

**LAST REVIEW: 2009-10**  
*(i.e. 2003-2004)*

**NEXT REVIEW: 2014-15**  
*(i.e. 2008-2009)*

**STATUS: A**  
*(A, I, D)*

**COURSE TITLE: Clinical Procedures Laboratory**

**COMMON COURSE NUMBER: MEA 0204L**

**CREDIT HOURS:**

**CONTACT HOUR BREAKDOWN**  
*(per 16 week term)*

**CLOCK HOURS: 64**  
*(Voc. Course ONLY)*

Lecture: 64      Lab:  
Clinic:              Other:

**PREREQUISITE(S): Program Admission**

**COREQUISITE(S): MEA 0204**

**PRE/COREQUISITE(S):**

**COURSE DESCRIPTION :** Laboratory portion of MEA 0204. Designed to orient the medical assistant to all phases of patient care in the physician's examining room. Practice of basic principles involved relating to vital signs, physical examination, minor surgery, instrumentation sterilization, preparation and administration of medications, basic principles of nutrition and physical therapy modalities will be studied. Approved program uniform required.

General Education Requirements – Associate of Arts Degree (AA), meets Area(s):      Area None  
General Education Requirements – Associate in Science Degree (AS), meets Area(s):      Area None  
General Education Requirements – Associate in Applied Science Degree (AAS), meets Area(s):      Area None

## **UNIT TITLES**

- 1. Medical Asepsis, disease and infection control**
- 2. Taking a Medical History**
- 3. Vital Signs and Measurements**
- 4. The Basic Physical Examination**
- 5. Assisting with Minor Surgery**
- 6. Basic Pharmacology Principles**
- 7. Dosage Calculation and Medication Administration**
- 8. Medical Specialty Examination Procedures**
- 9. Rehabilitation Medicine**
- 10. Nutrition in Health and Disease**
- 11. Emergency Procedures and First Aid**

## EVALUATION:

Please provide a brief description that details how students will be assessed on the course outcomes. Students will be assessed using unit examinations, assignments and or projects.

*\*\*\* Complete the following only if course is seeking general education status \*\*\**

## GENERAL EDUCATION Competencies and Skills\*:

Please highlight in **green** font all Competencies/Skills from the list below that apply to this course. In the box to the right of the Competency/Skill, enter all specific learning outcome numbers (i.e. 1.1, 2.7, 5.12) that apply.

1. <b>Read with critical comprehension</b>	
2. <b>Speak and listen effectively</b>	
3. <b>Write clearly and coherently</b>	
4. <b>Think creatively, logically, critically, and reflectively</b> (analyze, synthesize, apply, and evaluate)	
5. <b>Demonstrate and apply literacy in its various forms:</b> (highlight in <b>green ALL</b> that apply) ( 1. technological, 2. informational, 3. mathematical, 4. scientific, 5. cultural, 6. historical, 7. aesthetic and/or 8. environmental )	
6. <b>Apply problem solving techniques to real-world experiences</b>	
7. <b>Apply methods of scientific inquiry</b>	
8. <b>Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings</b>	
9. <b>Demonstrate an understanding of and appreciation for human diversities and commonalities</b>	
10. <b>Collaborate with others to achieve common goals.</b>	
11. <b>Research, synthesize and produce original work</b>	
12. <b>Practice ethical behavior</b>	
13. <b>Demonstrate self-direction and self motivation</b>	
14. <b>Assume responsibility for and understand the impact of personal behaviors on self and society</b>	
15. <b>Contribute to the welfare of the community</b>	

*\* General Education Competencies and Skills endorsed by '05-'06 General Education Task Force*

Common Course Number: MEA 0204L

## UNITS

### Unit 1 Medical Asepsis, Disease and Infection Control

#### General Outcome:

- 1.0 The student shall: be able to apply principles of asepsis, and infection control as well as the use of quality control and operate and maintain facilities and equipment.

#### Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 Define the importance of infection control.
- 1.2 Outline the six links of the chain of infection.
- 1.3 Identify five classifications of infectious microorganisms.
- 1.4 Recall the four phases of the immune system.
- 1.5 State the four stages of infectious diseases.
- 1.6 Recall at least five infectious diseases, their agents of transmission and symptoms.
- 1.7 Compare and contrast medical and surgical asepsis.
- 1.8 Describe the purpose of rapid sanitization of contaminated instruments.
- 1.9 State the four methods of sterilization techniques.
- 1.10 List the steps necessary for wrapping instruments for autoclaving.
- 1.11 State storage measurements and expiration periods for autoclaved materials.
- 1.12 List supplies and equipment necessary to achieve surgical asepsis.
- 1.13 Differentiate among the three types of transmission-based precautions defining what they are and how they are applied.
- 1.14
- 1.15

**Common Course Number: MEA 0204**

**Unit 2 Taking a Medical History**

**General Outcome:**

- 2.0 The student shall: be able to understand the steps necessary to collect a medical history. Recognized and respond to verbal and non-verbal communications, serve as a liaison between physician and others, interview and document accurately, and maintain confidentiality.**

**Specific Measurable Learning Outcomes:**

**Upon successful completion of this unit, the student shall be able to:**

- 2.1 Understand the necessity and function of the medical history.**
- 2.2 Define the parts of the medical history.**
- 2.3 Identify and use effective methods of interacting with a patient.**
- 2.4 Explain the different methods of charting/documenting.**
- 2.5 Define the meaning and function of SOAP and problem-oriented medical record**
- 2.6 Identify three areas of concern regarding HIPAA compliance and the patient's medical record.**
- 2.7 Describe the contents of the medical record.**
- 2.8 Explain some issues of cultural sensitivity in taking a medical history.**
- 2.9 Discuss the continuity of care record.**
- 2.10**
- 2.11**
- 2.12**
- 2.13**
- 2.14**
- 2.15**

**Common Course Number: MEA 0204**

**Unit 3 Vital Signs and Measurements**

**General Outcome:**

- 3.0 The student shall: be able to understand the importance of proper collection of a patient's vital signs, prepare and maintained examination and treatment areas, and assist the physician with examination and treatment.**

**Specific Measurable Learning Outcomes:**

**Upon successful completion of this unit, the student shall be able to:**

- 3.1 Describe the anatomical locations and procedure for obtaining vital signs.**
- 3.2 Discuss normal and abnormal temperature, including factors affecting temperature.**
- 3.3 Identify and explain the procedures for using, caring for and storing of equipment.**
- 3.4 Explain the procedure for obtaining temperature readings, pulses, respirations and blood pressures.**
- 3.5 Discuss normal and abnormal findings in vital signs and the factors affecting each.**
- 3.6 Describe the steps for obtaining height and weight measurements.**
- 3.7**
- 3.8**
- 3.9**
- 3.10**
- 3.11**
- 3.12**
- 3.13**
- 3.14**
- 3.15**

**Common Course Number: MEA 0204**

**Unit 4 The Basic Physical Examination**

**General Outcome:**

- 4.0 The student shall: be able to apply the principles of positioning and draping patients for examinations, prepare and maintain the examination and treatment area.**

**Specific Measurable Learning Outcomes:**

**Upon successful completion of this unit, the student shall be able to:**

- 4.1 Describe the six methods used in physical examinations.**
- 4.2 Name and describe the different positions used for to facilitate the physical examination.**
- 4.3 Discuss the purpose of draping patients according to the type of examination.**
- 4.4 Identify at least ten instruments and supplies used for examination of various parts of the body.**
- 4.5 Describe the sequence followed during a routine physical exam.**
- 4.6 List the duties and responsibilities of the Medical Assistant during a routine or any other type of physical examination.**
- 4.7**
- 4.8**
- 4.9**
- 4.10**
- 4.11**
- 4.12**
- 4.13**
- 4.14**
- 4.15**

**Common Course Number: MEA 0204**

**Unit 5 Assisting with Minor Surgery**

**General Outcome:**

- 5.0 The student shall: be able to apply principles of aseptic techniques and infection control, prepare and maintain examination and treatment areas, prepare patients for procedures, assists the physician with examinations and treatment, document and communicate accurately.**

