MA 174 Course Outline as of Fall 2017

CATALOG INFORMATION

Dept and Nbr: MA 174 Title: INTER CLIN SKILLS FOR MA
Full Title: Intermediate Clinical Skills for Medical Assisting
Last Reviewed: 1/27/2020

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	4.00	Lecture Scheduled	2.00	17.5	Lecture Scheduled	35.00
Minimum	4.00	Lab Scheduled	6.00	17.5	Lab Scheduled	105.00
		Contact DHR	0		Contact DHR	0
		Contact Total	8.00		Contact Total	140.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 70.00 Total Student Learning Hours: 210.00

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:	MA 163B

Catalog Description:
Course focuses on intermediate medical assisting skills and responsibilities for the clinical area of a medical office or other appropriate medical facility. Covers eye and ear assessment and procedures, including visual and auditory acuity testing; gynecological and prenatal care; pediatric examination; cardiopulmonary assessment and procedures including electrocardiograms (EKGs) and oxygen therapy; radiologic and diagnostic imaging; medical office emergencies; and medication administration.

Prerequisites/Corequisites:
Completion of MA 163 and MA 163L and MA 165; AND
Concurrent Enrollment in MA 164 and MA 176

Recommended Preparation:
Eligibility for ENGL 1A or equivalent

Limits on Enrollment:

Schedule of Classes Information:
Description: Course focuses on intermediate medical assisting skills and responsibilities for the clinical area of a medical office or other appropriate medical facility. Covers eye and ear

assessment and procedures, including visual and auditory acuity testing; gynecological and prenatal care; pediatric examination; cardiopulmonary assessment and procedures including electrocardiograms (EKGs) and oxygen therapy; radiologic and diagnostic imaging; medical office emergencies; and medication administration. (Grade Only)
Prerequisites/Corequisites: Completion of MA 163 and MA 163L and MA 165; AND Concurrent Enrollment in MA 164 and MA 176
Recommended: Eligibility for ENGL 1A or equivalent
Limits on Enrollment:
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:

CSU Transfer:	Effective:	Inactive:
UC Transfer:	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. Identify and discuss anatomy and physiology of the eye and ear
2. Perform eye and ear medication instillations and washes/irrigations
3. Perform visual and auditory acuity testing
4. Identify and discuss obstetric, gynecological and prenatal exams
5. Assist the provider with all obstetric, gynecological, and prenatal exams
6. Identify and discuss all aspects of a pediatric exam
7. Assist provider with all pediatric exams
8. Identify and discuss anatomy and physiology of the heart
9. Identify and record specific components of a 3 channel, 12-lead electrocardiograph (EKG)
10. Apply a Holter monitor
11. Recognize and identify specific cardiac arrhythmias and the etiology of each
12. Perform spirometry and peak flow rate testing
13. Identify and demonstrate specific patient positions utilized in radiography
14. Identify and explain the purpose of specific types of diagnostic imaging procedures, e.g. computerized tomography scan, magnetic resonance imaging, ultrasonography
15. Distinguish between emergency and non-emergency situations
16. Explain and apply principles of various emergency medical procedures utilized in the outpatient setting
17. Meet current requirements for preparing and administering parenteral, oral, topical, otic and opthalmic medication at an intermediate level as set by the Medical Board of California's

medical assistant scope of practice, the Occupational Safety and Health Administration (OSHA) regulations, the Health Insurance Portability and Accountability Act (HIPAA) guidelines, and the California Certifying Board for Medical Assistants requirements

Topics and Scope:

I. Eye and Ear Assessment and Procedures
- A. The eye
- B. Structure of the eye
- C. Visual acuity
  1. Assessment of distance visual acuity
  2. Assessment of near visual acuity
- D. Assessment of color vision - Ishihara test
- E. Eye irrigation
- F. The ear
- G. Structure of the ear
- H. Assessment of hearing acuity
  1. Types of hearing loss
  2. Hearing acuity tests
- I. Ear irrigation
- J. Competencies*
  1. Assess distance visual acuity*
  2. Assess near visual acuity*
  3. Assess color vision*
  4. Perform an eye irrigation*
  5. Perform an ear irrigation*
  6. Perform eye drop instillation*
  7. Perform ear drop instillation*

II. Gynecologic Exam and Prenatal Care
- A. Gynecology exam
- B. Breast exam
- C. Pelvic exam
  1. Inspection of external genitalia, vagina, and cervix
  2. Pap test
  3. Bimanual pelvic exam
  4. Rectal-vaginal exam
- D. Vaginal infections
  1. Trichomoniasis
  2. Candidiasis
  3. Chlamydia
  4. Gonorrhea
- E. Prenatal care
- F. Obstetrics
- G. Prenatal visits
  1. First prenatal visit
  2. Prenatal record
  3. Initial prenatal exam
  4. Return prenatal visits
  5. Special tests and procedures
- H. Six week postpartum visit
- I. Competencies*
  1. Instruct patient in the procedure for a breast self exam*

2. Perpare patient for gynecological exam*
3. Assist the physician with a gynecological exam*
4. Complete a cytology requisition form*
5. Assist in the collection of a vaginal microbiologic specimen*
6. Record the patients pregnancy in terms of gravidity and parity*
7. Calculate the expected date of delivery*
8. Complete a prenatal history*
9. Assist with an initial prenatal exam*
10. Assist with a return prenatal exam*
11. Assist with a six week postpartum exam*

