El Centro College
MDCA 1417
Procedures in Clinical Setting
(Trigger Course – August Entry)

Course Prerequisites: MDCA 1205, 1313, 1409, HITT 1301

Course Description: Emphasis on patient assessment, examinations, and treatment as directed by the physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory care settings.

Lec 2 Lab 3

WECM Courses/Scans Competencies:

1. Resources- Allocate time, materials and staff

2. Interpersonal Skills- Work cooperatively on teams, teach others, serve clients/customers, exercise leadership, negotiate cooperation among individuals or groups and work well with people from culturally diverse backgrounds

3. Information- Acquire and evaluate data, organize, maintain files, interpret and communicate information and use computers to process information, Electronic Medical Records

4. Systems- understand social, organizational and technological systems, monitor and correct performance and improve/design systems

5. Technology- Select equipment and supplies apply technology to specific tasks and maintain and troubleshoot equipment

6. Basic skills- Use basic reading, writing, arithmetic, speaking and listening skills appropriately

7. Thinking Skills- Demonstrate the ability to learn, to reason, to think creatively, to make decisions, to solve problems, to visualize concepts, to know how to learn and uses logic in the reasoning process

8. Personal Qualities- Demonstrate individual responsibility, self-esteem, self-management, sociability and integrity/honesty

http://alt.elcentrocollege.edu/admissions/schedule/syllabus/SCANS-Index.pdf

CAAHEP/MAERB Objectives:

I.C Cognitive (Knowledge Base)

1. Anatomy & Physiology

8. Discuss implications for disease and disability when homeostasis is not maintained

9. Describe implications for treatment related to pathology
10. Compare body structure and function of the human body across the life span
11. Identify the classifications of medications, including desired effects, side effects and adverse reactions
12. Describe the relationship between anatomy and physiology of all body systems and medications used for treatment in each

II.C Cognitive (Knowledge Base)
II. Applied Mathematics
1. Demonstrate knowledge of basic math computations
2. Apply mathematical computations to solve equations
3. Identify measurement systems
4. Define basic units of measurement in metric, apothecary and household systems
5. Convert among measurement systems
6. Identify both abbreviations and symbols used in calculating medication dosages
7. Analyze charts, graphs and/or tables in the interpretation of healthcare results

III.C Cognitive (Knowledge Base)
III. Applied Microbiology/Infection Control
1. Describe the infection cycle, including the infectious agent, reservoir, susceptible host, means of transmission, portals of entry, and portals of exit
2. Define asepsis
3. Discuss infection control procedures.
4. Identify personal safety precautions as established by the Occupational Safety and Health Administration (OSHA)
5. List major types of infectious agents
6. Compare different methods of controlling the growth of microorganisms
7. Match types and uses of personal protective equipment (PPE)
8. Differentiate between medical and surgical asepsis used in ambulatory care settings, identifying when each is appropriate
9. Describe Standard Precautions, including:
   a. Transmission based precautions
   b. Purpose
   c. Activities regulated
10. Discuss the application of Standard Precautions with regard to:
    a. All body fluids, secretions and excretions
    b. Blood
    c. Non intact skin
    d. Mucous membranes
11. Identify the role of the Center for Disease Control (CDC) regulations in healthcare settings.

IV.C Cognitive (Knowledge Base)
IV. Concepts of Communication
1. Identify styles and types of verbal communication
2. Identify nonverbal communication
3. Recognize communication barriers
4. Identify techniques for overcoming communication barriers
5. Recognize the elements of oral communication using a sender-receiver process
6. Differentiate between subjective and objective information
7. Identify resources and adaptations that are required based on individual needs, i.e., culture and environment, developmental life stage, language, and physical threats to communication
8. Recognize elements of fundamental writing skills
9. Discuss applications of electronic technology in effective communication
10. Diagram medical terms, labeling the word parts
11. Define both medical terms and abbreviations related to all body systems
12. Organize technical information and summaries
13. Identify the role of self boundaries in the healthcare environment
14. Recognize the role of patient advocacy in the practice of medical assisting
15. Discuss the role of assertiveness in effective professional communication
16. Differentiate between adaptive and non-adaptive coping mechanisms

