

CATALOG INFORMATION

Dept and Nbr: MA 63B                      Title: CLIN PROCED 2  
Full Title: Clinical Procedures 2  
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:**  
Emphasis on assessing and preparing for medical office emergencies. Students will practice procedures and instructions for giving First Aid and performing CPR techniques. Electrocardiography procedures will be examined, recording a 12-lead electrocardiogram, applying a Holter monitor, and recognizing cardiac arrhythmias.

**Prerequisites/Corequisites:**  
Course Completion of MA 63A

**Recommended Preparation:**  
Eligibility for Engl 1A & MA 60 (formerly MSR 60, MSR 69) or 6 months' experience in a medical office.

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: Emphasis on assessing & preparing for medical office emergencies. First Aid & CPR techniques will be practiced. Electrocardiography recording, Holter monitor use, and cardiac arrhythmias will be studied & applied. (Grade or P/NP)  
Prerequisites/Corequisites: Course Completion of MA 63A

Recommended: Eligibility for Engl 1A & MA 60 (formerly MSR 60, MSR 69) or 6 months' 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>	<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:**

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

1. Distinguish between emergency & nonemergency situations.
2. Apply assessment techniques to
  - a. perform telephone triage
  - b. perform visual triage
  - c. prepare for an emergency
3. Perform CPR on an adult, child, and infant.
4. Perform Heimlich maneuver on a conscious adult, child, and infant.
5. Administer first aid for the listed emergencies.
6. Record a 12-lead electrocardiogram.
7. Mount and label an electrocardiogram.
8. Instruct a client regarding the wearing of a Holter monitor.
9. Apply a Holter monitor.
10. Teach a client about angina pectoris and coronary artery disease and supply educational materials.

### **Topics and Scope:**

- I. Emergency Medical Procedures
  - A. Medical emergencies
  - B. Crash cart
  - C. Emergency medical services system
  - D. First aid kit
  - E. OSHA safety precautions
  - F. Primary assessment
  - G. Guidelines for providing emergency care

- H. Emergencies: breathing, cardiac arrest, heart attack, stroke, shock, bleeding, wounds, musculoskeletal injuries, burns, seizures, poisoning, heat & cold exposure, & diabetic emergencies.
- I. Medicolegal considerations in emergency situations.
- II. Electrocardiography
  - A. Anatomy and physiology of the heart
    - 1. structure and conduction system
    - 2. cardiac cycle and ECG cycle, including waves, baseline, segments, and interval.
  - B. ECG equipment
    - 1. exercise tolerance testing
    - 2. electrocardiograph, standardization and leads
  - C. Electrocardiogram
    - 1. marking and mounting
    - 2. electrocardiographic capabilities
    - 3. artifacts
    - 4. technique for running a 12-lead electrocardiogram, single-channel
  - D. Holter monitor electrocardiography
    - 1. principles and equipment
    - 2. application of Holter monitor
  - E. Cardiac arrhythmias
    - 1. descriptions
    - 2. clinical aspects
    - 3. electrocardiograms
  - F. Patient Teaching: Angina pectoris and coronary artery disease
    - 1. Answer questions clients have about angina pectoris.
      - a. What is it? What are the causes, symptoms, diagnostic tests, and treatments?
    - 2. Supply clients with educational materials on angina and coronary artery disease.

### **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.
  - c. critical thinking skill applications, 10-25 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. View emergency procedure videos, 5-15.
- 5. Achieve satisfactory score on skill performance evaluation checkoff as each clinical skill is completed.
- 6. Demonstrate actions to be taken in 5-20 simulated emergency situations, roleplaying medical assistant and client responses.
- 7. Observe and demonstrate electrocardiogram competencies:

### **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 - 50%

**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

Exams  
10 - 20%

**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.