

Reviewed by: K. Ward
Reviewed by: K. Bandy
Date Reviewed: May 2024
C & GE Approved: May 2024
Board Approved: June 2024
Semester Effective: Fall 2025

Medical Assisting (MEDA) 1109 Clinical Medical Assisting with Laboratory I (4 Units)

Prerequisite: Admission to the Taft College Medical Assisting Program

Co-Requisite: None

Advisory: Eligibility for ENGL 1500 or 1501, completion of BIOL 2250, and a transfer level math course are strongly recommended.

Hours and Units Calculations:

48 hours lecture. 96 Outside of class hours. 48 hours lab. (192 Total Student Learning Hours) 4 Units

Catalog Description: This is an introductory course designed to provide basic education and training for the individual who is interested in working as a clinical medical assistant in a medical or clinical back office. Topics covered: basic infection control; Occupational Safety and Health Administration (OSHA) regulations, principals of nutrition; vital signs and height/weight measurements; initial medical record documentation; and maintenance of the clinical facility. Common office practices, such as vital signs, are discussed and practiced in the skills lab.

Type of Class/Course: Degree Credit

Text:

Bonewit-West, Kathy. *Clinical Procedures for Medical Assistants*. 11th ed., Saunders, 2022.

Bonewit-West, Kathy. *Study Guide for Clinical Procedures for Medical Assistants*. 11th ed., Elsevier, 2023.

Bonewit-West, Kathy, and Sue Hunt. *Today's Medical Assistant*. 4th ed., Saunders, 2020.

Bonewit-West, Kathy, and Sue Hunt. *Study Guide for Today's Medical Assistant*. 4th ed., Saunders, 2020.

Course Objectives:

At the end of the course, a successful student will be able to

1. Demonstrate the ability to apply principles of aseptic technique and infection control, identify and demonstrate the use of instruments and supplies used during various examinations, procedures, and treatments.
2. Analyze medical record documentation and the importance of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
3. Demonstrate the ability to understand the elements of nutrition and the impact on one's health.
4. Articulate the appropriate use of the equipment to measure height/weight, perform medical assisting procedures which include taking vital signs; infection control; document care; protective practices.
5. Demonstrate the ability to communicate effectively with the patient using both verbal and nonverbal communication.
6. Use the skills necessary to conduct a patient interview to obtain history and chief complaint.

7. Compare and contrast quality control measures that apply to safety and health policies and procedures to prevent illness and injury.
8. Discuss the principles of aseptic technique and infection control including hand washing, PPE use and disposal.
9. Illustrate the proper use of equipment to measure weight, height, blood pressure, pulse, blood oxygen level, glucose, and urine.
10. Perform medical assisting procedures including taking vital signs, infection control; document care; protective practices.
11. Demonstrate how to perform a patient interview and determine the chief complaint.
12. Summarize the ability to practice emergency protocols and procedures.

Student Learning Outcomes:

1. Demonstrate an understanding of infection control protocols, including hand hygiene, personal protective usage, disposal, and safety measures to prevent illness or injury, as well as an understanding of legal documents such as Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations.
2. Complete clinical procedures commonly used in medical assisting, such as taking vital signs, height, and weight,
3. Apply effective communication skills and show understanding and use of medical terminology both verbally and written, to interact with patients, healthcare providers, and other members of the healthcare team and perform a patient interview and be able to determine the chief complaint.
4. Articulate the principles of lab safety, including the proper handling of and disposal of hazardous materials, infection control measures, and personal protective equipment usage in accordance with the Clinical Laboratory Improvement Amendment (CLIA) regulations.
5. Identify the techniques for collecting several types of patient specimens, such as blood and urine, stool, and sputum and be able to demonstrate proper storage and processing of such specimens. This includes understanding the purpose of each test, the steps in performing, and the interpretation of the lab results.
6. Demonstrate an understanding of proper documentation and communication in the laboratory setting. This includes interaction with patients during specimen collection and documentation to accurately record and maintain patient and test information, document results, and complete laboratory reports.

Course Scope and Content: (Lecture)

Unit I. Medical Asepsis and the Occupational Safety and Health Administration (OSHA) Standard

- A. The OSHA bloodborne pathogens standard
- B. Handwashing
- C. Applying an alcohol-based hand rub
- D. Application and removal of clean and disposable gloves

Unit II. Sterilization and Disinfection

- A. Definition of Terms
- B. Hazard Communication Standard
 1. Inventory of Hazardous Chemicals
 2. Labeling of Hazardous Chemicals
- C. Disinfection
 1. Levels of Disinfection
 2. Types of Disinfectants
 3. Guidelines for Disinfection

- 4. Preparing and Using Disinfectant
- 5. Storing Disinfectant
- D. Sanitization
- E. Sterilization
 - 1. Sterilization Methods
 - 2. Autoclave
 - 3. Other Sterilization Methods

Unit III. The Medical Record and Health History

- A. Introduction to the Medical Record
 - 1. Types of Medical Record
 - 2. Paper Based Patient Record
- B. Electronic Health Record
- C. Health History Report
- D. Documentation in the Medical Record
 - 1. General Guidelines for Documentation
 - 2. HIPAA
 - 3. Documenting Progress Notes
 - 4. Documenting Patient Symptoms
 - 5. Other Activities that need to be Documented

Unit IV. Vital Signs

- A. Temperature
 - 1. Regulation of Body Temperature
 - 2. Body Temperature Range
 - 3. Assessment of Body Temperature
- B. Pulse
 - 1. Mechanism of the pulse
 - 2. Assessment of the pulse
- C. Respiration
 - 1. Mechanisms of respiration
 - 2. Assessment of respiration
- D. Pulse Oximetry
- E. Assessment of Oxygen Saturation
- F. Blood Pressure
 - 1. Mechanism of Blood Pressure
 - 2. Blood Pressure Measurement - Manual Method
 - 3. Blood Pressure Measurement - Electronic Method

