TAFTCOLLEGE

Reviewed by: K. Ward
Reviewed by: K. Bandy
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C & GE Approved: May 2024
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Medical Assisting (MEDA) 1110 Clinical Medical Assisting with Laboratory II (4 Units)

Prerequisite: Admission to the Taft College Medical Assisting Program and a successful completion of MEDA 1109 with a C or better

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 designed to provide advanced education and training for the individual who is interested in working as a Clinical Medical Assistant in a medical or clinical back office. Topics include patient history and interviewing, techniques of assisting the physician with patients, minor surgeries and sterile dressing changes, staple and suture removal, theory of x-ray examination and treatment, patient education, electrocardiographic methods, and first aid. Common office procedures are discussed and practiced in the Skills Lab. Emphasis is placed on the role of the clinical medical assistant.

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. Compare and contrast the infection cycle and infection control in an outpatient facility.
2. Demonstrate the ability to assist with routine physical and specialty examinations.
3. Articulate medical assisting procedures which include patient interviews, documentation on medical history forms; patient emergency procedures; minor surgery; and wound care.
4. Evaluate the patient interview process and documentation on medical history form.
5. Explain the role of the medical assistant in the care of patients with minor wounds as well as the application of wound dressings.
6. Evaluate cardiac arrest and obstructed airway procedures in an outpatient facility,
7. Analyze the role the medical assistant plays in patient satisfaction and performance,
8. Compare the theoretical and procedural requirements for assisting with patient screening and intake.

9. Distinguish between the theoretical and procedural requirements for positioning and draping patients,
10. Explain strategies to obtain and maintain employment as a medical assistant.
11. Discuss the reasons for clinical laboratory testing and purpose of physician office lab,
12. Analyze the regulatory controls under Clinical Laboratory Improvement Amendment (CLIA) which govern procedures completed in the physician's office.
13. Explain the purpose of equipment found in the physician's office laboratory,
14. Compare and contrast quality control measures to quality assurance programs in a physician's office laboratory,
15. Discuss and demonstrate accepted techniques for safety rules employed within the physician's office laboratory to prevent accidents and properly dispose of hazardous waste using Standard Precautions,
16. Demonstrate competency with laboratory procedures including specimen collection, patient positioning, medication injections and blood withdrawal.

Student Learning Outcomes:

1. Document patient information accurately and efficiently. This includes medical history, updating patient charts, documenting procedures performed, and maintaining confidentiality and privacy.
2. Explain ways medical assistants can communicate and educate patients on topics such as medication instructions, diagnostic procedures, follow-up care, and preventative health measures.
3. Demonstrate an understanding of the Clinical Physical Examination (CPE) and their role in minor office surgeries for both adults and children, including sequencing, methods, and legal and ethical implications.
4. Describe the integumentary system and cardiac and pulmonary system.
5. 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.
6. Identify the techniques for collecting various 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, using proper infection control protocol, the steps in preforming, and the interpretation of the lab results.
7. Explain how to perform intramuscular, subcutaneous, and intradermal injections and use proper techniques in preparation of medication and disposal of needles.
8. 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:

Unit I. Medical Record

A. Preprinted Forms
B. Past History
C. Review of Systems
D. Family History
E. Social History
F. Six Cs of Charting
    1. Clients' Words
    2. Clarity
    3. Completeness
    4. Conciseness
    5. Chronological Order
    6. Confidentiality
G. Guidelines for conducting a successful patient interview.

1. Effective Learning
2. Non-verbal Cues and Body Language
3. Broad Knowledge Base
4. Plan and Research before Interview
5. Make the Patient Feel at Ease
6. Conduct Interview in Private without Interruption.
7. Deal with Sensitive Topics with Respect
8. Avoid Making Diagnosis or Giving Diagnostic Opinion.
9. Summarize key points.

H. Signs and Symptoms
1. Indicators of Disease or Bodily Dysfunction
2. Symptoms: Subjective Indicators of Disease
3. Changes in body as sensed by the patient.

I. Chief Complaint and Present Illness
1. Chief Complaint
2. Resent Illness

J. Contents of the Patient Chart
1. Patient Registration Form
2. Patient Medical History Form
3. Test Results
4. Records from Other Physicians or Hospitals
5. Physician Diagnosis and Treatment Plan
6. Signed Informed Consent Forms
7. Operative Reports
8. Discharge Summary Forms from Hospitalizations
9. Correspondence with or about the Patient

K. Formats Used for Documenting Information.
1. Source
2. Problem
3. Documentation Forms

L. Rules for Medical Entry
M. The Origin and Purpose of Screening Patients
N. Forms Used to Document Patient Information
O. Obtaining Pertinent Information Regarding Patient's Condition

Unit II. Patient Education
A. Educational Technology
B. Patient's Learning Style
C. Patient's Interest
D. Patient's Limitations and Strengths
E. Family Members Involvement

Unit III. Legal and Ethical Implications of Screening Patients
A. Consent
B. Counseling
C. Risk of Stigma
D. Confidentiality
E. Disclosure to Family Members
F. Use of Information Being Collected

Unit IV. Purpose of the Patient Exam Positions
A. Positions
1. Prone
2. Lithotomy

3. Fowler's
4. Trendelenburg
5. Dorsal Recumbent
6. Supine
7. Sims
8. Proctologic
9. Sitting

B. Safety Precautions Regarding Patient Positioning

Unit V. Basic Principles of Properly Draping a Patient for Examination

A. Legal and Ethical Implications
B. Creating a Barrier
C. Privacy

Unit VI. Preparing for the Complete Physical Examination of the Patient (CPE)

