Vocational training in Germany (Ausbildung)

Medical assistant (Medizinische/r Fachangestellte/r)

Medizinischer Fachangestellter / Medizinische Fachangestellte

You welcome patients, assist the doctor during examinations and run the practice: a paid 3-year training in the healthcare sector.

LEVEL	DURATION	GERMAN	PAY DURING TRAINING
Baccalaureate required	**3 years** 36 months	**B2** required level	**€1,023 to €1,209** gross / month, during the training

We are by your side from day one until you arrive in Germany.

GERMANY
+49 (0) 7033 694 18 80

CAMEROON
+237 622 20 81 64

www.campus-allemagne.org

Douala office : Rond-point Maetur Bonamoussadi – Nice Cream building (4th floor), opposite the COGENI hardware store, Douala, Cameroon

View the full sheet online

THE OCCUPATION IN 30 SECONDS

What a medical assistant does

Medical assistants help the doctor with examinations and treatment, prepare injections, take blood, receive patients, organise appointments and handle documentation and billing.

Assist

Help the doctor with ECGs, X-rays and endoscopies, apply dressings, take blood samples.

Welcome

Receive and reassure patients, give appointments, organise how consultations run.

Document and bill

Keep patient records, itemise services and advise on prevention and follow-up care.

This occupation is for you if…

- ✓ you are careful and responsible with medicines and hygiene
- ✓ you listen well and are empathetic with patients
- ✓ you can keep medical information confidential
- ✓ you enjoy care, reception work and organisation alike

Less suitable if…

- – you cannot cope with close contact with sick people
- – you are very sensitive to the sight of blood or needles
- – you refuse any on-call duty or varying hours

A TYPICAL DAY IN THE WORKSHOP

07:30 **Preparing the practice** : You check the rooms, equipment and the day's appointment book before the practice opens.

08:00 **Welcoming patients** : You greet patients at the desk, check their details and direct them to the waiting room.

10:00 **Assisting with examinations** : You set out the equipment for an ECG and help the doctor during the examination.

11:30 **Taking blood** : You take blood as the doctor instructs, then label and prepare the samples.

14:00 **Laboratory and hygiene** : You analyse a urine sample, then disinfect the instruments following hygiene rules.

16:00 **Records and billing** : You complete the patient records and enter the services provided for billing.

Assisting examinations · Taking blood · Hygiene and disinfection · Laboratory work · Practice organisation · Medical records · Billing of treatments · Empathy · Discretion · Rigour · Emotional stability · Teamwork

THE TRAINING

How the Ausbildung works

In Germany you learn by working: this is the “dual system”. You are an employee of a company and a student at a vocational school (Berufsschule) at the same time.

3 to 4 days a week at the company | **1–2 days school**

Year 1

The basics

- Hygiene and prevention
- Reception and organisation
- Employment law, safety

Year 2

Patient care

- Assisting examinations
- Intermediate exam
- Data protection

Year 3

Consolidation

- Assisting treatments
- Billing and laboratory
- Final exam

Exams and qualification

A written intermediate exam (Zwischenprüfung) takes place before the end of the second year: hygiene, infection protection, administration, data protection, preparing examinations. The final exam has a practical part, with a professional discussion, and a written part: treatment assistance, organisation, economics. Qualification issued through the competent professional chamber.

YOU ARE PAID DURING THE TRAINING

What you need to apply

- ✓ Baccalaureate level is required.
- ✓ The required level is B2. Good technical vocabulary for the trade is a real plus.
- ✓ Contact with patients is close, with a risk of infection; you wear work clothing, often gloves and a mask. On-call duty exists in some places.

Documents to prepare

- ✓ CV and cover letter in German
- ✓ Translated baccalaureate diplomas and transcripts
- ✓ German B2 level certificate

AFTER THE TRAINING

Where it can lead

STRAIGHT AWAY

Qualified medical assistant

Jobs in doctors' practices, hospitals, laboratories or occupational health services.

WITH EXPERIENCE

Adaptation courses

Update your skills, from medical assistance to hygiene in healthcare settings.

LONGER TERM

Management or studies

Take a health-management qualification, or study medicine with a baccalaureate.

YOUR PATHWAY WITH CAMPUS GERMANY

We are by your side from day one until you arrive in Germany

1

CHECK MY ELIGIBILITY

Take the test online or at the office

The eligibility test is done online on our website, or by visiting our Douala office directly.

2

TALK TO AN ADVISOR

Talk to our team

Germany: **+49 (0) 7033 694 18 80**
Cameroon: **+237 622 20 81 64**

3

PREPARE YOUR GERMAN

DZK, our language centre

Deutschzentrum KAGEDEV (DZK) is our own language centre in Douala. Outside Douala: partner language centres, call us to find the nearest one.

4

GET THE CONTRACT

AZUFA is always us

AZUFA is our platform: it connects you with German companies that recruit apprentices and follows your application through to the training contract.

Douala office

Rond-point Maetur Bonamoussadi – Nice Cream building (4th floor), opposite the COGENI hardware store, Douala, Cameroon

From German A1 to the first day of training in Germany

Each step is run by one of our structures. You keep the same contact from start to finish.

1 — **Check my eligibility**
The test is done online on our website or at our Douala office.
RUN BY CAMPUS GERMANY

2 — **Talk to an advisor**
Review your profile, your wishes and the chosen occupation.
RUN BY CAMPUS GERMANY

3 — **Learn German, from A1 to B2**
Courses adapted to your starting level, up to the required B2 level. In Douala at our own language centre; elsewhere, with our partner centres.
RUN BY DZK

4 — **Prepare the application file**
CV and cover letter in German, translated baccalaureate diplomas and transcripts, B2 level certificate.
RUN BY CAMPUS GERMANY

5 — **Find the company and sign the training contract**
We connect you with German companies that recruit apprentices, and follow your application through to the contract.
RUN BY AZUFA

6 — **Prepare the visa and paperwork**
Support to gather the documents and complete the administrative steps.
RUN BY CAMPUS GERMANY

7 — **Prepare your departure and settling in**
Travel, housing and first steps in Germany: we prepare you before you leave.
RUN BY KAGEDEV E.V.

8 — **First day of training in Germany**
You arrive prepared and supported, with a team that has known you since day one.
RUN BY AZUFA

Contact us

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