# MA A181: CLINICAL MEDICAL ASSISTING 1

| Item | Value |
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| Curriculum Committee Approval Date | 04/03/2019 |
| Top Code | 120810 - Clinical Medical Assisting |
| Units | 5 Total Units |
| Hours | 126 Total Hours (Lecture Hours 72; Lab Hours 54) |
| Total Outside of Class Hours | 0 |
| Course Credit Status | Credit: Degree Applicable (D) |
| Material Fee | No |
| Basic Skills | Not Basic Skills (N) |
| Repeatable | No |
| Open Entry/Open Exit | No |
| Grading Policy | Standard Letter (S) |

## Course Description

Theory and techniques in basic microbiology; performing blood and urine collection; CLIA waivered lab test performance; sterilization principals and assisting with minor surgery; medication preparation and administration, including parenteral medications; assisting with general and specialty physical examinations in an outpatient setting. COREQUISITE: MA A150. Transfer Credit: CSU.

## Course Level Student Learning Outcome(s)

1. Demonstrate knowledge of and skills requisite to obtain internship in the medical assisting profession, specifically: the principles of examination room procedures; injections; pharmacology; minor office surgery and laboratory procedures.

## Course Objectives

- I Differentiate between medical and surgical asepsis.
- II Devise a work place information sheet on the levels of infection control.
- III Explain how proper hand washing helps prevent the spread of microorganisms and when hand washing should be performed.
- IV List several guidelines to follow in order to maintain medical asepsis.
- IV. 1. List selected infectious diseases, including the mode of transmission, signs and symptoms of each.
- IV. 2. Discuss the purpose, concerns and selected regulations as related to infection control and the medical assistant.
- IV. 3. Perform a medical aseptic hand washing
- IV. 4. Perform a surgical scrub.
- IV. 5. Demonstrate application of sterile gloves and removal of gloves after procedure.
- V List different sections of medical history and give examples of types of information included in each.
- V. 1. State the six C?s of charting for writing an accurate patient history.
- V. 2. Utilize guidelines for conducting a patient interview.
- V. 3. Explain differences between a sign and a symptom.
- V. 4. Explain chief complaint and present illness.
- V. 5. List the contents of a patient?s chart.
- V. 6. Identify and describe types of formats used for documenting information into the medical record.
- V. 7. vii. List general rules for medical record entry.
- V. 8. Discuss the origin and purpose of screening in the medical facility.
- V. 9. Describe the forms used to document patient information during return office visits.
- VI List the topics that should be covered each time a patient visits the office to see the physician and correctly document the information in the appropriate sections of forms used.
- VI. 1. Discuss questions/techniques that can be use during the interview to obtain pertinent information regarding a patient?s condition
- VI. 2. Discuss appropriate patient education while interviewing the patient.
- VI. 3. Discuss the legal and ethical implications of screening patients.
- VII Identify vital signs and the body functions measured by each:
- VII. 1. State the normal ranges of temperature, pulse, respiratory rates, and blood pressure in a variety of patients.
- VII. 2. Explain how the body controls temperature.
- VII. 3. List factors that cause body temperature to increase or decrease.
- VII. 4. Identify and describe different types of thermometers.
- VII. 5. Explain situations when measuring an oral, rectal, tympanic and axillary temperature is indicated and when contraindicated.
- VII. 6. Explain and demonstrate the procedure for measuring a patient?s temperature using the oral, rectal, tympanic and axillary methods.
- VII. 7. Convert temperature readings from degrees Fahrenheit (F) to degrees Centigrade (C) and vice versa.
- VII. 8. Name and locate major pulse points.
- VII. 9. Describe factors that affect pulse rate.
- VII. 10. Define pulse deficit, explaining its significance and how it is measured.
- VII. 11. Explain and demonstrate the procedure for measuring a patient?s pulse rate.
- VII. 12. Describe normal respiration and explain abnormal breathing patterns.
- VII. 13. Explain and demonstrate the procedure for counting a patient?s respirations.
- VII. 14. Explain and demonstrate the procedure for counting a patient?s respirations.
- VII. 15. List the physiological factors reflected by the measurement of blood pressure.
- VII. 16. xvi. Identify the phases of blood pressure, comparing them to the action of the heart.
- VII. 17. Describe Korotkoff?s sounds.
- VII. 18. Discuss the aneroid and mercury sphygmomanometers.
- VII. 19. Explain and demonstrate the procedure for measuring a patient?s blood pressure.
- VII. 20. Explain causes of errors in blood pressure readings.
- VII. 21. Chart all vital signs.
- VIII Describe ethical and legal obligations to yourself, the physician/employer, and the patient.

