

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

_____ Transfer Course A.A. Degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: MA 65, Clinical Assisting: Patient Care

UNIT VALUE: 5

MINIMUM NUMBER OF SEMESTER HOURS: 144 hrs (3 hours lecture, 6 hours lab)

BASIC SKILLS REQUIREMENTS: Appropriate language and computational skills

ENTRANCE REQUIREMENTS

PREREQUISITE: None

COREQUISITE: None

RECOMMENDED PREPARATION: None

SCOPE OF COURSE:

Preparation of patients and assisting physician with examinations, minor surgical procedures, and treatments. Recording medical histories and observations. Principles and methods of aseptic procedures, handling and care of instruments and supplies. Pharmacology with emphasis on preparation and administration of medication.

SPECIFIC COURSE OBJECTIVES:

Upon successful completion of the course, the student will be able to:

1. Perform medical aseptic and surgically aseptic hand washing;
2. Take and record vital signs (T,P,R, & BP);
3. Weigh, measure and record results;
4. Take a health history;
5. Chart observations and patient statements;
6. Graph heights and weights;
7. Position and drape patients for examinations;
8. Explain given procedures to patients;
9. Sterilize instrument packs;
10. Load and run the autoclave;
11. Apply sterile gloves and remove contaminated gloves;
12. Use sterile transfer forceps;
13. Wrap and unwrap surgical packs;
14. Apply sterile dressings and bandages;
15. Set up minor surgical tray;
16. Calculate dosage and prepare oral medications and injections;
17. Administer subcutaneous, intramuscular and intradermal injections;
18. Recognize and respond to adverse and allergic reactions to medications;
19. Practice medical claims prevention;
20. Protect patients from harm;
21. List recommendations in the universal precautions for infection control.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. Medical Asepsis
 - A. Microorganisms
 - 1.) Growth requirements
 - 2.) Infection process cycle
 - 3.) Body defense mechanisms
 - B. Aseptic Practices
 - 1.) Waiting room and examination rooms
 - 2.) Disposal of wastes
 - 3.) Hand washing techniques
 - 4.) Personal protective equipment
 - 5.) Engineering controls
 - C. Acquired Immune Deficiency Syndrome and Hepatitis B
 - 1.) Transmission of AIDS and Hepatitis B
 - 2.) Universal precautions
 - 3.) Bloodborne pathogen standard

- II. Vital Signs
 - A. Body Temperature
 - 1.) Body heat production and loss
 - 2.) Sites and methods for taking temperature
 - 3.) Variations and causes
 - 4.) Pyrexia and tympanic
 - 5.) Care of glass and electronic thermometers
 - 6.) Taking and recording body temperature
 - B. Pulse
 - 1.) Mechanism of the pulse
 - 2.) Anatomy of pulse sites
 - 3.) Rate rhythm and volume
 - 4.) Normal range and reasons for variations
 - 5.) Taking and recording the pulse
 - C. Respiration
 - 1.) Anatomy and functions of respiratory system
 - 2.) Normal respiratory rates
 - 3.) Factors which affect respiratory rate
 - 4.) Procedures for measuring respiratory rate
 - 5.) Taking and recording respiration
 - D. Blood Pressure
 - 1.) Factors which determine blood pressure
 - 2.) Normal ranges for blood pressure
 - 3.) Equipment: stethoscope and sphygmomanometer
 - 4.) Korotkoff sounds
 - 5.) Auscultatory gap
 - 6.) Measuring and recording blood pressure

- III. Patient Record
 - A. General Content and Organization
 - 1.) History and physical examination
 - 2.) Laboratory and x-ray reports
 - 3.) Progress notes
 - 4.) P.O.M.R. record
 - 5.) Legalities
 - B. Charting
 - 1.) Rules for making entries
 - 2.) Corrections
 - 3.) Commonly used abbreviations and symbols
 - 4.) Generating the patient chart

- IV. Physical Examination
 - A. Health History

- 1.) Introductory data
 - 2.) Chief complaint
 - 3.) Present illness
 - 4.) Past history
 - 5.) Family history
 - 6.) Review of systems
 - B. Signs and Symptoms
 - 1.) Differentiation of objective and subjective findings
 - 2.) Charting observations and patients statements
 - C. Height and Weight
 - 1.) Normal patterns
 - 2.) Graphing growth curves
 - D. Positioning and Draping Patient for Specific Examinations
 - 1.) Supine
 - 2.) Dorsal recumbent
 - 3.) Dorsal lithotomy
 - 4.) Prone position
 - 5.) Knee-chest position
 - 6.) Sim's position
 - 7.) Proctological
 - 8.) Trendelenburg
 - E. Examination Methods
 - 1.) Inspection
 - 2.) Palpation
 - 3.) Auscultation
 - 4.) Percussion
 - 5.) Mensuration
 - F. Preparation for Examination
 - 1.) Examination room
 - 2.) Patient instructions
 - 3.) Instruments and supplies
 - G. Specific Examination
 - 1.) Head and neck
 - 2.) Arms and hands
 - 3.) Eyes, ears, nose
 - 4.) Lips, mouth and throat
 - 5.) Chest, lungs, heart
 - 6.) Abdomen
 - 7.) Genitalia and rectum (male and female)
 - 8.) Lower extremities
 - 9.) Neurological
- V. Preparations of Instruments and Supplies
- A. Sanitization, Disinfection and Sterilization
 - 1.) Specific techniques and methods
 - 2.) Importance in protection of patient and staff
- VI. Minor Office Surgery
- A. Surgical asepsis
 - 1.) Procedures requiring asepsis
 - 2.) Maintaining surgical asepsis
 - 3.) Applying sterile gloves
 - 4.) Function and use of transfer forceps
 - 5.) Opening sterile pack and pouring sterile solution
 - B. Wounds
 - 1.) Types
 - 2.) Healing phases
 - C. Instruments
 - 1.) Identification and function of commonly used instruments
 - 2.) Anticipation of needed instruments

