

Assessment of Immunization Training Needs for Medical Assistants

Training Inventory

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Training Inventory

Introduction to the Training Inventory

Background

Medical assisting is experiencing a period of rapid professional growth; this pertains to both the number of medical assistants (MAs) employed as well as the scope of practice(s)/responsibilities. As these responsibilities begin to include those tasks previously considered to be solely the nurse's domain, medical assistants must have the proper training to meet the standards of their ever-changing job description.

An inventory of training material was gathered to assist in illustrating the resources currently available to medical assistants. Originally, only immunization related training materials were to be included in the inventory. Upon further investigation it was decided to expand the inclusion criteria to all training materials targeted to medical assistants in order to explore delivery methods and resources to a greater extent.

The following sections explain how the training inventory was compiled and organized.

Methodology

The purpose of this inventory is to present the Centers for Disease Control and Prevention (CDC) with a more complete picture of the training material currently available to medical assistants, other than those produced by CDC. Material that was "based on CDC training" or "sponsored by CDC" was not included.

For this inventory, training was defined as an activity or activities designed to facilitate the learning and development of new and existing skills, and to improve the performance of specific tasks or roles related to one's job. While updates, fact sheets and poster presentations may be used in training, by themselves they do not constitute a training and therefore were not included in this inventory. Further, it was decided that only enduring or packaged training materials would be included in the inventory, not one-time symposiums, lectures or conferences.

Training materials considered for inclusion were those that indicated medical assistants as part of the primary target audience. Trainings that indicated a target audience of "allied health professionals" were also evaluated, as were those whose target audience was "Department of Defense paraprofessionals." When possible, contact was made with the training sponsor(s) to clarify if the material would be appropriate for medical assistants; if the training was deemed

outside the medicals assistant's "scope of practice" (AAMA, 2008; McCarty, 1996) it was not included.

Materials developed or updated within the past five years, as well as those with no identified date of development, were considered for inclusion.

Prior to compiling the training inventory, a list of variables to be included in each training listing was identified and defined as the "gold standard" listing.

The decided upon "gold standard" includes the following items: developer/sponsor of training material; website; material title; description; target audience; continuing education credit; delivery method; duration of training; cost; date of development; learning objectives; language. The intent was to gather as much of the gold standard information as possible for each individual training; when needed, a request was made to the developer/sponsor to obtain any missing information.

Several agencies provided a list of material available for training but were unable to provide any further information. Funding was not available to purchase training materials. Since nothing more than the title and, at times, the number of continuing education units, was available from some agencies, all the information obtainable has been provided without purchase of the material.

Organization

The training inventory is organized with ease of navigation in mind. The trainings have been listed, alphabetically, by the developing or sponsoring agency. Within each agency the individual training materials are listed alphabetically.

There are ten agencies included in the inventory; another seven are listed as additional resources. Five of the ten agencies are professional membership or credentialing agencies, three are government agencies (i.e., state and/or federal programs), and two are non-profit state collaborations (one academic/government collaborative network and one medical specialty association/government collaboration). Together, these ten agencies offer one hundred fifty-five training materials, which range from print formats to DVD/CD to interactive and hands-on activities. Cost ranges from free of charge to as high as \$160 for a single training. Often the date of development is unknown but, when these dates are available, they range from 2001 to 2008. A more detailed breakdown can be viewed in the table below.

Table 1. Agencies included in the inventory and delivery methods of offered trainings.

Agency	Type of Agency	Total number of trainings offered	Delivery Method					
			Print	Webcast	DVD/CD	VHS	Hands-on	Unknown
American Association of Medical Assistants (AAMA)	Prof. or Credentialing Assoc.	14	14					
American Medical Technologists (AMT)	Prof. or Credentialing Assoc.	1	1					
American Registry of Medical Assistants (ARMA)	Prof. or Credentialing Assoc.	21						21
California Certifying Board for Medical Assistants (CCBMA)	Prof. or Credentialing Assoc.	88						88
California Distance Learning Health Network (CDLHN)*	Non-profit State Collaboration	17		15	2	2		
Immunization Action Coalition (IAC), California Department of Health Services Immunization Branch (CA DOH)**	Government Agency	1	1		1	1		
Michigan Department of Community Health (MDCH)	Government Agency	1	1					
National Centers for Competency Testing (NCCT)	Prof. or Credentialing Assoc.	10	10					
Pennsylvania Immunization Education Program (PA IEP)	Non-profit State Collaboration	1					1	
Vaccines for Children	Government Agency	1		1				
Totals		155	27	16	3	3	1	109

* Two CDLHN training materials (Early Adolescents: How to Save Their Lives; Public Health Grand Rounds: Hepatitis C) are offered in both webcast and VHS format.

** IAC offers one training material, but it is delivered as a video (DVD and VHS) accompanied by print materials.

Note: Information found in this training inventory is current as of August 2008.

References

American Association of Medical Assistants: 2007-2008 Occupational Analysis of the CMA (AAMA). Chicago, IL: American Association of Medical Assistants; 2008.

McCarty, M.N. (1996). The Lawful Scope of a Medical Assistant's Practice. *AMT Events*, 13(2), 60-62.

Training Inventory

American Association of Medical Assistants (AAMA)

<http://www.aama-ntl.org/recertified/order.aspx>

Certified Medical Assistants (CMA) can recertify their CMA credential by obtaining 60 recertification points in five years. Ten of these points must be AAMA approved Administrative continuing education units (CEUs), 10 must be Clinical AAMA CEUs, 10 must be General AAMA CEUs and the remaining 30 can be any combination of these three mentioned categories. There is no information available concerning the expiration status of offered CEU topics. When available, the training inventory includes the AAMA CEU category type.

