



Western Technical College

31509306 Medical Asst Clin Procedures 2

Course Outcome Summary

Course Information

Description	Prepares medical assistant students to perform patient skills in the medical office setting. Students perform clinical procedures including administering medications, performing an electrocardiogram, assisting with respiratory testing, educating patients / community, and assisting with emergency preparedness in an ambulatory care setting.
Career Cluster	Health Science
Instructional Level	Technical Diploma Courses
Total Credits	3
Total Hours	108

Pre/Corequisites

Prerequisite	31509304 Medical Asst Clin Procedures 1
Prerequisite	10501104 Contemporary Healthcare Practices

Textbooks

Today's Medical Assistant: Clinical and Administrative Procedures. 4th Edition. Copyright 2020. Bonewit-West, Kathy, Sue Hunt, and Edith Applegate. Publisher: Elsevier Science. **ISBN-13:** 978-0-323-58127-1. Required. (Part of Western Bundle Package **ISBN-13:** 978-0-323-79964-5)

Today's Medical Assistant: Clinical and Administrative Procedures – Study Guide. 4th Edition. Copyright 2020. Bonewit-West, Kathy, Sue Hunt, and Edith Applegate. Publisher: Elsevier Science. **ISBN-13:** 978-0-323-63986-6. Required. (Part of Western Bundle Package **ISBN-13:** 978-0-323-79964-5)

Evolve Resources with TEACH IRM for Today's Medical Assistant. 4th Edition. Copyright 2020. Bonewit-West, Kathy, Sue Hunt, and Edith Applegate. Publisher: Elsevier Science. **ISBN-13:** 978-0-323-63985-9. Required.

(Part of Western Bundle Package **ISBN-13:** 978-0-323-79964-5)

SimChart for the Medical Office. Copyright 2014. Elsevier. Publisher: Elsevier Science. **ISBN-13:** 978-1-4557-5318-5. Required.

Learner Supplies

Uniform (top and pants). **Vendor:** To be discussed in class. Required.

White or Black Shoes. **Vendor:** To be discussed in class. Required.

Watch with second hand. **Vendor:** To be discussed in class. Required.

Calculator. **Vendor:** To be discussed in class. Required.

CMA Exam Application Fee - \$125. **Vendor:** To be discussed in class. Required.

Success Abilities

1. Cultivate Passion: Expand a Growth-Mindset
2. Cultivate Passion: Increase Self-Awareness
3. Live Responsibly: Develop Resilience
4. Live Responsibly: Embrace Sustainability
5. Refine Professionalism: Participate Collaboratively

High Impact Practices

1. Community Based Learning Project: a key learning outcome of this course is to connect academic learning and civic development while simultaneously addressing a community partner's needs, interests, or problems.

Program Outcomes

1. Provide patient care in accordance with regulations, policies, laws, and patient rights
2. Demonstrate professionalism in a healthcare setting
3. Demonstrate safety and emergency practices in a healthcare setting

Course Competencies

1. **Apply pharmacology principles to the preparation and administration of non-parenteral medications.**

Assessment Strategies

- 1.1. in a performance demonstration
- 1.2. in a written exam

Criteria

Your performance will be successful when:

- 1.1. you utilize appropriate equipment
- 1.2. you verify ordered doses/dosages prior to administration
- 1.3. you prepare proper dosages of medication for administration
- 1.4. you administer oral medications
- 1.5. you apply critical thinking skills in performing patient assessment and care
- 1.6. you use language/verbal skills that enable patients' understanding
- 1.7. you document patient care accurately in patient record (e.g. medication and immunization records)
- 1.8. you document patient education

Learning Objectives

- 1.a. Classify drugs according to action, preparation, and forms
- 1.b. Identify factors affecting drug action
- 1.c. Compare drug names according to chemical, generic, and brand or trade
- 1.d. Use drug references
- 1.e. Follow guidelines for preparing and administering medications
- 1.f. Explain routes of administration of medications
- 1.g. Use metric and apothecary drug measurement systems
- 1.h. Prepare oral preparations
- 1.i. Prepare parenteral preparations
- 1.j. Explain procedures for giving immunizations
- 1.k. Linked external target standards are the learning objectives.