- D. Bandages and Dressings
 - 1.) Functions and types
 - 2.) Procedures for applying

- VII. Pharmacology and Preparation of Medications
 - A. Source of drugs
 - B. Drug names, uses and actions
 - C. Standardization and legal regulations
 - D. Systems of measurement
 - 1.) Apothecaries
 - 2.) Metric system
 - E. Forms of drugs
 - F. Prescriptions
 - 1.) Commonly used symbols and abbreviations
 - 2.) Reading and writing prescriptions
 - G. Calculation of dosage
 - 1.) Mathematics review
 - 2.) Practical problems in preparing medications

- VIII. Administration of Drugs
 - A. Routes of Administration
 - 1.) Topical medications
 - 2.) Sub-lingual and buccal
 - 3.) Rectal
 - 4.) Oral
 - 5.) Inhalation
 - 6.) Parenteral
 - 7.) Other
 - B. Injections
 - 1.) Anatomy and site selection
 - 2.) Types of injections
 - 3.) Procedures for giving injections
 - 4.) Recording medications given
 - 5.) Special problems

REQUIRED READING:

Bonewit, K. Clinical Procedures for Medical Assistants. 5th Edition. Philadelphia: W. B. Saunders Co., 2000.

Bonewit, K. Student Manual for Clinical Procedures for Medical Assistants. 5th Edition. Philadelphia: W. B. Saunders Co., 2000.

Rice, J. Principles of Pharmacology for Medical Assisting. 3rd Edition. Delmar Publishers, 1999.

SUGGESTED READING:

Birmingham, J. Medical Terminology: A Self Learning Text. St Louis: C. V. Mosby, 1990.

Flight, M. Law, Liability and Ethics for Medical Office Personnel. 2nd Edition. Albany: Delmar Publishers, Inc., 1993.

Fong, E., L. Grover-Lakomia, and E. Ferris. Microbiology for Health Careers. 5th Edition. Albany: Delmar Publishers, Inc., 1994.

Frew, F., D. Frew, and K. Lane. Competencies For Administrative and Clinical Practice. 3rd Edition. Philadelphia: FA. Davis Co., 1995.

Kinn, M. and M. Woods, The Medical Office Assistant: Administrative and Clinical. 8th Edition. Philadelphia: W. B. Saunders Company, 1999.

Lewis, M.A. and C.D. Tamparo. Medical Law, Ethics & Bioethics for Ambulatory Care. 5th Edition. F.A. Davis Co., Philadelphia, PA., 2002.

Lindh, W.Q., Pooler, M.S. , Tamparo, C.D. and J.U. Cerrato. Delmar's Comprehensive Medical Assisting: Administrative and Clinical Competencies. 2nd Edition. New York: Delmar Publishers, 2002.

Miles Laboratories. Modern Urine Chemistry. Elkhart: Miles Laboratories, 1991.

Miller, B.F. and C. Keane. Encyclopedia and Dictionary of Medicine, Nursing and Allied Health. 8th Edition. Philadelphia: W. B. Saunders Company, 1999.

Palko, T. and H. Palko. Q and A Review Medical Assistant. 6th Edition. New Jersey, Prentice Hall, 2001,

Physician Desk Reference. 54th Edition. Ordell: Medical Economics, 2000.

Walter, J.B. An Introduction to the Principals of Disease. Philadelphia: W. B. Saunders Company, 1992.

Wedding, C. and M. Toenjes. Medical Laboratory Procedures. Philadelphia: F.A. Davis Co., 1992.

Woods, M. The Clinical Medical Assistant. 1st Edition. Philadelphia, PA: W.B. Saunders Company, 1994.

REQUIRED WRITING:

Short answer and essay questions in each chapter of workbook frequently requiring one to several paragraphs.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes.

Study of text and review of lecture notes. Field trips to local medical offices to observe procedures and manipulate equipment not available in classroom lab. Internet assignments regarding professional organizations and certification examinations.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

Includes lecture, laboratory, demonstrations, return demonstrations, skills practice followed by performance testing. Learning facilitated through use of videotapes, films and film strips, charts, models and hands-on experience with medical office supplies and equipment.

DISTANCE LEARNING:

This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply:

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students);

Written exams include multiple choice, short answer, true and false questions as well as essay questions. Lab practica in which students must recognize, name, state usage and describe proper maintenance of medical supplies and instrumentation are given.

Performance exams (of aforementioned skills) are evaluated as "C" competent when 85% or higher is scored by student.

Performances are evaluated as "C" (competent), or "I" (incompetent). All performances must be rated as competent or the student will receive a course grade below "C" to demonstrate unsuccessful course completion.

A student who is deficient in one or more skills may elect to receive an "I" (incomplete) until he/she can demonstrate competency in deficient areas. Skills thus competently performed within one year of course completion will result in grade change to indicate successful course completion of "C" or higher in accordance with total points system.

Total points of all objective tests, quizzes and lab practices will be assigned letter grades based on the following:

Written Tests and Quizzes:	60%
Lab Practica:	20%
Performance Exams:	<u>20%</u>
TOTAL 100%	

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes No Number of times course may be taken for credit. 1

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable:

CONTACT PERSON: Andrea Taupier, x8133

SIGNATURES ON FILE