X.C Cognitive (Knowledge Base)
X. Ethical Considerations
1. Differentiate between legal, ethical, and moral issues affecting healthcare
2. Compare personal, professional and organizational ethics
3. Discuss the role of cultural, social and ethnic diversity in ethical performance of medical assisting practice
4. Identify where to report illegal and/or unsafe activities and behaviors that affect health, safety and welfare of others.
5. Identify the effect personal ethics may have on professional performance

Course Materials:
Text Kinn’s Medical Assistant 13th Ed. - Proctor/Adams ISBN 978-0323-45849-8 with Study Guide and Check Lists available as package in bookstore
A student of El Centro College is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.
A student of El Centro College is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

THECB TAC Rule 4.218(c)

1. Blue Top with school emblem and blue uniform pants. Uniform must be neatly fitted and without wrinkles.

A student of El Centro College is not under any obligation to purchase a uniform from a university-affiliated bookstore. The same uniform may also be available from an independent retailer, including an online retailer.

Students are required to wear the uniform for this course, NO EXCEPTIONS. Student will not be allowed to participate if not in uniform.

2. OSHA appropriated shoes/closed toe, low heels), watch with a second hand, stethoscope and sphygmomanometer.

3. 1 pair sterile gloves


Method of Instruction: Lecture, group discussion/participation, lab exercises, audiovisuals aids, handouts, demonstration of competencies.

You will be given three (3) opportunities to score 100% on the Performance Competencies and Objectives. Scoring will be as indicated in the Policy Tab of the Clinical Procedures Course.

In order to earn a passing grade in this course, the student must successfully complete 100% of the cognitive, psychomotor and affective competencies in the course.

There will be 4 - 50 question exams to be completed in 75 min.

Make up exams are not available.

Performance Objectives:

1-1 Teach a Patient How to Read Food Labels
2-1 Handwashing for Medical Asepsis 42
2-2 Removing Contaminated Gloves 44
2-3 Cleaning Biohazardous Spills 46
3-1 Interviewing the Patient to Obtain a Medical History 58
3-2 Document a Chief Complaint (CC) and Present Illness (PI) 59
4-1 Measuring Weight 79
4-2 Measuring Height 81
4-3 Measuring Oral Temperature Using a Glass Thermometer 82
4-4 Measuring a Rectal Temperature 84
4-5 Measuring an Axillary Temperature 87
4-6 Measuring Temperature Using an Electronic Thermometer 88
4-7 Measuring Temperature Using a Tympanic Thermometer 89
4-9 Measuring the Radial Pulse 92
4-10 Measuring Respirations 93
4-11 Measuring Blood Pressure 94
5-1 Assisting with the Adult Physical Examination 114
6-1 Sanitizing Equipment for Disinfection or Sterilization 133
6-2 Wrapping Instruments for Sterilization in an Autoclave 135
6-3 Operating an Autoclave 137
7-1 Opening Sterile Surgical Packs 156
7-2 Using Sterile Transfer Forceps 159
7-3 Adding Sterile Solution to a Sterile Field 160
7-4 Performing Hair Removal and Skin Preparation 162
7-5 Applying Sterile Gloves 163
7-6 Applying a Sterile Dressing 167
7-7 Changing an Existing Sterile Dressing 170
7-10 Removing Sutures 174
7-11 Removing Staples 176
9-1 Administering Oral Medications 211
9-2 Preparing Injections 213
9-3 Administering an Intradermal Injection 216
9-4 Administering a Subcutaneous Injection 218
9-5 Administering an Intramuscular Injection 220
9-8 Obtaining and Preparing an Intravenous Site 225
10-1 Assist with X-Ray Procedures 242
11-1 Administer Oxygen 261
11-2 Perform CPR (Adult) 262
11-3 Use an AED (Adult) 263
11-4 Manage a Foreign Body Airway Obstruction (Adult) 266
11-5 Control Bleeding 268
11-6 Respond to Medical Emergencies Other than Bleeding, Cardiac/Respiratory Arrest, or Foreign Body Airway Obstruction 269
12-1 Applying a Warm or Cold Compress 291
12-2 Assisting with Therapeutic Soaks 293
12-3 Applying a Tubular Gauze Bandage 294
13-1 Apply an Arm Sling 321
13-2 Apply Cold Packs 323
13-3 Apply a Hot Water Bottle or Commercial Hot Pack 324
13-4 Measure a Patient for Axillary Crutches 326
13-5 Instruct a Patient in Various Crutch Gaits 328
14-1 Measuring Distance Visual Acuity 348
14-2 Measuring Color Perception 349
14-3 Instilling Eye Medications 351
14-4 Irrigating the Eye 352
14-5 Irrigating the Ear 354
14-6 Perform Audiometric Hearing Test 355
14-7 Instilling Ear Medications 357
14-8 Instilling Nasal Medication 358
15-1 Instructing a Patient on Using the Peak Flowmeter 373
15-3 Perform a Pulmonary Function Test 377
16-1 Performing a 12-Lead Electrocardiogram 402
16-2 Applying a Holter Monitor 405
17-1 Assisting with Colon Procedures 426
18-1 Assisting with a Lumbar Puncture 445
19-3 Instructing a Male Patient on the Testicular Self-Examination 466
20-1 Instructing the Patient on the Breast Self-Examination 494
20-2 Assisting with the Pelvic Examination and Pap Smear 497
20-3 Assisting with the Colposcopy and Cervical Biopsy 500
21-1 Manage a Patient with a Diabetic Emergency 516
22-1 Obtaining an Infant’s Length and Weight 542
22-2 Obtaining the Head and Chest Circumference 544
22-3 Applying a Urinary Collection Device 546

