

**MA 63A Course Outline as of Fall 2011****CATALOG INFORMATION**

Dept and Nbr: MA 63A            Title: CLIN PROCED 1  
 Full Title: Clinical Procedures 1  
 Last Reviewed: 5/13/1996

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 or P/NP

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

Also Listed As:

Formerly:

**Catalog Description:**

Student will develop knowledge of medical assisting skills & responsibilities for the clinical area of the medical office, including medical & surgical aseptic procedures; vital signs determination; assisting with physical examinations, including positioning & draping; height, weight, vision, and hearing testing; obtaining patient history; disinfection & sterilization techniques; eye & ear assessments & procedures.

**Prerequisites/Corequisites:**

Course Completion of HLC 160 ( or HLC 60) and Course Completion of ANAT 58 and Course Completion of MA 161 ( or MA 61 or MSR 61) and Course Completion of MA 162 ( or MA 62 or MSR 62B)

**Recommended Preparation:**

Eligibility for Engl 1A & MA 60 (formerly MSR 60, MSR 69) or experience in a medical office.

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

Description: Development of medical assisting skills for the clinical area of the medical office: medical & surgical asepsis, assisting with physical exams, obtaining client history, disinfection

and sterilization techniques, eye & ear assessments & procedures. (Grade or P/NP)

Prerequisites/Corequisites: Course Completion of HLC 160 ( or HLC 60) and Course Completion of ANAT 58 and Course Completion of MA 161 ( or MA 61 or MSR 61) and Course Completion of MA 162 ( or MA 62 or MSR 62B)

Recommended: Eligibility for Engl 1A & MA 60 (formerly MSR 60, MSR 69) or experience in a medical office.

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:**

At the completion of this course the student will be able to:

1. Explain and apply principles of aseptic technique.
2. Perform medical aseptic procedures:  
handwashing,  
sanitization of instruments, &  
chemical disinfection of articles.
3. Apply principles of infection control.
4. Process all specimens in a manner that eliminates or reduces the transmission of disease.
5. Maintain an environment that eliminates or reduces transmission of disease.
6. Dispose of specimens and equipment in accordance with federal, state, and local guidelines.
7. Perform surgical aseptic procedures:  
wrap and autoclave articles,  
perform a surgical scrub,  
utilize transfer forceps,  
open a sterile pack,  
set up a sterile tray,  
apply and remove sterile gloves,  
perform a sterile dressing change,  
assist with minor office surgery, &

- remove sutures.
- 8. Measure and record:
  - oral, axillary, aural, and axillary temperatures;
  - apical, radial, & brachial pulses; &
  - respiration and blood pressure.
- 9. Prepare the examination and treatment area:
  - insure cleanliness,
  - check equipment for proper working order and safety,
  - assemble equipment for examination/treatment, &
  - remove used items from examination/treatment room.
- 10. Maintain the examination and treatment area:
  - restock supplies in examination/treatment area, &
  - observe safety precautions.
- 11. Interview the patient and complete a patient history including routine personal data, chief complaint, present and past history, family and social history, & review of systems; & record patient history.
- 12. Prepare patients for procedures:
  - Instruct patients in preparation for routine and specialty physical exams and procedures
- 13. Position and drape patient in the following positions: sitting, supine, prone, dorsal recumbent, lithotomy, Sims, and knee-chest.
- 14. Prepare and/or secure patient's written consent as required.
- 15. Explain procedures to patient.
- 16. Prepare supplies for procedures and treatments.
- 17. Assist physician with examinations and treatments:
  - anticipate needs of physician,
  - chart procedures,
  - provide patient with instructions, &
  - clean examination/treatment room.
- 18. Use quality control principles during patient preparation:
  - specimen collection and handling,
  - reagent management,
  - instrument calibration,
  - laboratory testing, &
  - diagnostic testing.
- 19. Prepare/maintain quality control log book.
- 20. Apply physical agents to promote tissue healing:
  - heat and cold treatments.
- 21. Instruct patient regarding ambulatory aids:
  - crutches, canes, walkers.
- 22. Perform an eye irrigation and instillation.
- 23. Perform an ear irrigation.

