



**MDCA 1417 – 101CL**  
**Procedures in a Clinical Setting**  
**Spring 2023**  
**Monday and Tuesday 9:30 a.m. -12:30 p.m.**

**Instructor Information:** Darlene Alexander A.A.S., CMA, RMA, [dalexander@com.edu](mailto:dalexander@com.edu) 409-933-8231

**Student hours and location:** STEMS Bldg. Rm 233 Monday and Tuesday 12:00pm-2:00pm.

**Required Textbook:** Booth, Katherine, Whicker, Leesa, Wyman, Terri, Wright, Sandra, *Medical Assisting: Administrative and Clinical Procedures with Anatomy and Physiology 5<sup>th</sup> Edition*, McGraw Hill Publisher 2014

**Required equipment. stethoscope. secondhand watch. and scrubs.**

**Course Description:**

Emphasis on patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory care settings.

**Course Prerequisite:** Students must have completed and successfully pass HITT 1305, MDCA 1443, MDCA 1321, MDCA 1302 and MDCA 1309 in order to take MDCA 1417. Students must have completed the free Online Learners Workshop (required for IN or HY courses). For more details visit; <http://online.com.edu/olw>.

**Course requirements:**

**In order to successfully complete MDCA 1417, the student is responsible for the following:**

1. Adhere to attendance policy.
2. Complete all assignments as designated in the course outline and/or schedule.
3. Pass all written quizzes and exams with a minimum grade of 75%.
4. Complete lab skills with a minimum grade of 90%.
5. Adhere to Dress Code

**Determination of Course Grade/Detailed Grading Formula (methods of evaluation to be employed to include a variety of means to evaluate student performance):**

**Grading Formula:** As a student you are required to complete all lessons, assignments, and test as part of each course within the program. Your semester grade will be comprised of

**Grading Scale:**

- 90.0% to 100% = A
- 80.0% to 89.9% = B
- 75.0% to 79.9% = C
- 70% to 74.9% = D
- 0 to 70% = F

**Please note: “A student must receive a “C” (75%) or better”” If a student receives a grade of a “D”, or “F” for the same MDCA course on two occasions, the student will not be eligible to continue in the Medical Assistant Program”.**

**Final Grade Breakdown:** In order for me to meet “grade due” deadlines, I must have all work submitted to me by the deadlines noted on the calendar. Absolutely, no late submittals of work can be accepted. Furthermore, I do not give extra-credit assignments in this course. Final grades will be assigned according to the following scale:

Grades will be calculated according to the following:

1. Assignments	10%
2. Lab Practical/participation	25%
3. Quizzes	15%
4. Mid-term	20%
5. Final Exam	30%
<b>TOTAL</b>	<b>100%</b>

*The Medical Assisting program use a competency-based evaluation process that provides the students with three attempts to pass. If the student completes a competency on their first attempt, the student will earn a grade of 100%. If the student completes on their second attempt, the student will earn a grade of 90%. If the student completes on their third attempt, the student will earn a grade of 80%. Should the competency not be passed with an 80% or higher, the student will be required to repeat the course. Competency evaluations are averaged at the end of term for the student's final grade. A student must receive a “C” (75%) or better.” If a student receives a grade of a “D”, or “F” for the same MDCA course on two occasions, the student will not be eligible to continue in the Medical Assistant Program*

**Make-Up Policy:** Students that cannot complete assignments on time must contact the instructor. Parameters for make-up work will be made at the discretion of the instructor and may not be an option, depending on the circumstances. Furthermore, students that cannot take an exam within the allotted time must contact the instructor in order for the test to be *considered* for an additional attempt. The percentage of each activity will weight in the final grade, regardless of if the student participates in the activity or test. **YOU MUST HAVE DR. NOTE** to make up any work that was missed due to any absents. Do not expect the instructor to remind you.

