

**MA 163B Course Outline as of Spring 2006****CATALOG INFORMATION**

Dept and Nbr: MA 163B Title: CLINICAL PROCEDURES 2  
 Full Title: Clinical Procedures 2  
 Last Reviewed: 1/27/2020

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	2.00	17.5	Lecture Scheduled	35.00
Minimum	3.00	Lab Scheduled	3.00	17.5	Lab Scheduled	52.50
		Contact DHR	0		Contact DHR	0
		Contact Total	5.00		Contact Total	87.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 70.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

**Catalog Description:**

Emphasis on assessing and preparing for medical office emergencies. Students also practice procedures and instructions in the areas of electrocardiography and radiologic and diagnostic imaging. Course will also include obstetrics and gynecological patient care.

**Prerequisites/Corequisites:**

Course Completion of MA 63A and Course Completion of MA 63AL and Course Completion of MA 65 and Course Completion of MA 162 ( or MA 62 or MSR 62B) and Concurrent Enrollment in MA 63BL ( or MA 287.5) OR Course Completion of MA 163 ( or MA 163A) and Course Completion of MA 163L ( or MA 163AL) and Course Completion of MA 165 and Course Completion of MA 162 ( or MA 62 or MSR 62B) and Concurrent Enrollment in MA 163BL

**Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:****Schedule of Classes Information:**

Description: Emphasis on assessing and preparing for medical office emergencies. Students also

practice procedures and instructions in the areas of electrocardiography and radiologic and diagnostic imaging. Course will also include obstetrics and gynecological patient care. (Grade Only)

Prerequisites/Corequisites: Course Completion of MA 63A and Course Completion of MA 63AL and Course Completion of MA 65 and Course Completion of MA 162 ( or MA 62 or MSR 62B) and Concurrent Enrollment in MA 63BL ( or MA 287.5) OR Course Completion of MA 163 ( or MA 163A) and Course Completion of MA 163L ( or MA 163AL) and Course Completion of MA 165 and Course Completion of MA 162 ( or MA 62 or MSR 62B) and Concurrent Enrollment in MA 163BL

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:

<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
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<b>CSU Transfer:</b>	Effective:	Inactive:
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<b>UC Transfer:</b>	Effective:	Inactive:
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**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

### **Outcomes and Objectives:**

Upon completion of this course, the student will be able to:

1. Distinguish between emergency and non-emergency situations.
2. Prepare for an emergency situation within a medical office.
3. Perform basic life-saving maneuvers on an adult, child, and infant.
4. Record a 12-lead electrocardiogram (EKG).
5. Identify specific components of an EKG tracing.
6. Identify specific artifacts and remedies for removal.
7. Explain the purpose of Holter monitor electrocardiography.
8. Recognize and identify specific cardiac arrhythmias and the etiology of each.
9. Define the function of x-rays in medicine.
10. Explain the importance of proper patient preparation before specific radiologic exams.
11. Identify specific patient positions utilized in radiography to facilitate a proper x-ray outcome.
12. Identify and explain the purpose of a variety of types of x-ray examinations.

13. Identify and explain the purpose of several specific types of diagnostic imaging procedures, e.g., computerized tomography scan, magnetic resonance imaging, ultrasonography.
14. List all parts and explain the purpose of performing all parts of the gynecological exam.
15. Identify the four components of the first prenatal visit.
16. Record the patient's pregnancy in terms of gravidity and parity.
17. Calculate the expected date of delivery (EDD) using Nagele's rule and a gestation calculator.
18. List the laboratory tests and explain the purpose of each laboratory test included in the prenatal laboratory workup.
19. List the procedures and explain the purpose of each of the procedures included in the return prenatal examinations.
20. Describe the purpose of special tests and procedures performed on the gravid patient.
21. List the procedures and explain the purpose of each of the procedures included in the postpartum examination.

### **Topics and Scope:**

- I. Emergency Medical Procedures
  - A. Medical emergencies
  - B. Crash cart
  - C. EMS system
  - D. OSHA safety review
  - E. Cardio-thoracic emergency care
  - F. Shock/bleeding
  - G. Wounds/musculoskeletal injuries
  - H. Burns
  - I. Seizures
  - J. Poisoning
  - K. Diabetic emergencies
- II. Electrocardiography
  - A. Anatomy and physiology of the heart
  - B. Conduction system
  - C. Cardiac cycle
  - D. EKG equipment/monitoring
  - E. Technique for running a 12-lead electrocardiogram
  - F. Holter monitoring
  - G. Cardiac arrhythmias
- III. Radiology and Diagnostic Imaging
  - A. X-rays in medicine
  - B. Patient preparation
  - C. Patient positioning
  - D. Contrast medium
  - E. Fluoroscopy
  - F. Precautionary measures
  - G. Types of x-ray examinations
  - H. Types of diagnostic imaging procedures
- IV. Obstetrics and Gynecology
  - A. Gynecologic examination
  - B. Pap test

- C. Vaginal infections and treatment of each
- D. Prenatal exam/care/visits
- E. Gestational age
- F. Laboratory tests
- G. Labor and delivery
- H. Postpartum exam/care/visits

**Assignment:**

1. Complete reading assignments, 15-30 pages per week.
2. Complete written assignments:
  - a. Vocabulary assessment in workbook, 10-20 words per week.
  - b. Self-evaluation related to reading, 10-30 questions per week.
3. Homework problems:
  - a. Critical thinking skill applications, 10-25 applications per week.
  - b. Charting related to competencies, 1-3 per competency.
4. Practice weekly clinical skill competencies in lab setting under instructor supervision.
5. View emergency procedure videos, 5-15.
6. Clinical skill performance exam.
7. Demonstrate actions to be taken in 5-20 simulated emergency situations, roleplaying medical assistant and client responses.
8. Observe and demonstrate electrocardiogram competencies.
9. Quizzes (3-7); final exam.

**Methods of Evaluation/Basis of Grade:**

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework	Writing 20 - 45%
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**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems	Problem solving 10 - 15%
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**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances, Performance exams, Role play.	Skill Demonstrations 30 - 50%
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**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items, Completion	Exams 10 - 20%
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**Other:** Includes any assessment tools that do not logically fit into the above categories.

None

Other Category  
0 - 0%

**Representative Textbooks and Materials:**

CLINICAL PROCEDURES FOR MEDICAL ASSISTANTS. By K. Bonewit-West, 6th Ed., Saunders, 2004.

STUDENT MASTERY MANUAL. By K. Bonewit-West, 6th Ed., Saunders, 2004.