A. Instruments, Equipment, and Supplies
B. Basic Sequence of the CPE
C. Examination Methods Used by Physicians
D. Recommended Physical Examination Schedule for Adults and Children
E. Legal and Ethical Implications of the Physical Examination

Unit VII. Three primary Structures of the Integumentary System

A. Epidermis
B. Dermis
C. Subcutaneous

Unit VIII. Factors that Would Affect Wound Healing

A. Various Types of Wound Dressings
B. Various Wound Dressings According to Specific Qualities
C. Dynamics of Wound Healing
D. Postoperative Wound Complications
E. Types of Wounds Based on Cause
F. Closed Wound and Open Wound
G. Reasons a Physician Might Choose to Dress a Wound
H. Advantages and Disadvantages of Dressing a Wound
I. The function of a bandage and guidelines when applying a bandage

Unit IX. The Role and Responsibilities in a Minor Office Surgery

A. Medical Assistant Administrative Role
B. Medical Assistant Clinical Role
C. Guidelines the Medical Assistant Must Follow During a Sterile Procedure

Unit X. Five Main Components of the Circulatory System

A. Heart
B. Arteries
C. Veins
D. Capillaries
E. Blood

Unit XI. The Circulation of Blood and the Pulmonary System

A. Anatomy
B. Function
C. Oxygenation Process

Unit XI. Major Causes of Cardiac Arrest

A. Coronary Artery Disease
B. Valvular Heart Disease
C. Cardiomyopathy
D. Congenital Heart Disease
E. Heart Disease
F. Hemorrhage
G. Abnormal Potassium and Magnesium Levels
H. Heart Attack
I. Lack of Oxygen
J. Other Common Causes

Unit XII. Job Preparation and Success Skills

A. Introduction to Obtaining Employment
B. Successful Job Search
C. Tools for a Job Search
D. Getting the Job
E. Lifelong Learning
F. Planning for Job Advancement or Career Change

Course Scope and Content: (Laboratory)

Unit I. The Medical Record and Health History (Forms and Documentation)

A. Chief Complaint
B. Present Illness
C. Past Medical History
D. Family Medical History
E. Personal History
F. Assessment of Body Symptoms
G. Additional Responsibility of the Medical Assistant

Unit II. The Physical Examination

H. Assisting with the Physical Examination
    1. Basic Sequence of the Examination
    2. Adult Examination
    3. Child Examination
I. Positioning the Patient
    1. Prone
    2. Lithotomy
    3. Fowler's
    4. Trendelenburg
    5. Dorsal Recumbent
    6. Supine
    7. Sims
    8. Proctologic
    9. Sitting
J. Physical Agents to Promote Tissue Healing
    1. Applying a Heating Pack
    2. Applying a Hot Soak
    3. Applying a Hot Compress
    4. Applying a Cold Compress
    5. Applying a Chemical Pack
    6. Measuring for Axillary Crutches
    7. Instructing a Patient in Use of a Cane

8. Instructing a Patient in Use of a Walker

K. Draping the patient

Unit III. Patient Education

A. Weight Loss
B. Diabetes
C. Hypertension
D. Pregnancy
E. Sexual Transmitted Disease
F. Other Common Diseases

Unit IV. Laboratory Procedures

A. Phlebotomy
    1. Venipuncture: Vacuum Tube Method
    2. Venipuncture: Butterfly Method
    3. Venipuncture: Syringe Method
    4. Separating serum from a blood specimen
    5. Skin Puncture: Finger Stick
    6. Skin Puncture: Heal Stick
B. Hematology
    1. Hematocrit
    2. Preparation of Blood Smear for Differential Cell Count
    3. Preform a CLIA-Waived Hematocrit Test
C. Blood Chemistry and Immunology
    1. Blood Glucose Measurement
    2. Perform a CLIA- Waived Blood Glucose Test
D. Medical Microbiology
    1. CLIA-Waived Strep Testing
    2. CLIA- Waived Rapid Influenza Testing
    3. CLIA-Waived COVID-19 Testing
    4. CLIA-Waived Urine Pregnancy Test
E. Cardiopulmonary Procedures
    1. Recording a 12-Lead Electrocardiogram
    2. Applying a Holter Monitor
    3. Spirometry Testing
    4. Measuring Peak Flow Expiratory Rate
F. Minor Office Surgery
    1. Applying and Removal of Sterile Gloves
    2. Opening a Sterile Package
    3. Pouring a Sterile Solution
    4. Changing a Sterile Dressing
    5. Removing Sutures and Staples
    6. Applying and Removing Skin Closure Tape
    7. Assisting with Minor Office Surgery

Unit V. Administration of Medication and Intravenous Therapy

1. Administering Oral Medication
2. Preparing and injection
3. Reconstituting powdered drugs
4. Administering Intramuscular Injection
5. Administering Subcutaneous Injection
6. Administering Intradermal Injection
7. Needle Safety and Disposal

Unit VI. Emergency Preparedness and Protective Practices

1. Locate and use of First Aid Kit
2. Office Crash Cart Location and Use
3. Demonstrate Occupational Safety and Health Administration (OSHA) Safety Precautions
4. Mock Medical Exposure Event
5. Mock Medical Emergency Event

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 6 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 cover the majority of lab exercises performed during the course.
2. Instructor is responsible for supervision of laboratory clean up 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