

Advanced Clinical Office Procedures

CMA 202 Winter 2019

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Credits-6, Grading A-F, Classroom HOC 260.

Required Equipment: Lab Coat (Purple or White), Watch with second hand, Optional stethoscope.

Required Text Book: Kinn's The Medical Assistant, An Applied Learning Approach 13th edition and Study Guide and Competency Guide.

Medical Assistant Students- This course is designed to teach and evaluate the following areas of content and competency required by the AAMA:

1.C.14	Describe basic principles of first aid as they pertain to the ambulatory healthcare setting
I.A.2	Incorporate critical thinking skills when performing patient care
I.A.3	Show awareness of a patient's concerns related to the procedure being performed
I.P.1.i	Measure and record pulse oximetry
I.P.12	Produce up to date documentation of provider/professional level CPR
I.P.13.a	Perform first aid procedures for: bleeding
I.P.13.b	Perform first aid procedures for: diabetic coma or insulin shock
I.P.13.c	Perform first aid procedures for: fractures
I.P.13.d	Perform first aid procedures for: seizures
I.P.13.e	Perform first aid procedures for: shock
I.P.13.f	Perform first aid procedures for: syncope
I.P.2.d	Perform pulmonary function testing
I.P.3	Perform patient screening using established protocols
I.P.4.a	Verify the rules of medication administration: right patient

I.P.4.b	Verify the rules of medication administration: right medication
I.P.4.c	Verify the rules of medication administration: right dose
I.P.4.d	Verify the rules of medication administration: right route
I.P.4.e	Verify the rules of medication administration: right time
I.P.4.f	Verify the rules of medication administration: documentation
I.P.5	Select proper sites for administering parenteral medication
I.P.6	Administer oral medications
I.P.7	Administer parenteral medications (excluding IV)
I.P.8	Instruct and prepare a patient for a procedure or treatment

I.P.9	Assist provider with a patient exam
III.C.3.b	Define the following as practiced within an ambulatory care setting: surgical asepsis
III.P.10. a	demonstrate proper disposal of sharps
III.P.10. b	demonstrate proper disposal of regulated waste
III.P.3	perform hand washing
III.P.6	Prepare a sterile field
III.P.7	perform within a sterile field
III.P.8	perform wound care
III.P.9	perform dressing change
V.A.4	Explain to a patient the rationale for performance of a procedure
X.P.3	Document patient care accurately in the medical record
XII.A.1	Recognize the physical and emotional effects on persons involved in an emergency situation
XII.A.2	Demonstrate self-awareness in responding to an emergency situation
XII.C.1.a	Identify: safety signs
XII.C.1.b	Identify:symbols
XII.C.1.c	Identify:labels
XII.C.2.a	Identify safety techniques that can be used in responding to accidental exposure to: blood
XII.C.2.b	Identify safety techniques that can be used in responding to accidental exposure to:other body fluids
XII.C.2.c	Identify safety techniques that can be used in responding to accidental exposure to:needle sticks
XII.C.2.d	Identify safety techniques that can be used in responding to accidental exposure to:chemicals
XII.C.6	Discuss protocols for disposal of biological chemical materials

XII.C.7.a	Identify principles of:body mechanics
XII.C.7.b	Identify principles of:ergonomics
XII.P.1.a	Comply with: safety signs
XII.P.1.b	Comply with: symbols
XII.P.1.c	Comply with: labels
XII.P.2.c	Demonstrate proper use of: sharps disposal containers
XII.P.3	Use proper body mechanics

LBCC Outcomes :

1. Demonstrate safe practice in the administration of oral and parenteral medications.
2. Demonstrate critical thinking processes in performing patient assessment.
3. Differentiate between medical and surgical asepsis used in ambulatory care settings, identifying when each is appropriate.
4. Prepare a patient for procedures and/or treatments.

Prerequisite: Enrolled in the 2nd year of the Medical Assistant Program.

Course Description: Continuation of Basic Clinical Office Procedures. Medical assistant students will assist, perform, and document advanced, invasive and sterile procedures using standard precaution guidelines without causing undue harm or discomfort to patients. A graded component of this class is active participation in IPE.

Course Objectives:

1. Refer to content and competencies

Learning Activities:

1. Participating in group activities
2. Listening to lectures
3. Watching demonstrations of procedures to be performed
4. Watching video of medical assistant tasks.

Methods of Evaluation: Quizzes, Final Exam, Return Demonstrations, Class Participation, Observation of Professionalism and Attendance.

Grading: Quizzes	8 @ 20 pts.	160 pts.
Final Exam		100 pts.
Homework	5 @ 10 pts.	50 pts.
Projects	2 @ 35 pts	70 pts.
IPE	6 @ 5 pts	30 pts.

A= 369 and above, B=328 and above, C=287 and above, D= 246 and above.

Homework: Homework is due on the date it appears on the syllabus. No late homework will be accepted. Homework will be graded on a completion only basis.

All competencies must be completed and submitted by the Monday of Finals week in order to pass this class!!!!!!!!!!!!

All quizzes are taken in class on Monday or Tuesday mornings dependant on your class schedule.

Classroom Regulations:

1. Attendance is required.
2. Cell Phones are to be turned off during class time.
3. During graded return demonstrations, students not currently testing must remain in class and practice skills or work on homework. Leaving class early must be arranged with the instructor prior to the day of class.
4. Children are not allowed in the skills lab during class periods.
5. No food or drink will be allowed in close proximity to your work areas during practice and demonstrations periods.
6. Lab coats are required for ALL skill return demonstrations.

7. Be prepared for in class quizzes and testing.

LBCC Disability Statement

Students who may need accommodations due to documented disabilities, or who have medical information which the Instructor should know, or who need special arrangements in an emergency, should speak with the Instructor during the first week of class. If you think you may need accommodation services, please contact Disability Services, 917-4789. LBCC students are expected to learn college rights and responsibilities. Please go to <http://www.linnbenton.edu/go/student-rights> to learn what you must and may do in college. All students need to follow the LBCC code of conduct. Students at LBCC will: take responsibility to learn material, participate in class, advocate for their needs, and know the rules. Students must follow all lawful directions of staff. Students must provide identification when requested by staff. Students must respect the learning space. Students must interact with everyone in a civil way. Students will follow safety rules. Students will be honest in work and interactions. Students will use equipment properly and return equipment on time. Students will follow all college rules and all state and federal laws.

LBCC Comprehensive Statement of Nondiscrimination

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. (For further information <http://po.linnbenton.edu/BPsandARS/>)

Academic Honesty

Because of various pressures to succeed, learners are often tempted to use dishonesty, plagiarism, and cheating to reach their goals. This is considered unethical. Cheating includes copying answers from someone else's paper with or without their knowledge, receiving copies of quizzes, and receiving foreknowledge of test questions. If cheating is suspected by observation of the instructor or fellow learner report to the instructor, a learner may be approached by the instructor. If proof of dishonesty, plagiarism, or cheating is discovered, the academic dean will be informed and the

learner may be given a failing grade. Learners have due process rights as outlined in the Student Handbook.

In the practice of medicine and the healing arts, dishonesty is especially intolerable as people's lives and health are at stake!