III. Pediatric Exam
- A. Pediatric office visits
- B. Developing a rapport
- C. Carrying the infant
  1. Cradle position
  2. Upright position
- D. Growth measurements
  1. Weight
  2. Length and height
  3. Head and chest circumference
  4. Growth charts
- E. Pediatric blood pressure measurements
  1. Special guidelines for children
  2. Correct cuff size
  3. Cooperation of the child
  4. Blood pressure classifications
- F. Collection of a urine specimen
- G. Pediatric injections
  1. Types of needles
  2. Intramuscular injection sites
- H. Immunizations - National childhood vaccine injury act
- I. Newborn screening tests
- J. Competencies*
  1. Carry an infant using the following positions:*
     a. Cradle*
     b. Upright*
  2. Plot pediatric growth values on a growth chart*
  3. Measure the weight and length of an infant*
  4. Measure the head and chest circumference of an infant*
  5. Measure the blood pressure of a child*
  6. Collect a urine specimen using a pediatric urine collector*
  7. Locate the following pediatric intramuscular injection sites*:
     a. Vastus lateralis*
     b. Deltoid*
  8. Administer an intramuscular injection to an infant*
  9. Administer a subcutaneous injection to an infant*
  10. Read and interpret a vaccine information statement*
  11. Record information on an immunization administration record*
  12. Collect a specimen for a newborn screening test*

IV. Cardiopulmonary Assessment and Procedures
- A. Structure of the heart
- B. Conduction system of the heart

C. Cardiac cycle
    1. Waves
    2. Baseline, segments, and intervals
D. Electrocardiograph (EKG) paper
E. Standardization of the EKG
F. EKG leads
    1. Electrodes
    2. Bipolar leads
    3. Augmented leads
    4. Chest leads
G. Paper speed
H. Patient preparation
I. Maintanence of the EKG
J. EKG capabilities
    1. Three-channel recording capability
    2. Interpretive EKG
    3. Electronic medical record (EMR) connectivity
    4. Teletransmission
K. Artifacts
    1. Muscle artifact
    2. Wandering baseline artifact
    3. 60-cycle interference artifact
    4. Interrupted baseine artifact
L. Holter monitor EKG
    1. Purpose
    2. Digital holter monitor
    3. Patient preparation
    4. Electrode placement
    5. Patient diary
    6. Event marker
    7. Evaluating results
    8. Maintenance of the Holter monitor
M. Cardiac dysrhythmias
    1. Premature atrial contraction
    2. Paroxysmal atrial tachycardia
    3. Atrial flutter
    4. Atrial fibrillation
    5. Premature ventricular contraction
    6. Ventricular tachycardia
    7. Ventricular fibrillation
N. Pulmonary function tests
    1. Spirometry
    2. Post-bronchodilator spirometry
O. Peak flow measurement
    1. Asthma
    2. Peak flow meter
    3. Peak flow rate
P. Home oxygen therapy
    1. Oxygen prescription
    2. Oxygen delivery systems
    3. Oxygen administration devices
    4. Oxygen guidelines

- Q. Competencies*
  1. Record a 12-lead, 3 channel EKG*
  2. Instruct a patient in the guidelines for wearing Holter monitor*
  3. Apply a Holter monitor*
  4. Identify cardiac dysrhythmias on a 12-lead EKG*
  5. Perform a spirometry test*
  6. Measure a patients peak flow rate*

V. Radiology and Diagnostic Imaging
- A. Contrast media
- B. Fluoroscopy
- C. Positiong the patient
- D. Specific radiographic exams
  1. Mammography
  2. Bone density scan
  3. Gastrointestinal series
  4. Intravenous pyelography
  5. Other types of radiograph
- E. Ultrasonography - Patient preparation
- F. Computed tomography - Patient preparation
- G. Magnetic resonance imaging - Patient preparation
- H. Nuclear medicine
  1. Bone scans
  2. Nuclear cardiac stress tests
  3. Guidelines
- I. Digital radiography
- J. Competencies*
  1. Instruct a patient in the proper preparation necessary for each of the following types of radiographic exams:*
     a. Mammography*
     b. Bone density scan*
     c. Upper gastrointestinal radiography*
     d. Lower gastrointestinal radiography*
     e. Intravenous pyelography*
  2. Instruct a patient on the purpose and advance preparation for each of the following diagnostic imaging procedures:*
     a. Ultrasonography*
     b. Computed tomography*
     c. Magnetic resonance imaging*
     d. Nuclear medicine*

VI. Emergency Medical Procedures
- A. Office crash cart
- B. Emergency medical services system
- C. First aid kit
- D. OSHA safety precautions
- E. Guidelines for providing emergency care
  1. Respiratory distress
  2. Emphysema
  3. Hyperventilation
  4. Heart attack
  5. Stroke
  6. Shock
  7. Bleeding

8. Wounds
9. Musculoskeletal injuries
10. Burns
11. Seizures
12. Poisioning
13. Heat and cold exposure
14. Diabetic emergencies

F. Competencies* - Respond to common emergency situations*

VII. Continuation of Medication Administration at the Intermediate Level - Competencies*

A. Preparing and administering parenteral medications including intramuscular, intradermal, and subcutaneous injections*

B. Preparing and administering otic and opthalmic medications*

*These items are introduced in lecture, and the related skills are performed in the lab.

Assignment:

Lecture Related Assignments:
1. Homework problems
   a. Critical thinking skill exercises (10-25 applications) from textbook scenarios
   b. Vocabulary assessment in workbook 10-20 words per week
2. Completion of 4 unit exams and one final exam

Lab Related Assignments:
1. Charting related to competencies gained from Skills Lab 1-3 per competency
2. Practice weekly clinical skill competencies in lab setting under instructor supervision
3. Demonstrate actions to be taken in 5-20 simulated emergency situations, role playing medical assistant and patient responses

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.

Clinical skill competencies	Skill Demonstrations 40 - 50%

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

Four unit exams and one final exam	Exams 30 - 50%

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. 9th ed. Bonewit-West, Kathy. Elsevier. 2014
Instructor prepared materials