Unit V. The Physical Examination

- A. Introduction to the Physical Examination
- B. Definition of Terms
- C. Preparation of the Examination Room
- D. Preparation of the Patient
- E. Measuring Height and Weight
 - 1. Types of Scales
 - 2. Body Mass Index (BMI)
- F. Body Mechanics
- G. Positioning and Draping
- H. Wheelchair Transfer
- I. Assessment of the Patient

Unit VI. Anatomy and Physiology

- A. Introduction to Anatomy and Physiology
- B. Integumentary System
- C. Skeletal System
- D. Muscular System
- E. Nervous System
- F. The Senses
- G. Endocrine System
- H. Circulatory System
- I. Respiratory System
- J. Digestive System
- K. Urinary System
- L. Reproductive System

Unit VII. Nutrition

- A. Definition of terms
- B. Classification of Nutrients
- C. Dietary Supplements
- D. Tools for Healthy Nutrition
- E. Nutrition Therapy
- F. Food Labels
- G. Weight Management
- H. Lactose Intolerance
- I. Gluten Intolerance
- J. Diabetes
- K. Hypertension
- L. Cardiovascular Disease
- M. Food Allergies
- N. Water
- O. Carbohydrates
- P. Fats
- Q. Protein
- R. Vitamins
- S. Minerals

Unit VIII. Interacting with Patients

- A. Verbal and Nonverbal Communication with Patients
- B. The Patient Interview
- C. Understanding and Meeting Needs of Patients
- D. Determination of Chief Complaint

Unit IX. Emergency Preparedness and Protective Practices

- A. Introduction to Disaster and Emergency Training
- B. Categories of Disasters
- C. Psychological effects of Emergencies
- D. Emergency Preparedness in the Medical Office
- E. First Aid Kit
- F. Fire Safety in the Medical Office
- G. Emergency Protocols and Procedures

Course Scope and Content: (Laboratory)

Unit I. Medical Asepsis and OSHA Standard

- A. Microorganisms and Medical Asepsis
- B. Handwashing
- C. Applying Alcohol-based Hand Sanitizer
- D. Application and Removal of Disposable Exam Gloves
- E. Personal Protective Equipment (PPE)

Unit II. Sterilization and Disinfection Techniques

- A. Sanitization of Instruments
- B. Wrapping Instruments in Sterilization Paper
- C. Wrapping Instruments in Sterilization Pouch
- D. Sterilizing Instruments in Autoclave

Unit III. Medical Record and Health History

- A. Documenting in the Paper-based Patient Chart
- B. Documenting in the Electronic-based Patient Chart
- C. Obtaining Patient History and Formulating Chief Complaint

Unit IV. Vital Signs

- A. Measuring Temperature
 - 1. Oral
 - 2. Axillary
 - 3. Rectal
 - 4. Ear
 - 5. Skin
- B. Measuring Pulse and Respiration
- C. Measuring Blood Pressure
 - 1. Manual
 - 2. Automatic
- D. Performing Pulse Oximetry

Unit V. The Physical Examination

- A. Measuring Height and Weight
- B. Prepping the Exam Room
- C. Assessing the Patient
- D. Wheelchair Transfer
- E. Patient Positioning

Unit VI. Laboratory Procedures

- A. Prevention and Control of Infectious Diseases
 - 1. Using a Microscope
 - 2. Collecting a Throat Specimen
 - 3. Collecting a Nasal Specimen
- B. Urinalysis
 - 1. Clean catch and Midstream Specimen Collection
 - 2. Chemical Testing of Urine
 - 3. Prepare a Urine Specimen for Microscopic Examination
- C. Pregnancy Test
 - 1. Performing a pregnancy test

2. Qualitative vs. Quantitative

Unit VII. Emergency Preparedness and Protective Practices

- A. Demonstrating Proper Use of Fire Extinguishers
- B. Fire Drill
- C. Mock Exposure Event

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 4 hours per week outside of regular class time doing the following:

1. Reading Assignments
2. Writing Assignments
3. Watching Videos

Methods of Instruction:

1. Lecture
2. Discussion
3. Videos

Methods of Evaluation:

1. Exams/Quizzes/Tests
2. Projects
3. Homework
4. Assignments
5. Online Exercises

Laboratory Category: Extensive Laboratory

Pre delivery criteria: All the following criteria are met by this lab.

1. Curriculum development for each lab.
2. Published schedule of individual laboratory activities.
3. Published laboratory activity objectives.
4. Published methods of evaluation.
5. Supervision of equipment maintenance, laboratory setup, and acquisition of lab materials and supplies.

During laboratory activity of the laboratory: All the following criteria are met by this lab.

1. Instructor is physically present in lab when students are performing lab activities.
2. Instructor is responsible for active facilitation of laboratory learning.
3. Instructor is responsible for active delivery of curriculum.
4. Instructor is required for safety and mentoring of lab activities.
5. Instructor is responsible for presentation of significant evaluation.

Post laboratory activity of the laboratory: All the following criteria are met by this lab.

1. Instructor is responsible for personal evaluation of significant student outcomes (lab exercises, exams, practicals, notebooks, portfolios, etc.) that become a component of the student grade that covers most lab exercises performed during the course.
2. Instructor is responsible for supervision of laboratory cleanup of equipment and materials

Supplemental Data:

TOP Code:	1208.00 Medical Assisting
SAM Priority Code:	C: Clearly Occupational
Distance Education:	Not Applicable
Funding Agency:	Y: Not Applicable (funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	No
Discipline:	Healthcare Ancillaries