**Attendance Policy:** Students are expected to attend every class and be on time. Students who are late more than 5 minutes will be tardy and after 5 minutes may be counted absent by the instructor. If an absence occurs, it is mandatory for the student to call my office (409-933-8231) and leave a reason for the absence. A student may be dropped for non-attendance after two (2) absences. Leaving the class early (before being released by the instructor) will result in an absence. More than one (1) absences would prohibit students from successful completion of this course (Instructors Judgment). Attendance will be checked daily by the instructor. Students are expected to attend all lectures. Any student who has missed 10% of the total clock hours of instruction, will be required to make-up the hours by appointment with the instructor if the absents is excused (**MUST HAVE DR. NOTE**). If the student fails to make up the required hours, the student will be withdrawn from the program by the program director. Per accreditation, students have to meet the 720 overall clock hours.

**Communicating with your instructor:** I check my e-mail and course mailbox and discussion areas daily Monday through Friday. For any course related questions please email me through Brightspace. I will respond to your phone call and e-mails within 24 hours or less. However, I may not always be able to respond to e-mails sent over the weekend until Monday Morning. I will communicate changes in or new assignments within 48 hours. When leaving a message or e-mail please state your name and student id.

**Student Learning Outcomes:**

SLO	Learning Outcomes	Maps to Core Objective	Assess by Activity
<b>SLO #1:</b>	Perform routine maintenance of administrative and clinical equipment.	Communication Skills	Skills Lab
<b>SLO #2:</b>	Identify and properly utilize office machines, computerized systems, and medical software.	Critical Thinking Skills	Quizzes
<b>SLO #3:</b>	Demonstrate knowledge on medical office business management procedures.	Communication Skills	Assignments

**Academic Dishonesty:** Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that assignment and the student will be referred to the Dean of Students for the appropriate disciplinary action.

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Kay Frieze, Allied Health Department Chairperson at 409-933-8414 / kfrieze@com.edu.

### Course outline:

#### Procedures in a Clinical Setting Class Schedule Spring 2023

<i>Week One</i> <i>Jan 17<sup>th</sup> – Jan 21<sup>st</sup></i>	<i>Chapter 6</i> Infection Control Fundamentals	Homework Assignment		<b>Due</b> <i>Jan 24<sup>th</sup></i>
<i>Week Two</i> <i>Jan 24<sup>th</sup> – Jan 28<sup>th</sup></i>	<i>Chapter 9</i> Examination and Treatment Areas	Homework Assignment	Quiz	<b>Due</b> <i>Jan 31<sup>st</sup></i>
<i>Week Three</i> <i>Jan 31<sup>st</sup> – Feb 4<sup>th</sup></i>	<i>Chapter 36</i> Patient Interview and History	Homework Assignment	Quiz	<b>Due</b> <i>Feb 7<sup>th</sup></i>
<i>Week Four</i> <i>Feb 7<sup>th</sup> – Feb 11<sup>th</sup></i>	<i>Chapter 37</i> Vital Signs and Measurements	Homework Assignment	Quiz	<b>Due</b> <i>Feb 14<sup>th</sup></i>
<i>Week Five</i> <i>Feb 14<sup>th</sup> – Feb 18<sup>th</sup></i>	<i>Chapter 38</i> Assisting with a General Examination	Homework Assignment	Quiz	<b>Due</b> <i>Feb 21<sup>st</sup></i>
<i>Week Six</i> <i>Feb 21<sup>st</sup> – Feb 25<sup>th</sup></i>	<i>Chapter 39</i> Assisting in Reproductive and Urinary Specialties	Homework Assignment	Quiz	<b>Due</b> <i>Feb 28<sup>th</sup></i>
<i>Week Seven</i> <i>Feb 28<sup>th</sup> – Mar 4<sup>th</sup></i>	<i>Chapter 40</i> Assisting in Pediatrics	Homework Assignment		<b>Due</b> <i>Mar 7<sup>th</sup></i>
<i>Week Eight</i> <i>Mar 7<sup>th</sup> -Mar 11<sup>th</sup></i>	<b>Mid-Term</b>			
<i>Week</i> <i>Mar 14<sup>th</sup> – Mar 18<sup>th</sup></i>	<b>SPRING BREAK</b>			
<i>Week Nine</i> <i>Mar 21<sup>st</sup> – Mar 25<sup>th</sup></i>	<i>Chapter 41</i> Assisting in Geriatric	Homework Assignment	Quiz	<b>Due</b> <i>Mar 28<sup>th</sup></i>
<i>Week Ten</i> <i>Mar 28<sup>th</sup> – Apr 1<sup>st</sup></i>	<i>Chapter 42</i> Assisting in Other Medical Specialties	Homework Assignment	Quiz	<b>Due</b> <i>Apr 4<sup>th</sup></i>
<i>Week Eleven</i> <i>Apr 4<sup>th</sup> – Apr 8<sup>th</sup></i>	<i>Chapter 43</i> Assisting with Eye and Ear Care	Homework Assignment	Quiz	<b>Due</b> <i>Apr 11<sup>th</sup></i>
<i>Week Twelve</i> <i>Apr 11<sup>th</sup> – Apr 15<sup>th</sup></i>	<i>Chapter 44</i> Assisting with Minor Surgery	Homework Assignment	Quiz	<b>Due</b> <i>Apr 18<sup>th</sup></i>

