

Saint Luke's Health System

Medical Assistant Training Program

Saint Luke's Health System will be starting a training program for medical assistants. This 10-week program will begin June 2021 and comprise didactic instruction, simulations, skill practice, clinical experience, and competency development. Employees attending this program will gain the knowledge and skills to transition into practice for the medical assistant role.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Training 1 p.m.-4:30 p.m.	Training 8 a.m.-4:30 p.m.	Training 8 a.m.-4:30 p.m.	Training 8 a.m.-4:30 p.m.	Training 8 a.m.-4:30 p.m.
Weeks 2-5	Training 8 a.m.-4:30 p.m.	Training 8 a.m.-4:30 p.m.	Training 8 a.m.-4:30 p.m.	Training 8 a.m.-4:30 p.m.	Training 8 a.m.-4:30 p.m.
Weeks 6-8	Clinicals 8 a.m.-4:30 p.m.	Clinicals 8 a.m.-4:30 p.m.	Clinicals 8 a.m.-4:30 p.m.	Clinicals 8 a.m.-4:30 p.m.	Clinicals 8 a.m.-4:30 p.m.
Weeks 9-10	In-home clinic orientation				

Weeks 1-5:

1. This week's classes will be from 8:00 a.m. to 4:30 p.m., starting the first Monday after Human Resource (HR) orientation. They will be a combination of classroom lectures, skills, and simulation. From June 7 to June 15, classes will occur at Shoal Creek Multispecialty Clinic at 8880 NE 82nd Terrace, Kansas City, MO 64158. Starting on June 16, classes will occur at Parkville Multispecialty Clinic at 6185 Jefferson Ave, Parkville, MO 64152. Additional instructions will come directly for Clinical Education Specialist.

Weeks 6-8:

All days will be at a clinical site ambulatory clinic within Saint Luke's Health System. Days will start at 8:00 a.m. and include experiences with patient care with SLHS clinical instructor.

Weeks 9-10:

Participate in eight-hour shifts on the unit with a success coach. Managers will give the schedules.

Additional Information

Dress code: Scrubs or business casual can be worn during the program. Please, no jeans. If wearing business casual, make sure that it is comfortable to move within as we will be practicing different skills while in class. When in the clinic, please wear scrubs. Scrubs should be the approved colors for medical assistants within Saint Luke's Health System: royal blue top and pants or royal blue top and black pants.

Food: Options can be limited at hospital/clinic locations. Please bring lunch and snacks.

Books: You will be provided with a workbook on your first day in the classroom. Please bring this workbook to class every day. Feel free to bring additional pens, pencils, or markers if that helps you take notes.

Contact information: Chloe Bennett, Clinical Education Specialist, 816-599-9369 cebennett@saint-lukes.org.