

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

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

Full Title: Clinical Procedures 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 ANAT 58 and Course Completion of HLC 160 ( or HLC 60) and Concurrent Enrollment in MA 163L ( or MA 163AL) OR Course Completion of ANAT 51 and Course Completion of HLC 160 ( or HLC 60) and Concurrent Enrollment in MA 163L ( or MA 163AL) OR Course Completion of ANAT 140 and Course Completion of HLC 160 ( or HLC 60) and Concurrent Enrollment in MA 163L ( or MA 163AL)

**Recommended Preparation:**

Course Eligibility for ENGL 100 OR Course Eligibility for EMLS 100 ( or ESL 100)

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

**Description:** Development of medical assisting skills for the clinical area of a medical office or other appropriate medical facility. Covers medical and surgical asepsis, assisting with physical exams, obtaining client history, disinfection and sterilization techniques, eye and ear assessments and procedures. (Grade Only)

**Prerequisites/Corequisites:** Course Completion of ANAT 58 and Course Completion of HLC 160 ( or HLC 60) and Concurrent Enrollment in MA 163L ( or MA 163AL) OR Course Completion of ANAT 51 and Course Completion of HLC 160 ( or HLC 60) and Concurrent Enrollment in MA 163L ( or MA 163AL) OR Course Completion of ANAT 140 and Course Completion of HLC 160 ( or HLC 60) and Concurrent Enrollment in MA 163L ( or MA 163AL)

**Recommended:** Course Eligibility for ENGL 100 OR Course Eligibility for EMLS 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>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU GE:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>IGETC:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU Transfer:</b>	<b>Effective:</b>	<b>Inactive:</b>	
<b>UC Transfer:</b>	<b>Effective:</b>	<b>Inactive:</b>	

**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 and universal body precautions.
2. Perform medical aseptic procedures including hand washing, sanitization of instruments, and 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, including but not limited to:
  - a. wrap and autoclave articles
  - b. perform a surgical scrub
  - c. utilize transfer forceps
  - d. open a sterile pack

- e. set up a sterile tray
- f. apply and remove sterile gloves
- 8. Perform a sterile dressing change, including but not limited to:
  - a. major/minor dressing changes
  - b. wet-to-dry dressings
  - c. deep abrasion dressing
  - d. burn dressings
  - e. wound irrigation
  - f. wound packing
  - g. stump dressing
  - h. digit dressings
- 9. Assist with minor office surgery and remove sutures.
- 10. Measure and record: oral, axillary, aural, and axillary temperatures; apical, radial, and brachial pulses; and respiration and blood pressure.
- 11. Evaluate equipment for proper working order and safety.
- 12. Assemble equipment for examination/treatment.
- 13. Maintain the examination and treatment area: restock supplies in and observe safety precautions.
- 14. Interview the patient and record patient history including routine personal data, chief complaint, present and past history, family and social history, and review of systems.
- 15. Instruct patients in preparation for routine and specialty physical exams and procedures.
- 16. Position and drape patient in the following positions: sitting, supine, prone, dorsal recumbent, lithotomy, Sims, and knee-chest.
- 17. Prepare and/or secure patient's written consent as required.
- 18. Explain procedures to patient.
- 19. Prepare supplies for procedures and treatments.
- 20. Assist physician with examinations and treatments.
- 21. Use quality control principles during patient preparation, specimen collection and handling, reagent management, instrument calibration, laboratory testing, and diagnostic testing.
- 22. Prepare/maintain quality control log book.
- 23. Apply physical agents to promote tissue healing.
- 24. Instruct patient regarding ambulatory aids
- 25. Perform an eye irrigation and instillation.
- 26. Perform an ear irrigation and instillation.

## **Topics and Scope:**

- I. Medical Asepsis & 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
- II. Vital Signs

- A. Body temperature
- B. Pulse
- C. Respiration
- D. Blood pressure
- E. Patient teaching: Asthma
- F. 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

### 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
  - 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. Recording patient symptoms
- 3. Charting patient symptoms, procedures, specimen collection, laboratory tests, progress notes, and instructions given
- 4. Preparing the examining room
- 5. Operating and caring for equipment and instruments used during the physical examination, according to manufacturer's instructions
- 6. Preparing a patient for a physical examination
- 7. Measuring weight and height
- 8. Positioning and draping a patient in sitting, supine, prone, dorsal recumbent, lithotomy, Sims, and knee-chest positions
- 9. Assisting the physician during the physical examination

### IV. Sterilization, Sanitization, and Disinfection Competencies:

- 1. Sanitizing instruments
- 2. Wrap articles to be auto-claved
- 3. Loading and operating autoclave

## 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 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
  - 1. Crutches
  - 2. Canes
  - 3. Walkers
- D. Patient teaching: low back pain.
- E. Applying Physical Agents to Promote Tissue Healing
  - 1. Hot water bag
  - 2. Heating pad
  - 3. Hot soak
  - 4. Hot compress
  - 5. Ice bag
  - 6. Cold compress
  - 7. Chemical cold pack
- F. Instructing an individual on the proper guidelines for case care
- G. Measuring an individual for axillary crutches and instructing re: crutch gaits
- H. Instructing an individual on proper procedure for using a cane
- I. Instructing 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
  - 4. Ear instillation
- C. Patient teaching: Otitis media
- D. 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. 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.
3. Homework Problems:
  - a. Critical thinking skill applications, 3-25 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. In-class clinical skill performance evaluation. Complete check-off as each clinical skill is completed.
6. Demonstrate 3-5 patient teaching skills as outlined.
7. 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%

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

Homework problems

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. K. Bonewit-West, 6th Ed., Saunders, 2004.

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