<i>Week Thirteen</i> <i>Apr 18<sup>th</sup> – Apr 22<sup>nd</sup></i>	<i>Chapter 35 Infection Control Practices</i>	Homework Assignment	Quiz	<b>Due</b> <i>Apr 25<sup>th</sup></i>
<i>Week Fourteen</i> <i>Apr 25<sup>th</sup> – Apr 29<sup>th</sup></i>	<i>Chapter 49 Electrocardiograph and Pulmonary Function Test</i>	Homework Assignment	Quiz	<b>Due</b> <i>May 2<sup>nd</sup></i>
<i>Week Fifteen</i> <i>May 2<sup>nd</sup> – May 6<sup>th</sup></i>	<i>Chapter 57 Emergency Preparedness Final Review</i>	Homework Assignment		<b>Due</b> <i>May 9<sup>th</sup></i>
<i>Week Sixteen</i> <i>May 9<sup>th</sup> – May 13<sup>th</sup></i>	<b>Final</b>			

**\*Instructors retain the right to adjust the course schedule and revise the course syllabus as needed\***

**Quizzes cannot be made up. If you miss a quiz, you will not receive a grade and it might affect your average.**

**Mid-term and Exam make-ups will not be allowed unless there is an emergency of the student, and I must be notified before the time of the exam.**

## Institutional Policies and Guidelines

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. <[https://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf)>. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.* [https://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf)

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college career. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or [klachney@com.edu](mailto:klachney@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Withdrawal Policy:** COM policy states: “Students who officially withdraw from a course for any reason, on or before “W” day will receive a “W”. It is the student’s responsibility to ensure that he/she is properly withdrawn from the course. Ceasing to attend class does not officially withdraw a student from a course. As a rule, Therefore, if you do not request to be dropped from the course or drop the course yourself, at the end of the term you will receive the grade you have earned even if it is an “F”. Before withdrawing students should speak with the instructor and consult an advisor. Students are only permitted to withdraw six times during their college career by State law. The last day to withdraw for the 1<sup>st</sup> 8-week session is March 1<sup>st</sup>, May 3<sup>rd</sup>, for 16-week course and 2<sup>nd</sup> 8-weeks.

**F<sub>N</sub> Grading:** The F<sub>N</sub> grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F<sub>N</sub> grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the F<sub>N</sub> grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F<sub>N</sub> grade.

**Early Warning Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention is very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program, you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

### **Resources to Help with Stress:**

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).

**Chain of Command:** Students will follow the chain of command (immediate faculty member, director, department chair dean). Failure to do so will prolong any time limits that have been in place.

**Required Study Time:** Outside study, apart from regular classroom work, is required to successfully complete the required course assignments. The amount of time will vary according to the individual student's abilities. Students are responsible for reading any study materials issued by their instructors.

