



School of Nursing and Health Professions Syllabus



Term: **Credits:** 3 **Office Hours:**

Course Code: MDA 211-01 **Course:** **Office Location:**

Title: Clinical Office Procedures II **Email:**

Days & Times: **Phone:**

Location: **Prerequisites:**

Instructor:

COURSE DESCRIPTION:

During this course students continue to learn the skills needed to function in a clinical office. Setting including patient relations, proper laboratory procedures and safety, perform blood draw, assisting with various specialty examinations, and performing diagnostic procedures, assisting with minor surgery. Students are introduced to OSHA standards

COURSE OBJECTIVES:

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

1. Demonstrate proper understanding of sterilization
 - Demonstrate OSHA standards and universal precautions.
 - Demonstrate how to properly sanitize, disinfect, wrap, and sterilize instruments or equipment.
 - Demonstrate the ability to use the autoclave and different chemicals to sterilize tools used for different procedures
 - Demonstrate the ability to set up and maintain sterile field without contamination.

Identify types of procedures requiring surgical asepsis and guidelines to be observed in maintaining surgical asepsis

2. Apply the skill to perform hemoglobin and hematocrit blood tests.
 - Prepare patient for venipuncture procedure.
 - Supports OSHA safety precautions related to specimen collection.
 - Analyze the Order of Draw for multiple tubes.
 - Compare and contrast benefits of different venipuncture sites and perform venipuncture blood drawings.
 - Collect a venous blood specimen using vacuum tube venipuncture method and syringe venipuncture method. and record procedures.List ways to prevent blood from becoming hemolyzed.

3. Demonstrate the ability to obtain different specimens and perform simple diagnostic procedure

- Obtain a specimen for a throat culture; record procedure.
- Obtain a microbiologic specimen using a collection and transport system.
- Perform a streptococcus test using rapid strep test; record results.
- Collect urine specimen
- Instruct patient in preparation and procedure for fecal occult blood test; develop fecal occult slide test, interpret, record results.
- Perform pregnancy test

4. Identify the purpose of x-rays in medicine.

- Describe how x-rays are produced.
- State the purpose of the grid and intensifying screen.
- Describe x-ray positions.
- Explain functions of contrast medium.
- List precautions when working with x-ray
- Define the procedure and state the patient preparation for: intravenous pyelogram, Retrograde pyelogram, Chol cystogram, barium enema, gastrointestinal series, myelogram, IV angiogram

5. Apply the skill to assist the physician in minor office surgery.

- Describe M.A.'s responsibilities during surgical procedures.
- Identify and explain use and care of instruments used during these procedures.
- State use of sterile transfer forceps and guidelines to observe.
- Explain difference and give examples of closed and open wounds and phases of the healing process.
- List functions of a dressing.
- Describe types of sutures and uses of each.
- Categorize suture needles and method of measuring suture material.
- Explain purpose of and procedure for: excision of sebaceous cyst, I & D, needle biopsy, ingrown toenail removal, colposcopy, cervical punch biopsy, cryosurgery.
- Identify types, functions and guidelines for bandaging.
- Apply and remove sterile gloves; open sterile package; add a sterile article to a sterile field, use sterile transfer forceps; pour a sterile solution.
- Change a sterile dressing and record results; remove sutures and record procedure.
- Set up a tray for procedures in "i."
- Apply the following: circular, spiral, spiral-reverse, figure-eight, and recurrent bandage turns; sling with a cravat using triangular bandage; tubular gauze bandage

6. Demonstrate Preparation and different medications administration.

- List routes for administration of medications.
- Explain why metric system is used.
- Describe use of household system in administration.
- List six rights of preparing and administering medications.
- Identify parts of a needle and syringe; explain functions; read calibrations.
- Explain purpose of Z-track technique.
- Explain purpose of tuberculin skin testing; significance of positive reaction; diagnostic procedures for positive result.
- Demonstrate the proper procedures for: oral medication administration; reconstitution of powdered drug; withdrawal of medication from ampoule and vial.

· Locate injection sites, prepare, administer, and record the following:
intradermal injection, subcutaneous injection, intramuscular injection, Z-track

7. Demonstrate the ability to assist physician in various specialties with examinations.

- List categories of pediatric visits and functions performed.
- State importance of measuring child's height and weight.
- Locate and explain use of pediatric intramuscular sites.
- Describe schedule of immunizations recommended by AAP.
- Carry infant using cradle, upright, football.
- Measure weight and length.
- Explain purpose of performing: breast examination; inspection of external genitalia, vagina, cervix; Papanicolaou test, bimanual pelvic exam; rectal-vaginal exam.
- Instruct patient in procedure for breast self-exam.
- Prepare patient for, and assist with, gynecologic exam.
- Complete a cytology requisition for a Pap test.
- Complete a prenatal health history on a patient.
- Prepare patient and assist with: initial prenatal exam, return prenatal exam, postpartum exam.
- Explain the purpose of, and patient preparation for the following: digital exam of anus and rectum, proctoscopy, sigmoidoscopy.
- Prepare the patient for and assist with a proctoscopy and sigmoidoscopy.
- Instruct patient in preparation and procedure for fecal occult blood test; develop fecal occult slide test, interpret, record results

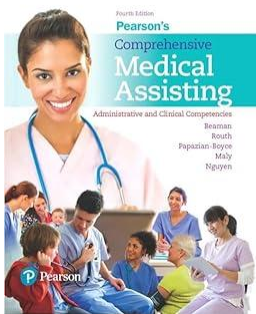
TEXTBOOK REQUIRED:

Beaman Routh, Papazian-Boyce, Maly Nguyen. Comprehensive

Medical assisting, Administrative and Clinical Competencies. Pearson, Fourth Edition.

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

ISBN-10: 0-13-442010-9



EVALUATION METHODS:

Final Exam 20% Assignments (10) 20%

Competencies 30% Tests (3) 30%

WEEKLY OUTLINE:

Week	Topic	Learning Outcomes (L.O)
1	Course Orientation, syllabus & Requirements Sterilization and Infection Control	SLO 1
2	Sterilization and Infection Control(cont.) Phlebotomy and blood collection (introduction)	SLO 2
3	Phlebotomy and blood collection (cont.)	SLO 3
4	Phlebotomy and blood collection (cont.)	SLO 4
5	Hematology	EXAM 1
6	Clinical Laboratory	SLO 5

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7	Radiology and Diagnostic Procedures	SLO 6
8	Urine analysis	EXAM 2
9	Assisting with Minor Surgery	SLO 7
10	Assisting with Minor Surgery	SLO 8
11	Administration of medication	SLO 9
12	Administration of medication	EXAM 3
13	Different specimen collection and simple diagnostic procedure Throat culture, fecal analysis, flu diagnostic test)	SLO 10
14	Assisting with examination of various specialties.	SLO 11
15	FINAL EXAM	FINAL EXAM

HCCC POLICIES, STATEMENTS, AND SERVICES:

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