Title:	Accounts Receivable and Collection for the Medical Practice
Description:	Learn techniques and procedures to help you develop and implement an effective, efficient collection system for your medical office.
Target audience:	Medical assistants
Continuing education credits:	5 (Administrative)
Delivery methods:	Self-paced print material
Duration of training:	Unknown
Cost:	\$20 for members; non-members pay \$40
Date of development:	Unknown
Learning objectives:	Not available
Language:	English

Title:	CMA Today
Description:	<i>CMA Today</i> is a bimonthly publication of the AAMA that provides their subscribers coverage of medical assisting issues and trends on different aspects of medical assisting. Subscribers to <i>CMA Today</i> can earn CEUs from reading continuing education articles and taking quizzes that are available in print, within the magazine, and online. Descriptions are unavailable until completion of the purchase process.
Target audience:	Medical assistants
Continuing education credits:	May vary depending on length of article
Delivery methods:	Self-paced print material

Duration of training:	Unknown
Cost:	\$10 for members; non-members pay \$15
Date of development:	Determined by publication date
Learning objectives:	Not available
Language:	English

Title:	Health Care Law and Ethics
Description:	<p>This course offers information on such issues as certification, confidentiality and consent, professional liability, medical records, ethics, employment law (including ADA), sexual harassment, consumer protection law, bioethical issues, chain of custody, law cases and more.</p> <p>Textbook includes self-study competency checks to reinforce learning and assess comprehension, along with case studies, sample letters and forms, a glossary of legal terms, bibliography and comprehensive index.</p> <p>Workbook contains skill-building exercises for applying legal principles to everyday office practice and understanding legal responsibilities. The workbook includes a programmed learning section introducing each chapter and a final multiple-choice examination, the answer sheet serving as AAMA's basis for awarding CEUs.</p>
Target audience:	Medical assistants
Continuing education credits:	50 (30 General, 10 Administrative, 10 Clinical)
Delivery methods:	Self-paced print material
Duration of training:	Unknown
Cost:	\$100 for members, \$135 for non-members
Date of development:	Unknown
Learning objectives:	Not available
Language:	English

Title:	Herbal Supplements
Description:	In recent years, over \$4 billion were spent on herbal supplements, but there are major challenges to overcome if herbal medicine is to be successfully integrated with conventional medicine. It is vital for health care practitioners to be informed of the possible risks and interactions that may occur when these supplements are used with prescription and over-the-counter medications, and how to advise consumers on the safe and appropriate use of herbal supplements.
Target audience:	Medical Assistants
Continuing education credits:	10 (6 General; 4 Clinical)
Delivery methods:	Self-paced print material
Duration of training:	Unknown
Cost:	\$40 for members; non-members pay \$80
Date of development:	Unknown
Learning objectives:	Not available
Language:	English

Title:	Human Relations: Nourishment for the Medical Practice
Description:	<p>This course will give medical assistants a better understanding of human behavior. Medical assistants will learn productive behaviors and skills for developing healthy, interpersonal relationships.</p> <p>Textbook presents applicable principles of psychology and human relations and includes self-study competency checks to reinforce learning and assess comprehension.</p> <p>Workbook contains exercises designed to increase skills in recognizing feelings and expressing oneself in a way that will promote positive interpersonal relationships. The workbook includes guidelines for using course materials in group study and a final multiple-choice examination, the answer sheet serving as AAMA's basis for awarding CEUs.</p>

Target audience: Medical Assistant
Continuing education credits: 45 (30 General, 15 Administrative)
Delivery methods: Self-paced print material
Duration of training: Unknown
Cost: \$100 for members, \$135 for non-members
Date of development: Unknown
Learning objectives: Not available
Language: English

Title: **Introduction to Microbiology**
Description: Get an overview of microbiology in this introductory course, which includes information on bacteria, yeast, protozoa, viruses, and some intermediate microorganisms. Learn about the diagnosis, treatment, control, and prevention of infectious disease. Discover more about immunology, which examines how the body reacts to diseases, and epidemiology, which studies the distribution, spread, and control of disease.

Target audience: Medical assistants
Continuing education credits: 12 (Clinical)
Delivery methods: Self-paced print material
Duration of training: Unknown
Cost: \$60 for members, \$120 for non-members
Date of development: Unknown
Learning objectives: Not available
Language: English

Title: **Microorganisms and Human Disease**
Description: Get a more in depth view of the pathophysiology of microorganism-induced human diseases in the five major systems. Learn how microorganisms affect the respiratory, urinary, reproductive, digestive, and integumentary systems.

Target audience: Medical assistants
Continuing education credits: 12 (Clinical)
Delivery methods: Self-paced print material
Duration of training: Unknown
Cost: \$48 for members, \$96 for non-members

Date of development: Unknown
Learning objectives: Not available
Language: English

Title: **Nutrition for Women – Part 1**
Description: Learn about factors that affect the nutritional needs of pregnant women.
Learn about the physiological changes associated with pregnancy, prepregnancy nutritional status, and preexisting diseases and conditions.
Target audience: Medical assistants
Continuing education credits: 10 (6 General, 2 Administrative, 2 Clinical)
Delivery methods: Self-paced print material
Duration of training: Unknown
Cost: \$40 for members, \$80 for non-members
Date of development: Unknown
Learning objectives: Not available
Language: English

Title: **Nutrition for Women – Part 2**
Description: Learn about nutritional and disease concerns specific to women. Evaluate issues relating to weight control, heart disease, breast cancer, osteoporosis, aging and menopause.
Specifically, the evaluation includes diets and the development of meal planning skills to assist female patients.
Target audience: Medical assistants
Continuing education credits: 10 (5 General, 5 Clinical)
Delivery methods: Self-paced print material
Duration of training: Unknown
Cost: \$40 for members, \$80 for non-members
Date of development: Unknown
Learning objectives: Not available
Language: English

Title: **Osteoporosis Prevention & Treatment**
Description: Learn about the risk factors of osteoporosis and the methods most effective in their prevention. Learn about the risk factors, diagnosis, and complications of osteoporosis.
Target audience: Medical assistants
Continuing education credits: 10 (5 General, 5 Clinical)
Delivery methods: Self-paced print material
Duration of training: Unknown
Cost: \$40 for members, \$80 for non-members
Date of development: Unknown
Learning objectives: Not available
Language: English

Title: **Phlebotomy: Drawing from the Basics**
Description: Learn about phlebotomy and related issues. Learn about basic phlebotomy procedures as well as legal and ethical issues common to the practice.
Target audience: Medical assistants
Continuing education credits: 20 (Clinical)
Delivery methods: Self-paced print material
Duration of training: Unknown
Cost: \$80 for members, \$160 for non-members
Date of development: Unknown
Learning objectives: Not available
Language: English