**Tardiness Policy:** Class starts at 9:30 and students arriving 5 minutes late result in a tardy by the instructor and the instructor may close the door and not allow further entrance until break time or until the instructor acknowledges their approval to enter and the door will be unlocked. You must communicate with you instructor before class starts by email or voice mail. After 10 minutes all tardies will equal one absence. This includes all breaks during class time which are 10 minutes each. It will be the student's responsibility to make up the missed class work. ***This includes All breaks during any on campus class times.*** Failure to interact with course content via Brightspace/D2L as indicated on the Course Schedule and module overview pages in Brightspace/D2L can likewise negatively impact a student's final course grade. Unless arranged by the instructor BEFORE the due date, a late submission will be given a score of zero. Once the class is closed it WILL NOT be reopened.

**Late Work:** Late work is defined as work not turned in when a student is present in class. Late work may be turned in with ten points off for each day the work is late up to an average of 70% or 2 days. All class work is due on the day it is given. Any class assignment not turned in on time will be considered late. All homework assignments are due on the assigned day – no exceptions! Homework assignments not turned in the next class day will be given a grade of zero. Determination of Course Grade/Detailed Grading Formula (methods of evaluation to be employed to include a variety of means to evaluate student performance):

**Weekly Quizzes: Please Note** –The week begins on Monday and ends Sunday at midnight. Therefore, weekly quizzes will be submitted in class and will be due at the times set by instructor, they appear on the calendar. **Quizzes CANNOT BE MADE UP, no exceptions!!**

**Class Activities:** Course topics are introduced and discussed during classroom sessions. Additional group exercises and workbook activities are conducted throughout the class meetings. General, ongoing feedback for assessments and assignments will be conducted before and after the assigned due dates.

**Cell Phone Use -- Cell phone use is strictly prohibited during any class/lab sessions.**

Please keep in “silent” mode during lectures and be respectful of instructors and other students. Should you need to answer the call, please do so out of the classroom. Due to cheating in the past, we cannot allow any wireless devices to be on during the tests. In an emergency, you may be reached by contacting **Campus Police at 409-933-8403**

**Use of Camera and/or Recording Devices:** As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. **To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices and will not use these devices in the classroom unless you receive permission from the instructor.** Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding assistance.

**Classroom Conduct Policy:** College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook. <http://www.com.edu/student-services/student-handbook.php>. Students are expected to be familiar with and abide by the Student Code of Conduct. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from this class.

**Classroom Behavior:** Students are expected to conduct themselves as a mature adult observing all college rules and classroom etiquette. Disruptive behavior will not be tolerated in the classroom. As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. **To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices and will not use these devices in the classroom unless you receive permission from the instructor.** Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

**Professional behavior/conduct** is a critical aspect of the medical assisting program. Professional behavior is mandated for all student while in class or clinicals. Unprofessional behavior or conduct will NOT be tolerated in this program. Infractions of the policy of College of the Mainland Medical Assisting Program will lead to suspension from class/clinical and/or dismissal from the program. Instructors will document any and all unprofessional behavior/conduct on a College of the Mainland Instructor's warning form.

**\*Suspension** will follow documented evidence of:

1. Failure to submit written clinical requirements when due.
2. Unprofessional conduct. Unprofessional conduct may include but not limit to the use of abusive or profane language or gesture; sexual, social, or ethical slurs; loud boisterous or disruptive behavior; returning to class late, talking over instructor's, throwing paperwork on floor or at someone, use of phone in classrooms or laboratory.
3. Failure to adhere to and follow the student handbook policies and procedures.

The First Occurrence will result in:

1. Verbal warning, which is stated on first day of class at the beginning of every semester.

The Second Occurrence will result in:

1. Placement of warning form in student's folder and
2. Immediate suspension from class or clinical with a mandatory review of the incident by director and department chair within two (2) working days, that may terminate into immediate dismissal from class or clinical for the remainder of the day.

*Suspension is defined as: removal from class or clinical site for the remainder of day.*

**Immediate Dismissal** from the program will follow documented evidence of any one or more for the following infractions:

1. Willful lying or deceit.
2. Verbal or physical abuse of faculty, peers, or staff/ other students on campus.
3. Failure to pass class.
4. Cheating, plagiarism, stealing.
5. Disruptive behavior of any kind.
6. Failure to successfully pass psychomotor skills outline in the above syllabus.
7. Misuse of drugs and/or alcoholic beverage and/or abusive substance.
8. Signing another student's name to any document.

**Minimum passing score for each performance objective is 90%. Skills checklists will be given at each lab sessions. It is the student's responsibility to produce the master skills sheet upon final check off.**

### **Performance Objectives**

In a skills laboratory, a simulation of a job-like environment, the student will demonstrate the correct procedure for the following without referring to resource materials. To perform these activities, the student will need a person to function in the role of a patient. The student is

expected to perform each procedure with 100% proficiency. In an efficient, safe, ethical, and legal manner the student will:

### **Clinical learning experience requirements**

In order to be eligible for the clinical learning experience, a student must successfully complete the course(s) with a minimum grade of 75% in the theory component and 90% in the lab skills component. The experience is in a hospital lab or a private clinical lab, as arranged by the MDCA Program Director.

### **Student Dress Code for Laboratory**

A physical appearance communicates a strong impression about an individual. Hair combed neatly, fingernails clean, a pressed clean uniform and an overall professional appearance conveys a commitment to cleanliness and infection control.

- All scrubs tops must loosely cover the hip area (males and Females alike). Choose loose fitting scrub pants for extended movement. Scrubs should be clean and not wrinkled.
- For safety purposes, students are expected to wear scrubs to all classes. **(Mandatory!!)**
- Closed toe shoes (no sandals or canvas shoes) that are soft-soled, such as white leather-type tennis or similar shoes are strongly recommended.
- Student's hair must be clean, neat, and conservative. The hair must be drawn back if longer than shoulder length or hanging in the face.
- Fingernails must be kept clean and a reasonable length of 1/8" above the fingertips.
- Please limit jewelry to wedding rings and a wristwatch. No dangling chains, necklaces or earrings are allowed. Conservative earlobe earrings (no more than one pair) 5mm in diameter are permitted.
- Earring: pierced ears – one (1) set of studs, no longer than 5mm size are permitted; no loop earrings are permitted; regardless of size, ear clips are not permitted
- Body piercing elements- None permitted in the head and neck or nose area (must be removed while in uniform)
- Tattoos – must be covered while in uniform including externship sites.
- Hairstyles are expected to be conservative, in good taste, clean and well kept. Hair must be worn, off the collar in a manner that it will not come into contact with the client and/or interfere

with client care or requirement constant rearrangement, Hair must be worn in a ponytail must be affixed to the head and may not swing freely.

- Cleanliness: uniforms are the responsibility of the student and are to be kept clean and pressed and laundered daily.
- All students must be free from excessive aromatic fragrances, deodorant/antiperspirant is expected to be used. There is zero tolerance for offensive body odors. Dental and persona; hygiene are mandatory.
- Students who are inappropriately dressed may be asked by faculty to leave the classrooms or any instructional site. A student incident report will be made. The MDCA uniform code applies to grooming or the lack thereof, inappropriate and/or offensive, uncorrected/continuing offensive odors and/or aromas emanating from the student. If said emanating aromas are the results of disease, infection, pathological body function or conditions warranting medical intervention, said intervention are to be in writing, on file with the MDCA director.
- On campus you are representing the MDCA Program. You are expected to demonstrate the requisite attitude, attire, demeanor, and behavior in accordance with the professional image our program strives to maintain.

UNIFORM POLICES: All students will wear scrubs while in MDCA program.

- Uniforms must be fitted.
- Female students are to wear scrubs as a uniform pant/skirt/scrub top.
- Male students are to wear the school uniform pant/scrub top.

Uniform includes - White soft sole leather shoes are to be worn by both males and females.

- All students will wear clean scrubs and official student identifying name badge will be a picture ID, taken by the school, designed by the Medical Assisting Program and the student's classification.
- Warm-up jackets with the same color as scrubs or any colored under shirt can be worn.
- During certain learning experiences, the students may wear appropriate street clothes. No jeans, shorts, or t-shirts will be allowed.
- You will be representing College of the Mainland as well as the nursing professional.

### **Laboratory safety**

Each student is responsible for his/her own work and for the cleaning of his/her workstation.

### **The following must be observed:**

1. Eating, drinking, or smoking will not be permitted in the laboratory. (That includes no gum chewing). avoid putting objects in your mouth.

2. Do not attempt to adjust contact lenses in the lab.
3. Wash your hands before leaving the laboratory for any reason. Proper handwashing is essential. Handwashing is the single most important means of preventing the spread of infection. Hands must be washed before and after each patient contact.
4. Disinfect work area thoroughly after each laboratory session.
5. Cover spills with paper towels, soak thoroughly with disinfectant and wait 15 minutes before cleaning it up.
6. All accidents are to be reported immediately to the instructor.
7. OSHA guidelines for occupational exposure to bloodborne pathogen standards must be observed.

**Plagiarism:** Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website, and pasting it into your paper, or using someone else's words without quotation marks. Any assignment containing plagiarized material will receive a **grade of zero.** and the student will be referred to the Dean of Students for the appropriate disciplinary action.

### **Learning Goals:**

**The learning goals for this course include:**

- History of asepsis
- Surgical procedures performed in the medical office.
- The emergency medical services system
- Guidelines for providing emergency care.
- The office emergency crash kit
- Medical emergencies
- Microorganisms
- The infection control system
- Universal precaution
- Hepatitis and AIDS
- Bioterrorism
- Interviewing a patient
- Patient history
- Correct documentation
- Measuring weight and height
- Vital signs

- Temperature
- Pulse
- Respiration
- Blood pressure
- Pain
- BMI
- Preparing the exam room
- Equipment and supplies used for physical examinations.
- Adult examinations
- Assisting the physician with a physical exam
- Sequence of examination procedures
- Documentation of patient medical information
- Assisting with medical specialties
- The study of the eye
- Irrigation of the eye
- Instillation of eye medication
- Patient safety guidelines
- Assisting the blind patient
- The study of the ear
- Hearing acuity and assessment
- Examination of the nose and throat
- Assisting with pediatrics
- The pediatric patient
- Pediatric office visits and disorders
- Assisting with the elderly
- The aging process.
- Legal and medical decisions
- Elder abuse
- Ambulatory surgery
- Principles of surgical asepsis
- Handling sterile instruments     Surgical assisting
- Preparing the patient for minor surgery
- Postoperative patient care

**Student Learning Outcomes:**

1. Assist with routine and specialty office examinations and procedures including inventory control.
2. Perform medical and surgical asepsis and sterile techniques appropriate in ambulatory care settings.
3. Apply governmental health care guidelines.
4. Demonstrate knowledge on patient – centered assessments, examination, intervention, and treatment as directed by a physician.
5. Perform a proper 12- lead electrocardiography and pulmonary function test.
6. Respond to medical emergencies.

**Course Objectives**

- Apply principles of aseptic technique and infection control
- Comply with quality assurance practices.
- Screen and follow up patient test results.
- Collect and process specimens.
- Perform diagnostic tests.
- Adhere to established triage procedures.
- Obtain patient history and vital signs.
- Prepare and maintain examination and treatment areas.
- Prepare patient for examination, procedures, and treatments      Assist with examinations, procedures, and treatments.
- Maintain medication and immunization records.
- Recognize and respond to emergencies.
- Coordinate patient care information with other health care providers.
- Identify and comply with OSHA guidelines and universal precautions.
- Properly perform medical and surgical asepsis and sterile procedures/techniques appropriate for the medical office.

