

EASTERN ARIZONA COLLEGE
Medical Assisting: Clinical Competencies
Course Design
2018-2019

Course Information

Division Allied Health
Course Number HCE 160
Title Medical Assisting: Clinical Competencies
Credits 6
Developed by Diane Knapp
Lecture/Lab Ratio 6 Lecture/0 Lab

Transfer Status

ASU	NAU	UA
Non Transferable	Elective Credit	Non Transferable

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
Diversity and Inclusion Course No

Prerequisites

HCE 100 or NUR 100 or concurrent enrollment in HCE 100 or NUR 100 or instructor approval with a valid/active LNA or CNA license; HCE 186 or concurrent enrollment in HCE 186, and HCE 171 or concurrent enrollment in HCE 171

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 clinical aspects of medical assisting focuses on compiling patients' medical histories, acquiring patient's vital signs, recording them, and attaining the ability to discern when a healthcare provider needs to be notified regarding a potential or apparent medical issue. Emphasis is placed on administering medications under the direction of a supervising physician/healthcare provider. Content also includes assisting with general and specialty exams, assisting with pediatric and geriatric patients, collecting lab specimens, and educating patients regarding disease process, medication needs, diagnostic procedures, and nutrition. Attention is placed on the general principles of physical therapy and cryotherapy as well as thermotherapy. The content includes performing sterile procedures, first aid, and ECG's. Cultural diversity is discussed as well as the importance of following HIPAA guidelines.

Supplies

Wrist watch with second hand

Stethoscope

Pen Light

Competencies and Performance Standards

1. Discuss 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 a Health Care setting.
- b. Define the five classifications of infectious microorganisms. There are five major types of infectious agents: **bacteria**, **viruses**, **fungi**, **protozoa**, and **helminths**. In addition, a new class of infectious agents, the **prions**, has recently been recognized.
- c. Describe how the immune system defends against infectious disease.
- d. Explain the different modes of infection transmission and symptomology.
- e. Compare and contrast medical asepsis and surgical asepsis.
- f. State methods of sterilization.
- g. Define Universal Precautions and demonstrate use of Personal Protection Equipment

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 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. Explain the necessity and function of a patient's medical history in regard to their treatment.
- b. Identify effective culture diversity methods when interacting with patients from a different culture.
- c. Perform compiling a patients' medical history.
- d. Explain the different methods of charting/ documentation.
- e. Describe normal and abnormal vital signs.
- f. Measure and document 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 maintaining 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. Identify 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. Describe 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:

- o In demonstration of the required procedures
- o In completion of the tests. A written essay is required, which describes a disease and its etiology and how the disease *affects* other body systems. The significance of nutrition in regards to a specific disease process and the importance of patient education.

Criteria - Performance will be satisfactory when:

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

4. Outline 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. Describe basic diagnostic procedures.**Learning objectives**

What you will learn as you master the competency:

- a. Familiarize 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:

- 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

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:

- 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

Types of Instruction

Classroom presentation & demonstration, simulated work experience and role play

Grading Information**Grading Rationale**

Written assignments and/or quizzes 20%

Tests 50%

Post-test 10%

Skill competencies 20%

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%