- IX Explain and demonstrate the procedures for menstruation and recording
- IX. 1. Convert weight in pounds to kilograms.
- IX. 2. Convert height from inches to centimeters.
- IX. 3. Discuss legal and ethical implications of weighing and measuring a patient.
- X List the duties of the medical assistant in preparing for the complete physical examination (CPE) of a patient.
- X. 1. Name the instruments, equipment, and supplies used on the complete physical exanimation (CPE), and state the function of each.
- X. 2. List the basic sequence of the physical examination.
- X. 3. Describe examination methods used by physicians and give an example of each.
- X. 4. Describe the recommended physical examination schedules for adults and children.
- X. 5. List laboratory and diagnostic test that may be ordered as part of a CPE.
- X. 6. List and discuss appropriate patient education.
- X. 7. Discuss the legal and ethical implications of the physical examination.
- XI Discuss pharmacological principles for routes that the medical assistant must know to safely administer medications.
- XI. 1. Describe the differences between chemical, trade and generic drug names.
- XI. 2. Name the regulatory agencies that historically have affected the manufacture, sale and prescribing of medications.
- XI. 3. List and identify the categories for controlled substances and give an example of each.
- XI. 4. Describe the sources of drugs.
- XI. 5. Explain how drugs are categorized by action and the effect on the human body.
- XI. 6. List factors that influence dosage and drug action.
- XI. 7. List sources for information on pharmacology.
- XI. 8. Identify the medical assistant?s role in administering medications.
- XI. 9. List and explain the components of a prescription.
- XI. 10. Describe and demonstrate calling in a prescription to a pharmacy
- XI. 11. List twelve routes by which medication may be administered, briefly describing each.
- XI. 12. List at least fifteen rules for administering medications.
- XI. 13. List the six ?rights? to follow when administering medications.
- XI. 14. Calculate the correct dosage of a medication to be administered.
- XI. 15. Administer oral medications.
- XI. 16. Administer sublingual medications.
- XI. 17. Administer buccal medications.
- XI. 18. xviii. Administer inhalation medications.
- XI. 19. Administer dermal medications.
- XI. 20. Administer vaginal medications.
- XI. 21. Administer rectal medications.
- XI. 22. Administer transdermal medications.
- XI. 23. Administer installation medications.
- XI. 24. Administer parenteral medications.
- XII Describe the medical assistant clinical role in minor surgical procedures.
- XII. 1. List the guidelines the medical assistant must follow during a sterile procedure
- XII. 2. Identify the most frequently used instruments in performing minor surgeries.
- XII. 3. Demonstrate the techniques used in setting up and maintaining a sterile field.
- XII. 4. Prepare a sterile pack
- XII. 5. Utilize the autoclave to achieve sterility
- XII. 6. Demonstrate techniques for preparing the patient?s skin for minor surgery.
- XII. 7. Describe the types of anesthetics most frequently seen in minor procedures.
- XII. 8. Describe two methods of skin closure performed in the medical office.
- XII. 9. Describe the proper techniques used for removal of sutures and surgical staples.
- XII. 10. Describe instruments used for minor surgery
- XII. 11. Discuss and demonstrate correct completion of an informed consent form.
- XII. 12. Describe and demonstrate surgical asepsis
- XII. 13. Describe and demonstrate how to set up a sterile field.
- XIII List the medical assistant?s duties in a physician?s office laboratory.
- XIII. 1. List the reasons for clinical laboratory testing and purpose of physician office lab (POL).
- XIII. 2. Identify the regulatory controls under Clinical Laboratory Improvement Amendment (CLIA), which govern procedures completed in the physician?s office.
- XIII. 3. Describe quality control and quality assurance programs and identify documentation.
- XIII. 4. List common reference materials used for the performance standards of a test.
- XIII. 5. Identify and give the purpose of equipment found in a physician?s office laboratory.
- XIII. 6. List safety rules employed within the physician?s office laboratory to prevent accidents and properly dispose of hazardous waste.
- XIII. 7. Describe procedures for the collection of blood, urine, stool, sputum, throat and other bacteriological specimens.
- XIII. 8. Discuss common fears and concerns of patients and how to ease these fears.
- XIII. 9. Identify common blood tests and their purpose.
- XIII. 10. Perform the following CLIA waived tests:
- XIII. 11. Describe the basic characteristics of urine including its formation, physical composition and chemical properties.
- XIII. 12. Explain OSHA Standards for Specimen Collection.
- XIII. 13. Demonstrate the proper procedure for collecting various types of urine specimens.
- XIII. 14. Describe how to maintain the chain of custody when processing urine specimens.
- XIII. 15. Explain how to preserve and store urine specimens.
- XIII. 16. Explain the purpose and demonstrate the procedure for performing a routine urinalysis.
- XIV Perform audiometric and vision screening