**Entry Level Competencies for the Medical Assistant taken from the 2015  
Standards and Guidelines for the Medical Assisting Educational Programs**
**Guidelines for the Medical Assisting Educational Programs:**

This course includes the following competencies: (Cognitive, Psychomotor, Affective)

**This course includes the following competencies:**

- III.C.1. Identify major types of infectious agents.
- III.C.2. Identify the infection cycle including (a) the infectious agent, (b) reservoir, (c) susceptible host, (d) means of transmission, (e) portal of entry, (f) portals of exit
- III.C.3 Identify the following as practiced within an ambulatory setting (a) medical asepsis, (b) surgical asepsis.
- III.C.4. Identify methods of controlling the growth of microorganisms
- III.C.5. Identify the principles of standard precaution.
- III.C.6. Identify personal protection equipment (PPE)
- III.C.7. Identify the implications for failure to comply with Centers for Disease Control (CDC) regulation in healthcare settings.
- V.C.1. Identify types of nonverbal communication
- V.C.2. Identify communication barriers.
- V.C.4. Identify techniques for overcoming communication barriers.
- V.C.6. Define coaching a patient as it relates to: (e). adaptations relevant to individual patient needs.
- V.C.15. Differentiate between adaptive and non-adaptive coping mechanisms.
- V.C.16. Differentiate between subjective and objective information.
- X.C. 4. Identify the standards outlined in the Patient Care Partnership.
- XII.C.2 Identify safety techniques that can be used in responding to accidental exposure to: (a) blood, (b) other body fluids, (c) needle sticks, (d) chemicals.

- XII.C.3. Identify fire safety issues in an ambulatory environment.
- XII.C.4. Identify emergence practices for evacuation of a healthcare setting.
- XII.C.5. Identify the purpose of Safety Data Sheets (SDS) in a healthcare setting.
- XII. C.6. Identify processes for disposal of a biohazardous waste b. chemical.
- XII.C.7. Identify principles of: (a) body mechanics, (b) ergonomics.
- XII.C.8. Identify critical elements of an emergency plan for response to a natural disaster or other emergency.

### **Skill Based:**

- I.P.1. Accurately measure and record: (a) blood pressure. (b) temperature, (C) pulse, (d\_ respirations. ( e). height, (f) weight (infant) (g). length (adult) (h) head circumference (infant) (I) oxygen saturation
- I.P.2 Perform the following procedures: (a) electrocardiograph, (b) pulmonary function testing.
- I.P.3 Perform patient screening following established protocols.
- I.P.8. Instruct and prepare a patient for a procedure or a treatment.
- I.P.9. Assist provider with a patient exam.
- I.P.12. Produce up-to-date documentation of provider/professional level CPR.
- I.P.13. Perform first aid procedures for: (a) bleeding; (b) diabetic coma or insulin shock; (c) fractures; d. seizures; e. shock; f. syncope
- II.P.4. Document on a growth chart
- III.P.1. Participate in bloodborne pathogen training.
- III.P.2 Select appropriate barrier/persona; protective equipment (PPE)
- III.P.3. Perform handwashing.
- III.P.4. Prepare items for autoclaving.
- III.P.5. Perform sterilization procedures.
- III.P.6. Prepare a sterile field.
- III.P.7. Prepare within a sterile field.
- III.P.8. Perform wound care.
- III.P.9. Perform dressing change.
- III.P.10. Demonstrate proper disposal of biohazardous material.
- V.P.1. Use feedback techniques to obtain patient information including (a. reflection; (b) restatement; (c) clarification.
- V.P.2. Use medical terminology correctly and pronounced accurately to communicate information to providers and patients.
- V.P.11. Report relevant information concisely and accurately.
- X.P.3. Document patient care accurately in the medical record
- XII.P.1. Comply with safety practices.
- XII.P.2. Demonstrate proper use of: (a) eyewash, (b) fire extinguishers.
- XII.P.3. Use proper body mechanics.
- XII.P.4. Evaluate an environment to identify unsafe conditions.

**Behavior Based:**

- A.1. Demonstrate critical thinking skills.
- A.3. Demonstrate empathy for patient's concerns.
- A.5. Respect diversity
- A.6. Recognize personal boundaries.

**KNOWLEDGEMENT OF RECEIPT:**

I, \_\_\_\_\_, acknowledge that I have received the syllabus for MDCA 1417 Procedures in a clinical setting, and that my instructor has reviewed it with me.

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**Signature of Student**

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**Date**

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**Signature of Witness**

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**Date**