## **Topics and Scope:**

- I. Medical Asepsis & Infection Control
  - A. Microorganisms
  - B. Application of medical asepsis in the medical office
  - C. OSHA Bloodborne Pathogens Standards
  - D. Method of compliance guidelines

E. Bloodborne diseases

F. Competencies:

1. Handwashing

2. Adherence to the OSHA Bloodborne Pathogens Standards

II. Vital Signs

A. Body temperature

B. Pulse

C. Respiration

D. Blood pressure

E. Patient teaching: Asthma

F. Competencies:

1. Measure oral, rectal, and axillary body temperatures

2. Clean glass thermometers

3. Measure radial and apical pulses

4. Measure blood pressure

5. Determine systolic pressure by palpation

III. The patient examination and history

A. Health history

B. Medical record & charting

C. Preparation of patient and exam room

D. Assessment & position of the patient

E. Assisting the physician

F. Patient teaching: health promotion & disease prevention

1. Immunizations, nutrition, exercise, maintaining normal weight, managing stress, maintaining high self-esteem, avoiding tobacco and drugs, using alcohol wisely, environmental health; cardiovascular disease, cancer, infections, sexually transmitted diseases, and accident prevention; aging, healthy lifestyle choices.

G. Competencies:

1. Complete a health history form.

2. Take patient symptoms.

3. Chart patient symptoms, procedures, specimen collection, laboratory tests, progress notes, and instructions given.

4. Prepare the examining room.

5. Operate and care for equipment and instruments used during the physical examination, according to manufacturer's instructions.

6. Prepare a patient for a physical examination.

7. Measure weight and height.

8. Position & drape a patient in sitting, supine, prone, dorsal recumbent, lithotomy, Sims, and knee-chest positions.

9. Assist the physician during the physical examination.

IV. Sterilization, sanitization, and disinfection

Competencies: 1. Sanitize instruments. 2. Wrap articles to be autoclaved. 3. Load and operate autoclave; dry, remove, and store load.

V. Minor office surgery

A. Surgical asepsis. B. Instruments used in minor office surgery.

C. Sterile packages, transfer forceps. D. Wounds, wound healing.

E. Sterile dressing change. F. Suture & suture removal. G. Medical office surgical procedures. H. Assisting with minor office surgery.

I. Bandaging.

VI. Physical agents to promote tissue healing

A. Local application of heat & cold B. Casts C. Ambulatory aids

D. Patient teaching: low back pain.

E. Competencies:

1. Apply hot water bag, heating pad, hot soak, hot compress.
2. Apply ice bag, cold compress, chemical cold pack.
3. Instruct an individual on the proper guidelines for case care.
4. Measure an individual for axillary crutches & instruct re crutch gaits: 4-point, 2-point, 3-point, swing-to, swing-thru.
5. Instruct an individual on proper procedure for using a cane.
6. Instruct an individual on proper procedure for using a walker.

VII. Eye and ear assessment and procedures

A. Eye

1. Structure
2. Vision testing
3. Eye irrigation.
4. Eye instillation.

B. The Ear

1. Structure
2. Assessment of hearing acuity
3. Ear irrigation

C. Patient teaching: Otitis media

D. Competencies

1. Assess distance visual acuity.
2. Assess near visual acuity.
3. Assess color vision.
4. Perform an eye irrigation.
5. Perform an eye instillation.
6. Perform an ear irrigation.

### **Assignment:**

1. Complete reading assignments, 15 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.
  - c. Critical thinking skill applications, 3-25 applications per week.
  - d. Charting related to competencies, 1-3 per competency.
3. Practice weekly clinical skill competencies in lab setting under instructor supervision.
4. Achieve satisfactory score on skill performance evaluation checkoff as each clinical skill is completed.
5. Demonstrate 3-5 patient teaching skills as outlined.

### **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
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Writing 20 - 50%
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**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, Quizzes

Problem solving  
10 - 15%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances, Performance exams

Skill Demonstrations  
30 - 50%

**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items, Completion,  
SHORT ESSAY

Exams  
10 - 15%

**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, 4th Ed., Saunders, 1995.