

Lassen Community College Course Outline

HO 72 – Medical Assisting: Clinical

7.5 Units

I. Catalog Description

This course is designed to provide entry level information and skill training required for the profession of Clinical Medical Assisting. This course covers components required to become eligible for examination by the California Certifying Board of Medical Assistants for California Certified Medical Assistant Basic and Clinical Specialty. Course content will include course work in medical office exam room procedures, specialty procedures, pharmacology, minor office surgery, laboratory procedures, nutrition and patient education. Students must complete all course hours and must achieve a 75% on their final class grade and must achieve a final exam grade of 75% or better to be eligible to advance to the next course in the series. . This course requires a 40 hour externship at a clinical facility, all clinical compliance requirements in HO 70 must be met prior to enrolment. This course has been approved for hybrid and online delivery.

Diversity Statement:

Our commitment to diversity requires that we strive to eliminate barriers to equity and that we act deliberately to create a safe and inclusive environment where individual and group differences are valued and leveraged for the growth and understanding as an educational community.

Prerequisite(s): Completion of HO 70 – Medical Assisting: Core & HO 71 – Medical Assisting: Administrative

Recommended Preparation: ENGL105 or equivalent multiple measures placements.

Does not transfer to UC/CSU

93.5 Hours Lecture, 187 Expected Outside Class Hours, 102 Hours Lab, 382.5 Total Student Learning Hours.

Scheduled: **Spring**

II. Coding Information

Repeatability: Not Repeatable, Take 1 Time
Grading Option: Graded or Credit/No Credit
Credit Type: Credit - Degree Applicable
TOP Code: 120810

III. Course Objectives

A. Course Student Learning Outcomes

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

1. Perform exam room procedures autonomously.
2. Demonstrate knowledge of pharmacology.
3. Assist with laboratory procedures.

B. Course Objectives

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

1. Follow the principles of infection control and to protect the client and self from risk of infection.
2. Interview a patient and correctly complete appropriate sections of medical history forms.
3. Complete requirements for assisting with patient screening and intake.
4. Understand the anatomy and physiology, normal parameters, and theoretical and procedural requirements when obtaining taking vital signs and measuring height and weight.
5. Demonstrate the procedural requirements for assisting with the physical examination.
6. Assist the physician during minor office surgery, to include electrosurgical and laser surgery.
7. Provide minor wound and post-operative wound care.
8. Perform vision and audiometry screening.
9. Perform spirometry testing.
10. Perform an electrocardiogram.
11. Assist the physician with orthopedic procedures.
12. Assist with colon procedures.
13. Properly assist and instruct the patient with cold and heat therapy.
14. Carry out his/her role and responsibilities to safely prepare and administer medications in the ambulatory care setting.
15. Describe the purpose of the physician office laboratory, and employ the necessary procedures to identify the equipment used to perform CLIA waived tests.
16. Process and perform testing on blood and body fluids in the physician's office laboratory setting.
17. Properly collect, process and perform testing of urine specimens.
18. Properly collect and process microbiology specimens.
19. Assess and educate patients on nutritional diets.
20. Provide patient support and education related to a therapeutic diet.
21. Instruct and assist a patient in creating pathways that will enable them to participate positively in their healthcare.

IV. Course Content:

1. Exam room procedures
 - a. Medical Asepsis and Infection Control
 - b. Patient Interview, History and Documentation
 - c. Patient Screening/Intake
 - d. Vital Signs
 - e. Height/Weight/BMI
 - f. Positioning and Draping Patients
 - g. Assisting with Physical Examination
 - h. Wound Care
2. Specialty Procedures
 - a. Vision Screening
 - b. Auditory Screening
 - c. Spirometry
 - d. Electrocardiogram (EKG)