**Specific Measurable Learning Outcomes:**

- 5.1 Define surgical asepsis.**
- 5.2 Differentiate between surgical and medical asepsis.**
- 5.3 List eight basic rules to follow to protect sterile areas.**
- 5.4 Explain the sizing standards of suture materials and the criteria used to select the most appropriate type and size.**
- 5.5 Describe the function of each of the most common surgical instruments used in ambulatory minor surgical procedures.**
- 5.6 State the advantages and disadvantages of: Betadine, Hibiclens, Isopropyl alcohol and hydrogen peroxide when each is used as a skin antiseptic.**
- 5.7 Explain how to select the most appropriate type of dressing.**
- 5.8 Define local and general anesthesia.**
- 5.9 Understand the differences between the different methods of anesthetic solution administration.**
- 5.10 Explain how to apply sterile gloves, how to set a sterile tray, how to pour a sterile solution and how to utilize transfer forceps.**
- 5.11 List five pre-operative issues to be addressed with the patient.**
- 5.12 List five post-operative concerns to be address with the patient and the caregiver.**

**Common Course Number: MEA 0204**

**Unit 6 Basic Pharmacology**

**General Outcome:**

**6.0 The student shall: be able to use quality control, prepare and administer medications as directed by a physician, dispose of biohazards waste appropriately and document accurately.**

**Specific Measurable Learning Outcomes:**

**Upon successful completion of this unit, the student shall be able to:**

- 6.1 Recall the medical uses for drugs.**
- 6.2 Describe three types of drug names and give examples for each.**
- 6.3 List the sources of drugs.**
- 6.4 Describe the Federal Foods, Drug and Cosmetics Act and the Controlled Substance Act of 1970.**
- 6.5 Define the law in relation with administering, prescribing and dispensing drugs.**
- 6.6 List and describe the steps necessary for the proper use of the Physician's Desk Reference.**
- 6.7 List the principal actions of drugs and their undesirable reactions.**
- 6.8 Describe the different routes of drug administration.**
- 6.9 Describe the proper handling and storing of drugs.**
- 6.10 List emergency drugs and supplies.**
- 6.11 Critique the legal role and responsibilities of the medical assistant.**
- 6.12**
- 6.13**

**Common Course Number: MEA 0204**

**Unit 7 Dosage Calculation and Medication Administration**

**General Outcome:**

**7.1 The student shall: be able to prepare, calculate and administer medications as directed by a physician as well as maintain medication records and accurate documentation.**

**Specific Measurable Learning Outcomes:**

**Upon successful completion of this unit, the student shall be able to:**

- 7.1 Recall the “three before” and the “seven rights” of medication administration.**
- 7.2 Understand the legal and ethical implications of medication administration.**
- 7.3 Describe the medication order.**
- 7.4 Describe the parts of a prescription.**
- 7.5 State what information is found on a medication label.**
- 7.6 Understand the basics of medication units of dosage calculations.**
- 7.7 Understand ratio and proportion.**
- 7.8 List the steps necessary for calculating adult and children’s dosages.**
- 7.9 List the guidelines to follow when preparing and administering medications.**
- 7.10 Describe safe disposal of syringes, needles and biohazards materials.**
- 7.11 Describe the correct site selection for administration of medications.**
- 7.12 Recall the use of metric, household and apothecaries systems of measurements and convert between metric and apothecary systems.**
- 7.13**

**Common Course Number: MEA 0204**

**Unit 8 Medical Specialty Examinations and Procedures**

**General Outcome:**

**6.0 The student shall: be able to prepare patients for procedures, perform selected tests that assist with diagnosis and treatment, assist physician with examination and treatments and communicate effectively.**

