

RARITAN VALLEY COMMUNITY COLLEGE ACADEMIC COURSE OUTLINE

MATC-121 Clinical Medical Assistant Principles

I. Basic Course Information

A. Course Number and Title:	MATC-121 Clinical Medical Assistant Principles
B. New or Modified Course:	Modified
C. Date of Proposal:	Fall 2012
D. Sponsoring Department:	Health Science Education
E. Semester Credit Hours:	7
F. Weekly Contact Hours:	9 Lecture: 5 Laboratory: 4
G. Prerequisites:	MATC-111 Admin Medical Assistant Prin BIOL-120 Human Biology HLTH-150 Medical Terminology ENGL-111 English Composition I
Co-requisites:	MATC-116 Phlebotomy Theory & Lab HLTH-109 Pharmacology HLTH-107 Pathophysiology
H. Laboratory Fees:	Yes
I. Department Chair:	Patrice Case pcase@raritanval.edu (908) 526-1200, Ext. 8915

II. Catalog Description

Prerequisites: MATC-111 Administrative Medical Assistant Principles
BIOL-120 Human Biology
HLTH-150 Medical Terminology
ENGL-111 English Composition I

Co-requisites: MATC-116 Phlebotomy Theory & Lab
HLTH-109 Pharmacology
HLTH-107 Pathophysiology

This course is designed to offer the student the necessary clinical theory and lab practice to become a competent medical assistant in an entry-level position. Basic clinical skills covered in this course include vital signs and patient interview; infection control and medical asepsis; surgical asepsis; surgical supplies, instruments and assisting with surgical procedures; assisting with a primary physical exam and other specialty exams; assisting in the clinical laboratory and with the analysis of urine, blood, and other body specimens; and performing dosage calculations and medication administration.

III. Statement of Course Need

- A. Medical Assisting is an allied health profession whose members need to be competent in all clinical and administrative aspects of their profession. The Clinical Medical Assistant Principles course is a vital part of the curriculum and fulfills a major portion of the cognitive, psychomotor, and affective competency requirements of the Medical Assisting Education Review Board (MAERB), a certifying agency for medical assistants. Students must successfully complete this course in order to take a national certification examination and to practice as a qualified Medical Assistant.
- B. The lab component of this course helps the student to understand the theoretical components taught in lecture through application of the principles learned.
- C. Transfer of this course is as a free elective.

IV. Place of Course in College Curriculum

- A. Free Elective
- B. This course is required for completion of the Medical Assistant certificate, as defined by the Medical Assisting Education Review Board (MAERB). This course meets a requirement in the two semester Medical Assistant certificate program.
- C. Course transferability: This course will be placed on the NJ Transfer Website for evaluation www.njtransfer.org. For all other colleges and universities, go to their individual websites.

V. Outline of Course Content

- A. Infection Control
- B. Medical and Surgical Asepsis
- C. Assisting with Minor Surgery/Surgical Supplies and Instruments
- D. Patient History/Interview
- E. Vital Signs
- F. Assisting with Physical Examinations
- G. Assisting in Ophthalmology and Otolaryngology
- H. Assisting in Dermatology
- I. Assisting in Gastroenterology
- J. Assisting in Urology and Male Reproduction

- K. Assisting in Obstetrics and Gynecology
- L. Assisting in Pediatrics
- M. Assisting in Orthopedics
- N. Assisting in Neurology and Mental Health
- O. Assisting in Endocrinology
- P. Assisting in Pulmonary Medicine
- Q. Assisting in Cardiology and Lymphatics
- R. Assisting in Geriatrics
- S. Principles of Electrocardiography
- T. Introduction to Assisting in the Clinical Laboratory
- U. Assisting in the Analysis of Urine
- V. Assisting in the Analysis of Blood
- W. Assisting in Clinical Chemistry
- X. Assisting in Microbiology and Immunology
- Y. Introduction to Pharmacology
- Z. Dosage Calculation and Administering Medications

VI. Educational Goals and Learning Outcomes

A. Educational Goals

Students should be able to:

1. Demonstrate critical thinking in decision making (GE-NJ *)
2. Utilize appropriate verbal and nonverbal communication techniques (GE-NJ 1)
3. Employ ethical behaviors based upon the Medical Assistant's Creed when providing care (GE-NJ ER)

(* Embedded critical thinking)

B. Learning Outcomes

At the completion of the course, students will be able to:

1. III.P.4. perform handwashing technique
2. III.C.1. describe the infection cycle, including the infectious agent, reservoir, susceptible host, means of transmission, portals of entry, and portals of exit.
3. III.C.2. define aspergillus
4. III.C.3. discuss infection control procedures
5. III.C.4. identify personal safety precautions as established by the Occupational Safety and Health Administration (OSHA)
6. III.C.5. list major types of infectious agents
7. III.C.6. compare different methods of controlling the growth of microorganisms
8. III.C.7. match types and uses of personal protective equipment (PPE)
9. III.P. 6. perform sterilization procedures

