COURSE INFORMATION

Course Prefix/Number: MED 114
Course Title: Medical Assisting Clinical Procedures
Lecture Hours/Week: 3.0
Lab Hours/Week: 3.0
Credit Hours/Semester: 4.0

VA Statement/Distance Learning Attendance
Textbook Information
Student Code and Grievance Policy
Attendance Statement (3-30-4000.1)

COURSE DESCRIPTION

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques, and emergency procedures.

COURSE COMPETENCIES

Upon satisfactory completion of this course, the student will be proficient in:

- Laws pertaining to practicing in a health care environment
- Communication with patients and other health care workers
- Exam room procedures and techniques
- Treatment and care of patients in an ambulatory setting

Module 1: Health Care Roles and Responsibilities

- Describe the role of the medical assistant and identify typical skills and job responsibilities of the medical assistant.
- List the types of establishments in which medical assistants work and describe the different types of health care specialists.
- Define professionalism and describe behaviors that are necessary when working in a professional capacity.
- Outline the impact of government on health care.

Module 2: Medical Law and Ethics

- Describe the doctor–patient relationship, discussing the concepts of a contract and consent.
- Examine the issue of confidentiality as it applies to the medical assistant.
- Describe the governmental agencies that regulate matters in the health care office and the federal laws that affect the provider office.
- Discuss the role of cultural, social, and ethnic diversity in ethical performance of medical assisting practice.
Module 3: Professional Communications
- Identify the components of the standard communication model and styles of verbal communication. Recognize communication barriers and identify techniques for overcoming them.
- Describe Maslow’s Hierarchy of Needs and Dr. Kubler-Ross’s Stages of Grief.
- List and describe commonly used behavioral defense mechanisms and coping skills for dealing with stress.
- Define critical thinking and list the steps in applying critical thinking skills to a problem.
- Recognize the role of patient advocacy in the practice of medical assisting.

Module 4: Preparing For Clinical Procedures
- List the habits a medical assistant should practice to reduce and prevent disease transmission, including patient education suggestions.
- Explain the purpose of screening in today’s medical office and the process for screening and determining the urgency of a patient’s condition and identify the skills necessary to conduct a patient interview.
- Explain the purpose of obtaining a health history and the importance of documenting the patient’s medical, family, and social and occupational histories.
- Identify the four vital signs and the body functions they measure.

Module 5: Assisting with Examinations
- Explain the steps necessary to prepare for an exam.
- Name the examination positions and explain the purpose of each.
- Explain the role of the medical assistant in the examination process.
- Name the six examination techniques used by physicians and discuss the physical exam format used in examination.
- Explain the purpose of medical assistants accompanying the provider during the administration of a pelvic exam.

Module 6: Cardiology and Radiology Procedures
- Explain the reasons for performing an ECG, 24-hr Holter monitoring test, and cardiac stress test and the purpose of a defibrillator.
- Define X-rays and explain the methods and importance of using safety precautions in radiographic procedures; including why pregnant women should not have X-rays.
- Describe sonography and ultrasound and state their purpose.
- State the patient preparation for ultrasound procedures.
- Explain what Magnetic Resonance Imaging (MRI) is and list the contraindications.

Module 7: Minor Surgical Procedures
- Illustrate the importance of maintaining the sterile field.
- Explain the importance of obtaining the consent form for the surgical procedure.
- Explain the importance of proper skin preparation before an invasive procedure.
- List the medical assistant’s duties in minor surgery performed in the office.
- Describe important information that should be recorded on the patient’s chart.

Module 8: Medication Administration Procedures
- Recognize and categorize many of the most commonly used prescription and non-prescription medications, including desired effects, side effects, and adverse reactions.
and the most common drug forms; and the medical, legal, and ethical concerns regarding medications and appropriate actions to be taken for each.

- Define controlled substances and describe the five schedules in which controlled substances are categorized.
- Describe the necessary elements that constitute a complete and accurate prescription and how to properly complete and accurately enter a medication into the patient’s record.
- List and explain the Seven Rights of medication administration.
- Describe and discuss appropriate measures regarding documentation of medication and immunization side effects and adverse effects.
- Explain how to handle and dispose of needles safely.
- Describe the proper way to prepare, verify, and administer correct doses of medications for intradermal, intramuscular, and subcutaneous injections.

Module 9: First Aid and Responding To Emergencies

- List items that might be found in a crash cart or emergency kit.
- Explain the purpose of the universal emergency medical identification symbol.
- Explain the purpose of an AED and its capabilities.
- Identify seven descriptive terms that describe the severity or onset of a disease or disorder.
- List symptoms of shock.
- Identify four pieces of information that can help you evaluate the severity of an illness or injury when screening a patient over the phone.
- Explain to the patient the proper care of bandages.

METHODS OF INSTRUCTION

This course will use, but not limited to the following methods of instruction:

- Lecture
- Discussion
- PowerPoint Presentations
- Worksheets
- Procedure Practice
- Competency Check-offs

MINIMUM STANDARDS

Students will complete this course by demonstrating clinical procedure skills, completing assignments, and passing module tests with a combined final average of 70 or better.

COURSE REQUIREMENTS

- Students will maintain a 3-ring binder to hold all chapter vocabulary words and review packets, which students will have to turn in, at the beginning of class, before the module test starts.
- Vocabulary notebooks and packets will be given back within the next 2 scheduled class meetings with the grade.
- Students will perform clinical procedures that have been reviewed in class. For each procedure, the student must demonstrate the technique, and be able to answer questions about the purpose and other pertinent information about the technique.
Students will be given a test at the end of each module.

EVALUATION/GRADING STRATEGIES

Vocabulary Binder and Review Packets .......... 20% of Final Grade
Procedure Check Off ......................................... 30% of Final Grade
Module Exam .................................................... 50% of Final Grade

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ENTRY LEVEL SKILLS

None

PREREQUISITES

AHS 102, BIO 112; RDG 100, ENG 100, MAT 032 or equivalent all with minimum grade of C

CO-REQUISITES

None

DISABILITIES STATEMENT

Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Special Resources Office (SRO) at 803-327-8007 in the 300 area of Student Services. The SRO coordinates reasonable accommodations for students with documented disabilities.