**Specific Measurable Learning Outcomes:**

**Upon successful completion of this unit, the student shall be able to:**

- 8.1 Describe pediatric are including measuring, height, weight, head and ches circumferences and vital signs.**
- 8.2 List supplies needed for a gynecological exam, with and without a Pap-Smear.**
- 8.3 Describe how to perform a urinary catheterization.**
- 8.4 Describe the protocol when collecting urine for a drug screening.**
- 8.5 Discuss patient instructions for three of the most common diagnostic digestive system tests.**
- 8.6 Differentiate between instillation and irrigation.**
- 8.7 Describe the different types of visual acuity charts and how to use them.**
- 8.8 Explain the medical assistant's role when assisting with audiometry and spirometry.**
- 8.9 Describe the proper use of a metered dose nebulizer.**
- 8.10 Explain the importance of pre-and post natal care.**
- 8.11 Understand the purpose of the Nagele's Rule.**
- 8.12 List the items required for a neurological examination and explain the medical assistant's role in the exam.**
- 8.13 Explain oxygen administration using a nasal cannula.**
- 8.14 Identify expected physiological changes that occur as part of the aging process.**
- 8.15 List common functional changes that may occur as part of the aging process.**
- 8.16 Identify strategies and techniques to communicate with the elder patient.**

**Common Course Number: 0204**

**Unit 9 Rehabilitation Medicine**

**General Outcome:**

- 6.0 The student shall: be able to prepare patients for procedures and instruct patients with special needs.**

**Specific Measurable Learning Outcomes:**

**Upon successful completion of this unit, the student shall be able to:**

- 9.1 Define rehabilitation medicine.**
- 9.2 Discuss the various types of therapeutic modalities.**
- 9.3 List the specific precautions when dealing with therapeutic modalities.**
- 9.4 Identify assistive devices and the importance of each.**
- 9.5 Describe the correct use of crutches, wheelchairs, canes and walkers, and how to instruct patients to using them.**
- 9.6 Explain the importance of joint range of motion and the methods used to measure joint movement.**
- 9.7 Explain the importance of therapeutic exercises.**
- 9.8 Identify by name the body movements used in ROM exercises.**
- 9.9 Explain the body's physiological reaction to cold and heat therapeutic modalites.**
- 9.10**
- 9.11**
- 9.12**
- 9.13**
- 9.14**
- 9.15**

**Common Course Number: 0204**

**Unit 10 Nutrition In Health and Disease**

**General Outcome:**

**7.0 The student shall:**

**Specific Measurable Learning Outcomes:**

**Upon successful completion of this unit, the student shall be able to:**

- 10.1 Define nutrition, digestion, metabolism, food and dietetics.**
- 10.2 Describe the relationship of nutrition to the functioning of the digestive system.**
- 10.3 Identify seven basic nutrients types.**
- 10.4 Explain the relationship and balance between the three energy nutrients.**
- 10.5 Distinguish between the water-soluble and fat-soluble vitamins.**
- 10.6 Discuss various therapeutic diets.**
- 10.7**
- 10.8**
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- 10.10**
- 10.11**
- 10.12**
- 10.13**
- 10.14**
- 10.15**

**Common Course Number: 0204**

**Unit 11 Emergency Procedures and First Aid**

**General Outcome:**

- 8.0 The student shall: be able to identify emergencies and pre-planned actions, assessment and triage of signs and symptoms.**

**Specific Measurable Learning Outcomes:**

**Upon successful completion of this unit, the student shall be able to:**

- 11.1 Learn to recognize, prepare for and respond to emergencies in the ambulatory care setting.**
- 11.2 Learn the primary assessment in emergency situations.**
- 11.3 Identify the different types of wounds.**
- 11.4 Understand the basics of bandage application.**
- 11.5 Discriminate among first, second and third degree burns.**
- 11.6 Asses injuries to muscles, bones and joints.**
- 11.7 Describe heat and cold related illnesses.**
- 11.8 Describe the signs and symptoms of a heart attack.**
- 11.9 Recall the eight types of shock.**
- 11.10 List the medications included in the crash cart.**
- 11.11 List the steps necessary to perform the Heimlich maneuver, rescue breathing and cardiovascular resuscitation.**
- 11.12**
- 11.13**
- 11.14**
- 11.15**



**Common Course Number:**

**Unit 12**

**General Outcome:**

**9.0 The student shall:**

**Specific Measurable Learning Outcomes:**

**Upon successful completion of this unit, the student shall be able to:**

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**12.15**

**Common Course Number:**

**Unit 13**

**General Outcome:**

**10.0 The student shall:**

**Specific Measurable Learning Outcomes:**

**Upon successful completion of this unit, the student shall be able to:**

**13.1**

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**13.15**