Title: **Practical Nutrition**
Description: Learn about basic nutritional information. Learn about basic nutrition and how diet and exercise affect degenerative diseases.
Target audience: Medical assistants
Continuing education credits: 10 (4 General, 6 Clinical)
Delivery methods: Self-paced print material
Duration of training: Unknown
Cost: \$40 for members, \$80 for non-members
Date of development: Unknown
Learning objectives: Not available
Language: English

Title: **Weight Control & Eating Disorders**
Description: Learn about basic weight and diet related issues. Learn about the scientific information on nutrition, weight control, obesity, fad diets, eating disorder, and diet drugs.
Target audience: Medical assistants
Continuing education credits: 8 (4 General, 4 Clinical)
Delivery methods: Self-paced print material
Duration of training: Unknown
Cost: \$32 for members, \$64 for non-members
Date of development: Unknown
Learning objectives: Not available
Language: English

Title: **Weight Management for Teens: A Non-diet Approach to Health & Fitness for Adolescents**
Description: Learn how non-diet techniques and an empowerment model can be applied to lifestyle issues unique to teenagers, so that they can prevent becoming preoccupied with food and their weight. You'll be able to help them make their own decisions based on personal health, energy, and emotional needs.
Target audience: Medical assistants
Continuing education credits: 6 (General)
Delivery methods: Self-paced print material
Duration of training: Unknown
Cost: \$24 for members, \$48 for non-members
Date of development: Unknown
Learning objectives: Not available
Language: English

American Medical Technologists (AMT)

http://www.amt1.com/site/amt1/user_view_tests.exc?cmd=amt1_view_tests&co_id=315&item_id=10692&test_mode=step

Title:	STEP Online
Description:	STEP Online is a database of continuing education materials, which are available for purchase. Descriptions are unavailable until completion of the purchase process. What information is made available, and designated as medical assistant specific, is presented below. STEP Online titles: Exubra® Therapy: Inhaled Fundamentals for Medical Assistants (0.20); The Role of <i>Singulair</i> in the Management of the Asthmatic Patient: A Medicine Review for MAs (0.10); Understanding Pulse Oximetry: A Guide for Medical Assistants (0.10).
Target audience:	Medical assistants
Continuing education credits:	Varies per activity title
Delivery methods:	Self-paced electronic article
Duration of training:	Unknown
Cost:	All <i>articles</i> are priced as \$3.00 for members/\$6.00 for nonmembers. All <i>exams</i> are priced as \$3.00 for members/\$6.00 for nonmembers.
Date of development:	Unknown
Learning objectives:	Not available
Language:	English

American Registry of Medical Assistants (ARMA)

<http://arma-cert.org/>

Title:	ARMA Online CEU Package
Description:	<p>The ARMA is the certifying body of the Registered Medical Assistant (RMA). Certification maintenance requires successful completion of 12 CEUs per year. The ARMA has only been providing CEUs, via an online “CEU Package,” to its members since October of 2006. A list of activity titles and the number of CEUs for each follows:</p> <p>2007 titles: Autoimmune Hepatitis (0.5); Avian Influenza (2.0); Cercarial Dermatitis (1.0); Dengue Fever (0.5); Dysphagia (0.5); Electrocardiography (2.0); Guillian-Baire Syndrome (1.0); Immune System (1.0); Lymphatic Filariasis (1.0); Myoclonus (1.0); Narcolepsy (2.0); Parvovirus B19 (1.0); Spina Bifida (1.0); Strains and Sprains (1.0); Urinary Tract Imaging (1.0)</p> <p>2008 titles: Human Papillomavirus (1.5); Myasthenia Gravis (1.0); TB (1.5); Foodborne Illness (2.0); Hand Hygiene (1.0); Radon (1.0)</p>
Target audience:	Medical assistants
Continuing education credits:	Varies per activity title
Delivery methods:	Unknown
Duration of training:	Unknown
Cost:	The ARMA online “CEU Package” is an annual fee of \$10 for members and \$35 for non-members.
Date of development:	Unknown
Learning objectives:	Not available
Language:	English

California Certifying Board for Medical Assistants (CCBMA)

<http://www.ccbma.org/documents/orderform.pdf>

Title:

CCBMA Online CEU Package

Description:

CCBMA does not offer descriptions of their continuing education materials; the order form of the all materials can be accessed through their website.

The following training materials are approved for 1 CEU. All are designated as Basic Category Articles by CCBMA.

Titles: Patient Confidentiality – Everybody’s Job; Patient Rights – Keep Them In Focus; Conflict Resolution – A Win/Win Approach; Tuberculosis Awareness; Charting Service Excellence – A Time To Care; Customer Service – Difficult Customer Alert; Customer Service – The Royal Treatment; Hand Hygiene – For Hands That Care; Healthcare Service Excellence; Legal Peril- 8 Management Pitfalls to Avoid; Dealing with Stress; Hepatitis C: Facts Not Fear; Domestic Abuse: Recognizing and Reporting; Alzheimer’s disease; Asthma; Recent Innovations in Cataracts; Chicken Pox and Shingles; Constipation; Depression; Diabetes; Inside Tract – Maintaining Your Digestive Health; Abuse Of The Elderly; Fibromyalgia – What Is It?; Fire Emergency! Fire In Your Office; Glaucoma – Early Detection Saves Sight; Hepatitis A; Lead Poisoning; Lyme Disease; The Menace of Meningitis; Menopause and Osteoporosis; Middle Ear Infections; Making a Difference for Our Patients; Anatomy Of A Migraine; What’s New in M R Imaging?; Chronic Pain Control; Preventing Heart Disease; Psoriasis; Raynaud’s Phenomenon; Risk Management for Medical Office Staff; Sexually Transmitted Diseases; Stress and Nutrition; The Good Samaritan Law; The Immune System; The Power of Good Communication; The Respiratory System; The

Skeletal System; Tuberculosis – The Great White Plague; The Urinary System; A Special Sense – Vision; Why Mosquitoes Can Not Transmit AIDS; Winter Blues – Seasonal Affective Disorder; The Endocrine System; Managing Healthcare Stress; Sexual Harassment in a Diverse Workplace; Mold Awareness

The following training materials are approved for 1 CEU. All are designated as either Administrative or Basic Category Articles by CCBMA.

