



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

LAST REVIEW: 2008-09

(i.e. 2003-2004)

NEXT REVIEW: 2013-14

(i.e. 2008-2009)

STATUS: A

(A, I, D)

COURSE TITLE: Externship in Medical Assisting

COMMON COURSE NUMBER: MEA 0800

CREDIT HOURS:

CONTACT HOUR BREAKDOWN

(per 16 week term)

CLOCK HOURS: 224

(Voc. Course ONLY)

Lecture:

Lab:

Clinic: 224

Other:

PREREQUISITE(S): All courses suggested in Term I and Term II

COREQUISITE(S):

PRE/COREQUISITE(S):

COURSE DESCRIPTION Student is assigned to physician's office, clinic or outpatient facility for total of (224) hours. The student and the coordinator will arrange conference meetings. Attendance at group orientation prior to assignment is mandatory. Externship fee includes professional liability insurance.

General Education Requirements – Associate of Arts Degree (AA), meets Area(s): Area

General Education Requirements – Associate in Science Degree (AS), meets Area(s): Area

General Education Requirements – Associate in Applied Science Degree (AAS), meets Area(s): Area

UNIT TITLES

1. Medical Asepsis, disease and infection control
2. Medical histories
3. Vital signs
4. Physical Examinations and specialty examinations
5. Dosage calculation and medication administration
6. Electrocardiography
7. Rehabilitation medicine
8. Nutrition in health and disease
9. Specimen collection
- 10.
- 11.
- 12.



**BROWARD COMMUNITY COLLEGE
COURSE OUTLINE**

13.



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

EVALUATION:

Please provide a brief description (250 characters maximum) that details how students will be assessed on the course outcomes.

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

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



Common Course Number: MEA 0800

UNITS

Unit 1 Medical Asepsis, disease and infection control

General Outcome:

- 1.0 The student shall: be able to apply principles of medical asepsis techniques, and infection control, comply with quality control, operate and maintain facilities and equipment safely.**

Specific Measurable Learning Outcomes:

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

- 1.1 State the importance of infection control.**
- 1.2 Operate infection control equipment safely.**
- 1.3 Perform chemical disinfection when applicable.**
- 1.4 Apply medical asepsis techniques when applicable.**
- 1.5 Perform sanitization and sterilization of instruments when applicable.**
- 1.6 Apply sterilization methodologies.**
- 1.7 Perform the steps necessary for wrapping instruments for sterilization using the autoclave.**
- 1.8 Follow the guidelines for storing sterilized instruments and materials.**
- 1.9 Perform aseptic handwash.**
- 1.10**
- 1.11**
- 1.12**
- 1.13**
- 1.14**
- 1.15**



Common Course Number: MEA 0800

Unit 2 Medical Histories

General Outcome:

- 2.0 The student shall: be able to display professionalism, project a positive attitude and perform within ethical boundaries. Students should be able to demonstrate ability to collect medical data accurately and maintain confidentiality.**

Specific Measurable Learning Outcomes:

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

- 2.1 Explain the necessity and function of the medical history.**
- 2.2 Use proper introduction and interviewing techniques.**
- 2.3 Collect a patient's medical history.**
- 2.4 Demonstrate understanding of different charting techniques and documentation.**
- 2.5 Demonstrate eye contact and ability to communicate verbally.**
- 2.6 Demonstrate sensitivity to non-verbal communicators as well as confidentiality.**
- 2.7**
- 2.8**
- 2.9**
- 2.10**
- 2.11**
- 2.12**
- 2.13**
- 2.14**
- 2.15**



Common Course Number: MEA 0800

Unit 3 Vital Signs

General Outcome:

- 3.0 The student shall: be able to obtain vital signs accurately as well as prepare and maintain examination and treatment areas, prepare patients for procedures and assist the physician with examination and treatments.**

Specific Measurable Learning Outcomes:

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

- 3.1 Identify and report normal and abnormal body temperature.**
- 3.2 Demonstrate the procedure for using, caring and storing of the various types of thermometers.**
- 3.3 Obtain oral, axillary and tympanic temperature readings as required and document measurements in the patients medical record.**
- 3.4 Accurately obtain and document a patient's pulse rate.**
- 3.5 Accurately obtain and document a patient's respiration rate.**
- 3.6 Accurately obtain and document a patient's blood pressure measurement.**
- 3.7 Perform the steps for obtaining a patient's height and weight and record measurements on the patient's medical record.**
- 3.8**
- 3.9**
- 3.10**
- 3.11**
- 3.12**
- 3.13**
- 3.14**
- 3.15**
- 3.16**



Common Course Number: MEA 0800

Unit 4 Physical Examinations and Specialty Examinations

General Outcome:

- 4.0 The student shall: position patients for specific medical examinations, maintain examination and treatment areas.**

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 health examinations.**
- 4.2 Demonstrate and describe eight positions used for health physical examinations.**
- 4.3 Use proper draping techniques.**
- 4.4 Describe the protocol for collecting specimens according to physical examination.**
- 4.5 Identify eight basic components of the physical examination.**
- 4.6 Identify the sequence followed during a routine health physical examination.**
- 4.7 List the duties of the Medical Assistant during a routine or specialty health physical examination.**
- 4.8 Assemble items required for: pediatric, gynecological, rectal and neurological examinations.**
- 4.9 Demonstrate proper patient education and instructions.**
- 4.10**
- 4.11**
- 4.12**
- 4.13**
- 4.14**
- 4.15**



Common Course Number: MEA 0800

Unit 5 Dosage Calculation and Medication Administration

General Outcome:

- 5.0 The student shall: be able to apply quality control methods, prepare and administer medications as directed by the physician. Maintain medication records and document accurately.**

