

2016-2017

COURSE: MA 205 – Clinical Office Procedures II

COURSE DESCRIPTION: This course includes patient preparation, draping, obtaining and recording of information, assisting the physician with examinations and caring for the examination room.

LEARNING OUTCOME: Upon successful completion of this course, the student will be able to perform the activities in a clinical setting which include assisting with minor office surgery, catheterization, assisting with general physical examinations and other medical specialties.

INSTRUCTOR: Larin Albertson, CMA (AAMA) (605) 882-5284 Ext. 459 Room # 110
Larin.Albertson@lakeareatech.edu

DURATION: 56 Clock Hours 2 Semester Credits

SEMESTER: FALL 2016 (8/18/16-12/16/16) T-TH 10:00AM ROOM # 110A

REQUIRED TEXT: Medical Assisting Administrative and Clinical Procedures, 5th edition by Booth, Whicker and Wyman \$169.00, ISBN: 978-0-07-340232-1, Publisher: McGraw Hill

Student Workbook: Medical Assisting Administrative and Clinical Procedures with Anatomy and Physiology, 5th edition by Booth, Whicker and Wyman, \$96.00, ISBN: 978-0-07-752588-0, Publisher: McGraw Hill

UNITS OF INSTRUCTION

- MA 205 1 Assisting with a General Physical Examination (Chapter 38)
- MA 205 2 Assisting in Reproductive and Urinary Specialties (Chapter 39)
- MA 205 3 Assisting in Other Medical Specialties (Chapter 42)
- MA 205 4 Assisting with Minor Surgery (Chapter 44)
- MA 205 5 Assisting with Eye and Ear Care (Chapter 43)
- MA 205 6 Demonstrate urinary catheterization (Packet)
- MA 205 7 Final Examination

STUDENT LEARNING OUTCOMES

By successfully completing this course, students will:

MA 205 1

1. Identify the purpose of a general physical examination
2. Describe the role of the medical assistant in a general physical exam
3. Explain safety precautions used during a general physical exam
4. Carry out the steps necessary to prepare the patient for an exam.
5. Carry out positioning and draping a patient in each of the nine common exam positions.
6. Apply techniques to assist patients from different cultures and patients with physical disabilities.
7. Identify the six examination methods used in a general physical exam.
8. List the components of a general physical exam.

9. Describe follow-up steps after a general physical exam.

MA 205 2

1. Carry out the role of the medical assistant in the medical specialty of gynecology.
2. Carry out the role of medical assistant in the medical specialty of obstetrics.
3. Identify diagnostic and therapeutic procedures performed in obstetrics and gynecology.
4. Relate the role of medical assisting to the medical specialty of urology.
5. Identify diagnostic tests and procedures performed in urology.
6. Recognize diseases and disorders of the reproductive and urinary systems.

MA 205 3

1. Describe the medical specialties of allergy, cardiology, dermatology, endocrinology, gastroenterology, neurology, oncology, and orthopedics.
2. Identify common diseases and disorders related to cardiology, dermatology, endocrinology, gastroenterology, neurology, oncology, and orthopedics.
3. Relate the role of the medical assistant in examinations and procedures performed in the medical specialties of allergy, cardiology, dermatology, endocrinology, gastroenterology, neurology, oncology, and orthopedics.

MA 205 4

1. Define the medical assistant's role in minor surgical procedures.
2. Describe surgical procedures performed in an office setting.
3. Identify the instruments used in minor surgery and describe their functions.
4. Describe the procedures for medical and sterile asepsis in minor surgery.
5. Discuss the procedures used in a medical office to sterilize surgical instruments and equipment.
6. Summarize the medical assistant's duties in preoperative procedures.
7. Describe the medical assistant's duties during an operative procedure.
8. Implement the medical assistant's duties in the postoperative period.

MA 205 5

1. Describe the medical assistant's role in eye exams and procedures performed in a medical office (I.P.3)
2. Discuss various eye disorders encountered in a medical office.
3. Identify ophthalmic exams performed in the physician's office.
4. Summarize ophthalmologic procedures and treatments.
5. Describe the medical assistant's role in otology.
6. Describe disorders of the ear encountered in the medical office.
7. Recall various hearing and other diagnostic ear tests.
8. Summarize ear procedures and treatments.

