

**Application Submission Dates**

January 31, 2022 – June 30, 2022 for fall 2022

**Communication By**

July 15, 2022

**Admission to Orangeburg-Calhoun Technical College's Diploma in MA program is on a first qualified, first admitted basis. Twenty-four seats are available.** Applicants are encouraged to apply early. You must meet the requirements outlined in this overview and be a U.S. citizen or lawful permanent resident to qualify. Admission of international students must comply with federal and state regulations pertaining to international student enrollment in U.S. colleges.

**Interested individuals must attend a Health Information Program (HIP) Session (either Zoom or online) to receive an application packet.** All documents submitted with the application packet become the exclusive property of the college and will not be returned to the applicant. Qualified applicants who attended college outside of the United States and meet citizenship requirements must provide official transcripts from World Education Service. Fees for English translation of international transcripts must be paid by the applicant (contact our Registrar at [studentrecords@octech.edu](mailto:studentrecords@octech.edu) or 803-535-1222 for details). Misrepresentation of information on any required forms or a willful attempt to misrepresent residency will make an applicant ineligible for admission to OCtech Nursing and Health Science programs.

**Applicants who have attempted (withdrawal and/or failure) two or more Nursing or Health Science courses OR applicants who have had two or more Nursing or Health Science program attempts (withdrawal and/or failure) within the last 5 years may only apply through the appeals process. To view the appeals process, visit <https://www.octech.edu/nhs-program-appeal-application/>.**

All applicants can expect to hear from the College according to the schedule listed above. There is no guarantee that you will be accepted; however, we suggest that you make financial arrangements and complete the FAFSA ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) in the event that you are offered admission, since payment of tuition, fees and books will be due upon enrollment.

**A national background check and/or drug test will be required upon acceptance to the program and before starting class. Positive results on background check and/or drug test may prohibit participation in clinical experiences and may necessitate removal from the program. Clinical sites may require additional background and drug testing during the course of a student's enrollment.**

It is the responsibility of the student to notify the Program Coordinator or Dean of Nursing and Health Science program of any criminal charges, convictions, orders and/or sanctions that occur during the course of his/her enrollment. Failure to notify the Program Coordinator or Dean may necessitate removal from the program and revocation of eligibility to take the State Board Examination for Licensure or the National Certification Exam.

**Note:** Prior criminal convictions may affect eligibility to take the State Board Examination for Licensure.

## APPLICATION REQUIREMENTS

### Part I - Applicants must meet the following requirements to be eligible to move to Part II:

- ✓ Attend a Health Information Program (HIP) Session (Zoom or online).
- ✓ Be a high school graduate or possess a GED. (Official transcript must be submitted. If this information is already on file, it does not need to be resubmitted.)
- ✓ Official transcripts from all colleges must be submitted. (If this information is already on file, it does not need to be resubmitted.)

### Part II - Applicants qualifying to submit an application must meet the following criteria:

To qualify for admission into the MA program, the applicant must meet college level entrance requirements and have a cumulative Grade Point Average of 2.0 or higher.

#### **Applicants must complete the following courses before starting the program:**

- 1) **AHS 141 and AHS 144 with a grade of B or higher**
- 2) **CPT 170 (or BIO 117↑) with a grade of C or higher.**

**Once qualification criteria is met, admission will be on first qualified, first admitted basis.**

#### **Phase 1 Qualifying Courses:**

Course	Title	Lecture	Lab	Credit
AHS 141	Phlebotomy for the Health Care Provider	1	6	3
AHS 144	Phlebotomy Practicum	0	15	5
CPT 170	Microcomputer Applications	3	0	3
		<b>4</b>	<b>21</b>	<b>11</b>

#### **Phase 2 (Upon Program Acceptance)**

##### **Fall (Phase 2)**

MED 107	Medical Office Management	3	3	4
MED 105	Medical Assisting Office Skills I	3	6	5
PSY 201	General Psychology	3	0	3
AHS 104	Medical Vocabulary/Anatomy	2.5	1.5	3
ENG 160 (or higher)	Technical Communications	3	0	3
		<b>14.5</b>	<b>10.5</b>	<b>18</b>

##### **Spring**

MED 115	Medical Office Lab Procedures I	3	3	4
AHS 110	Patient Care Procedures	1	3	2
MED 112	Medical Assisting Pharmacology	2	0	2
MAT 155 (or higher)	Contemporary Mathematics	3	0	3
AHS 136 (or BIO 117, 118, or 210)	Essentials of A&P	2	3	3
		<b>11</b>	<b>9</b>	<b>14(15)</b>

##### **Summer 2)**

MED 156	Clinical Experience I	1	15	6
IDS 112	Employability Skills for Careers	1	0	1
		<b>2</b>	<b>15</b>	<b>7</b>

#### **Note:**

- ✓ A minimum competency of 80% is required in all MA courses.
- ✓ A minimum grade of "C" is required in all general education courses.
- ✓ If a student is unsuccessful in the program, the student must ask to be re-admitted through the formal application process. Readmission is not automatic or guaranteed.

