

M: Course Objectives / Learning Outcomes:

Upon successful completion of this course, students will have reliably demonstrated the ability to:

1. Identify the need for and apply aseptic techniques in the medical office.
2. Assemble equipment; ascertain and chart vital signs (temperature, pulse and respiration) and height and weight.
3. Explain the correct technique used for taking blood pressure and how to prevent errors when taking blood pressure.
4. Explain (and demonstrate) the preparation of the examining room and patients for physical examinations and other procedures.
5. Explain the preparation and care of specimens for laboratory testing.
6. Discuss the process of sterilization and disinfection and identify measures to prevent cross-contamination.
7. Explain (and demonstrate) the use of sterilization and disinfection techniques for equipment decontamination.
8. Complete and chart results of visual acuity testing using the Snellen eye chart.
9. Explain patient preparation for x-ray and diagnostic imaging examinations and explain how to arrange appointments with outside facilities.
10. Explain correct collection and preparation procedures and perform basic urinalysis and pregnancy tests.
11. Explain collection procedure for Hemocult testing to patient and explain the testing procedure of Hemocult slide.
12. Explain (and demonstrate) blood glucose testing.
13. Identify surgical instruments (and prepare) sterile trays used for minor surgery.
14. Discuss the preparation of children for examination, identifying tests and procedures used and the current immunization schedule recommendations.
15. Explain the collection of specimens for external evaluation.
16. Explain (and demonstrate) how to record information on a percentile chart for boys and girls.
17. Demonstrate and discuss procedures for the examination of the gynecologic and obstetric patient.

Please note: Where “and demonstrate” is mentioned, this will take place on the two-day clinical portion.

N: Course Content:

The following course content will be covered:

1. The Medical Record
2. Medical Asepsis
3. Sterilization and Disinfection
4. Vital signs
5. The Physical Examination
7. Eye and Ear Assessment and Procedures
8. The Gynecologic Examination and Prenatal Care
9. The Pediatric Examination
10. Minor Office Surgery
11. Colon Procedures and Male Reproductive Health
12. Introduction to the Clinical Laboratory
13. Urinalysis
14. Introduction to Blood Chemistry and Serology
15. Medical Microbiology
16. Emergency Medical Procedures

O: Methods of Instruction:

Communications between instructor and students will be conducted online using the course email, bulletin board and chat utilities. The instructor will guide the students through a series of learning objectives using motivation and online instruction. The assigned readings, together with the reinforcement exercises, are the principal learning activities. Additional materials and resources are available online.

P: Textbooks and Materials to be Purchased by Students:

Clinical Procedures for Medical Assistants, Bonewit-West, Kath, latest edition, W.B. Saunders Company.

Clinical Procedures for Medical Assistants Study Guide, Bonewit-West, Kath, latest edition, W.B. Saunders Company

Other

Clinical kit contents to be purchased by the student from their local pharmacy:

- Oral Digital Thermometer
- Pregnancy Test
- Urinalysis Strips
- 20-foot Snellen Chart
- Disposable Gloves

Recommended Text/Materials

Supplementary materials online

Note: These books may be purchased through your local college bookstore. If they are unavailable, please contact your instructor.

Q: Means of Assessment:

Quizzes	20%
Research assignment	15%
Mid-term Exam	20%
*Skill Assessment	25%
Final Exam	<u>20%</u>
	<u>100%</u>

Note: The letter grade assigned will be determined by the college at which you are registered.

R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR

The course is open to PLAR by:

1. Portfolio presentation and/or
2. Challenge exam.

Course Designer: **Wayne Ratcliffe**

Education Council / Curriculum Committee Representative

Dean / Director: **Robert Buller**

Acting Registrar: **Brenda Walton**