Specific Measurable Learning Outcomes:

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

- 5.1 Recall the medical uses and sources of drugs.**
- 5.2 Describe the differences between generic, trade and chemical names of drugs.**
- 5.3 Demonstrate the proper use of the PDR when applicable.**
- 5.4 Practice the “three before’s” and the the “seven rights” of medication administration.**
- 5.5 Accurately calculate medication dosages as directed by the physician.**
- 5.6 Accurately prepare medications to be administered.**
- 5.7 Perform intradermal, subcutaneous, intramuscular and z-tract injections as directed by the physician.**
- 5.8 Demonstrate correct site selection for administration of medications.**
- 5.9 Recall the use of the metric, household and apothecaries’s system of measurements and convert between them as necessary.**
- 5.10 Perform safe disposal of sharps and other used equipment.**
- 5.11 Discuss the legal and ethical implications of medication administration and practice within the scope of training for Medical Assistants.**
- 5.12**
- 5.13**
- 5.14**
- 5.15**



Common Course Number: MEA 0800

Unit 6 Electrocardiography

General Outcome:

- 6.0 The student shall: be able to prepare and maintain examination area and position patient for an electrocardiogram.**

Specific Measurable Learning Outcomes:

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

- 6.1 Trace the electrical conductivity of the heart and identify the basic anatomy and physiology of the heart.**
- 6.2 Perform the steps needed to prepare and instruct a patient for an ECG.**
- 6.3 Identify the parts of an electrocardiogram machine and their functions.**
- 6.4 Perform an ECG tracing.**
- 6.5 Perform the procedure to mount and ECG when applicable.**
- 6.6 Identify the most common types of ECG artifacts and ways to minimized them.**
- 6.7 Perform standardization when necessary and state why is it important.**
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- 6.11**
- 6.12**
- 6.13**
- 6.14**
- 6.15**



Common Course Number: 0800

Unit 7 Rehabilitation Medicine

General Outcome:

- 7.0 The student shall: be able to prepare patients for procedures, assist patients with rehabilitations modalities and treatments. Instruct patients with special needs.**

Specific Measurable Learning Outcomes:

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

- 7.1 Define rehabilitation medicine.**
- 7.2 Discuss the various types of therapeutic modalities and their uses.**
- 7.3 List the specific precautions when dealing with therapeutic modalities.**
- 7.4 Describe the different types of assistive devices and the importance of each.**
- 7.5 Demonstrate the correct use of crutches, wheelchairs, and walkers, and instruct patients for correct usage.**
- 7.6 Explain the different types of therapeutic exercises and their importance.**
- 7.7 Identify by name the body movements used in ROM exercises.**
- 7.8 Explain the body's physiological reactions to modalities such as application of heat and cold.**
- 7.9**
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- 7.11**
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- 7.13**
- 7.14**
- 7.15**



Common Course Number: 0800

Unit 8 Nutrition in Health and Disease

General Outcome:

- 8.0 The student shall: be able to instruct patients with special needs, teach patients methods of health promotion and disease prevention as well as diet modifications.**

Specific Measurable Learning Outcomes:

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

- 8.1 Define nutrition, digestion, metabolism, food and dietetics.**
- 8.2 Describe the relationship of nutrition to the function of the digestive system.**
- 8.3 Identify seven basic nutrient types.**
- 8.4 Explain the relationship and balance between the three energy nutrients.**
- 8.5 Distinguish between the water-soluble and fat-soluble vitamins.**
- 8.6 Discuss and instruct the various types of therapeutic diets as directed by the physician.**
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- 8.14**
- 8.15**



Common Course Number: 0800

Unit 9 Specimen Collection

General Outcome:

- 9.0 The student shall: be able to apply principles of proper specimen collection for urine, blood and other body fluids as directed by the physician.**

Specific Measurable Learning Outcomes:

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

- 9.1 Identify the anatomic structures that relate to specific specimen collections.**
- 9.2 Perform proper method of urine collection for voided urine, clean-catch midstream urine, bacterial studies and timed-urine specimens.**
- 9.3 Properly handle and dispose of urine specimens according to the most current OSHA safety standards.**
- 9.4 Educate the patient in the proper method of urine collection.**
- 9.5 Discuss the Needle Stick Safety and Prevention Act.**
- 9.6 Perform the appropriate steps for patient preparation, emphasizing the importance of correct patient identification.**
- 9.7 Perform proper procedure for capillary puncture as directed by the physician**
- 9.8 Evaluate a patient's venipuncture site availability and determined the correct venipuncture method to be performed when applicable.**
- 9.9 Collect a venipuncture blood sample using the vacuum tube, syringe or butterfly venipuncture methods as applicable.**
- 9.10 Follow the correct protocol of draw for multiple-draw vacuum and syringe venipuncture.**
- 9.11 Recognize the complications of venipuncture procedures and act accordingly when they occur.**
- 9.12 Maintain a safe work environment by following the most current guidelines for disposing of used equipment, and cleaning and disinfecting the working area.**
- 9.13 Apply the most current OSHA safety guidelines for capillary puncture and the various venipuncture methods.**
- 9.14**
- 9.15**



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Common Course Number:

Unit 10

General Outcome:

10.0 The student shall:

Specific Measurable Learning Outcomes:

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

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BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number:

Unit 11

General Outcome:

11.0 The student shall:

Specific Measurable Learning Outcomes:

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

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BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number:

Unit 12

General Outcome:

12.0 The student shall:

Specific Measurable Learning Outcomes:

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

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BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number:

Unit 13

General Outcome:

13.0 The student shall:

Specific Measurable Learning Outcomes:

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

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