



COURSE NAME: Clinical Medical Assisting

COURSE NUMBER: MED 133

CREDITS: 4

CATALOG DESCRIPTION: This course presents the theory and practice of clinical skills used by the medical assistant in an outpatient environment. The course focuses on documentation, adult and pediatric physical exams, vital signs and measurements, medical asepsis, and requirements for practices commonly performed in assisting with clinical procedures and minor surgery and assisting with specialty areas. Oral and written communication skills, interview techniques, and patient education and instruction policies and procedures are developed.

PREREQUISITES: MED 125, CSA 105, English 101 eligible

HCC General Education Requirement Designated Competency Attribute Code(s):

None

Additional CSCU General Education Requirements for CSCU Transfer Degree Programs:

None

Embedded Competency(ies):

None

Discipline-Specific Attribute Code(s):

SCI Science elective

Course objectives:

General Education Goals and Outcomes:

None

Course Specific Objectives:

- To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- To develop the clinical competencies necessary to be a competent medical assistant.
- To examine the roles and responsibilities of a clinical medical assistant in

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healthcare.

- To develop effective communication skills and respect for uniqueness and diversity.
- To apply ethical, logical, critical and analytical processes in identifying problems, alternative solutions and making informed decisions related to the clinical healthcare environment

Outcomes:

With the satisfactory completion of this course, the student will be able to perform entry level competencies as a Medical Assistant. This course includes the following competencies:

Anatomy & Physiology

- I.C1** Describe structural organization of the human body
- I.C2** Identify body systems
- I.C3** Describe body planes, directional terms, quadrants, and cavities
- I.C4** List major organs in each body system
- I.C5** Describe the normal function of each body system
- I.C6** Identify common pathology related to each body system
- I.C7** Analyze pathology as it relates to the interaction of body systems
- I.C8** Discuss implications for disease and disability when homeostasis is not maintained
- I.C9** Describe implications for treatment related to pathology
- I.C10** Compare body structure and function of the human body across the life span

Applied Mathematics

- II.C7** Analyze charts, graphs and/or tables in the interpretation of healthcare results

Applied Microbiology/Infection Control

- III.C1** Describe the infection cycle, including the infectious agent, reservoir, susceptible host,
means of transmission, portals of entry, and portals of exit
- III.C2** Define asepsis
- III.C3** Discuss infection control procedures.
- III.C4** Identify personal safety precautions as established by the Occupational Safety and
Health Administration (OSHA)
- III.C5** List major types of infectious agents
- III.C6** Compare different methods of controlling the growth of microorganisms
- III.C7** Match types and uses of personal protective equipment (PPE)
- III.C13** Identify the role of the Center for Disease Control (CDC) regulations in
healthcare
Settings

Effective Communication

IV.C6 Differentiate between subjective and objective information

IV.C7 Identify resources and adaptations that are required based on individual needs, i.e.

culture, environment, developmental life stage, language and physical threats to communication

Legal Implication

IX.1C Discuss legal scope of practice for medical assistants

IX.14C Describe the process to follow if an error is made in patient care

Protective Practices

XI.1C Describe personal protective equipment

XI.C3 Describe the importance of Materials Safety Data Sheets (MSDS) in a healthcare setting.

XI.C10 Identify principles of body mechanics and ergonomics

Other

- Demonstrate the appropriate patient positioning for common examinations
- Prepare, inventory and maintain equipment, examination and treatment areas
- Assist with examinations, procedures and treatments
- Maintain and analyze charts and reports in the interpretation of healthcare results
- Define, demonstrate and apply principles of aseptic technique and infection control
- Identify personal safety precautions as established by OSHA
- Describe and match types and uses of PPE
- Describe and practice standard precautions
- Identify and comply with safety techniques and signs
- Describe work place safety
- Identify commonly used supplies, medical instruments, and equipment
- Identify community resources for health maintenance and disease prevention to meet individual patient needs.
- Demonstrate appropriate therapeutic communication skills
- Document and report patients (students) communications, data and clinical treatments accurately using correct medical terminology
- Demonstrate appropriate therapeutic communication skills
- Recognize and demonstrate respect of unique needs of individuals with disabilities, limitations, and broad range of cultural diversity
- Recognize and demonstrate respect of unique needs of individuals with disabilities, limitations, and broad range of cultural diversity
- Analyze and adapt communication, language/verbal skills to the individuals understanding

Psychomotor and affective competencies covered in this course may be found on a separate sheet at the end of the syllabus.

Taken from the 2008 *Standards and Guidelines for the Medical Assisting Educational Programs*

Types of Assessments meeting Core Competencies

- Demonstration of skills/competencies
- Online interactive adaptive activities using McGraw Hill LearnSmart
- Online interactive McGraw Hill ActivSim Patient interaction simulations
- Online interactive McGraw Hill ActivSim Skill simulations
- Online electronic medical record and practice management software using Medisoft
- Online Quizzes
- Discussion Board
- Unit tests, Midterm and Final exams
- Patient Interview assignment
- Patient information brochure – chronic disease

Practical Final A “live” comprehensive simulation to pull it all together. The final practical will include the Cognitive, Psychomotor and Affective content covered in this course. A non-student patient volunteer will role play various common scenarios with the student. The student brings the patient from the waiting room through the intake process, performs vital signs and measurements, correctly documents findings and sets up the exam room so that the “patient” is ready to see the physician.

COURSE CONTENT:

Unit 1 The Medical Office Environment

- Organization of the Body
- Principles of Asepsis
- Infection Control Techniques
- HIV Hepatitis and Other Blood borne Pathogens
- Lymph and Immune Systems

Unit 2 Assisting with Patients

- Preparing the Exam and Treatment Areas
- Interviewing, History and Documentation
- Endocrine System
- Integumentary System

Unit 3 Vital Signs and Measurements

- Obtaining Vital Signs and Measurements

Unit 4 Assisting with Exams

- Assisting with a General Physical Exam
- Assisting in Basic Specialties
- Reproductive System

Nervous System
Special senses

Unit 5 Diagnostic Equipment and Treatments
 Assisting with Specialized Exams
 Assisting with Cold and Heat Therapy

Grading Policy: The semester grade will be assessed by the following means:

Homework (LearnSmart** & ActivSim*)	10%
Assessments (Pretests & Quizzes**)	10%
Assignments (Interview, Paper, Brochure)	10%
Unit Tests and Midterm	20%
Skills//Practical***	30%
Final Exam	20%

*ActivSim: <http://www.activsim.com/ma>

**Connect Plus and Learnsmart: access through Blackboard learning modules

NEW TO Connect: This is the class site to register www.mcgrawhillconnect.com

*** Clinical Skills: The student must perform each skill with accuracy. Students not passing the skill must repeat the evaluation skill, until accuracy is obtained. Ten points will be deducted from the final score of each skill for each repeat evaluation performance. A minimum of 80% is considered passing. **The Practical Final is worth 75% of the final skills grade**

ALL CLINICAL SKILLS MUST BE COMPLETED 24 HOURS PRIOR TO THE PRACTICAL FINAL

1. Grading Policy for all cognitive domain objectives/competencies

The semester grade will be determined as indicated on individual course syllabi.

Cognitive domain will be assessed by a variety of assignments, homework, projects, quizzes, and tests.

A final average grade of 74 or higher is required for successful completion of the course.

2. Grading Policy for all psychomotor and affective domain objectives/competencies

The semester grade will be determined as indicated on the individual course syllabi.

Students must pass each individual psychomotor and affective domain competency validation with a score of 80% or higher or they will not be able to pass the class and will have to repeat the class for graduation.

With permission of Jane O'Grady at NWCC.

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