



# ALLIED HEALTH CERTIFICATE PROGRAMS

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# The Allied Health Professional?

- Allied health professionals are health care practitioners with formal education and clinical training who are credentialed through certification, registration and/or licensure.



# Allied Health Professionals....

- 1. Decrease cost and improve quality of patient care
- 2. Comprise the majority of the health care work force
- 3. Include more than 85 distinct occupations, exclusive of physicians and nurses
- 4. Include over 6 million providers of the 11 million health care workforce
- 5. Typically attend 2 or 4 year educational programs in community and senior colleges
- 6. Are educated in over 1,000 programs in the US, which are staffed by 3,000 allied health faculty, and enroll over 30,000 students annually.
- 7. **Are experiencing a workforce shortage greater than that currently seen in nursing**

# Allied Health Certificate Programs of Study

Spring (January) and Fall  
(September) start programs

- Medical Assistant
- Patient Care Technician
- Medical Interpreting
- Certified Nursing Assistant
- Paramedics **(Certificate & Associates Degree Option)**
- Emergency Medical Technician

Fall start **only** (September)

- Surgical Technology
- **(Effective, fall 2021 Associates Degree)**
- Central Processing
- Medical Interpreting

# How long are the courses/programs?



- **2 semesters = 8 months**

- Medical Assistant
- Patient Care Technician
- Central Processing
- Medical Interpreting

- **2 years = Associates Degree**

- Paramedics

- **3 semesters = 12 months**

- Surgical Technology

- **1 semester = 4 months**

- Certified Nursing Assistant
- Pharmacy Technician
- Emergency Medical Technician

# Medical Assistant

## ADMINISTRATIVE TASKS

- Greeting patients and answering telephones
- Booking and canceling appointments
- Filing medical paperwork and updating patient charts
- Liaising with laboratories and insurance companies
- Arranging hospital visits and admissions
- Ordering office and medical supplies

## CLINICAL TASKS

- Performing vitals (height, weight, blood pressure)
- Explaining medical procedures to patients
- Prepping patients for examination
- Assisting physicians
- Taking blood samples and giving injections
- Carrying out electrocardiograms (ECGs)
- Removing sutures and changing dressings



# Patient Care Technician

- Responding to patient calls and requests for assistance
- Bathing, dressing, grooming and assisting with personal hygiene
- Serving meals and feeding patients if they are unable to feed themselves
- Observing, recording and reporting a patients' physical, mental, and emotional condition
- Electrocardiograms (EKGs), collecting blood (phlebotomy) and other clinical tasks
- Changing dressings and wound care
- Moving patients, transferring patients to and from a bed or wheelchair and assisting with walking
- Making beds and keeping patient rooms clean and neat
- Setting up and operating therapeutic equipment and supplies
- Assists doctors and nurses during examinations and treatments



# Certified Nursing Assistant

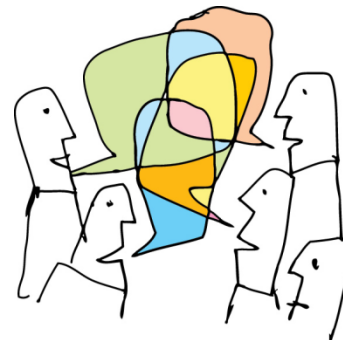
- Fulfills basic quality-of-life needs:
- Gathers and reports vital information about the patients' conditions
- Works in nursing homes, hospitals, adult day care centers, personal homes and assisted living facilities all require nursing assistants to act as a helpful liaison between the RN or LPN and the patient.
- Nursing assistant serves as the RN's or LPN's eyes and ears, and relays information.





# Medical Interpreting

- The Medical Interpreter serves as “the voice” of the health care professional
- Asks questions for the patient and makes sure that they understand everything that is being discussed
- Interpreters communicate everything the healthcare professional is saying accurately and impartially without adding in their own feelings or thoughts
- Assist with the paperwork that has to be filled out prior to the procedure and accompany the patient to the pharmacy if requested



# Surgical Technologist

- Surgical technologists assist the medical team (nurse, surgeon, anesthesiologist) with life-saving procedures
- Surgical tech's role is to hand the proper instruments and medication to the surgeon
- Surgical techs actually need to know the names of hundreds of medical instruments
- Pre (before) surgery may assist the surgeon by holding retractors and manipulating tissue
- Post (after) surgical tech may apply bandages to the patient and assists in removing the patient from the room.
- Surgical techs are also a part of the team that cleans up the operating room post-surgery, alongside housekeeping staff and the nurses. (Important step to lower the risk of infections).