- XIV. 1. Explain the difference between an ophthalmologist, an optometrist, and an optician.
- XIV. 2. Differentiate between near and distance visual acuity testing.
- XIV. 3. Explain the significance of the top and bottom numbers next to each line of letters on the Snellen eye chart.
- XIV. 4. Explain the difference between congenital and acquired color vision.
- XIV. 5. Describe the Ishihara color vision test.
- XIV. 6. Recall the anatomic structures that constitute the eye.
- XIV. 7. Document vision screening accurately.
- XIV. 8. Differentiate between conductive and sensory hearing loss.
- XIV. 9. Describe screening for auditory acuity using the audiometer.
- XIV. 10. List and describe the controls and switches on the audiometer.
- XIV. 11. List various guidelines for audiometric testing.
- XIV. 12. List the reasons for performing an ear lavage
- XIV. 13. List common behaviors that might indicate a hearing loss
- XV Assist with specialty examinations
- XV. 1. Instruct a female patient for a Pap test appointment and explain why it is necessary.
- XV. 2. Explain how to prepare a female patient for a breast and Pap test/pelvic examination and demonstrate the proper way to assist with these procedures.
- XV. 3. List the necessary instruments/supplies for a Pap test/pelvic exam.
- XV. 4. Prepare the Pap test specimen for laboratory analysis.
- XV. 5. Discuss patient education appropriate for breast exam and Pap/pelvic exams.
- XV. 6. Recall the organs of the male reproductive system.
- XV. 7. Recall the organs of the male reproductive system.
- XV. 8. Explain how to prepare a male patient for a testicular examination and demonstrate the proper way to assist with a testicular examination.
- XV. 9. Discuss patient education appropriate for a testicular examination.
- XV. 10. Instruct a patient in self-examination procedures for breast and testicular abnormalities.
- XV. 11. Describe legal and ethical implication when assisting with female and male exams.

