

El Paso Community College

Syllabus

Part II

Official Course Description

SUBJECT AREA	<u>Medical Assisting Technology</u>
COURSE RUBRIC AND NUMBER	<u>MDCA 1417</u>
COURSE TITLE	<u>Procedures in a Clinical Setting</u>
COURSE CREDIT HOURS	<u>4 3 :</u> <u>3</u>
	Credits Lec Lab

I. Catalog Description

Emphasis on patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory care settings. Lab coat is required for this course and will not be provided by the instructor. A grade of "C" or better is required in this course to take the next course.

Prerequisites: MDCA 1305 and MDCA 1313 and MDCA 1409. Corequisite: MDCA 1448. (3:3). Lab fee. Professional Practice Insurance required.

II. Course Objectives

A. Unit I. Infection Control and Safety and Medical Asepsis

1. Describe the infection cycle, including the infectious agent, reservoir, susceptible host, means of transmission, portals of entry, and portals of exit
2. Define asepsis
3. Perform adequate medical asepsis hand wash
4. Discuss infection control procedures
5. Identify personal safety precautions as established by OSHA
6. List major types of infectious agents
7. Compare different methods of controlling the growth of microorganisms
8. Differentiate between medical and surgical asepsis used in ambulatory care settings, identifying when each is appropriate
9. Describe standard precautions, including transmission-based precautions, purpose, and activities regulated
10. Discuss the application of standard precautions with regard to:
 - All body fluids, secretions, and excretions
 - Blood
 - Non-intact skin
 - Mucous membranes
11. Explain the stages of infectious diseases
12. State ways to practice standard precautions
13. Identify and discuss methods of sterilization
14. Explain competent wrapping and operation of autoclave
15. Describe proper disposal of infectious waste
16. Use federal regulations and guidelines for personal protection and disposal of infectious waste
17. Practice risk management: Discuss the importance of routine maintenance of clinic equipment

18. Calibrate equipment
19. Complete an Incident Report
20. Sanitize and disinfect contaminated surfaces and exam rooms
21. Define bioterrorism and describe agents that could be used in bioterrorism attack
22. Identify the role of CDC (Centers for Disease Control and Prevention) in the healthcare settings
23. Report illegal and/or unsafe activities and behaviors that affect the health, safety, and welfare of others to proper authorities

B Unit II. Patient History and Documentation

1. Use medical terminology, pronouncing medical terms correctly, to communicate information **
2. Use reflection, restatement, and clarification techniques to obtain a patient history.
3. Use language and verbal skills that enable patients' understanding.
4. Demonstrate telephone techniques.
5. Apply HIPAA rules in regard to privacy/release of information.
6. Incorporate the Patient's Bill of Rights into personal practice and medical office policies and procedures.
7. Discuss the medical assistant's general approach to the patient interview.
8. Obtain consent to treatment.
9. Identify patient and verify date of birth and name.
10. Identify self and provide credentials.
11. Verify demographics.
12. Verify current medications.
13. Verify and screen test results
14. Assess and verify patient allergies.
15. List characteristics of the patient's chief complaint and the present illness.
16. Recall the rules for charting and documenting in the patient record.
17. Identify the components of the medical health history and their documentation.
18. Perform a complete medical history
19. Document accurately in the patient record
20. Document patient care and patient education.
21. Document immunization card.
22. Document non-compliance.
23. Identify resources and adaptations that are required based on individual needs, i.e., culture and environment, developmental life stages, and physical threats to communication.
24. Recognize elements of fundamental writing skills.
25. Define both medical terms and abbreviations related to all body systems.
26. Recognize the role of patient advocacy in the practice of medical assisting.
27. Apply local, state, and federal health care legislation and regulations appropriate to the medical assisting practice setting.
28. Scan and file EMRs (Electronic Medical Records).
29. Update patient records.
30. Update demographics.
31. Review patient information after it is scanned.

C. UNIT III. Patient Assessment and the Physical Examination

1. Respond to issues of confidentiality
2. Practice within the standard of care for a Medical Assistant
3. Describe methods used in a physical examination
4. Identify and describe seven positions used for physical examination
5. Explain the fundamentals for positioning and draping
6. Identify instruments and supplies used for examinations of various parts of the body
7. Prepare and clean exam rooms
8. Identify the basic components of a physical examination.
9. Describe the sequence followed during a physical examination.

