

**Mt. San Jacinto College
Integrated Course Outline of Record**

Form B

Submitted by:	RENUMBERING PROJECT APPROVAL	Date:	12/13/2018
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Department	Subject	Course Number	Title
Medical Assisting	Medical Assisting MA	773	Clinical Medical Assisting (formerly MA-073)

Units/Hours

Each lecture unit requires 1 hour per week of class time, and 2 hours per week of study outside of class.

Each laboratory unit requires 3 hours per week of class time.

Each activity unit requires 2 hours per week of class time and 1 hour per week of study outside of class.

<u>Lecture Units</u>	<u>Lab Units</u>	<u>Total Units</u>
3.00	1.00	4.00
<u>Lecture Contact Hours</u>	<u>Lab Contact Hours</u>	<u>Total Contact Hours</u>
48.00 - 54.00	48.00 - 54.00	96.00 - 108.00
<u>Lecture Homework Hours</u>	<u>Lab Homework Hours</u>	
96.00 - 108.00	0	

Stand Alone:

Stand Alone

AA/AS Degree General Ed Breadth Area(s):

-none-

General Education Justification:

Maximum Enrollment:
Maximum Enrollment Justification:

30

Course requires significant response to written materials - check all that apply:

- * Course requires more than seven 3+ page papers to grade per student per semester.
- * Course requires an unusually large amount of written work to be

responded to individually by the instructor per semester.

Course requires significant individualized instruction or assessment “ check all that apply:

- * Course requires graded class discussion and graded class participation.
- * Course relies on small group dynamics as a means of instruction or assessment.
- * Course requires that each student be evaluated individually on a set of skills more than twice per semester.

Course has safety or compliance factors which influence the enrollment cap “ check all that apply:

- * Course has safety or health reasons that the class should have a non-standard enrollment cap.

Justification: This class has both labs and lectures. The lab portion requires individual assessment of skills needed to prepare for extenship and industry requirement

Grading Method:

Letter Grade or P/NP

TOP code:

1208.10*

Can be Taken

1

time(s) for credit (max 4)

- Visual or Performing Arts course that is required to meet major requirements for UC/CSU

- Intercollegiate athletics course

- Academic/vocational competition course

Catalog Description:

(Please do not refer to transferability or degree, certificate, or employment concentration applicability. Please only describe the course). (75 words or less in gray box below).

This class prepares students for employment in solo-practitioner, multi-physician, outpatient clinics, and other medical offices. Training prepares students to perform clinical medical assisting functions including taking patient histories, recording vital signs, preparing patients for examination, assisting with routine and specialty physical exams and minor office surgery, performing basic lab tests, collecting and preparing lab specimens, authorizing prescription refills as directed, administering medication, taking electrocardiogram, interviewing and documenting patient complaints, and performing CPR and first aid.

Schedule Description:

(Please do not refer to transferability or degree, certificate, or employment concentration applicability. Please only describe the course). (25 words or less in gray box below).

The medical office clinical assistant curriculum prepares multi-skilled health care professionals to perform clinical and basic laboratory procedures, assist physicians, and prepare patients for examinations.

Need for the course:

The mission of the college is to provide career and lifelong learning experiences designed to meet the workforce challenges of a changing world. This course is a core course in the Associate Degree in Medical Assisting and is intended to be a core course in the Medical Assisting Clinical Certificate Program.

Prerequisite(s):

Prerequisites go through a separate approval process. See Forms E1-E6 for details.

(For further clarification, contact the Prerequisite Subcommittee)

-none-

Corequisite(s):

Corequisites go through a separate approval process. See Forms E1-E6 for details.

-none-

Recommend Preparation:

Recommended Preparation goes through a separate approval process. See Forms E1-E6 for details.

-none-

Other Enrollment Criteria:

-none-

Learning Objectives:

(please number each objective and express in behavioral terms)

Upon the completion of the course the student will be able to do the following:

1. Identify and evaluate medical law, ethics, and confidentiality concepts as they apply to the clinical assistant's duties.
2. Effectively identify and locate components of the patient's medical record.
3. Describe ethical and medical-legal behavior.
4. Compare and contrast medical asepsis and the OSHA standards.
5. Identify and perform correct sterilization and disinfection techniques.
6. Create and present a medical record with history notes in the designated format.
7. Compare and contrast the application of phlebotomy skills.
8. Obtain and document vital signs.
9. Perform selected tests that assist with diagnosis and treatment.