Titles: HIPAA – Privacy Compliance; HIPAA – Security Compliance; HIPAA – Compliance Scenarios

The following training materials are approved for 1 CEU, except where noted. All are designated as Administrative Category Articles by CCBMA.

Titles: Office Ergonomics – It’s Your Move; Patient Confidentiality – Privacy in A High-Tech Era; Telephone Courtesy – The Royal Treatment; Medigap Insurance; Check Your Knowledge Of Checking; Correct Spelling; Diagnosis Coding (3 CEUs); Medical Records – Legal Documents; Patient Access to Medical Records Medical Office Management – Personnel Policies; Legal and Effective Interviewing; Legal and Effective Performance Appraisal

The following training materials are approved for 1 CEU, except where noted. All are designated as Clinical Category Articles by CCBMA.

Titles: Bloodborne Pathogens – A Sharper Image; Drug Resistant Organisms; Latex Allergy: Stop the Reaction; Handwashing – It Is In Your Hands; Infection Control – Chain

	Reaction; Infection Control – Orientation; PPE – For Your Protection; Needlestick Prevention – Stick to Safety; Clinical Pharmacology; Cardiac Arrhythmia; Factors Affecting Drug Administration; Drug Classifications (3 CEUs) ; Evoked Potential Testing; First Aid; Flawless Phlebotomy; Fecal Occult-Blood Testing; Universal Precautions; Understanding Urinalysis
Target audience:	Medical assistants
Continuing education credits:	Varies per activity title
Delivery methods:	Unknown
Duration of training:	Unknown
Cost:	\$5 for one credit articles; \$15 for three credit articles
Date of development:	Unknown
Learning objectives:	Not available
Language:	English

Title: **CBRNE: Chemical, Biological, Radiological, Nuclear, Explosives – Emergency Preparedness for Medical Care Providers**

Description: CBRNE emergencies increasingly threaten the health and safety of people worldwide. Chemical and biological agents have been used to create fear and cause harm. Explosives are frequently used to injure and kill large numbers of people. Although radiation dispersal devices – commonly called “dirty bombs” – and nuclear weapons have not been used by terrorists to date, their potential use is a serious problem. California’s healthcare providers must be prepared to respond to disasters and emergencies, whether intentional or accidental, that may occur. CBRNE emergencies now pose new challenges to healthcare providers. Education and training is an important element to prepare California’s healthcare providers to respond effectively to these threats.

This exciting, interactive CD-ROM will help prepare healthcare personnel for CBRNE emergencies. This program is designed for everyone: care providers, support personnel and administrators in hospitals, clinics, EMS, public health, MD offices and other medical and health providers. It covers the threats likely to cause a CBRNE emergency, preparedness actions and safety measures that all staff should know in the event of a CBRNE emergency. This program can be utilized as First Responder Awareness (FRA) training as defined by OSHA.

Healthcare providers have been categorized into four learning levels by the Hospital Bioterrorism Preparedness Program for

purposes of CBRNE training. In order for the CD to be an effective educational tool, all learners should be assigned a learner level of 1, 2, 3 or 4 by the healthcare facility, organization or service prior to the use of the CD (see Table 1 for suggested learner levels), however, independent learners can also utilize the program without assignment from their employing organization. Each level has specific educational goals as well as a corresponding written examination to assess competency and learning. Learners should be held responsible only for the material associated with their assigned level.

Target audience:

Environmental Health, Public Health Nursing, Public Health Site Coordinator, Immunization Coordinator, Doctor, Medical Assistant, Medical Assistant Student, Medical Student, Nurse, Nursing Student, Resident, Officer, Researcher, Law Enforcement/Public Safety, Healthcare Providers, Clinic, Doctor's Office, Home Health, Hospital, Lab

Continuing education credit:

Unknown

Delivery methods:

CD-ROM

Duration of training:

1 hour

Cost:

No charge

Date of development:

Unknown

Learning objectives:

Not available

Language:

English

Title:

Communicating Across Cultures

Description:

Effective cross-cultural communication is critical if we are to reach the Healthy People 2010 goal of reducing health disparities. Dr. Livers will discuss barriers to such communication and possible strategies to overcome these barriers.

Target audience:

Distance Learning Facilitator, Health Officer/Director, Health Education, Public Health Nursing, Public Health Site Coordinator, Doctor, Medical Assistant, Medical Assistant Student, Medical Student, Nurse, Nursing Student, Resident, Specialist

Continuing education credit: Unknown
Delivery methods: Webcast
Duration of training: 1 hour
Cost: No charge
Date of development: Unknown
Learning objectives: Not available
Language: English

Title: **Diabetes Update: Proactive Steps for Healthy Foot Care**

Description: Diabetes is the sixth leading cause of death in the United States. And while as many as 21 million people in the US have diabetes, more than 6 million people remain undiagnosed. Over 80,000 amputations are performed each year, with approximately one-half being partial foot procedures and one-half being higher amputations. For people with diabetes, limb amputations occur 10 to 30 times more often than in persons without diabetes. By evaluating and identifying patients at risk for amputation, clinicians may initiate simple, preventive interventions that can help lower these dismal statistics. Patients who have diabetes may experience many long-term complications. All patients with risk factors, such as peripheral vascular disease, neuropathy, foot deformity and especially focal pressure keratosis, require periodic evaluation and management. Identifying persons at high risk and initiating interventions can prevent amputation, the most costly and most feared consequence of foot problems among people with diabetes.