## Lecture Content

I. Module A - Exam Room Procedures A. Medical asepsis B. Patient interviewing C. Patient screening D. Vital signs review E. Mensuration F. Positioning and draping G. Assisting with physical exams 1. General 2. Pediatric H. Wound careII. Module B - Special Procedures A. Vision and hearing assessment B. Orthopedic care C. Male/Female exams D. Ear irrigationIII. Module C - Pharmacology for the Medical Assistant A. Drug Classifications B. Dosage calculations C. Safety guidelines D. Prescriptions E. Pharmacy telephone calls F. Medication prepa ration G. Medication Administration 1. Oral 2. Parenteral 3. Rectal 4. VaginalIV. Module D - Assisting with Minor Surgery A. The Medical Assistant s role in minor surgery B. Preparation and maintenance of a sterile field C. Skin preparation and closure D. Suture removalV. Module E - Laboratory Procedures A. Introduction to the physician s office lab B. Collection/Processing/Testing of CLIA waivered tests 1. Pregnancy 2. Hct/Hbg 3. Cholesterol 4. Erythrocyte sedimentation rate 5. Blood glucose nbsp; 6. Fecal occult blood 7. Dipstick urinalysis 8. Ovulation 9. Rapid Strep A C. Collection/Processing/Testing of blood and body fluids D. Collection/Processing/Testing of urine E. Collection Processing/Testing of microbiology specimens

## Lab Content

I. Module A - Exam Room Procedures A. Medical asepsis B. Patient interviewing C. Patient screening D. Vital signs review E. Mensuration F. Positioning and draping G. Assisting with physical exams 1. General 2. Pediatric H. Wound careII. Module B - Special Procedures A. Vision and hearing assessment B. Orthopedic care C. Male/Female exams D. Ear irrigationIII. Module C - Pharmacology for the Medical Assistant A. Drug Classifications B. Dosage calculations C. Safety guidelines D. Prescriptions E. Pharmacy telephone calls F. Medication prepa ration G. Medication Administration 1. Oral 2. Parenteral 3. Rectal 4. VaginalIV. Module D - Assisting with Minor Surgery A. The Medical Assistant s role in minor surgery B. Preparation and maintenance of a sterile field C. Skin preparation and closure D. Suture removalV. Module E - Laboratory Procedures A. Introduction to the physician s office lab B. Collection/Processing/Testing of CLIA waivered tests 1. Pregnancy 2. Hct/Hbg 3. Cholesterol 4. Erythrocyte sedimentation rate 5. Blood glucose ;6. Fecal occult blood 7. Dipstick urinalysis 8. Ovulation 9. Rapid Strep A C. Collection/Processing/Testing of blood and body fluids D. Collection/Processing/Testing of urine E. Collection Processing/Testing of microbiology specimens

## Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)
- Lab (04)
- DE Live Online Lab (04S)

## Instructional Techniques

Lecture, demonstration, class discussion Laboratory skills Peer practice Computer practice in EHR

## Reading Assignments

Students will spend approximately 3 - 4 hours per week on reading from assigned texts.

## Writing Assignments

Students will spend approximately 3 - 4 hours per week on written assignments, including handbook assignments and student procedure check-off skills.

## Out-of-class Assignments

Students will spend approximately 6 - 8 hours per week on out of class assignments, including reading, writing, and researching/presenting on community resources for a chronic illness.

## Demonstration of Critical Thinking

Multiple choice tests Problem solving exercises Return demonstration of skills with zero critical error Return demonstration at 100% accuracy Medication administration Dosage calculation Oral presentation

## Required Writing, Problem Solving, Skills Demonstration

Student handbook assignments

## Eligible Disciplines

Nursing: Master's degree in nursing OR bachelor's degree in nursing AND master's degree in health education or health science OR the equivalent OR the minimum qualifications as set by the Board of Registered Nursing, whichever is higher. Master's degree required. Nursing science/clinical practice: Any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

## Textbooks Resources

1. Required Proctor, D.. Kinn's The Medical Assistant, 12 ed. St. Louis: Elsevier, 2014 2. Required Proctor, D.. Kinn's The Medical Assistant: Procedure Manual, 12th ed. St. Louis: Elsevier, 2014 3. Required Proctor, D.. Kinn's The Medical Assistant: Study Guide, 12th ed. St. Louis: Elsevier, 2014 4. Required DeVore, A.. The Electronic Health Record for the Physician's Office, 1st ed. St. Louis: Elsevier, 2014