Course Content:

(please number the outline of main topics and subtopics)

1. Professionalism
 1. Display a positive attitude
 2. Practice ethical and medical-legal behavior
2. Apply Communication Skills
 1. Listen and observe
 2. Treat all patients with empathy and impartiality

3. Evaluate understanding of communication
4. Compose written communication using correct grammar, spelling and format
5. Use and comprehend medical terminology and abbreviations
3. Identify Components of the Medical Record
 1. Medical office administrative documents
 2. Medical office clinical documents
 3. Identify and locate laboratory reports, therapeutic service documents, and hospital documents in a medical record
 4. Identify and locate consent and procedure documents
4. Apply Medical Asepsis and the OSHA Standards
 1. Microorganisms and medical asepsis
 2. OSHA bloodborne pathogens standard
 3. Utilize health and safety control measures
 4. Work practice controls
 5. Personal protective equipment
 6. Hepatitis B vaccination
 7. Apply principles of aseptic technique and perform surgical septic procedures
5. Perform Sterilization and Disinfection
 1. Hazard communication standard of hazardous chemicals
 2. Utilize correct sanitization technique
 3. Perform guidelines for sanitizing instruments
 4. Utilizing correct disinfection technique
 5. Perform guidelines for disinfection
 6. Sterilization
6. Vital Signs
 1. Vital sign—temperature
 2. Vital sign—pulse
 3. Vital sign—respiration
 4. Vital sign—blood pressure
7. Perform Clinical Duties
 1. Prepare patients for procedures
 2. Provide post-procedure instructions
 3. Prepare and maintain examination and treatment area
 4. Interview and take patient history
 5. Assist physician with examinations and treatments
 6. Use quality control
 7. Run and electrocardiogram and record results
 8. Interpret diagrams, charts, graphs and tables
 9. Transfer and transport patients with or without assistive devices using proper body mechanics
 10. Screen and follow up patient test results
 11. Inventory equipment and supplies and identify supply resources
 12. Exercise efficient time management
 13. Maintain and operate medical equipment
 14. Teach patients and methods of health promotion and disease prevention
 15. Manage calendar/itineraries
 16. Perform first-aid and CPR
 17. Provide verbal and written information
8. Perform Selected Tests that Assist with diagnosis
 1. Perform immunological tests and record results
 2. Perform microbiological tests and record results
 3. Perform tuberculosis screen and record results
 4. Collect and process specimens
9. Apply Legal, Ethical, and Confidentiality Concepts
 1. Document medical information accurately

2. Determine needs for documentation and reporting
3. Maintain HIPPA confidentiality regulations
4. Describe the moral, social and cultural basis of ethics
5. Explain concepts of personal honesty, integrity, accountability
6. Apply legal responsibilities (professional liability, intentional misconduct, negligence/malpractice, etc.) to medical assisting
7. Describe the elements and implications of informed consent
8. Define specific legal doctrines
9. Follow office policy in initiating, withdrawing, withholding or terminating medical treatment
10. Applying patients "Six Major rights" of clinical care
10. Apply Phlebotomy Skills
 1. Apply OSHA safety precautions
 2. Understand the three methods of venipuncture—vacuum tube, butterfly, and syringe
 3. Instruct patient preparation for venipuncture and proper patient position
 4. Implement correct application of tourniquet
 5. Choose site selection for venipuncture and identify alternative sites
 6. Understand the three methods of blood collection
 7. Understand and identify correct evacuated tube
 8. Identify and perform appropriate response with problems encountered with venipuncture
 9. Utilize capillary punctures
11. Administration of Medication
 1. Prepare and administer medications as directed by physician
 2. Maintain medication record
 3. Dispose of controlled substances in compliance with government regulations
 4. Identify classification of drugs based on action and utilize the Physician's Desk Reference

Lab Content:

(please number the outline of main topics and subtopics)

Student will practice and develop the following clinical skills.