Target audience: Distance Learning Facilitator, Health Education, Doctor, Medical Assistant, Medical Assistant Student, Medical Student, Nurse, Nursing Student, Resident, Specialist

Continuing education credit: Yes – amount available after registration
Delivery methods: Webcast
Duration of training: 2 hours
Cost: No charge
Date of development: Unknown

Learning objectives:	<ul style="list-style-type: none"> • To review appropriate foot care for people with diabetes • To provide the latest information for treatment of foot wounds of people with diabetes • To determine medical nutrition therapy for people with diabetes and foot problems
Language:	English

Title:	Early Adolescents: How to Save Their Lives
Description:	As of July 1999, the California State immunization law requires that adolescents entering the 7th grade have three doses of Hepatitis B immunization and a second dose of MMR. Other states have enacted, or are in the process of enacting, similar laws. This requirement was recommended by the NACIP, California Medical Association, American Academy of Pediatrics, and other groups.
Target audience:	Communicable Disease, Maternal & Child Health, Public Health Nursing, Immunization Coordinator, Healthcare, Doctor, Medical Assistant, Medical Assistant Student, Medical Student, Nurse, Nursing Student, Resident
Continuing education credit:	Unknown
Delivery methods:	Webcast; Video (VHS)
Duration of training:	90 minutes
Cost:	\$30
Date of development:	Unknown
Learning objectives:	Not available
Language:	English

Title:	HPV Vaccination: Rational to Implementation
Description:	Not available
Target audience:	Distance Learning Facilitator, Communicable Disease, Health Education, Doctor, Medical Assistant, Medical Student, Nurse, Nursing Student, Resident, Specialist, Community Services/Social Services/Not for Profit, Healthcare Providers
Continuing education credit:	Yes – amount available after registration

Delivery methods:	Webcast
Duration of training:	1 hour
Cost:	No charge
Date of development:	March 2006
Learning objectives:	<ul style="list-style-type: none"> • Describe HPV and its sequelae • Discuss information about HPV vaccines and their actions • Discuss HPV vaccine implementation challenges
Language:	English

Title:	Health Literacy
Description:	Health literacy is the ability to read and comprehend prescription bottles, appointment slips, and other essential health-related materials required to function successfully as a patient in the health care setting. With the increasing emphasis on disease self-management, many patients with inadequate or marginal health literacy (up to a third of English-speaking patients over age 65) may not have the skills necessary to properly understand health messages and care for themselves. Given the magnitude of this costly issue, physicians need to consider patients' health literacy when diagnosing and treating them.
Target audience:	Distance Learning Facilitator, Doctor, Medical Assistant, Medical Assistant Student, Medical Student, Nurse, Nursing Student, Resident, Healthcare Providers, Clinic, Doctor's Office, Hospital
Continuing education credit:	Yes – amount available after registration
Delivery methods:	Webcast
Duration of training:	1 hour
Cost:	No charge
Date of development:	Unknown
Learning objectives:	Not available
Language:	English

Title:	Health and Productivity: Asthma and Other Related Health Issues – Parts 1 and 2
Description:	A two-part series excerpted from the full length video conference produced by CDLHN and the International Training Center for broadcast in May of 2002. Part one covers the environmental causes of asthma and how asthma affects productivity. Part two is an informative question and answer session with four experts in the field.
Target audience:	Doctor, Medical Assistant, Medical Assistant Student, Medical Student, Nurse, Nursing Student, Resident, Specialist
Continuing education credit:	Unknown
Delivery methods:	Webcast
Duration of training:	Unknown
Cost:	No charge
Date of development:	May 2002
Learning objectives:	Not available
Language:	English

Title:	Infection Control Update 2005
Description:	Not available
Target audience:	Distance Learning Facilitator, Health Education, Public Health Nursing, Doctor, Medical Assistant, Medical Student, Nurse, Nursing Student, Home Health
Continuing education credit:	Unknown
Delivery methods:	Webcast
Duration of training:	2 hours
Cost:	No charge
Date of development:	Unknown
Learning objectives:	<ul style="list-style-type: none"> • Describe four of the six components of the chain of infection. • Discuss the importance of using Standard Precautions to decrease job-related exposures to infectious diseases. • Name three examples of bloodborne pathogens as defined in the Occupational Safety and Health Administration's (OSHA's) Bloodborne Pathogens Standard. • Demonstrate the proper procedure for donning and removing personal protective

equipment.

- List the routes of transmission for hepatitis B and hepatitis C

Language: English

Title: **Keeping the Winter Layer Off: Evidence-based Interventions**

Description: Despite annual New Year's resolutions, weight-loss and regular physical activity continue to be goals that many Americans find hard to reach. With skyrocketing obesity rates, this personal concern is also a growing public health problem. The good news: there is a body of research showing us what does work. Join Dr. Novick for a discussion on evidence-based approaches to physical activity promotion.

Target audience: Distance Learning Facilitator, Health Education, Public Health Nursing, Public Health Site Coordinator, Doctor, Medical Assistant, Medical Assistant Student, Medical Student, Nurse, Nursing Student, Resident

Continuing education credit: Unknown

Delivery methods: Webcast

Duration of training: 1 hour

Cost: No charge

Date of development: Unknown

Learning objectives: Not available

Language: English

Title: **Managing Addiction in the HIV-Infected Patient**

Description: This program is part of an ongoing satellite videoconference series entitled The Management of HIV/AIDS in the Correctional & Community Setting, which addresses clinical issues in the management of HIV-infected patients. This series is a unique, collaborative venture among Albany Medical College, the New York State Department of Correctional Services and the private pharmaceutical industry. Each program addresses a different

	clinical aspect of HIV infection using the same format: didactic lectures, case presentations and a panel discussion.
Target audience:	Doctor, Medical Assistant, Medical Student, Nurse, Nursing Student, Healthcare Providers
Continuing education credit:	Unknown
Delivery methods:	Webcast
Duration of training:	2 hours
Cost:	No charge
Date of development:	Unknown
Learning objectives:	Not available
Language:	English

Title:	Mass Casualty Care: Overlooked Community Resources
Description:	Panelists on this call will examine the role of nursing homes, former (shuttered or closed) hospitals; rehabilitation centers and other outpatient care centers as potential care sites in a mass casualty event; explore the inclusion of primary care centers and clinics into community-wide emergency preparedness plans; discuss state regulations that may affect the conversions of former hospitals into temporary hospitals for low-acuity patients; highlight a needs assessment tool that could be used to incorporate nursing homes into preparedness strategies; discuss the development of a guidebook for preparedness planners considering conversion of former hospitals.
Target audience:	Distance Learning Facilitator, Doctor, Medical Assistant, Medical Assistant Student, Medical Student, Nurse, Nursing Student, Resident, Clinic, Doctor's Office, Home Health, Hospital
Continuing education credit:	Unknown
Delivery methods:	Webcast
Duration of training:	90 minutes
Cost:	No charge
Date of development:	Unknown
Learning objectives:	Not available
Language:	English