2. Administer parenteral (excluding IV) medications

Assessment Strategies

- 2.1. in a performance demonstration
- 2.2. in a written exam

Criteria

Your performance will be successful when:

- 2.1. you utilize appropriate equipment
- 2.2. you verify ordered doses/dosages prior to administration
- 2.3. you prepare proper dosages of medication for administration
- 2.4. you select proper sites for administering parenteral medications
- 2.5. you administer subcutaneous injections
- 2.6. you administer intradermal injections
- 2.7. you administer intramuscular injections
- 2.8. you measure simulated induration after TB skin testing
- 2.9. you apply critical thinking skills in performing patient assessment and care
- 2.10. you use language/verbal skills that enable patients' understanding
- 2.11. you document patient care accurately in patient record (e.g. medication and immunization records)
- 2.12. you document patient education
- 2.13. you demonstrate proper use of the following equipment: sharps disposal containers

Learning Objectives

- 2.a. Linked external target standards are the learning objectives.

3. Explore principles of nutrition

Assessment Strategies

- 3.1. in a performance demonstration
- 3.2. in a written demonstration

Criteria

- 3.1. you describe dietary nutrients including: carbohydrates, fat, protein, minerals, electrolytes, vitamins, fiber, and water.
- 3.2. you identify the special dietary needs for: weight control, diabetes, cardiovascular disease, hypertension, cancer, lactose sensitivity, gluten-free, eating disorder, and food allergies
- 3.3. you apply active listening skills

- 3.4. you assess the patient needs regarding special dietary needs
- 3.5. you plan the patient teaching regarding special dietary needs
- 3.6. you implement the patient teaching regarding special dietary needs
- 3.7. you validate the patient teaching regarding special dietary needs
- 3.8. you demonstrate sensitivity appropriate to the message being delivered
- 3.9. you demonstrate recognition of the patient's level of understanding in communications
- 3.10. you document patient education
- 3.11. you demonstrate empathy for patients' concerns
- 3.12. you identify the components of a food label

Learning Objectives

- 3.a. Linked external target standards are the learning objectives.

4. Coach patients related to health maintenance, disease prevention, and treatment

Assessment Strategies

- 4.1. in a performance demonstration
- 4.2. in a written demonstration

Criteria

- 4.1. you identify resources and adaptations that are required based on individual needs, i.e. culture and environment, developmental life stages, language, and physical threats to communication
- 4.2. you apply active listening skills
- 4.3. you assess the patient needs
- 4.4. you plan the patient teaching
- 4.5. you implement the patient teaching
- 4.6. you validate the patient teaching
- 4.7. you demonstrate sensitivity appropriate to the message being delivered
- 4.8. you demonstrate recognition of the patient's level of understanding in communications
- 4.9. you document patient education accurately in patient record

Learning Objectives

- 4.a. Linked external target standards are the learning objectives.

5. Perform electrocardiograms

Assessment Strategies

- 5.1. in a performance demonstration
- 5.2. in a written exam

Criteria

Your performance will be successful when:

- 5.1. you describe anatomy and physiology of the heart
- 5.2. you describe the equipment and supplies used for electrocardiography
- 5.3. you perform procedure according to established procedure checklist
- 5.4. you employ methods to correct artifacts
- 5.5. you identify an abnormal electrocardiogram and take appropriate action
- 5.6. you describe the procedure for applying a Holter monitor
- 5.7. you cite patient guidelines to follow when wearing a Holter monitor
- 5.8. you use language/verbal skills that enable patients understanding
- 5.9. you document patient care accurately in patient record

Learning Objectives

- 5.a. Linked external target standards are the learning objectives.

6. Perform pulmonary function testing

Assessment Strategies

- 6.1. in a performance demonstration
- 6.2. in a written exam

Criteria

Your performance will be successful when:

- 6.1. you describe the equipment and supplies used for respiratory testing
- 6.2. you differentiate among pulmonary function tests including Spirometry, Pulse Oximetry, and Peak Flow
- 6.3. you perform procedures according to established procedure checklist
- 6.4. you cite patient guidelines for obtaining test results when performing spirometry
- 6.5. you use language/verbal skills that enable patients understanding
- 6.6. you document patient care accurately in patient record

Learning Objectives

- 6.a. Linked external target standards are the learning objectives.

7. Identify the medical assistant's role in patient emergency situations

Assessment Strategies

- 7.1. in oral or written response

Criteria

Your performance will be successful when:

- 7.1. you perform patient screening using established protocols
- 7.2. you apply active listening skills
- 7.3. you demonstrate sensitivity appropriate to the message being delivered
- 7.4. you apply critical thinking skills in performing patient assessment and care
- 7.5. you describe basic principles of first aid
- 7.6. you state principles and steps of professional/provider CPR
- 7.7. you describe equipment found in a typical crash cart
- 7.8. you use language/verbal skills that enable patients understanding
- 7.9. you document patient care accurately in patient record
- 7.10. you document patient education

Learning Objectives

- 7.a. Linked external target standards are the learning objectives.