10. III.C.8. differentiate between medical and surgical asepsis used in ambulatory care settings, identifying when each is appropriate
11. III.C.9. discuss quality control issues related to handling microbiological specimens
12. III.C.10. identify disease processes that are indications for CLIA waived tests
13. III.C.13. identify the role of the Centers for Disease Control (CDC) regulations in healthcare settings
14. III.C.11. describe Standard Precautions, including:
 - a. transmission based precautions
 - b. purpose
 - c. activities regulated
15. III.P.5. prepare items for autoclaving
16. III.C.12. discuss the application of Standard Precautions with regard to:
 - a. all body fluids, secretions and excretions
 - b. blood
 - c. non intact skin
 - d. mucous membranes
17. III.P.1. participate in training on Standard Precautions
18. III.P.2. practice Standard Precautions
19. XI.C.1. describe personal protective equipment
20. III.P.3. select appropriate barrier/personal protective equipment (PPE) for potentially infectious situations
21. I.P.1. obtain vital signs
22. I.P.7. select proper sites for administering parenteral medication
23. I.P.8. administer oral medications
24. I.P.9. administer parenteral (excluding IV) medications
25. I.C.4. list major organs in each body system
26. I.C.5. describe the normal function of each body system
27. I.C.6. identify common pathology related to each body system
28. I.C.7. analyze pathology as it relates to the interaction of body systems
29. I.C.8. discuss implications for disease and disability when hemostasis is not maintained
30. I.C.9. describe implications for treatment related to pathology
31. I.C.10. compare body structure and function of the human body across the life span
32. IV.P.1. use reflection, restatement and clarification techniques to obtain a patient history
33. IV.P.3. use medical terminology, pronouncing medical terms correctly, to communicate information, patient history, data and observations
34. IV.P.5. instruct patients according to their needs to promote health maintenance and disease prevention.
35. IV.P.6. prepare a patient for procedures and/or treatments
36. I.A.1. apply critical thinking skills in performing patient assessment and care.
37. I.P.10. assist physician with patient care
38. III.P.7. obtain specimens for microbiological testing
39. I.P.5. perform electrocardiography
40. I.P.4. perform pulmonary function testing

41. perform CLIA (Clinical Laboratory Improvement Act) waived tests:
 - a. I.P.14. perform urinalysis
 - b. I.P.13. perform chemistry testing
 - c. I.P.15. perform immunology testing
 - d. III.P.8. perform microbiology testing
42. I.P.16. screen test results
43. I.P.10. assist physician with patient care
44. I.P.11. perform quality control measures
45. IV.P.8. document patient care
46. IV.P.9. document patient education
47. XI.C.10. identify principles of body mechanics and ergonomics
48. XI.P.5. demonstrate proper use of the following equipment: sharps disposal containers
49. IX.A.3. recognize the importance of local, state and federal healthcare legislation and regulations in the practice setting
50. IX.P. 8. apply local, state and federal health care legislation and regulation appropriate to the medical assisting practice setting
51. I.P.6. perform patient screening using established protocols
52. I.A.2. use language/verbal skills that enable patients' understanding
53. IV.C.6. differentiate between subjective and objective information
54. II.C.3. identify measurement systems
55. II.C.6. identify both abbreviations and symbols used in calculating medication dosages
56. II.C.7. analyze charts, graphs and/or tables in the interpretation of healthcare results
57. II.P.1. prepare proper dosages of medication for administration
58. II.P.2. maintain laboratory test results using flow charts
59. II.P.3. maintain growth charts
60. II.A.1. verify ordered doses/dosages prior to administration
61. II.A.2. distinguish between normal and abnormal test results
62. III.A.1. display sensitivity to patient rights and feelings in collecting specimens
63. III.A.2. explain the rationale for performance of a procedure to the patient
64. III.A.3. show awareness of patients' concerns regarding their perceptions related to the procedure being performed
65. XI.C.5. state principles and steps of professional/provider CPR
66. XI.C.6. describe basic principles of first aid
67. XI.P.9. maintain provider/professional level CPR certification
68. X.P.10. perform first aid procedures
69. XI. P.11. use proper body mechanics

VII. Modes of Teaching and Learning

- A. Lecture/discussion
- B. Instructor demonstration
- C. Student oral presentations
- D. Laboratory exercises and practice

- E. Small group work
- F. Computer-assisted instruction
- G. Simulation/role playing

VIII. Papers, Examinations, and other Assessment Instruments

- A. Skills testing of clinical competencies
- B. Chapter tests, quizzes, and final examination
- C. Workbook completion

IX. Grade Determinants

- A. Completion and accuracy of laboratory exercises: 35%
- B. Final examination 20%
- C. Tests and quizzes 35%
- D. Workbook assignments 10%

X. Texts and Materials

- A. Textbook: *The Professional Medical Assistant*
Authors: Eagle/Brassington/Dailey/Goretti
Publisher: F. A. Davis
- B. Study Activity Manual: *The Professional Medical Assistant*
Author: "Eagle/Brassington/Dailey/Goretti"
Publisher: F. A. Davis
- C. Instructor prepared materials
- D. Internet sources
- E. Videos/DVDs/CDs

Please Note: The course outline is intended only as a guide to course content and resources. Do not purchase textbooks based on this outline. The RVCC Bookstore is the sole resource for the most up-to-date information about textbooks.

XI. Resources

- A. Clinical laboratory
- B. Computer lab
- C. Various medical assistant internet sources
- D. RVCC library resources and other resources available in the MA lab
- E. *CMA Today*, a monthly Medical Assistant journal
- F. *AMT Events*, a quarterly Medical Assistant journal

XII. Honors Options: None available

Special Addendum for Medical Assistant Outlines

Performance Requirements

Students must achieve 100% competency in all psychomotor (P) and affective (A) learning outcomes in order to graduate from the Medical Assistant Program. Competency will be determined via laboratory skill demonstrations, projects, presentations, and other activities/assignments.

Late submission of activities/assignments will be subject to a five point deduction per class day (M/W/F). Exceptions to this policy are at the discretion of the instructor.

When measuring skill competency, a total of three student attempts will be allowed.

Students must achieve a grade of C (75%) or better in this course to advance in the Medical Assistant Program.

Reasonable Accommodation: *Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course MUST provide documentation of accommodations from the RVCC Office of Disability Services, C-143. No accommodations will be made without this documentation.*