- e. Assisting with Orthopedic Procedures
 - f. Assisting with Gender-Specific Examination
 - g. Assisting with Ophthalmic and Optic Procedures
 - h. Assisting with Laser/Electro-surgery
 - i. Assisting with Sigmoidoscopy
 - j. Assisting with Heat and Cold Therapy
3. Pharmacology
 - a. Introduction to Pharmacology
 - b. Safety Guidelines for Administration of Medication
 - c. Preparing and Administering Medications
 4. Minor Office Surgery
 - a. Medical Assistant Role
 - b. Preparing and Maintaining a Sterile Field
 - c. Skin Preparation and Wound Care
 5. Laboratory Procedures
 - a. Medical Office Equipment and Safety
 - b. Collecting, Processing, and Testing:
 - i. Blood and Body Fluids
 - ii. Urine Specimens
 - iii. Microbiology Specimens
 6. Nutrition
 - a. Basic Nutrition
 - b. Therapeutic Diet
 7. Patient Education
 - a. Educational Plan
 - b. Patient and Family Education
 - c. Community Education

V. Assignments

A. Appropriate readings

Course textbooks, supplemental readings about medical office procedures, pharmacology, and new advances in medical treatment of illness and disease through reviewing journals, publications and internet searches.

B. Writing assignments

In class and online: written assignments, quizzes, and essay covering course materials. Written presentation(s) developed collaboratively, as a team effort, on a designated topic about patient, family or community education.

C. Out of class assignments

Out of class assignments will consist of chapter reading and review, research of relevant topics and/or preparation for classroom presentations (individual or group)

D. Assignments that demonstrate critical thinking

The student will utilize critical thinking in:

1. Researching, developing, and presenting a discussion on a topic related to medical office procedures either individually or collaboratively.
2. Completion of lab competencies and clinical rotation activities.

VI. Methods of Evaluation

The student must maintain a 75% in the class and must pass any midterm or final exams with a 75% or better to continue on in the Medical Assisting Program.

Traditional Classroom Instruction

Term paper (topic choice, thesis statement, outline, bibliography, rough draft, final draft), homework, classroom discussion, essay, journals, lab demonstrations and activities, multiple choice quizzes, and participation.

Hybrid Evaluation

All quizzes and exams will be administered during the in person class time. Students will be expected to complete online assignments and activities equivalent to in class assignments and activities for the online portion of the course. Electronic communication, both synchronous and asynchronous (chat/forum) will be evaluated for participation and to maintain effective communication between instructor and students.

Online Evaluation

A variety of methods will be used, such as: research papers, asynchronous and synchronous (chat/forum) discussions, online quizzes and exams, posting to online website and email communications using the districts approved learning management system.

VII. Methods of Delivery

Check those delivery methods for which, this course has been separately approved by the Curriculum/Academic Standards Committee.

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|--|---|
| <input checked="" type="checkbox"/> Traditional Classroom Delivery | <input type="checkbox"/> Correspondence Delivery |
| <input checked="" type="checkbox"/> Hybrid Delivery | <input checked="" type="checkbox"/> Online Delivery |

Traditional Classroom Instruction

Lecture, PowerPoint, and other media presentations, discussions, scenarios, and group presentations.

Hybrid Delivery

A combination of traditional classroom and online instruction will be utilized. Each semester a minimum of 1/3 of the lecture hours, will be taught face-to face by the instructor and the remaining hours will be instructed online through the technology platform adopted by the District. Traditional class instruction will consist of exercises/assignments, lectures, visual aids, and practice exercises. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate.

Hybrid Delivery for Courses with a Lab

Hybrid modality may involve face to face instruction mixed with online instruction. A minimum of 1/3 of instruction, including 100% labs, will be provided face to face. The remaining hours will be taught online through a technology platform as adopted by the district.

VIII. Representative Texts and Supplies

Required:

Booth, Kathryn, Whicker, Leesa, Wyman, Terri “*Medical Assisting: Administrative and Clinical Procedures with Anatomy and Physiology*”, (2020) 7th Edition with **Connect Access** package, McGraw Hill. ISBN10: 1260476960 | ISBN13: 9781260476965

Included in uniform and lab fee in HO 70:

-LCC MA Uniform

-Clinical Supply Kit

IX. Discipline/s Assignment

Health Care Ancillaries, Licensed Vocational Nursing, Nursing

X. Course Status

Current Status: Pending

Original Approval Date: 11/01/2016

Board Approval: 12/13/2016

Chancellor's Office Approval: 01/20/2017

Revised By: Christi Myers

Latest Curriculum/Academic Standards Committee Revision Date: 11/29/2022