


CQP Medical Assistant

Sisteron

 Formation éligible
au CPF

 Formation réalisable
en alternance

The benefits of training

the Medical Assistant CQP partially corresponds to the following training courses: medical secretary, medical and medico-social secretary, dental assistant

Success and integration rates: 1st training session, we do not have Quality indicators.
GRETA-CFA satisfaction rate for the year 2023-2024: 89%
GRETA-CFA recommendation rate for the year 2023-2024: 98%
GRETA-CFA contract breach rate for the year 2023-2024: 12%
Our indicators can be consulted on the website : <https://www.inserjeunes.education.gouv.fr/diffusion/accueil>

TRAINING

OBJECTIVES

At the end of his/her training, the holder of the CQP Medical Assistant will be able to assist a private practitioner, general practitioner or specialist in the management of patient pathways and files and in actions linked to the preparation and conduct of the consultation:

- receiving and taking charge of patients,
- coordinating the planning of department activities,
- processing and monitoring administrative files,
- coordinating operations related to patient pathways.
- by managing the risk of contamination and implementing health safety procedures
- by preparing patients for medical examinations and assisting the practitioner during these examinations
- by mastering communication and information-sharing tools as well as software packages or software specific to the activity

The medical assistant carries out his/her activity in a medical practice under the authority of a practitioner in compliance with the procedures and regulations in force, within his/her strict scope of initiatives and using terminology and techniques specific to the sector.

Regulatory elements relating to the legislative and regulatory framework for the profession of medical assistant

- Arrêté du 14 août 2019 portant approbation de l'avenant n° 7 à la convention nationale
- LOI n° 2019-774 of 24 July 2019 relating to the organisation and transformation of the healthcare system
- The order of 7 November 2019 relating to the exercise of the activity of medical assistant was published in the Journal Officiel on 13 November 2019 (FAE).

- **NSF code** : 331 : Health
- **Formacodes**: **35015** : Secretarial medical-social assistant -**43401** : Care file -**43414** : Care relationship -**44074** : Health education prevention

PROGRAMME

Skills block 1 | Monitoring the patient's health pathway

- Module 1: Routine examinations and care in the medical practice: Presenting to patients the routine examinations and care carried out by the practitioner in compliance with ethical rules and the strict scope of his responsibilities
- Module 2 : Health care pathways and coordination: Ensuring that the protocols prescribed by the practitioner are followed, initiating the monitoring of health care pathways and explaining this to patients
- Module 3: Vaccinations and screening: Checking that vaccinations are valid and that the periodic examinations prescribed are carried out
- Module 4 : Public health policies: relaying national prevention campaigns, understanding the organisation of the healthcare system

Skills block 2 | Reception and administrative management of patients

- Module 5: Creating and monitoring a patient file Creating and updating a patient file (medical and administrative)
- Module 6 : Medical vocabulary: Mastering the medical lexicon relating to the most common pathologies and practices
- Module 7: Medical software: Using the advanced functions of medical software
- Module 8: Oral and physical communication with the patient : Applying the fundamentals of communication in dealing with patients (managing difficult situations, etc.)
- Module 9: Telemedicine: Organising a teleconsultation, Mastering the regulatory bases of telemedicine

Skills block 3 | Hygiene and quality

- Module 10: Contaminant risk management Apply sterilisation, disinfection and waste management protocols
- Module 11: Identity and pharmacovigilance Master identity and pharmacovigilance procedures

Skills block 4 | Operational assistance to the practitioner

- Module 12 : AFGSU 1: Identifying and dealing with life-threatening emergencies (first aid procedures)
- Module 13: Constants and Measurements: Measuring vital and physiological parameters
- Module 14: Stock management: Managing a medical practice's stock of medical equipment and pharmaceutical products
- Module 15: Technical assistance to the practitioner: Organising the material conditions to enable the practitioner to carry out care, Putting patients at ease and preparing for the consultation with the doctor.

VALIDATION

- Certificate of professional qualification (CQP) Level 4 (Baccalauréat, BP, BT)
 - AFGSU - Attestation de formation aux gestes et soins d'urgence - level 1
- + d'informations sur cette certification (RNCP36358, libellé exact du diplôme, nom du certificateur, date d'enregistrement de la certification) en cliquant sur :
<https://www.francecompetences.fr/recherche/rncp/36358/>

WHO SHOULD ATTEND?

AUDIENCE

All audiences

PREREQUISITES

- Level 4 for young people leaving initial training
- Validated level 4 certification in medical secretarial, or not validated provided that they have 1 year's professional experience as a medical secretary
- Dental assistant qualification (validated level 4)
- Jobseekers with no experience in the healthcare field
- People with a nursing auxiliary, childcare auxiliary or nursing diploma are authorised to work as an assistant. A job adaptation training course (FAE) in the field of organisation and administrative management of a medical practice is required for medical assistants who do not hold the CQP within three years of taking up their post (Order of 7 November 2019 relating to the exercise of the function of medical assistant). The three categories of professions listed in the Order of 7 November 2019 are not eligible for exemptions.

