

10. Apply clinical theory to clinical practice;
 - a. Take and record vital signs and anthropometric measurements.
 - b. Practice effective medical and surgical aseptic methods.
 - c. Drape and position patients for routine and specialty examinations.
 - d. Assist the physician with routine and specialty examinations.
 - e. Sanitize, wrap, and label surgical instruments.
 - f. Sterilize instruments and supplies using the autoclave.
 - g. Set-up and assist with minor surgery.
 - h. Organize and calculate medication dosage.
 - i. Prepare and administer oral, topical, and parenteral medications.
 - j. Collect, identify and label specimens.
 - k. Handle, preserve and transport specimens.
 - l. Collect and perform physical and chemical tests of urine.
 - m. Centrifuge and prepare urine for microscopic examination.
 - n. Collect blood via capillary and venous methods.
 - o. Perform routine blood tests including chemistries.
 - p. Properly dispose of all sharps and biohazardous materials.
 - q. Respond appropriately to any bloodborne pathogen incident exposure having read provided written information.
 - r. Perform and mount a 12-lead ECG.
 - s. Recognize and respond appropriately to emergencies, including performing CPR.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. Integration and application of theoretical, laboratory and clinical instruction
 - A. Professionalism
 1. Medical ethics
 2. Confidentiality
 3. Legal issues
 - B. Patient Care
 1. Receiving patients
 2. Scheduling patients
 3. Vital signs
 4. Medical and surgical asepsis
 5. Physical and specialty examinations
 6. Minor surgery
 7. Pharmacology
 8. Administration of medication
 - C. Diagnostic Procedures
 1. Laboratory safety and OSHA regulations
 2. Specimen collection and transport
 3. Specific blood, urine, and other tests
 4. Electrocardiography
 5. Emergency procedures
- II. Clinical documentation
 - A. Clinical experiences
 - B. Evaluations
 1. Successful performance of all essential skills on the competency based evaluation forms.
 2. Satisfactory affective domain evaluation.
 3. Written final examination.

REQUIRED READINGS:

Bonewit, K. Clinical Procedures for Medical Assistants. 3rd edition. Philadelphia: W. B. Saunders Co., 1990.

Competency Documentation Record

Affective Domain Evaluation Form

Course Syllabus and Policies

Palomar College Bloodborne Pathogen Exposure Incident Form

SUGGESTED READINGS:

Palko, Tom. Appleton and Lange's Review for the Medical Assistant. 3rd ed. New York: Appleton & Lange, 1990.

REQUIRED WRITINGS:

Daily compositions of approximately one page each pertaining to students clinical assignments and analysis of experiences.

In addition, students must maintain a daily log book, documenting skill performance.

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.

See required writings. Contact California Medical Assistant Certification Board for study guide and application for Certification Examination.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

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

Clinical externship. Practical experience working with the medical office personnel, physician and patients.

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

Yes No

If yes, check all that apply. (See guidelines for preparation for definitions.)

- telecourse
- mediated instruction
- computer assisted instruction

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

Evaluation is based on:

Clinical performance (affective and cognitive) in the medical facility as determined by the site supervisor, utilizing evaluation tools provided by the Palomar College faculty in the daily Log Book = 40%

Written analysis of experience = 20%

Written Final Examination = 40%

Clinical performance must be satisfactory for an academic grade of "C" or better.

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: