



ILLINOIS VALLEY COMMUNITY COLLEGE

COURSE OUTLINE

DIVISION: Nursing

COURSE: CMA 1240 Medical Assisting III

Date: Summer 2021

Credit Hours: 6

Prerequisite(s): BIO 1200 and ALH 1001, CMA 1200, CMA 1210 (with a C or better)

Delivery Method:

<input checked="" type="checkbox"/> Lecture	3 Contact Hours (1 contact = 1 credit hour)
<input type="checkbox"/> Seminar	0 Contact Hours (1 contact = 1 credit hour)
<input checked="" type="checkbox"/> Lab	6 Contact Hours (2-3 contact = 1 credit hour)
<input type="checkbox"/> Clinical	0 Contact Hours (3 contact = 1 credit hour)
<input type="checkbox"/> Online	
<input checked="" type="checkbox"/> Blended	
<input type="checkbox"/> VCM	

Offered: Fall Spring Summer

CATALOG DESCRIPTION and IAI NUMBER (if applicable):

This course introduces the skills necessary for assisting the physician with a complete history and physical examination (patient intake), how to obtain height, weight, vital signs such as blood pressure, pulse, temperature, pulse oximetry, and using pediatric growth charts. Students will learn both hands-on in the lab as well as using online, real-world simulation, paper and EHR charting. Other topics include: Infection control, autoclaving instruments, medical and surgical asepsis, life span specialties, safety in the medical office, emergencies in the medical office, first aid procedures, minor surgical procedures and include a diversity research project. Students will also be CPR & AED certified.

Statement of Minimum Expectation: "To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."

ACCREDITATION STATEMENTS AND COURSE NOTES:

None

COURSE TOPICS AND CONTENT REQUIREMENTS:

- Assisting the physician
- Obtaining:
 - body measurements
 - vital signs
 - pulse oximetry
 - spirometry
- Infection control, medical and surgical asepsis, autoclaving
- Learn to assist with pediatric patients.
- Safety in the medical office
- Performance of the following patient exams
 - electrocardiography
 - specimen collection
 - processing urinalysis, strep, and HCG testing
 - hematology testing (Hgb A1C), dermal punctures, phlebotomy

INSTRUCTIONAL METHODS:

- Lecture
- PowerPoints
- Active Learning Activities
- Lab performance of core competencies
- Assignments

EVALUATION OF STUDENT ACHIEVEMENT:

Students are required to earn a minimum of 70% to pass Core Courses in their program. Students earning below 70% (C) will be required to retake the course. Students must achieve the stipulated passing grade for each psychomotor and affective competency in order to pass the course and graduate from the program.

Progress Evaluations (PEs): PEs are unannounced, periodical evaluations of student progress. Students should expect to encounter at least one PE per week. PEs cannot be made up; if you are not present for a PE, it will be graded as a zero. See the classroom calendar for details in regard to when assignments are due. There will not be make-up or extra credit assignments. ** Extra credit questions given on exams.

Major Exams (MEs): Major Exams and projects are announced to the class in advance. Students are expected to take these exams on a scheduled date and time. Exams can never be taken early. If you are not present on the day of an examination, you must make arrangements to take the exam, and do-so before you're able to return to class. There is a major examination following each unit, amounting to approximately one exam per week. Projects are assigned in the form of article summaries and drug card bundles. Each will be thoroughly-explained upon assignment.

Homework:

The assessment and grading of student performance in this course is based on the following activities, below is approximately the number of quizzes, exams, practicums, grade homework assignments, and lab sessions;

- # of Quizzes
- # of exams
- Approximate # competencies

You must achieve a 2.0 cumulative GPA (a “C”) in your classes each term in order to avoid academic probation.

Grading Scale

- A= 93-100%
- B= 86-92%
- C= 78-85%
- D= 70-79%
- F= Below 70%

****Each student is required to pass all courses with a minimum of a 70% (or 2.0) overall in order to move on to the next term. Students are also required to pass all psychomotor and affective competencies in order to graduate the medical assisting program.**

Competencies: Students may attempt psychomotor or affective competencies three times. The first attempt will be graded. Please remember that students must pass all psychomotor and affective competencies in order to graduate from the MA program.

INSTRUCTIONAL MATERIALS:

Textbooks

Pearson's Comprehensive Medical Assisting: Administrative and Clinical Competencies, 4th Edition

Resources

None

LEARNING OUTCOMES AND GOALS:

Institutional Learning Outcomes

- Communication – to communicate effectively;
- Inquiry – to apply critical, logical, creative, aesthetic, or quantitative analytical reasoning to formulate a judgement or conclusion;
- Social Consciousness – to understand what it means to be a socially conscious person, locally and globally;
- Responsibility – to recognize how personal choices affect self and society.