EDUCATIONAL ORGANISATION

SESSION DATES

from 14 Jan 2025 to 16 Dec 2025 | **DIVERS FINANCEMENTS**

APPRENTICESHIP

from 1 Apr 2025 to 31 Mar 2026 | **DIVERS FINANCEMENTS**

APPRENTICESHIP

DURATION

Maximum total duration of 279 hours The duration of the course is indicative and will be determined according to your profile.

WORKFORCE

TEACHING METHODS, EQUIPMENT AND FOLLOW-UP

Teaching method

- Fully classroom-based training

Teaching methods

- Personalised course
- Group lessons
- Classroom examination

Equipment

- Equipped technical platforms
- Room equipped with networked computer workstations
- Unmarked room with video projector

Monitoring and individualisation

Positioning upstream of training entry.

Interviews, remediation with the educational referent and/or company referent during training.

Taking account of beneficiary satisfaction during and at the end of training.

Possibility of post-training support.

For beneficiaries with disabilities: possible adaptation of training and certification methods, support by the TH referent.

In order to improve the quality of our service, you can send us your suggestions or complaints using the form available on our website.

EXPERTISE OF PARTICIPANTS

Education Nationale certified teachers, Bac +3 trainers with significant experience in adult training, professional speakers.

Trainers experienced in individualising learning.

ASSESSMENT AND CERTIFICATION PROCEDURES

The CQP Medical Assistant is awarded by the CPNEFP for medical practices.

<https://ccn-cabinets-medicaux.fr/assistants-medicaux>

Validation of all the skill blocks is required to obtain certification. You must hold a training certificate in emergency care (AFGSU Level I)

In-course assessments.

Skill block 1 - Follow-up of the patient's health pathway: oral case studies and written case studies according to the skills assessed

Skill block 2 - Reception and administrative management of patients: oral and written professional case studies according to the skills assessed

Skill block 3 - Management of the risk of contamination and health safety procedures : written case studies, oral practical cases, short open response type questionnaire, written work situations according to the skills assessed

Skill block 4 - Operational assistance to the practitioner: oral and written work situations according to the skills assessed

In accordance with the order of 7 November 2019 relating to the practice of the activity of medical assistant, nurses, healthcare assistants and nursery auxiliaries have the option of taking only part of the training linked to the organisation and administrative management of a medical practice. In this case, a training certificate is issued.

FINANCING

RATE

Total price incl. VAT: euros 5580.00

. This price is indicative and non-contractual. Depending on your status, this course may be fully financed. Contact us.

FINANCING

Session from 14 January 2025 to 16 December 2025

Training on a sandwich course (apprenticeship or professional training contract).

Training eligible for the CPF.

This sandwich course training can be fully financed. In the context of work-linked training, this training is only possible under a Contrat de Professionnalisation and Pro A.

Schemes to assist access to CQP AM training can be mobilised (POE,PIC).

Contact us for more information.

Session from 01 April 2025 to 31 March 2026

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Training eligible for the CPF.

This sandwich course training can be fully financed. In the context of work-linked training, this training is only possible under a Contrat de Professionnalisation and Pro A.
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HOW DO I REGISTER?

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Positioning on file:

The aim of positioning is to define the skills held by candidates in order to develop personalised pathways. It is established after candidates have been selected. Applicants may be offered exemptions from training modules. Positioning involves exemptions from the training programme. The exemption exempts candidates from the training time relating to one or more training modules as well as the corresponding validation tests.

Module Creation and follow-up of a patient file and Module Medical Vocabulary:

Exemption for people who hold a certification in medical secretarial work (including the UNAPL title of Technical Secretary option healthcare company).

Medical software module:

Dispensation for medical secretaries with 1 year's experience

Patient communication module:

Exempt for holders of a medical secretarial qualification (including the UNAPL Technical Secretary health company option qualification) + 1 year's experience as a medical secretary

Contaminant risk management module:

Exempt for holders of the Assistant.e title and the CQP Dental Assistant

AFGSU level 1:

Exempt on presentation of the AFGSU certificate valid on the day of the examination

Stock management:

Exempt for holders of the Dental Assistant title and the CQP Dental Assistant

Individualised course: Duration from 195 h to 279 h

Interview by appointment.

Training is available between 15 and 45 days before the start of the course, depending on the funding body. Please contact us.

Duration to enter training for staff whose employer has a contract with the CPAM is 2 years

AFTER THE COURSE

Integration into employment in the position of:

- Medical assistant

to work in a medical practice under the authority of a general practitioner or specialist

AMENITIES

Access for people with disabilities

Accessible to people with disabilities

PRACTICAL INFORMATION

CONTACTS

Sonia JOLLY - Vocational Training Advisor - Référent Handicap
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PLACE OF TRAINING

Lycée des métiers de l'hôtellerie-restauration des Alpes Provençales Paul Arène | 13 avenue du stade | 04200 Sisteron

ORGANIZATION

GRETA-CFA Alpes Provence

Headquarters : Lycée Dominique VILLARS 05000 Gap

Public reception Monday to Friday from 09.00 to 12.00 and from 14.00 to 17.00

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