

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE
COURSE SYLLABUS

Course Title:

Clinical Medical Assisting

Course #: MED* 133

Course Description:

This course presents the theory and practice of clinical skills used by the medical assistant in an outpatient environment. The course focuses on documentation, adult and pediatric physical exams, vital signs and measurements, medical asepsis, and requirements for practices commonly performed in assisting with clinical procedures and minor surgery and assisting with specialty areas. Oral and written communication skills, interview techniques, and patient education and instruction policies and procedures are developed. 4 Credit Hours

Pre-requisite:

MED 125, CSA 105, English 101 eligible

Goals:

- To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- To develop the clinical competencies necessary to be a competent medical assistant.
- To examine the roles and responsibilities of a clinical medical assistant in healthcare.
- To develop effective communication skills and respect for uniqueness and diversity.
- To apply ethical, logical, critical and analytical processes in identifying problems, alternative solutions and making informed decisions related to the clinical healthcare environment

Outcomes:

With the satisfactory completion of this course, the student will be able to perform entry level competencies as a Medical Assistant. This course includes the following competencies:

Anatomy & Physiology

I.C8 Discuss implications for disease and disability when homeostasis is not maintained

I.C9 Describe implications for treatment related to pathology

I.C10 Compare body structure and function of the human body across the life span

Applied Mathematics

II.C7 Analyze charts, graphs and/or tables in the interpretation of healthcare results

Applied Microbiology/Infection Control

III.C1 Describe the infection cycle, including the infectious agent, reservoir, susceptible host, means of transmission, portals of entry, and portals of exit

III.C3 Discuss infection control procedures

III.C4 Identify personal safety precautions as established by the Occupational Safety and Health Administration (OSHA)

III.C7 Match types and uses of personal protective equipment (PPE)

III.C11 Describe Standard Precautions, including transmission based precautions, purpose, and activities regulated

III.C12 Discuss the application of Standard Precautions with regard to all body fluids, blood, non-intact skin, and mucous membranes

III.C13 Identify the role of the Center for Disease Control (CDC) regulations in healthcare settings

Effective Communication

IV.C6 Differentiate between subjective and objective information

IV.C7 Identify resources and adaptations that are required based on individual needs, i.e. culture, environment, developmental life stage, language and physical threats to communication

Legal Implication

IX.14C Describe the process to follow if an error is made in patient care

Protective Practices

XI.1C Describe personal protective equipment

XI.C3 Describe the importance of Materials Safety Data Sheets (MSDS) in a healthcare setting

XI.C10 Identify principles of body mechanics and ergonomics

Entry Level Competencies for Medical Assistants

Taken from the 2008 *Standards and Guidelines for the Medical Assisting Educational Programs*

This course includes the following competencies:

I. Anatomy & Physiology

P.1. Obtain vital signs

P.6. Perform patient screening using established protocols

P.10. Assist physician with patient care

A.1(17). Apply critical thinking skills in performing patient assessment and care

A.3(19). Demonstrate respect for diversity in approaching patients and families

II. Applied Mathematics

P.3. Maintain growth charts

III. Applied Microbiology/Infection Control

P.1. Participate in training on Standard Precautions

P.3. Select appropriate barrier/personal protective equipment (PPE) for potentially infectious situations

P.4. Perform handwashing

A.2(10). Explain the rationale for performance of a procedure to the patient

IV. Concepts of Effective Communication

P.1. Use reflection, restatement and clarification techniques to obtain a patient history

P.3. Use medical terminology, pronouncing medical terms correctly, to communicate information, patient history, data and observations

P.8. Document patient care

A.2(15). Apply active listening skills

A.3(16). Use appropriate body language and other nonverbal skills in communicating with patients, family and staff

A.4(17). Demonstrate awareness of the territorial boundaries of the person with whom communicating

A.5(18). Demonstrate sensitivity appropriate to the message being delivered

A.6(19). Demonstrate awareness of how an individual's personal appearance affects anticipated responses

A.7(20). Demonstrate recognition of the patient's level of understanding in

communications

A.8(21). Analyze communications in providing appropriate responses/ feedback

A.9(22). Recognize and protect personal boundaries in communicating with others

A.10(23). Demonstrate respect for individual diversity, incorporating awareness of one's own biases in areas including gender, race, religion, age and economic status

V. Administrative Functions

P.10. Perform an office inventory

IX. Legal Implications

P.6. Complete an incident report

P.8. Apply local, state and federal health care legislation and regulation appropriate to the medical assisting practice setting