Course Outcomes and Competencies

Upon completion of the course, the student will be able to:

1. Use knowledge gained to give safe patient care within the context of preventing disease, including the diminishing the spread germs, protecting oneself, and how to care for patients experiencing infective diseases.
 - 1.1 Identify CLIA waived tests. (I.C.10.)
 - 1.2 Identify quality assurance practices in healthcare. (I.C.12)
 - 1.3 Analyze healthcare results as reported in:
 - a. graphs
 - b. tables
 - 1.4 List major types of infectious agents. (III.C.1)
 - 1.5 Describe the infection cycle including: (III.C.2)
 - a. the infectious agent
 - b. reservoir
 - c. susceptible host
 - d. means of transmission
 - e. portals of entry
 - f. portals of exit
 - 1.6 Define the following as practiced within an ambulatory care setting: (III.C.3)
 - a. medical asepsis
 - b. surgical asepsis
 - 1.7 Prepare items for autoclaving. (III.P.4)
 - 1.8 Perform sterilization procedures. (III.P.5)
 - 1.9 Identify methods of controlling the growth of microorganisms. (III.C.4)
 - 1.10 Define the principles of standard precautions. (III.C.5)
 - 1.11 Define personal protective equipment (PPE) for: (III.C.6)
 - a. all body fluids, secretions, and excretions
 - b. blood
 - c. non-intact skin
 - d. mucous membranes
 - 1.12 Identify Center for Disease Control (CDC) regulations that impact healthcare practices. (III.C.7)
 - 1.13 Identify: (XII.C.1)
 - a. safety signs
 - b. symbols
 - c. labels
 - 1.14 Comply with: (XII.P.1)
 - a. safety signs
 - b. symbols
 - c. labels
 - 1.15 Identify safety techniques that can be used in responding to accidental exposure to: (XII.C.2)
 - a. blood
 - b. other body fluids
 - c. needle sticks
 - d. chemicals
 - 1.16 Participate in bloodborne pathogen training (III.P.1)
 - 1.17 Select appropriate barrier/personal protective equipment (PPE). (III.P.2)
 - 1.18 Perform handwashing. (III.P.3)
 - 1.19 Demonstrate proper disposal of biohazardous material: (III.P.10)
 - a. sharps
 - b. regulated wastes
 - 1.20 Demonstrate proper use of:

- a. eyewash equipment
 - b. fire extinguishers
 - c. sharps disposal containers
- 1.21 Recognize the implications for the failure to comply with Center for Disease Control (CDC) regulations in the healthcare setting.
- 2.0 Gain knowledge and display abilities needed in times of disaster.**
- 2.1 Discuss fire safety issues in an ambulatory healthcare environment. (XII.C.3)
- 2.2 Describe fundamental principles of evacuation of a health care setting. (XII.C.4)
- 2.3 Describe the purpose of the safety Data Sheets (SDS) in a healthcare setting. (XII.C.5)
- 2.4 Discuss protocols for disposal of biological chemical materials. (XII.C.6)
- 2.5 Identify critical elements of an emergency plan for response to a natural disaster or other emergency. (XII.C.8)
- 3.0 Perform patient care procedures in an ambulatory healthcare setting with skill and confidence while utilizing critical thinking.**
- 3.1 Measure and record: (I.P.1)
- a. blood pressure
 - b. temperature
 - c. pulse
 - d. respirations
 - e. height
 - f. weight
 - g. length (infant)
 - h. head circumference (infant)
 - i. pulse oximetry
- 3.2 Perform: (I.P.2)
- a. electrocardiography
 - b. venipuncture
 - c. capillary puncture
 - d. pulmonary functioning
- 3.3 Perform patient screening using established protocols. (I.P.3)
- 3.4 Instruct and prepare a patient for a procedure or a treatment. (I.P.8)
- 3.5 Assist provider with a patient exam. (I.P.9)
- 3.6 Perform a quality control measure. (I.P.10)
- 3.7 Obtain specimens and perform: (I.P.11)
- a. CLIA waived hematology test
 - b. CLIA waived chemistry test
 - c. CLIA waived urinalysis
 - d. CLIA waived immunology test
 - e. CLIA waived microbiology test
- 3.8 Differentiate between normal and abnormal test results. (II.P.2)
- 3.9 Maintain lab test results using flow sheets. (II.P.3)
- 3.10 Document on a growth chart. (II.P.4)
- 3.11 Incorporate thinking skills when performing patient assessment. (I.A.1)
- 3.12 Incorporate critical thinking skills when performing patient care. (I.A.2)
- 3.13 Show awareness of a patient's concern related to the procedure being performed. (I.A.3)
- 3.14 Reassure a patient of the accuracy of test results. (II.A.1.)