# Central/Sterile Processing Technician

- Clean and sterilize reusable utensils and equipment. Reusable instruments and equipment must be carefully disassembled and then cleaned, in a machine resembling a restaurant's dishwasher (autoclave)
- Customize trays of instruments for the surgeon
- Receive soiled linens, used instruments and detachable portions of surgical and laboratory equipment after they're used by surgeons or other caregivers.
- Sorted and reusable linens are sent to the laundry area and disposable or damaged items safely discarded
- Maintain adequate inventory (sponges, gauze, linens and reusable instruments)



# Salaries

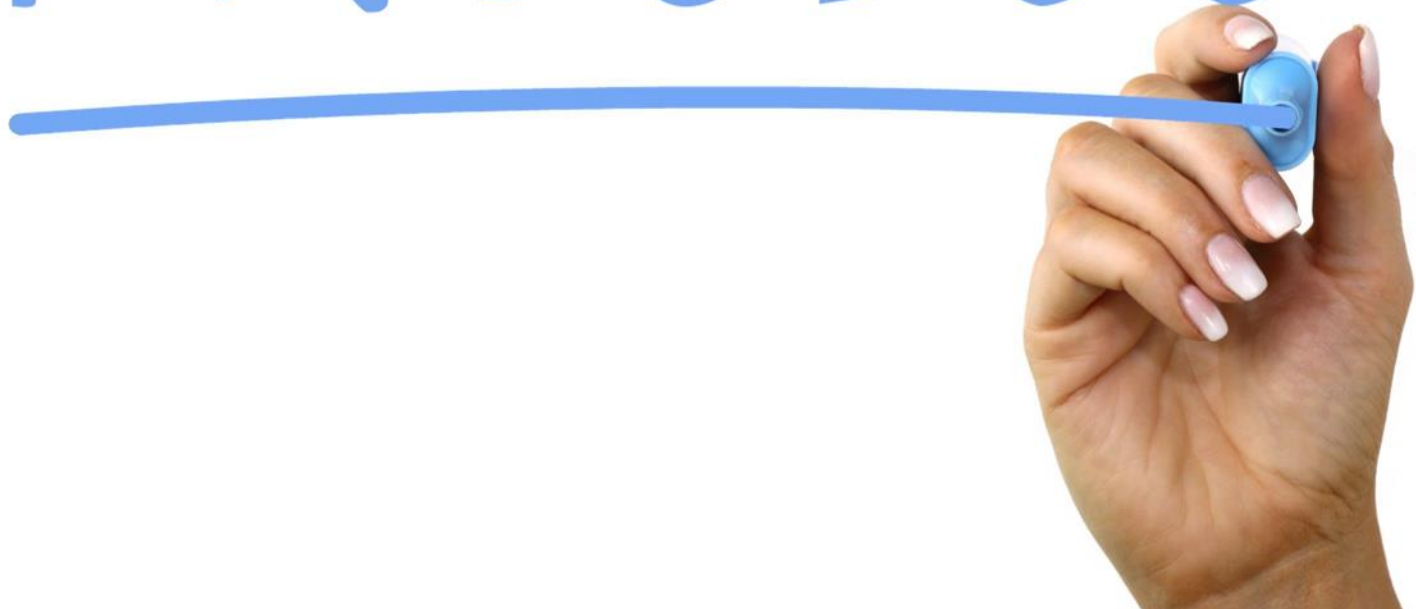
- **Median expected salaries (on average):**
- **Medical Assistant**                      **\$32,835**
- **Patient Care Technician**              **\$25,729**
- **Nursing Assistant**                      **\$27,318**
- **Medical Interpreter**                    **\$32,237**
- **Central Processing**                      **\$36,000**
- **Surgical Technology**                    **\$52,093**

**Source: HR Reported data as of June 2015**

[www1.salary.com](http://www1.salary.com)

# ADMISSIONS PROCESS

PROCESS



# Contact me and I will help you!

- I am available to walk you through the admissions and advising process for the Health Sciences program.
- Here is my contact information:

Kimberly M. Burke  
Admissions Coordinator | Admissions and Recruitment  
Bunker Hill Community College  
70 Everett Avenue Chelsea, MA 02150

Text Number: 617-936-8776

[Click here to join chat](#): Monday, Tuesday, Wednesday 10am-1pm & 3pm-5pm

Book a virtual appointment with Admissions staff [here](#)