**ALL MA students must be able to meet the core performance standards for the classroom and clinical environment before starting the program.**

Requirements	Examples
Critical thinking	<ol style="list-style-type: none"> <li>1) Identification of cause/effect relationships in clinical situations</li> <li>2) Use of the scientific method in the development of patient care plans</li> <li>3) Evaluation of the effectiveness of nursing interventions</li> <li>4) Make decisions based on the nursing process</li> </ol>
Professional Relationships	<ol style="list-style-type: none"> <li>1) Establishment of rapport with patients/clients and colleagues</li> <li>2) Capacity to engage in successful conflict resolution</li> <li>3) Peer accountability</li> </ol>
Communication	<ol style="list-style-type: none"> <li>1) Explanation of treatment procedures; initiation of health teaching</li> <li>2) Documentation and interpretation of nursing actions and patient/client response</li> <li>3) Correctly read aloud written instructions</li> <li>4) Ability to follow oral and written instructions</li> </ol>
Mobility	<ol style="list-style-type: none"> <li>1) Movement about patient's room, work spaces and treatment areas</li> <li>2) Administration of rescue procedures – cardiopulmonary resuscitation</li> <li>3) Lift 20 pounds from the floor, carry and place on a surface 36 inches in height</li> <li>4) Stand from a seated position and walk 300 feet without any impairment</li> <li>5) Lift and support patient from a bed, stretcher or wheelchair safely</li> <li>6) Go from a standing position to a squatting position and vice versa. Walk up and down several flights of stairs and pivot</li> <li>7) Extend legs forward and backward to provide patient support as needed</li> <li>8) Move a patient from a bed, stretcher or wheelchair safely</li> <li>9) Push a stretcher with a patient without assistance</li> <li>10) Transport a patient in a wheelchair, bed or stretcher with oxygen or IV fluids</li> </ol>
Motor skills	<ol style="list-style-type: none"> <li>1) Calibration and use of equipment, operation of computers, telephones, call lights, etc.</li> <li>2) Therapeutic positioning of patients</li> <li>3) Put on and remove proper clothing and equipment correctly without assistance (i.e. surgery suit, shoe covers or other protective devices, etc.)</li> <li>4) Demonstrate fine motor skills in manipulating small objects</li> </ol>
Hearing	<ol style="list-style-type: none"> <li>1) Ability to hear monitoring device alarm and other emergency signals</li> <li>2) Ability to discern auscultatory sounds and cries for help</li> </ol>
Visual	<ol style="list-style-type: none"> <li>1) Ability to observe patient's condition and responses to treatments</li> <li>2) Ability to see monitoring device alarm and other emergency signals</li> </ol>
Tactile Sense	<ol style="list-style-type: none"> <li>1) Ability to palpate in physical examinations and various therapeutic interventions Ex: Distinguish smells which are contributory to assessing and/or maintaining patient's health status, e.g. smell fire, wound drainage</li> </ol>
Self-Care	<ol style="list-style-type: none"> <li>1) Implement universal precautions; follow established procedures for body hygiene</li> </ol>
Temperament/Awareness	<ol style="list-style-type: none"> <li>1) Perform procedures on patients in pain from trauma, disease or under the influence of drugs/alcohol</li> <li>2) Maintain professional composure under stress</li> <li>3) Be aware of the potential exposure to pathogens through bodily secretions, mucous and blood</li> </ol>

Applicants who need to be evaluated for reasonable accommodations should make an appointment with the Coordinator for Services for Students with Disabilities, Tracy Dibble, by calling 803-535-1225 between 8:30 a.m. and 3 p.m., Monday thru Thursday. Admitted students who are not able to perform all Core Performance Standards will have the admission offer rescinded.

Non-Discrimination Policy: Orangeburg-Calhoun Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or veteran status in its admissions policies, programs, activities or employment practices. Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to the College's Affirmative Action/Equal Opportunity Officer, the Director of Human Resources, Marie Howell, 3250 St. Matthews Road, Orangeburg, SC 29118, 803-535-1207, who serves as the College's Section 504, Title II and Title IX Coordinator.

**Medical Assistant  
Projected Expenses 2022-2023**

**Tuition and Travel Expenses are not included. All cost are approximate and subject to change.**

Enrollment Fee.....\$ 60.00 one time fee

Registration Fee.....\$ 25.00

SEMESTER	ITEMS NEEDED	APPROXIMATE COST
<b>Fall</b>	Books and Manuals	\$700.00
	Skin test and Vaccines	\$350.00 - \$450.00
	Physical (depending on source) and Viewpoint Immunizations Database	\$300.00
	Malpractice Insurance (annually)	\$5.00
	CPR and First Aid	\$80.00
	Personal Protective Equipment Disposable Lab Coat Face Shield	\$40.00
	Health Science/Nursing Division Test Prep	\$90.00
<b>Spring</b>	Books and Manuals	\$460.00
<b>Summer</b>	Cap and Gown Rentals	\$30.00
	Certification Exam Review	\$75.00
	Invitations	\$20.00
	Uniform and Shoes	\$250.00
	Mandatory Certifying Exam Fee	Recent Graduate or Member Non Member \$125.00 \$250.00
	Graduation Application Fee	\$20.00

## **MEDICAL ASSISTING**

A student may enroll in a CAAHEP accredited Medical Assisting program, but upon graduation may not be eligible to take the certification exam and become a Certified Medical Assistant without a waiver as established by the Certifying Board. Note: Individuals who have been found guilty of a felony or pleaded guilty to a felony are not eligible to take the CMA Exam; however, the Certifying Board may grant a waiver based upon mitigating circumstances. Students who may be affected by this should contact the American Association of Medical Assistants at 20 North Wacker Drive, Suite 1575, Chicago, IL 60606-2903 to clarify eligibility status to sit for the AAMA Exam.

An admissions physical examination validating health status is required. Proof of CPR (infant, child, adult and AED-BLS for healthcare providers) is required before the MA goes to clinicals. As part of the admissions process, students will be required to have a Criminal Background Check and Drug Screen through facilities specified by the College.

The Commission on Allied Health Education Programs certified the Diploma Medical Assisting Program and judged it to be in compliance with the nationally established standards on March 19, 2021. This Continuing Accreditation is in effect until the next scheduled onsite review to occur Spring of 2030.