

MA 163B Course Outline as of Fall 2013**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:

Course focuses on medical assisting skills and responsibilities for the clinical area of a medical office or other appropriate medical facility. Covers medical office emergencies, electrocardiography and radiologic and diagnostic imaging; obstetrics and gynecological patient care.

Prerequisites/Corequisites:

Course Completion of MA 163A and MA 163AL and MA 165 AND Concurrent Enrollment in MA 163BL and MA 164 and MA 166.4

Recommended Preparation:

Eligibility for ENGL 1A or equivalent

Limits on Enrollment:

Students must maintain proof of immunization clearance, TB test, and physical exam signed by physician, and must possess a current infant, child, and adult CPR certificate, clear background check and clear drug screen

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 office emergencies,

electrocardiography and radiologic and diagnostic imaging; obstetrics and gynecological patient care. (Grade Only)

Prerequisites/Corequisites: Course Completion of MA 163A and MA 163AL and MA 165 AND Concurrent Enrollment in MA 163BL and MA 164 and MA 166.4

Recommended: Eligibility for ENGL 1A or equivalent

Limits on Enrollment: Students must maintain proof of immunization clearance, TB test, and physical exam signed by physician, and must possess a current infant, child, and adult CPR certificate, clear background check and clear drug screen

Transfer Credit:

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

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:

IGETC:	Transfer Area	Effective:	Inactive:
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CSU Transfer:	Effective:	Inactive:
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UC Transfer:	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. Identify and discuss anatomy and physiology of the heart
2. Identify and record specific components of a 12-lead EKG
3. Recognize and identify specific cardiac arrhythmias and the etiology of each
4. Identify and demonstrate specific patient positions utilized in radiography
5. Identify and explain the purpose of several specific types of diagnostic imaging procedures, e.g. computerized tomography scan, magnetic resonance imaging, ultrasonography
6. Describe the purpose of the OB/GYN exam
7. Identify and record all requisite data pertaining to prenatal visits
8. Calculate and record the patient's parity code, estimated due date (EDD), and all components of a prenatal laboratory work-up
9. Distinguish between emergency and non-emergency situations
10. Explain and apply principles of numerous medical emergency procedures utilized in the outpatient setting

Topics and Scope:

1. Electrocardiography
 - a. Anatomy and physiology of the heart
 - b. Conduction system
 - c. Cardiac cycle

- d. Electrocardiogram (EKG) equipment/monitoring
 - e. Technique for running a 12-lead electrocardiogram
 - f. Holter monitoring
 - g. Cardiac arrhythmias
2. 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
3. Obstetrics and Gynecology
- a. Gynecologic examination
 - b. Pap test
 - c. Vaginal infections and treatment
 - d. Prenatal exam/care/visits
 - e. Gestational age
 - f. Laboratory tests
 - g. Labor and delivery
 - h. Postpartum exam/care/visits
4. Emergency Medical Procedures
- a. Medical emergencies
 - b. Crash cart
 - c. Emergency Medical Systems (EMS) system
 - d. Occupational Safety and Health Administration (OSHA) review
 - e. Cardio-thoracic emergency care
 - f. Shock/bleeding
 - g. Wounds/musculoskeletal injuries
 - h. Burns
 - i. Seizures
 - j. Poisoning
 - k. Diabetic emergencies

Assignment:

- 1. Homework problems
 - a. Critical thinking skill exercises (10-25 applications) from textbook scenarios
 - b. Charting related to competencies gained from Skills Lab 1-3 per competency
 - c. Vocabulary assessment in workbook 10-20 words per week
- 2. Practice weekly clinical skill competencies in lab setting under instructor supervision (not graded)
- 3. Demonstrate actions to be taken in 5-20 simulated emergency situations, roleplaying medical assistant, and patient responses
- 4. Successful completion of 4 unit exams and 1 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.

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
10 - 20%

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 - 40%

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

Four unit exams and one final exam

Exams
40 - 60%

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, Bonewit-West, K., 8th Ed., Saunders, 2011
Student Mastery Manual, Bonewit-West, K., 10th Ed., Saunders, 2012