

**MA 163A Course Outline as of Fall 2013****CATALOG INFORMATION**

Dept and Nbr: MA 163A Title: CLINICAL PROCEDURES 1

Full Title: Clinical Procedures for Medical Assisting 1

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:**

Course focuses on medical assisting skills and responsibilities for the clinical area of a medical office or other appropriate medical facility. Covers medical and surgical aseptic procedures; vital signs determination; assisting with physical examinations, including positioning and draping; height, weight, vision, and hearing testing; obtaining patient history; disinfection and sterilization techniques; eye and ear assessments and procedures.

**Prerequisites/Corequisites:**

Course Completion of MA 160 and MA 161 and MA 162 and PSYCH 1A AND Concurrent Enrollment in MA 163AL and MA 165

**Recommended Preparation:**

Eligibility for ENGL 1A or equivalent

**Limits on Enrollment:**

Students must show proof of immunization clearance, TB test, and physical exam, and must possess a current infant, child, and adult CPR certificate and background check

**Schedule of Classes Information:**

Description: Course focuses on medical assisting skills and responsibilities for the clinical area of a medical office or other appropriate medical facility. Covers medical and surgical aseptic

procedures; vital signs determination; assisting with physical examinations, including positioning and draping; height, weight, vision, and hearing testing; obtaining patient history; disinfection and sterilization techniques; eye and ear assessments and procedures. (Grade Only)

Prerequisites/Corequisites: Course Completion of MA 160 and MA 161 and MA 162 and PSYCH 1A AND Concurrent Enrollment in MA 163AL and MA 165

Recommended: Eligibility for ENGL 1A or equivalent

Limits on Enrollment: Students must show proof of immunization clearance, TB test, and physical exam, and must possess a current infant, child, and adult CPR certificate and background check

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: |
| <b>CSU Transfer:</b> |                      | Effective: | Inactive: |
| <b>UC Transfer:</b>  |                      | Effective: | Inactive: |

### **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. Explain and apply principles of medical and surgical aseptic techniques including universal body precautions.
2. Measure and record: oral, axillary, and aural temperatures; apical, radial, and brachial pulses; respiration; and blood pressure.
3. Interview and room patients, including recording patient history, demographics, chief complaint, present and past history, family and social history, and review of body systems.
4. Prepare patients for examination and assist physician with procedures.
5. Apply physical agents to promote tissue healing.
6. Instruct patients regarding ambulatory aids and cast care.
7. Perform an eye/ear irrigation and instillation.
8. Document patient care.

### **Topics and Scope:**

1. Medical Asepsis and Infection Control
  - a. Microorganisms
  - b. Application of medical asepsis in the medical office/facility
  - c. OSHA Bloodborne Pathogens Standards
  - d. Method of compliance guidelines

- e. Bloodborne diseases
- f. Competencies
  - 1. Hand washing
  - 2. Adherence to the OSHA Bloodborne Pathogens Standards
- 2. Vital Signs
  - a. Body temperature
  - b. Pulse
  - c. Respiration
  - d. Blood pressure
  - e. Competencies
    - 1. Measure oral, axillary, and aural body temperatures
    - 2. Clean glass thermometers
    - 3. Measure radial and apical pulses
    - 4. Measure blood pressure
    - 5. Determine systolic pressure by palpation
- 3. The patient examination and history
  - a. Health history
  - b. Medical record and charting including HIPAA guidelines
  - c. Preparation of patient and exam room
  - d. Assessment and position of the patient
  - e. Assisting the physician
  - f. Patient teaching: health promotion and disease prevention
    - 1. Immunizations
    - 2. Nutrition
    - 3. Exercise
    - 4. Maintaining normal weight
    - 5. Managing stress
    - 6. Maintaining high self-esteem
    - 7. Avoiding tobacco and drugs
    - 8. Responsible alcohol consumption
    - 9. Environmental health
    - 10. Cardiovascular disease
    - 11. Cancer
    - 12. Infections
    - 13. Sexually transmitted diseases
    - 14. Accident prevention
    - 15. Aging
    - 16. Healthy lifestyle choices
  - g. Competencies
    - 1. Completing a health history form
    - 2. Charting patient symptoms, procedures, specimen collection, laboratory tests, progress notes, and instructions given
    - 3. Preparing the exam room
    - 4. Operating and caring for equipment and instruments used during the physical examination, according to manufacturer's instructions
    - 5. Preparing a patient for a physical examination
    - 6. Measuring weight and height
    - 7. Positioning and draping a patient in sitting, supine, prone, dorsal recumbent, lithotomy, Sims, and knee-chest positions
    - 8. Assisting the physician during the physical examination
- 4. Sterilization, Sanitization, and Disinfection Competencies
  - a. Sanitizing instruments

- b. Wrap articles to be auto-claved
- c. Loading and operating autoclave
- 5. Minor office surgery
  - a. Surgical asepsis
  - b. Instruments used in minor office surgery
  - c. Sterile packages
  - d. Wounds, wound healing
  - e. Sterile dressing changes (variety)
  - f. Suture removal
  - g. Medical office surgical procedures
  - h. Assisting with minor office surgery
  - i. Bandaging
- 6. Physical agents to promote tissue healing
  - a. Local application of heat and cold
  - b. Casts
  - c. Ambulatory aids
    - 1. Crutches
    - 2. Canes
    - 3. Walkers
  - d. Patient teaching: low back pain
  - e. Instructing an individual on the proper guidelines for case care
  - f. Measuring an individual for axillary crutches and instructing re: crutch gaits
  - g. Instructing an individual on proper procedure for using a cane
  - h. Instructing an individual on proper procedure for using a walker
- 7. Eye and ear assessment and procedures
  - a. The 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
    - 4. Ear instillation
  - c. Competencies
    - 1. Assessing distance visual acuity
    - 2. Assessing near visual acuity
    - 3. Assessing color vision
    - 4. Performing an eye irrigation
    - 5. Performing an eye instillation
    - 6. Performing an ear irrigation
    - 7. Performing an ear instillation

**Assignment:**

- 1. Homework Problems:
  - a. Critical thinking skill applications, 3-5 applications per week (10 points for completion of each unit)
  - b. Charting related to competencies, 1-3 per competency
  - c. Vocabulary assessment 10-20 words per week
- 2. Practice weekly clinical skill competencies in lab setting under instructor supervision (not

graded)

3. Clinical skill performance evaluation in simulated lab setting (0-3 points per skill).
4. Successful completion of 6-8 unit exams and 1 final exam.
5. Weekly reading 20-30 pages.

### 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.

None, This is a degree applicable course but assessment tools based on writing are not included because skill demonstrations are more appropriate for this course.

Writing  
0 - 0%

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

Homework problems

Problem solving  
20 - 30%

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

Clinical skill performance evaluation

Skill Demonstrations  
40 - 50%

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

Unit exams and final exam: Multiple choice, true/false, matching items, completion, short essay

Exams  
20 - 30%

**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. K. Bonewit-West, 9th Ed., Saunders, 2009.  
Student Mastery Manual. K. Bonewit-West, 9th Ed., Saunders, 2009.