



School of Nursing and Health Professions Syllabus



Term:

Credit: 3CR

Office Hours:

Course Code: MDA 113

Office Location:

Title of Course: Clinical Office

Email:

Procedures

Phone:

Days & Times:

Prerequisites/ Corequisites: BIO-111,

Location:

BIO-211& MDA-106

Instructor:

COURSE DESCRIPTION:

Students learn the skills needed to function in a clinical office setting including patient relations, proper laboratory procedures and safety, obtaining vital signs, draping patients, assisting with examinations and treatments and performing diagnostic procedures. Students are introduced to OSHA standards

COURSE OBJECTIVES:

STUDENT LEARNING OUTCOMES:

At the termination of this course, the student will be able to:

1. Identify the components of Infection Cycle

- Demonstrate compliance with medical asepsis technique (Identify the infection basic control in the form of standard precautions and transmission-based precaution)
- Define components of protective personal equipment
- Explain the difference between medical and surgical asepsis.
- Demonstrate the difference between medical and surgical hand washing.
- Demonstrate how to properly apply sterile gloves.
- Demonstrate the ability to set up and maintain sterile field without contamination
- Identify different types of microorganisms and describe the infectious cycle, methods of controlling microbial growth
- Identify the Center for Disease Control and prevention regulations that impact the health care

2. Demonstrate the ability to perform electrocardiography

- Trace path of blood through heart; explain conduction system of heart.
- Identify following components on ECG: P wave, QRS complex, T wave,

- P-R interval, Q-T interval, P-R segment, S-T segment, and baseline following the T (or U wave).
- State purpose of standardizing ECG; Functions of: electrodes, electrolyte, amplifier, galvanometer.
- List 12 ECG leads that are recorded and diagram the picture of the heart that each is taking
- Locate chest leads on various body contours.
- Describe and list reasons for Holter monitor electrocardiography.
- Locate chest leads for Holter monitor.
- Explain use of patient diary in Holter monitoring.
- Prepare patient and record a standard 12-lead electrocardiogram.
- Instruct patient in guidelines for Holter monitor; apply a Holter monitor.
- Assess the heart rate and rhythm from ECG strips and show the ability to recognize different types of arrhythmias.
- Distinguish the common artifacts of ECG recordings and learn how to correct them

3. Perform vital signs skills such as temperature, pulse, respiratory rate and blood pressure.

4. Prepare the patient for a physical exam

- Assist the physician during the exam.
- Analyze the patient chief complaint and taking complete medical history
- Prepare the examination room and demonstrate care and operation of equipment and instruments during exam
 - Record height and weight.
 - Position and drape for the following: horizontal recumbent; dorsal recumbent, dorsal lithotomy, prone, knee-chest, and Sims.

5. Assist with Specialties

- Gynecologic exams.
- Assist with pediatric exams.

6. Assist in the eye and ear examination.

- Identify the structure of the eye.
- Define visual acuity.
- State causes of myopia, hyper myopia; and presbyopia and indicate visual difficulties present with each.
- Explain difference among ophthalmologist, optometrist, and optician.
- Explain significance in numbers next to each line on Snellen Eye Chart.
- Explain difference between congenital and acquired color vision defects.
- State reasons for performing an eye irrigation and instillation.
- Measure distance visual acuity, near visual acuity and record results.
- Identify structures of the ear and explain each function.
- List two ways hearing acuity may be tested.
- State reasons for performing ear irrigation and instillation.
- Perform an ear irrigation and record procedure.
- Perform an ear instillation and record procedure them

7. Distinguish different types of life threatening and non-life threatening medical and environmental emergencies:

- Describe and/or demonstrate the differences in care between an open wound and a closed wound.
- Describe and/or demonstrate the differences in care for the different degrees of burns.
- Recognize the major causes, signs and symptoms and implement appropriate basic assessments and treatments for patients experiencing: respiratory emergencies, cardiovascular emergencies, diabetes and altered mental status, allergies, poisoning, bleeding and syncope.
- Describe fundamental principles for evacuation of a healthcare setting.
- Discuss critical elements of an emergency plan for response to natural disaster or bioterrorist emergency.
- Identify emergency preparedness plans in the community.
- Identify the potential role(s) of the medical assistant in the emergency preparedness.

8. Identify basic food groups.

- Plan a nutritionally balanced meal for: diabetic, dialysis, and coronary patient.

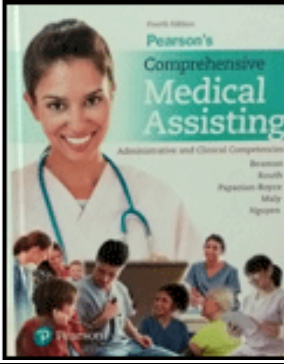
9. Identify the usage of physical agents to promote healing

- Give examples of moist and dry applications of heat and cold.
- List reasons for applying heat and effects of local application of heat.
- List reasons for applying cold and effects of local application of cold.
- State factors for applying heat and cold.
- Describe the general use of therapeutic ultrasound.
- List factors in determining type of ambulatory assistive device.
- Explain difference between axillary crutch and Lofstrand crutch.
- State conditions in improper fitting of crutches.
- List guidelines in safe use of crutches.
- State use of: 4-point gait, 2-point gait, 3-point gait, swing-to gait, and swing-through gait.
- List and describe types of canes.
- Identify conditions warranting the use of cane and walker.
- Apply the following treatments and record results: hot water bag, heating pad, hot soak, hot compress, icebag, cold compress, and chemical cold pack.
- Measure an individual for axillary crutches.
- Instruct the patient in proper use of: crutch gaits, cane, and walker.

TEXTBOOK REQUIRED:

Beaman Routh, Papazian-Boyce, Maly Nguyen. Comprehensive Medical assisting, Administrative and Clinical Competencies. Pearson, Fourth Edition.

ISBN-13: 978-0-13-442020-2



EVALUATION METHODS:

Tests (3)	30%
Final Exam	20%
ASI (14)	20%
Competencies	30%

WEEKLY OUTLINE:

Week	Topic	Learning Outcomes (L.O)
1	Introduction; Medical Asepsis and Infection Control/ Hand washing	SLO 1
2	Vital signs	SLO 3
3	Vital signs	SLO 3
4	Assisting with Physical Examination	SLO 4
5	Assisting with Medical Specialties	SLO 4
6	Assisting with Care of Eye, Ear, Nose and Throat	SLO 5
7	Electrocardiography	SLO 2
8	Electrocardiography	SLO 2
9	Electrocardiography; Pulmonary Function	SLO 5
10	Assisting with Pediatric Assisting with Reproductive Specialties	SLO 6
11	Assisting with Medical Emergencies and Emergency Preparedness	SLO 6

12	Assisting with Medical Emergencies and Emergency Preparedness	SLO 7
13	Physical Therapy and Rehabilitation	SLO 7
14	Nutrition	SLO 7
15	Final Exam	FINAL

HCCC POLICIES, STATEMENTS, AND SERVICES:

<https://www.hccc.edu/administration/academic-affairs/syllabus-addendum.html>