EASTERN ARIZONA COLLEGE
Medical Assisting: Clinical Competencies
Course Design
2015-2016

Course Information
Division: Allied Health
Course Number: HCE 160
Title: Medical Assisting: Clinical Competencies
Credits: 6
Developed by: Dr. Siripoon/Revised by Diane Knapp
Lecture/Lab Ratio: 6 Lecture/0 Lab
Transfer Status: Non Transferable

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<tr>
<th>ASU</th>
<th>NAU</th>
<th>UA</th>
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<tr>
<td>Non Transferable</td>
<td>Elective Credit</td>
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Activity Course: No
CIP Code: 51.0800
Assessment Mode: Pre/Post Test (100 Questions/100 Points)
Semester Taught: Fall
GE Category: None
Separate Lab: No
Awareness Course: No
Intensive Writing Course: No

Prerequisites
HCE 100 or NUR 100 or concurrent enrollment in HCE 100 or NUR 100 or instructor approval with a valid/active CNA license

Educational Value
This is a required course for students in the Medical Assistant certificate program.

Description
This course is focused on knowledge necessary to perform clinical competencies as a medical assistant. The content includes emergency procedures and first aid, therapeutic approach, integrated clinical procedures, diagnostic procedures, and laboratory procedures.

Supplies
Wrist watch with second hand
Stethoscope
Competencies and Performance Standards

1. Acquaint self with medical asepsis, disease, and infection control.

   Learning objectives
   What you will learn as you master the competency:
   a. State the critical importance of infection control in the ambulatory care setting.
   b. Define the five classifications of infectious microorganisms.
   c. Elaborate on how the immune system defends against infectious disease.
   d. Explain basic infectious diseases, their agents of transmission, and symptoms.
   e. Compare and contrast medical asepsis and surgical asepsis.
   f. State methods of sterilization.

   Performance Standards
   Competence will be demonstrated:
   o in demonstration of the required procedures
   o in completion of the tests
   Criteria - Performance will be satisfactory when:
   o learner participates in class activities and discussions
   o learner demonstrates competency of skills

2. Demonstrate proficiency in taking medical history, measurements of vital signs, basic physical examination, and assisting with minor surgery.

   Learning objectives
   What you will learn as you master the competency:
   a. Discuss the necessity and function of the medical history in patient treatment.
   b. Identify and use effective methods of interacting with a patient.
   c. Perform medical history taking from the patient.
   d. Explain the different methods of charting/documentation.
   e. Discuss normal and abnormal vital signs.
   f. Measure and record vital signs on the patient's chart.
   g. Identify the basic components of a physical examination.
   h. List basic rules to follow to protect sterile areas.
   i. Demonstrate setting up a surgical tray, and maintain a sterile field.

   Performance Standards
   Competence will be demonstrated:
   o in demonstration of the required procedures
   o in completion of the tests
   Criteria - Performance will be satisfactory when:
   o learner participates in class activities and discussions
   o learner demonstrates competency of skills
3. Be aware of rehabilitation medicine and nutrition in health and disease.

*Learning objectives*

*What you will learn as you master the competency:*

a. Define rehabilitation medicine and explain its importance in patient care.

b. Describe safety precautions and techniques used while assisting a patient with ambulation and demonstrate how to assist the patient to safely stand and walk.

c. Explain the importance of joint range of motion and methods used to assist with range of motion.

d. Explain the importance of therapeutic exercise and the types of therapeutic exercises used in patient rehabilitation.

e. Explain the body's physiological reactions to heat and cold therapeutic modalities.

f. Describe the relationship of nutrition to the functioning of the digestive system.

g. Discuss various therapeutic diets and explain how each can help to control a particular disease state or accommodate a change in the life cycle.

*Performance Standards*

*Competence will be demonstrated:*

- in demonstration of the required procedures
- in completion of the tests

*Criteria - Performance will be satisfactory when:*

- learner participates in class activities and discussions
- learner demonstrates competency of skills

4. Acquire knowledge in basic pharmacology, dosage calculation, and medication administration.

*Learning objectives*

*What you will learn as you master the competency:*

a. Describe three types of drug names and give an example, for one drug, of all three names.

b. Describe the Federal Acts regulating production and distribution of drugs.

c. Define the law in terms of administering, prescribing, and dispensing drugs.

d. Describe the principal actions of drugs and undesirable reactions.

e. Describe the parts of a prescription.

f. Calculate adult and children's dosages.

g. List the guidelines to follow when preparing and administering medications.

h. Discuss the different classifications of drugs and basic examples of each class.

*Performance Standards*

*Competence will be demonstrated:*

- in demonstration of the required procedures
- in completion of the tests

*Criteria - Performance will be satisfactory when:*

- learner participates in class activities and discussions
- learner demonstrates competency of skills
5. **Acquaint self with diagnostic procedures.**

   **Learning objectives**

   *What you will learn as you master the competency:*

   a. Acquaint self with medical specialty examinations and procedures.
   b. Describe the electrical conduction system of the heart.
   c. Identify and demonstrate placing ECG leads.
   d. Describe the reason for a patient activity diary during ambulatory electrocardiography.
   e. Recognize bradycardia and tachycardia.
   f. Describe different imaging procedures and their purposes (i.e. MRI, CT scan, X-ray and sonograms).

   **Performance Standards**

   *Competence will be demonstrated:*

   o in demonstration of the required procedures
   o in completion of the tests

   *Criteria - Performance will be satisfactory when:*

   o learner participates in class activities and discussions
   o learner demonstrates competency of skills

6. **Demonstrate proficiency in performing laboratory procedures.**

   **Learning objectives**

   *What you will learn as you master the competency:*

   a. Explain the purposes of laboratory testing.
   b. Explain the concepts of quality control and quality assurance in the medical laboratory.
   c. Explain the rationale behind proper patient preparation prior to laboratory testing.
   d. Explain where accurate and reliable information might be obtained about proper procurement, storage, and handling of laboratory specimens.

   **Performance Standards**

   *Competence will be demonstrated:*

   o in demonstration of the required procedures
   o in completion of the tests

   *Criteria - Performance will be satisfactory when:*

   o learner participates in class activities and discussions
   o learner demonstrates competency of skills

   **Types of Instruction**

   Classroom presentation & demonstration, simulated work experience and role play
**Grading Information**

**Grading Rationale**

<table>
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<tr>
<th>Component</th>
<th>Percentage</th>
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<tr>
<td>Written Assignments and/or quizzes</td>
<td>20%</td>
</tr>
<tr>
<td>Tests</td>
<td>50%</td>
</tr>
<tr>
<td>Post-test</td>
<td>10%</td>
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<tr>
<td>Skill competencies</td>
<td>20%</td>
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Students must earn a minimum grade of a “C” in both lecture and skill competencies to pass this course.

**Grading Scale**

- **A** 91-100%
- **B** 83-90.99%
- **C** 75-82.99%
- **D** 68-74.99%
- **F** 0-67.99%