10. Discuss normal and abnormal ranges for the following vitals: blood pressure, temperature, pulse, and respirations
11. Describe methods and locations for obtaining pulse
12. Describe the appropriate equipment and procedures for obtaining a blood pressure measurement
13. Measure and record vital signs: blood pressure, temperature, pulse, and respiration
14. Measure and record SPO₂
15. Measure and record Height, Weight, and BMI
16. Maintain growth charts
17. Distinguish between normal and abnormal test results
18. Document procedures
19. Apply HIPAA (Health Insurance Portability and Accountability Act)
20. Obtain consent to photograph
21. Report illegal and/or unsafe activities and behaviors that affect health, safety, and welfare of others to proper authorities.
22. Prepare a patient for procedures and/or treatments.
23. Identify how the Americans with Disabilities Act (ADA) applies to the Medical Assisting profession.
24. Maintain inventory of exam room supplies.

D. Unit IV. Patient Preparation and Assisting the Physician

1. Obtain consent for treatment.
2. Perform within the scope of practice.
3. Explain the Medical Assistant's role when assisting with ambulatory procedures.
4. Identify and describe the use of surgical instruments.
5. Explain basic rules to follow to protect maintain a sterile area.
6. State the advantages and disadvantages of Betadine, Hibiclens, Isopropyl Alcohol, and Hydrogen Peroxide when each is used as a skin antiseptic.
7. Explain the sizing standards for suture material and criteria used to select the most appropriate type and size.
8. List and describe pre-operative and post-operative concerns to be addressed in patient preparation and education.
9. Describe patient preparation instructions and explain procedures for vision and hearing, spirometry, pulse oximetry, physical examination, and collection of body fluids
10. Demonstrate professional ethics, empathy, and professionalism
11. Identify and describe the types of exams, to include pediatrics, gynecology, urology, neurological, orthopedics, dermatological, respiratory, and circulatory systems.
12. Assist with different examinations according to the specialty.
13. Assist physician with patient care and minor surgery.

E. Unit V. Diagnostic Procedures

1. Describe safety precautions for personnel and patients as they relate to ionizing radiation treatments
2. Explain the differences among radiology, radiation therapy, and nuclear medicine
3. Explain side effects of radiation
4. Describe x-ray procedures that require patient preparation
5. Describe the various positions used during x-ray procedures

F. Unit VI. Rehabilitation and Therapeutic Modalities

1. Describe assistive devices and the importance of each in helping patients to ambulate.
2. Define rehabilitation medicine and explain its importance in patient care.
3. Discuss the importance of correct posture and body mechanics.
4. Describe techniques to safely transfer patients and lift or move heavy objects.
5. Explain the importance of joint range of motion and the methods used to measure joint movement.
6. Explain the body's physiologic reactions to heat and cold therapeutic modalities.

7. Identify and explain patient education for the different modalities.
8. Assist patients with walk devices, wheel chairs, and canes.
9. Perform range of motion exercises.

III. THECB Learning Outcomes (WECM)

Upon completing this course, the student will be able to:

1. Assist with routine and specialty office examinations and procedures including inventory control.
2. Perform medical and surgical asepsis and sterile techniques appropriate in ambulatory care settings.
3. Apply governmental health care guidelines.
4. Respond to medical emergencies.

IV. Evaluation

The lecture grade will be determined as follows:

Quizzes/ Daily Work	40%
Written Exams	35%
Homework/Presentations	25%

The lab grade will be determined as follows:

Lab assignments	30%
Competencies	45%
Uniform/Professionalism	25%

Laboratory Competencies:

Minimum Score: 75%

“Psychomotor and affective competencies taught and assessed in this course must be passed with 100% of the psychomotor and affective competencies from the MAERB Core Curriculum, in order to pass the course.” In other words, students shouldn’t be able to pass any particular course if they haven’t passed all of the MAERB psychomotor and affective competencies found within it.

Both Lecture and Lab Grade will be combined, and student must pass both Lecture and Laboratory in order to successfully pass the course.

Final Grade:

Lecture	35%
Laboratory	40%
Final Exam	25%

Key for grades as follows:

- A (90-100%)
- B (80-89%)
- C (70-79%)
- D (60-69%)
- F Less than 60*

*A grade of “D” or “F” will need to be repeated for all Health Occupations classes in order to graduate.

V. Disability Statement (Americans with Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.

VII. Title IX and Sex Discrimination

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.