Title:	Nutrition: A Nursing and Healthcare Perspectives
Description:	This course is the perfect study aid to help nurses and practitioners master the overwhelming amount of terms and concepts in this subject area. The program includes more than 600 explanatory visuals and pronunciations of every term. Among the topics covered are vitamins, proteins, fats, sugars, metabolism, food safety, disorders, gastrointestinal tract, nutrition intervention, lactation, and breast-feeding.
Target audience:	Doctor, Medical Assistant, Medical Assistant Student, Medical Student, Nurse, Nursing Student, Resident
Continuing education credit:	Unknown
Delivery methods:	CD-ROM
Duration of training:	Not available
Cost:	\$55
Date of development:	Unknown
Learning objectives:	Not available
Language:	English

Title:	Occupational and Non-occupational Post Exposure Prophylaxis
Description:	This program is part of an ongoing satellite videoconference series entitled The Management of HIV/AIDS in the Correctional & Community Setting, which addresses clinical issues in the management of HIV-infected patients. This series is a unique, collaborative venture among Albany Medical College, the New York State Department of Correctional Services and the private pharmaceutical industry. Each program addresses a different clinical aspect of HIV infection using the same format: didactic lectures, case presentations and a panel discussion.
Target audience:	Medical Assistant, Nurse, Nursing Student, Healthcare Providers
Continuing education credit:	Unknown
Delivery methods:	Webcast

Duration of training: 2 hours
Cost: No charge
Date of development: Unknown
Learning objectives: Not available
Language: English

Title: **Obesity and Family Planning: Reproductive Health Impacts**

Description: This program will present new information regarding the relationship between being overweight or obese and family planning.

Target audience: Maternal & Child Health, Public Health Nursing, Doctor, Medical Assistant, Nurse, Nursing Student

Continuing education credit: Unknown

Delivery methods: Webcast

Duration of training: 2 hours

Cost: No charge

Date of development: Unknown

Learning objectives:

- Identify the prevalence of obesity in the United States for adults and adolescents.
- Describe obesity terms and measurements.
- Discuss family planning relevance.
- Explain how smoking and obesity are limiting factors in terms of women's contraceptive choices.
- Explain how obesity contributes to hypertension, diabetes and other cardiovascular risk factors that may preclude the use of some hormonal contraceptives.
- Describe the healthcare professional's role in obesity prevention and working with obese patients.
- Identify weight loss approaches and explain nutrition management. Describe recommendations for client education, counseling and management.

Language: English

Title: **Obesity in Children**

Description: Healthy eating and physical activity take more than willpower. While lifestyle choices are ultimately a matter of personal responsibility and personal choice, those choices are influenced by the food and physical environment. Dr. Wootan will explore how advertising, food industry PR campaigns, restaurant foods, portion sizes, food pricing, school environments, television, and transportation policy often encourage eating too much and discourage moving. The session will outline promising policy and environmental approaches that can help to reshape the environment and make healthier choices easier.

Target audience: Distance Learning Facilitator, Health Education, Maternal & Child Health, Public Health Nursing, Doctor, Medical Assistant, Medical Student

Continuing education credit: Unknown

Delivery methods: Webcast

Duration of training: 1 hour

Cost: No charge

Date of development: Unknown

Learning objectives: Not available

Language: English

Title: **Public Health Grand Rounds: Hepatitis C**

Description: This program provides a public health perspective on Hepatitis C prevention and control. Time is also spent answering questions about prevention and control of the disease.

Target audience: Communicable Disease, Public Health Nursing, Immunization Coordinator, Doctor, Medical Assistant, Medical Assistant Student, Medical Student, Nurse, Nursing Student, Resident

Continuing education credit: Unknown

Delivery methods: Webcast; Video (VHS)

Duration of training: 1 hour

Cost: \$25

Date of development: Unknown

Learning objectives: Not available
Language: English

Title: **Type 2 Diabetes and Children**
Description: The United States is witnessing an alarming increase in the diagnosis of type 2 diabetes in youth, strongly correlated to the diabetes and obesity epidemics that are sweeping the nation in the adult population. Health experts have particular concerns about the long-term health consequences of developing diabetes at such an early stage in life. The greatest challenge in dealing with this problem lies in translating known science into practice and prevention, and in tailoring interventions to this newly recognized population at risk.
Target audience: Maternal & Child Health, Public Health Nursing, Doctor, Medical Assistant, Medical Assistant Student, Medical Student, Nurse, Nursing Student, Resident
Continuing education credit: Unknown
Delivery methods: Webcast
Duration of training: 1 hour
Cost: No charge
Date of development: Unknown
Learning objectives: Not available
Language: English

Immunization Action Coalition (IAC), Developed by the California Department of Health Services Immunization Branch (CA DOH)

http://www.immunize.org/shop/toolkit_iztechdvd.asp

Title:	Immunization Techniques, “Safe, Effective, Caring”
Description:	This video teaches best practice about how to administer intramuscular (IM) and subcutaneous (SC) vaccines to infants, children, and adults. It is designed for use as a “hands-on” instructional program for new staff as well as a refresher course for experienced health professionals. The DVD provides discussion of anatomical sites, choice of needle size, vaccines and routes of administration, demonstration of infants, toddlers, kindergartners, and adults being vaccinated and how to “draw up” doses of vaccine.
Target audience:	Clinic staff
Continuing education credit:	Unknown
Delivery methods:	Video (DVD and VHS) accompanied by print materials (English only)
Duration of training:	35 minutes
Cost:	\$10.50
Date of development:	2001
Learning objectives:	Not available
Language:	English and Spanish (DVD only) versions available

Michigan Department of Community Health (MDCH)

<http://training.mihealth.org/>

Title:	Immunizations
Description:	In a health center or provider office, the immunization program is vitally important. Proper handling and storage of vaccine as well as correct use requires a deep understanding of a host of details. Orientation for new staff is essential, as well as ongoing updates for seasoned staff.
Target audience:	Medical assistants
Continuing education credit:	Unknown
Delivery methods:	Self-paced print material
Duration of training:	Unknown
Cost:	No charge
Date of development:	February 2008
Learning objectives:	Not available
Language:	English