1. Obtain vital signs
2. Perform venipuncture
3. Perform capillary puncture
4. Perform pulmonary function testing
5. Perform electrocardiography
6. Perform patient screen using established protocol
7. Select proper site for administering parenteral medication
8. Administer oral medications
9. Administer parenteral (excluding IV) medications
10. Perform quality control measures
11. Perform CLIA waived hematology testing
12. Perform CLIA waived chemistry testing
13. Perform CLIA waived urinalysis
14. Perform CLIA waived immunology testing
15. Perform CLIA waived microbiology testing
16. Prepare proper dosages of medication for administration
17. Maintain growth chart
18. Practice Standard precautions
19. Select appropriate barrier/personal PPE for potentially infectious situation
20. Perform handwashing
21. Prepare items for autoclaving
22. Perform sterilization procedures
23. Obtain specimen for microbiological testing
24. Document accurately in the patient record

Methods of Instruction:

Methods of instruction may include, but are not limited to the following:

- **Method:** Lecture and interactive discussion
Integration: Instructor will provide lecture and opportunities for interactive discussion to describe the concepts of clinical support functions in the medical office.
- **Method:** DVD/CD/Videos
Integration: DVD/CD/Videos are designed to reinforce learning from theory/lecture portions of the course/program.
- **Method:** Group/individual presentations
Integration: Students will develop group/individual presentations on contemporary clinical medical office issues such as performing selected tests that assist with patient diagnosis and treatment; ethics and confidentiality concepts as they apply to the clinical assistant's duties.
- **Method:** Role playing
Integration: Role playing activities will be used to validate acceptable use of communication and critical thinking skills employed in a medical office.
- **Method:** Cooperative learning tasks
Integration: Cooperative learning tasks are designed to foster team work in the classroom and clinical medical office setting.
- **Method:** Lab Activities
Integration: Students will develop skills listed in lab content that coincides with the medical assisting scope of practice.

Methods of Evaluation:

A student's grade shall be determined by the instructor using multiple measures of performance related to the course objectives.

Methods of evaluation may include but are not limited to the following:

- **Method:** Role-playing/Simulation
Integration: Students will be evaluated on their successful participation in problem solving activities, demonstrations, and written exercises to determine student understanding of information presented that is indicative of a variety of clinical medical office tasks, procedures, and situations to test students' ability to demonstrate essential skill and understanding of clinical medical office procedures.
- **Method:** Exams/Tests
Integration: Written and demonstration examinations will be given to assess student knowledge and skill level to test students' ability to demonstrate essential skill and understanding of clinical medical office procedures.
- **Method:** Oral presentations and/or written reports
Integration: Instructors may utilize oral presentations and/or written reports by students to evaluate their understanding of medical office clinical procedures.

Examples of Assignments:

Students will be expected to understand and critique college level texts or the equivalent. Reading and writing, as well as out of class assignments are required. These assignments may include but are not limited to the following:

1. Create charting of medical procedures performed in lab and class sessions.
2. Develop powerpoint presentation related to diseases, disease process and treatment protocol.
3. Participate in individual and group demonstration of skills and procedures.
4. Write a 3 page paper and do an oral presentation on a disease topic noting medical and surgical procedures and treatment protocol.
5. Create a professional portfolio used to assist in securing externship placement. Portfolio will include biography, resume, reference lists and collection of personal certification and recognition.
6. Maintain charting of all procedures performed in class.

7. Create and maintain a electronic and manual medical procedure book/practice which includes a medical records, polices and procedures.
8. Participate in scenario exercises which includes medical records, patient history, patient education and clinical skills needed in the healthcare practice.
9. In role playing scenarios students will alternate roles between being a professional and being a patient.

Textbooks:

- Lindh/Tampano/Dahl/Morris/ Correa (2018). *Comprehensive Medical Assisting Administrative and Clinical Competencies, 6th Edition* Cengage. ISBN: 10:1-305-96479-9
- Lindh/Tampano/Dahl/Morris/ Correa (2018). *Study Guide for Lindh/Tamparo/Dahl/Morris/Correa's Comprehensive Medical Assisting: Adminstrative and Clinical Competencies, 6th.* Cengage. ISBN: 10:1-305-96485-3

Other Resources:

Minimum Qualification

- Health Information Technology **or**
- Health Services Director/ Health Services Coordinator/ College Nurse (Masters Required)