MA 205 6

1. Identify terminology, body structure and function relating to urinary catheterization.
2. List the purposes of urinary catheterization.
3. Identify the types of catheters used.
4. Explain the preparation of the patient for urinary catheterization.
5. Demonstrate procedure for male and female urinary catheterization on a mannequin

MA 205 7

1. Complete comprehensive written examination.

COGNITIVE OBJECTIVES: III.C.3. Define the following as practiced within an ambulatory care setting: medical asepsis and surgical asepsis.

PSYCHOMOTOR COMPETENCIES: I.P.3. Perform patient screening using established protocols
I.P.8. Instruct and prepare a patient for a procedure or a treatment
I.P.9. Assist provider with a patient exam
III.P.6. Prepare a sterile field
III.P.7. Perform within a sterile field
V.P.3. Use medical terminology correctly and pronounced accurately to communicate information to providers and patients
X.P.3. Document patient care accurately in the medical record

AFFECTIVE COMPETENCIES: V.A.4 Explain to a patient the rationale for performance of a procedure

METHODS OF INSTRUCTION: Lectures, class discussion, workbook, projects, and assignments.

ATTENDANCE: Absences can seriously affect grades. Students will be allowed to miss a maximum of three (3) class periods. Students are responsible for all information missed while absent from class. This includes any changes to the schedule that might occur.

MAKE UP POLICY: Make up work procedures addressed in the MA Program Policy Manual.

Student Responsibility for Student Handbook Information

As a student, you are responsible for the information in the LATI handbook. Lake Area Technical Institute reserves the right to change regulations and policies as necessary. Information relating to the withdrawal of a course, class conduct, plagiarism, inclement weather can all be located in the student handbook.

ACADEMIC INTEGRITY: Students' Responsibilities: Students are responsible for their own behaviors and are expected to maintain stated standards of academic honesty. Students share the responsibility with the faculty for maintaining an environment that supports academic honesty and discourages plagiarism or cheating.

Faculty and Administrator Responsibilities: Faculty are responsible for creating a classroom and testing environment that discourages cheating, confronts suspected violators and insures fair treatment of all students. Administrators also share the responsibility for developing an environment that discourages academic dishonesty. If a student is participating in academic dishonesty, he/she may be dismissed from the course or otherwise disciplined.

CAREER COUNSELING: Guidance is available for students when investigating career choices or in reaffirming the choice already made.

PERSONAL COUNSELING: Knowing that student life can be stressful, Lake Area Tech provides personal on-campus counseling for either school-related or non-school-related issues. At times, referral to another counseling service may be warranted. Check with the on-campus counseling staff if you have concerns you need to discuss. Specific referrals for drug and alcohol-related issues will be made by on-campus counselors.

AMERICANS WITH DISABILITIES ACT: Students are entitled to 'reasonable accommodations' under provisions of the Americans with Disabilities Act. Those in need of such accommodations should notify the instructor and make appropriate arrangements with the Office of Disability Services, Educational Services/Library.

STUDENT TUTORING: The Educational Services Center staff and peer tutors provide tutoring for all courses. If you are a student in need of help in any of your classes, please contact the Educational Services Coordinator located in the LATI library.

PERSONAL OBJECTIVES:

- Attend class session
- Prepare for class session
- Complete assignments by due date
- Demonstrate a high level of responsibility
- Display respect for other members of the class
- Participate in class discussions and projects

COMPLETION STANDARDS: The student will pass the course with a minimum of 80% on the overall grade of the course.

EVALUATION AND GRADING: Evaluation is directly related to the performance objectives. Performance is measured by written examinations, assignments, competencies, and/or quizzes.

COMPETENCIES: Students will be allowed three (3) attempts at the psychomotor and affective competencies for the Clinical Office Procedures II course. In order for the student to earn a passing grade in the course, the student must successfully complete the psychomotor and affective competencies by performing 100% competent. Students will receive a Pass/Fail grade for competencies.

STUDENT EVALUATION: The assessment and grading of student performance in this course is based on the following activities:

- 90% Written examinations
- 10% Workbook assignments

GRADING SCALE: 100% - 94% = A
93% - 87% = B
86% - 80% = C
79% or below = F

****Without my permission, you do not have the authority to record ANY of my class, its class members, or any content expressed here.**

****The instructor has the right to change any and all material on this syllabus at any time.**



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