National Center for Competency Testing (NCCT)

<http://www.ncctinc.com/General/About.aspx>

Title:	Frequently Asked Questions about Phlebotomy
Description:	Many healthcare professionals view the collection of blood as a simple procedure. However, phlebotomy is a detailed procedure that, if not performed correctly, can affect the accuracy of laboratory test results and can even cause permanent disability in the patient. Phlebotomy is also an evolving profession. What was the standard of practice 5 years ago is perhaps now no longer the standard of practice. The CE module answers questions asked by practicing professionals about a wide range of topics including safe needle devices, wearing gloves, order of draw, difficult patients, volume requirements, and more.
Target audience:	Health care professionals including medical assistants
Continuing education credit:	5
Delivery methods:	Self-paced print material
Duration of training:	Unknown
Cost:	\$5.21 per clock hour
Date of development:	Unknown
Learning objectives:	Not available
Language:	English

Title:	Medical Terminology 1: Basics
Description:	This course is designed for individuals working in medical support services (e.g., billing, insurance, transcription, records, medical assisting, etc.) to review refine on basic word parts and rudimentary medical terminology.
Target audience:	Medical assistants
Continuing education credit:	1
Delivery methods:	Self-paced print material
Duration of training:	Unknown
Cost:	\$5.21 per clock hour
Date of development:	Unknown

Learning objectives: Not available
Language: English

Title: **Medical Terminology 2: Anatomy**
Description: This continuing education course is designed for individuals working in medical support services (e.g., billing, insurance, transcription, records, medical assisting, etc.) to review, refine, and expand their medical vocabulary. This course focuses on basic anatomy in medical terminology.
Target audience: Medical assistants
Continuing education credit: 1
Delivery methods: Self-paced print material
Duration of training: Unknown
Cost: \$5.21 per clock hour
Date of development: Unknown
Learning objectives: Not available
Language: English

Title: **Medical Terminology 3: Suffixes**
Description: This continuing education course is designed for individuals working in medical support services (e.g., billing, insurance, transcription, records, medical assisting, etc.) to review, refine, and expand their medical vocabulary. This course focuses on additional suffixes used in medical terminology.
Target audience: Medical assistants
Continuing education credit: 1
Delivery methods: Self-paced print material
Duration of training: Unknown
Cost: \$5.21 per clock hour
Date of development: Unknown
Learning objectives: Not available
Language: English

Title:	Medical Terminology 4: Prefixes
Description:	This course is designed for individuals working in medical support services (e.g., billing, insurance, transcription, records, medical assisting, etc.) to review, refine, and expand their medical vocabulary. This course focuses on additional prefixes used in medical terminology.
Target audience:	Medical assistants
Continuing education credit:	2
Delivery methods:	Self-paced print material
Duration of training:	Unknown
Cost:	\$5.21 per clock hour
Date of development:	Unknown
Learning objectives:	Not available
Language:	English

Title:	Medical Terminology: Advanced Review
Description:	This course is designed for individuals working in medical support services (e.g., billing, insurance, transcription, records, medical assisting, etc.) to review, refine, and expand their medical vocabulary. This course is a comprehensive review of terms used in medical terminology.
Target audience:	Medical assistants
Continuing education credit:	4
Delivery methods:	Self-paced print material
Duration of training:	Unknown
Cost:	\$5.21 per clock hour
Date of development:	Unknown
Learning objectives:	Not available
Language:	English

Title:	Phlebotomy & Age Related Competencies
Description:	Stop and look around you. Do you see adults, children, teenagers, and older adults? For healthcare workers to provide the best care for their patients and clients, they must be aware of the physical, psychological, social, cognitive, and emotional aspects of specific age groups. This continuing education module will review the knowledge and skills necessary to collect blood specimens based on the age related needs of patients.
Target audience:	Medical assistants
Continuing education credit:	3
Delivery methods:	Self-paced print material
Duration of training:	Unknown
Cost:	\$5.21 per clock hour
Date of development:	Unknown
Learning objectives:	Not available
Language:	English

Title:	Phlebotomy Potpourri
Description:	The responsibilities of a phlebotomist are tremendous and varied. They serve as ambassadors of the laboratory and they must please numerous customers including the patient, the patient’s family, nurses, doctors, and laboratory professionals performing the lab tests. Accuracy, reliability, and even cost effectiveness of laboratory tests all begin with what some healthcare professionals think of as a “simple” task-phlebotomy. This CE course will discuss phlebotomy of psychiatric patients; minimizing customer complaints about phlebotomy; order of draw of blood collection tubes; minimizing blood culture contamination rates.
Target audience:	Medical assistants
Continuing education credit:	3
Delivery methods:	Self-paced print material
Duration of training:	Unknown
Cost:	\$5.21 per clock hour

Date of development: Unknown
Learning objectives: Not available
Language: English

Title: **Tips for Pediatric Phlebotomy and Injections**
Description: Needles and children do not “go together”. More often than not, both the child and the healthcare worker with the needle are upset by the end of the procedure. This continuing education course will focus on methods used by the healthcare workers to obtain the best possible outcomes when giving injections and/or collecting blood specimens from pediatric patients aged 1 ½ - 12 years of age.
Target audience: Medical assistants
Continuing education credit: 2
Delivery methods: Self-paced print material
Duration of training: Unknown
Cost: \$5.21 per clock hour
Date of development: Unknown
Learning objectives: Not available
Language: English

Title: **Tomorrow’s Jobs: Making Career Decisions**
Description: Making an informed career decision requires reliable information about opportunities in the future. Opportunities result from the relationships between the population, labor force, and the demand for goods and services. Population ultimately limits the size of the labor force - individuals working or looking for work which constrains how much can be produced. Demand for various goods and services determine employment in the industries providing them. Occupational employment opportunities, in turn, result from demand for skills needed within specific industries. Opportunities for medical assistants and other health care occupations, for example, have surged in response to rapid growth in demand for health services. Examining the past and

projecting changes in these relationships in the foundation of the Occupational Outlook Program. This chapter presents highlights of Bureau of Labor Statistics projections of the labor force and occupational and industry employment that can help guide your career plans.