In order to earn a passing grade in this course, the student must successfully complete all of the psychomotor and affective competencies in the course.
You will be given three (3) opportunities to score 100% on the Performance Competencies and Objectives. Scoring will be as indicated in the Policy Tab of the Clinical Procedures Course.

Service Learning:

Service Learning is volunteering. It allows you to apply what you’ve learned in the classroom while developing new skills, improving your critical thing skills, exploring career possibilities, and making a difference by meeting community needs and increasing citizen support. You make a difference in your world and someone else’s.

For this course, 10% of your grade will be reflective of 8 volunteer hours. Credit will not be given for less than 8 volunteer hours. Appropriate documentation will be a grade of 100 for that portion of your course grade. The instructor must approve the volunteer activity prior to its performance. Selection due on Oct 27, 2015. Documentation due on Dec 1, 2015. Late work will not be accepted.

Documentation must be on letterhead or official form of the organization for which the volunteer hours were performed and must include dates of service and time volunteered for each day. The person overseeing the volunteer activity must sign the documentation and that person’s name must be also printed on the document. There must be a phone number for the person who has signed the document.

Method of evaluation:

1. Chapter quizzes
2. Chapter assignments
3. Competencies
4. Abbreviations Final, Injection Exam and Final Practicum Exam

There will be weekly quizzes including pre-test. All exams and quizzes will be online. Make up exams are not available.
Evaluation:

Professional points 10%
Competencies 20%
Assignments 20%
Wise Choice 5%
Exams 25%
Abbreviations 10%
Volunteer 10%

Course Grading Scale:
A - 90-100%  B – 80-89%  C- 70-79  D – 60-69%  F below 60%

Students must earn a “C” to pass this course.

Institutional Policies:
www.elcentrocollege.edu/syllabipolicies

Disclaimer:
The provisions contained in this syllabus do not constitute a contract between the student and El Centro College. These provisions may be changed at the discretion of the Coordinator/Instructor. When necessary, appropriate notice of such changes will be given to the student.

The instructor-of-record may provide additional information to enhance the course to meet the needs of the enrolled students, provided that the enhancements do not conflict with the official course syllabus.

Mandatory ID Badge Implementation Policy

All students and full and part-time employees are required to display the official ECC picture ID on the upper part of the body where it can be clearly seen. However, persons without badges on one of these floors will be asked to identify their purpose for being on campus and/or produce college ID.
For the Paramount Building: ID badges are required for all persons above the first floor.