XI. Protective Practices

P.5. Demonstrate proper use of the following equipment:

- a. Eyewash
- b. Fire extinguishers
- c. Sharps disposal containers

P.6. Participate in a mock environmental exposure event with documentation of steps taken

P.11. Use proper body mechanics

Types of Assessments meeting Core Competencies

Demonstration of skills/competencies

Online interactive adaptive activities using McGraw Hill LearnSmart

Online Quizzes and Discussion Board

Unit tests, Midterm and Final Exam

Patient Interview Assignment

Patient Information Brochure – chronic disease

Practical Final A “live” comprehensive simulation to pull it all together. The final practical will include the Cognitive, Psychomotor and Affective content covered in this course. A non-student patient volunteer will role play various common scenarios with the student. The student brings the patient from the waiting room through the intake process, performs vital signs and measurements, correctly documents findings and sets up the exam room so that the “patient” is ready to see the physician.

“Students must pass ALL (100%) of the psychomotor and affective domain competencies taught in this course prior to the date of the final exam. These competencies must EACH INDIVIDUALLY be passed with a grade of 80% or better in order to pass the course, complete the program and graduate. If this standard is not met the student will not pass the course and will have to repeat the entire course to graduate.” CAAHEP accreditation requires 100% of all Medical Assisting graduates pass 100% of all competencies.

MEDICAL ASSISTING STUDENTS - 74% is an estimated figure which is considered a minimum level of achievement. Any student who receives a final grade score below 74% WILL NOT PASS the course. Failure to receive a grade of ‘C’ or better will necessitate this course being repeated and passed successfully.

College Policies

Plagiarism: Plagiarism and Academic Dishonesty are not tolerated at Northwestern Connecticut Community College. Violators of this policy will be subject to sanctions ranging from failure of the assignment (receiving a zero), failing the course, being removed/expelled from the program and/or the College. Please refer to your “Student Handbook” under “Policy on Student Rights,” the Section entitled “Student Discipline,” or the College catalog for additional information.

Americans with Disabilities Act (ADA): The College will make reasonable accommodations for persons with documented learning, physical, or psychiatric disabilities. Students should notify Dr. Christine Woodcock, the Counselor for Students with Disabilities. She is located at Green Woods Hall, in the Center for Student Development. Her phone number is 860-738-6318 and her email is cwoodcock@nwcc.edu.

School Cancellations: If snowy or icy driving conditions cause the postponement or cancellation of classes, announcements will be made on local radio and television stations and posted on the College’s website at www.nwcc.edu. Students may also call the College directly at **(860) 738-6464** to hear a recorded message concerning any inclement weather closings. Students are urged to exercise their own judgment if road conditions in their localities are hazardous.

"Some course content as presented in Blackboard Learn is not fully supported on mobile devices at this time. While mobile devices provide convenient access to check in and read information about your courses, they should not be used to perform work such as taking tests, quizzes, completing assignments, or submitting substantive discussion posts."

Sexual Assault and Intimate Partner Violence Resource Team: NCCC is committed to creating a community that is safe and supportive of people of all gender and sexual identities. This pertains to the entire campus community, whether on ground or virtual, students, faculty, or staff.

Sexual assault and intimate partner violence is an affront to our national conscience, and one we cannot ignore. It is our hope that no one within our campus community will become a victim of these crimes. However, if it occurs, NCCC has created the SART Team - Sexual Assault and Intimate Partner Violence Resource Team - to meet the victim’s needs.

SART is a campus and community based team that is fully trained to provide trauma-informed compassionate service and referrals for comprehensive care. The team works in partnership with The Susan B. Anthony Project to extend services 24 hours a day, 7 days a week throughout the year.

The NCCC team members are:

Ruth Gonzalez, PHD	860-738-6315	Greenwoods Hall Room 220
Susan Berg	860-738-6342	Greenwoods Hall Room 223
Kathleen Chapman	860-738-6344	Greenwoods Hall Room 110
Michael Emanuel	860-738-6389	Founders Annex Room 308
Gary Greco	860-738-6397 (V) 860-469-3138 (VP)	Founders Hall Room 101
Robin Orloski	860-738-6416	Business Office Room 201
Patricia Bouffard, Ex-Officio	860-738-6319	Founders Hall Room 103

At NCCC we care about our students, staff and faculty and their well-being. It is our intention to facilitate the resources needed to help achieve both physical and emotional health.