Target audience:	Medical assistants
Continuing education credit:	5
Delivery methods:	Self-paced print material
Duration of training:	Unknown
Cost:	\$5.21 per clock hour
Date of development:	Unknown
Learning objectives:	Not available
Language:	English

Pennsylvania Immunization Education Program (PA IEP)

<http://www.paiep.org/section.cfm?sectionID=3>

Title:	Medical Assistant Training
Description:	The PA IEP adapted the California Department of Health's "Immunization Techniques: safe, effective, caring" program for Pennsylvania and Philadelphia. This training program is a 4-hour, hands-on session for no more than 15 participants per session. Participants watch a videotape, see slides highlighting key points, and then move through three "skill stations" practicing different aspects of drawing up and mixing vaccine, injecting vaccine safely and in a caring manner, comfort measures, documentation, and storage and handling. For more information about how you might use this curriculum, contact the IEP: iep@paaap.org .
Target audience:	Medical assistants
Continuing education credit:	Unknown
Delivery methods:	PowerPoint/Hands-on Application
Duration of training:	4 hours
Cost:	No charge
Date of development:	October 2007
Learning objectives:	Not available
Language:	English

Vaccines for Children

<http://www.eziz.org/>

Title:	EZ-IZ Online Immunization Training
Description:	This EZ-IZ Curriculum consists of interactive lessons, job aids, video demonstrations, and other resources. It was created for medical assistants and is based on their immunization responsibilities.
Target audience:	Medical assistants
Continuing education credits:	Unknown
Delivery methods:	Webcast
Duration of training:	Unknown
Cost:	No charge
Date of development:	Unknown
Learning objectives:	Preparing Vaccines. Learn how to: <ul style="list-style-type: none">• select vaccines based on physicians' orders• check vials and needles for damage and contamination• identify expired vaccines• select appropriate needles• mix, reconstitute, and draw up vaccines Administering Vaccines. Learn how to: <ul style="list-style-type: none">• clean an injection site• choose appropriate needle lengths, needle angles, and injection sites for intramuscular and subcutaneous injections• give IM and SC injections
Language:	English

Additional Resources

While working on the *Assessment of Immunization Training Needs for Medical Assistants*, the Emory Team became aware of additional educational resources that do not meet the criteria for inclusion as outlined in Introduction of this Training Inventory. It was determined important to acknowledge these resources; therefore they have been listed below.

American Academy of Pediatrics (AAP)

<http://www.aap.org/>

The AAP does provide continuing education units. However, these CEUs are available to pediatric physicians and other health care professionals that diagnose conditions and prescribe medications.

American Academy of Pediatrics (AAP), Georgia Chapter

<http://www.gaepic.com/page1.aspx>

Title:	Educating Physicians In their Communities (EPIC)
Description:	The Georgia Chapter of the American Academy of Pediatrics (GCAAP) presents this program to physician practices located within state of Georgia only. It provides health care professionals with the ability to develop and/or increase their knowledge, skills and professional performance on immunization to various standards recommended by AAP policy. There are three programs offered: Childhood, Adult and a combination of the two.
Target audience:	Pediatricians, Family Physicians, Internists, Nurses and other pediatric health care professionals
Continuing education credits:	Physicians (CME) and Nurses (Contact hours)
Delivery methods:	On-site visit
Duration of training:	1.5 hours
Cost:	No charge
Date of development:	2000
Learning objectives:	Unknown
Language:	English

American Academy of Pediatrics (AAP), Illinois Chapter

http://www.cispimmunize.org/pro/pdf/PublicPrivatePartnerships/ICAAPCDPH_PP.pdf

Title:	Reaching Our Goals: Immunization Provider Education
Description:	The Illinois Chapter, American Academy of Pediatrics (ICAAP), in collaboration with the Chicago Department of Public Health and the Illinois Department of Public Health, presents this program to the target practices located within the target area of Chicago and multiple Illinois counties. It will provide pediatricians, family physicians, nurses and other pediatric health care professionals the ability to develop and/or increase their knowledge, skills, and professional performance on immunization to various standards recommended by AAP policy. Participating practices will also receive a comprehensive resource binder and reference books.
Target audience:	Pediatricians, Family Physicians, Nurses and other pediatric health care professionals
Continuing education credits:	Unknown
Delivery methods:	On-site visit
Duration of training:	Unknown
Cost:	No charge
Date of development:	2002
Learning objectives:	Unknown
Language:	English

The Childhood Immunization Support Program (CISP)

http://www.cispimmunize.org/pro/pro_main.html?http&&www.cispimmunize.org/pro/publicprivatepartnerships.html

CISP provides material that could be considered educational in nature but, according to our guidelines, is more focused on immunization updates, newsletters, and various different resources for patients, families, and health care providers.

Immunization Action Coalition (IAC)

<http://www.immunize.org/>

The IAC is one of the nation’s top sources of information regarding immunizations. The online directory contains a list of a variety of helpful resources including continuing education opportunities for health professionals.

Pennsylvania Immunization Education Program (PA IEP)

<http://www.paiep.org/section.cfm?sectionID=3>

Title:	Requesting an On-Site Presentation [PENNSYLVANIA ONLY]
Description:	If you would like an IEP for your practice, conference, or health professional student group, click on the title. The Immunization Updates are interactive programs tailored to your site's needs. When you request an IEP, please note any content areas you would like included. The programs are free and offer CMEs and CEUs. Helpful materials are provided for participants and host sites. The programs are 1-2 hours, depending on site needs and topics to be covered. Practices are encouraged to develop specific plans for change during the IEP. Follow-up support from IEP Practice Manager Consultant Kathleen Marker, RN, and other IEP staff is provided to help institute and maintain practice improvements.
Target audience:	MD, DO, PA, CRNP, RN, Other (could include medical assistants)
Continuing education credit:	Yes – amount available after registration
Delivery methods:	Lecture/Application
Duration of training:	1 – 2 hours
Cost:	No charge
Date of development:	Unknown
Learning objectives:	Not available
Language:	English

Texas Department of State Health Services, Immunization Branch

<http://www.dshs.state.tx.us/immunize/default.shtm>

The Immunization Branch of the Texas Department of State Health Services has developed training specifically for medical assistants. The training specifically concerns immunization techniques, monitoring and storage and is now available on CD-ROM. The run time of the training is brief at just over sixteen minutes.