

2022 PROGRAM SPECIFICATION

PROGRAM #: 607

STANDARD PROGRAM: Medical Assistant and Phlebotomy Training

TARGET POP: N/A

YEAR: 2022

UNITS: N/A

CLIENTS: N/A

ALLOCATION: TBD

UNIT DEFINITION: Monthly

GEOGRAPHICAL AREA TO BE SERVED: Racine County

DAYS/HRS OF SERVICE AVAILABILITY: Monday - Friday

MINIMUM STANDARDS:

Provider must agree to comply with the following terms and conditions:

- Standard contract language
- Certification standards where applicable
- Fiscal and program reporting criteria
- Allowable Cost Policy
- Audit criteria
- Policies and procedures as defined in Racine County Human Services Department Contract Administration Manual
- Maintain adequate liability coverage
- Recognize that authorization for services is approved by Racine County Human Services Department.
- All informational materials (program descriptions, brochures, posters, etc.) must identify it as a RCHSD program through the use of a standardized RCHSD format provided by Racine County.
- The program must be identified as a RCHSD program in all public presentations and media contacts/interviews.

PROGRAM DESCRIPTION:

Medical Assistant and Phlebotomy Training Program

Will provide Medical Assistant and Phlebotomy Training opportunities to Racine County residents, women, minorities, and disadvantaged persons to increase their participation in the local health care field.

1. Women, minorities, and disadvantaged persons (Target Group)

- To increase their participation in the local health care field

2. Services

- Will provide all vehicles and equipment to be used in the training program.
- Service Provider(s) are encouraged provide remedial training and schedule a re-exam for those who do not pass the exam
- Service Provider(s) will be required to train participants for a minimum of 420 hours to prepare for the Clinical Medical Technician and Certified Phlebotomy Technician exam.

3. Requirements

- Health Care Systems and Settings
- Medical Terminology
- Basic Pharmacology
- Nutrition
- Psychology
- Body Structures and Organ Systems
- Pathophysiology and Disease Processes
- Microbiology
- General Patient Care
- Infection Control
- Testing and Laboratory Procedures
- Phlebotomy
- EKG and Cardiovascular Testing
- Patient Care Coordination and Education
- Administrative Assisting
- Communication and Customer Service
- Medical Law and Ethics
- Phlebotomy Fundamentals
- Safety and Compliance

- Patient Preparation
- Routine Blood Collections
- Special Collections
- Processing Specimens

EVALUATION OUTCOMES:

1. 90% of participants will successfully obtain their Medical Assistant and Phlebotomy certification from the program.
2. 85% of participants who successfully obtain their certification will gain full time employment within 60 days of completion..

REPORTING REQUIREMENTS:

Quarterly Evaluation Outcome Reports reflecting the aforementioned criteria must be provided no later than 7/30/22, 10/30/22 and 1/31/23 to the Workforce Development Manager and the Racine County HSD Contract Compliance Monitor.

Annual Evaluation Outcome Reports must be submitted to the Workforce Development Manager and the Racine County HSD Contract Compliance Monitor by 2/1/23.