin courses:

- MEDA 160: Introduction to Medical Assisting Careers - 2.0 units (*for ROP Medical Assisting at TLHS*)
- MEDA 164: The Electronic Health Record - 2.0 units (*summer internship at Kaiser Permanente*)
- MEDA 164L: The Electronic Health Record Lab - 0.5 units (*summer internship at Kaiser Permanente*)
- MEDA 174B: Medical Assisting Externship - 2.5 units (*summer internship at Kaiser Permanente*)

* If days missed exceed five from the classroom, or two from summer internship, the certificate will not be awarded. If such a level of absenteeism is reached, it will be up to the student and teacher to determine whether the student should continue in the program. (Special circumstances may be considered.)

**pending new dual enrollment agreements for 2024-2025

| 2024-25 Program Timeline* | |
|--|---|
| March 13, 2024 4:30 p.m. Zoom* | Information Meeting: *Register for Zoom link: bit.ly/ROPMAinfo (Reminder: To ensure the availability of enough host departments for internships, no more than 20 students per year can be admitted to the program) |
| March 15, 2024 | DEADLINE TO SUBMIT APPLICATIONS Students return completed applications to their counselor or email them to marinccr@marinschools.org . |
| March 2024 | Counselors submit Applications to Participate to ROP Director. |
| April 2024 | ROP Director and teacher review applications and select 20 students for participation. Students are notified of status by April 15, 2024. |
| Start of School -August 2024 | Students are welcomed, receive text books, and are reminded of expectations (C+ average, eligible for employment, drug/background screening, 280 internship hours over the summer) |
| March 2025 | Students complete on-line Employment Applications |
| April 2025 | Students complete drug screenings and background checks |
| | Students complete employment documents (I-9 and W-2) |
| | Students outreach to department managers to schedule employment interview |
| | Students are interviewed by Department Managers |
| June 2025 | Students attend Intern Orientation (HIPAA, payroll, safety, infection control, harassment in the workplace, etc.) and computer training (Mainframe and KP Health Connect) |
| | CPR training |
| June 16, 2025 | 1 st day in assigned departments |
| July 11, 2025 | Performance Evaluation conducted by Department Manager |
| July 25, 2025 | Department managers or mentors assess assigned student and verify attainment of appropriate skills. |
| August 7, 2025 | Graduation, final paychecks distributed |

*This schedule is subject to change and may adjust based on school calendars. Students will be notified as soon as possible about any changes to the summer internship schedule.

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