

Medical Assistant Clinical Procedures

Course Description

Within this course of study the Medical Assistant will focus upon various clinical procedures utilized within the medical offices. Major instructional components will include emergency medical care, the physical exam, basic pharmacology and administration of medication, and strategies for successful employment. This course will include a work-based clinical externship within a medical office.
0 Cr (0 lect/pres, 0 lab, 0 other)

Course Focus

This course will combine the use of Medical Assisting and its textbook and clinical externship, lectures, demonstrations, and assignment to teach students the procedures for the clinical office.

Text and References

Clinical Procedures for Medical Assistants, Kathy Bonewit-West, fifth edition.
Basic Life Support for Healthcare Providers, American Heart Association

Course Goals

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives (Addendum A). (*designates a CRUCIAL goal)

- 1.* Demonstrate the correct use of the AED
- 2.* Determine the sequence of appropriate actions given an emergency situation
3. Compare and contrast main sources of drug information.
- 4.* Examine and describe general principles of pharmacology including legal aspects.
5. Explain the procedures, instrument used, and positions for various special exams.
6. Describe the components and sequence of a routine physical exam & ear & eye procedures
- 7.* Demonstrate the correct draping procedure for each type of position used for physical examinations.
8. Explain the purpose of draping.
- 9.* Name and describe eight positions used for physical examinations.
10. Perform screening procedures such as vitals, ht. wt., vision and hearing and chief complaints.
- 11.* Describe at least three methods of examinations
12. Compare and contrast medical history and physical exam forms
13. Describe the Federal Foods, Drug, & Cosmetic Act & Controlled Substance Act of 1970
- 14.* Discuss the medical assist. role in the physical exam process
- 15.* Define the law in terms of administering, prescribing, and dispensing drugs.
- 16.* Perform procedures to relieve airway obstruction in an infant, child & adult.
- 17.* Demonstrate universal distress signal for obstructed airway.
- 18.* Identify the signs and symptoms of a heart attack.
- 19.* Identify signs and symptoms of an obstructed airway.
- 20.* Perform correct CPR for infant, child, and one-rescuer adult.
- 21.* Express the risk factors for cardiovascular disease.
- 22.* Describe first aid measures for poisoning, sting bites, and allergic reactions.
- 23.* Recognize 1st.aid measures used for injuries of the eye, head, nose, ears, chest & genital organs.
- 24.* Demonstrate dressing, bandaging and splinting techniques.
- 25.* Demonstrate first aide measures for bone & joint injuries; fx., dislocation, sprain& strain.

26. Describe 1st aid for measure for sudden illness & illness and injury including diabetic coma
27. Describe first aid treatment for wounds and the terms associated with each type
- 28.* Demonstrate the four methods for the control of bleeding in the order they are used.
- 29.* Identify sign, symptoms, and treatment for shock
- 30.* Identify the difference between subjective and objective observation and recordings.
- 31.* Describe and select the appropriate site for administration of parenteral medication.
32. Participate in HOSA.
- 33.* Participate in clinical internship evaluation process.
34. Accurately and efficiently complete documentation required for clinical externship.
- 35.* Request assistance or clarification needed.
- 36.* Correctly & safely perform entry-level procedures. under supervision of a clinical preceptor
- 37.* Notify clinical site and instructor when absent.
- 38.* Report to clinical site on time and ready to work.
- 39.* Wear proper clinical attire
40. Provide proof of personal health insurance
41. Comply with required health regulations such as proof of physical exam & immunization status
42. Conform to professional standards for health care workers.
- 43.* Demonstrate a working knowledge of externship eligibility requirements.
- 44.* Describe three types of drug names and give an example for each.
- 45.* Prepare injectable medication.
- 46.* Identify common abbreviations associated with pharmacology.
- 47.* Recognize common drug classification and list examples.
48. Compare the five levels of controlled substance and the legal issues assoc. with each.
49. Describe routes of drug administration and drug forms.
- 50.* Identify the methods of inventory, storage, dispensation, and disposal of medication.
- 51.* Administer medication by various routes.
- 52.* Recall commonly abused drugs and describe their physical and emotional effects.
53. Apply parliamentary procedure in organizational meetings.
- 54.* Interpret the physician's medication order and discuss the info on a prescription label.
55. Understand the systems of measurement and accurately calculate drug dosages.
- 56.* Discuss the role and responsibility of the M.A. associated with administration med.
57. Describe and practice safety measures related to the administration of medications.
- 58.* List the "Rights" of administration of medication
- 59.* Identify and classify preferred routes of administration.
- 60.* Compare types of needles and syringes along with their use.
- 61.* List emergency drugs and supplies.

Student Contributions

The students will take quizzes, tests, and notes. They will also perform clinical externship and provide daily timesheets with signature.

Developed/Revised: February 28, 2005