

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

ACADEMIC AFFAIRS

Course Number: MED 106 & MED 106L Class/Lect. Hours: 150mi
minutes/week Lab Hours: 2 per week Credits: 3 + 1 Dept.: Medical Assisting

Course Title: Medical Assisting Techniques 1 Semester: Fall Year: 2018

Course Description, Prerequisite, Corequisite:

Presents theory and planned student activity in assisting with medical asepsis, vital signs, patient history, physical exam, position and draping, and sterilization and disinfection. Emphasis will be on the performance of these basic skills used by the medical assistant.

Corequisite(s): MED 106L

OBJECTIVES/COMPETENCIES

Course Objectives	Competencies
<p>Infection Control</p> <ol style="list-style-type: none"> 1. Define medical asepsis. 2. Define a microorganism and give examples of types of organisms. 3. Explain the difference between pathogen and nonpathogen. 4. List body's defense mechanisms used to prevent transmission of disease. 5. List the basic requirements needed for growth and multiplication of microorganism and identify methods of controlling growth. 6. Describe the infection cycle. 7. Explain the difference between resident flora and transient flora 8. Identify medical aseptic practices that should be followed in the ambulatory care setting. 9. Explain how proper handwashing helps to prevent the transmission of microorganisms and controls infection. 10. State when each of the following is performed: handwashing, antiseptic handwashing, and alcohol based hand rub. 11. List examples of when to wear clean, disposable gloves. 12. Define personal protective equipment for all body fluids, secretions, excretions, non-intact skin, mucous membrane, blood. 13. Explain the purpose of the Occupational Safety and Health Administration (OSHA) 14. Describe the purpose of the Needlestick Safety and Prevention Act. 15. List and describe the elements that must be included in the OSHA exposure control plan. 16. Explain the purpose of the following OSHA requirements; labeling requirements and sharps injury log. 17. Define and give examples of each of the following: engineering controls, work practice controls, personal protective equipment and housekeeping procedures. 	<p>Infection Control</p> <ol style="list-style-type: none"> 1. Perform handwashing. 2. Perform hand cleansing using an alcohol rub. 3. Demonstrate donning and removal of gown, mask glove and goggles. 4. Participate in Bloodborne Pathogens training. 5. Select appropriate barrier/personal protective equipment.

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<p>18. Identify Centet of Disease Control (CDC) regulations that impact health care practices.</p> <p>19. List examples of medical waste and how to discard each type of waste.</p> <p>20. Explain how to dispose of regulated medical waste.</p> <p>21. Explain how HIV, Hepatitis B, and C are transmitted in the health care setting.</p> <p>22. Describe post exposure prophylaxis for hepatitis B</p> <p>23. Explain what occurs when HIV gains entrance into the body.</p> <p>24. Define the principles of Standard Precautions.</p> <p>25. Identify safety signs, symbols and labels.</p> <p>26. Identify safety techniques that can be used in responding to accidental exposure to blood, other bodily fluids, needle sticks, and chemicals.</p> <p>27. Discuss protocols for disposal of biological chemical materials.</p> <p>Vital Signs</p> <ol style="list-style-type: none"> 1. Define a vital sign 2. Explain how body temperature is maintained. 3. List examples of how heat is produced and lost in the body. 4. State the normal body temperature range and the average body temperature. 5. List and explain factors that can cause variation in the body temperature. 6. List and describe the three stages of a fever. 7. List the sites for taking body temperature, and explain why these sites are used. 8. Explain the mechanism of pulse. 9. List and explain the factors that affect the pulse rate. 10. Identify a specific use of each of the eight pulse sites. 11. State the normal range of pulse rate for each age group. 12. Explain the difference between pulse rhythm and pulse volume. 13. Explain the purpose of respiration. 	<p>Vital Signs</p> <ol style="list-style-type: none"> 1. Measure and Record using a variety of equipment and sites: <ol style="list-style-type: none"> a. blood pressure b. temperature c. pulse d. respirations e. pulse oximetry 2. Instruct and prepare a patient for a procedure or treatment. 3. Incorporate critical thinks skills when performing patient assessment. 4. Demonstrate proper procedure for care of equipment. 5. Demonstrate how to properly apply infection control procedures with equipment.

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<p>14. State what occurs during inhalation and exhalation.</p> <p>15. State the normal respiratory rate for each age group.</p> <p>16. List and explain the factors that affect the respiratory rate.</p> <p>17. Describe the character of the following abnormal breath sounds: crackles, rhonchi, wheezes, and pleural friction rub.</p> <p>18. Explain the purpose of pulse oximetry.</p> <p>19. State the normal oxygen saturation level of a healthy individual.</p> <p>20. List and describe factors that may interfere with an accurate pulse oximetry reading.</p> <p>21. Define blood pressure.</p> <p>22. State the normal range of blood pressure for an adult.</p> <p>23. List and describe factors that affect the blood pressure.</p> <p>24. Identify the different parts of a stethoscope and a sphygmomanometer.</p> <p>25. Identify the Korotkoff sounds.</p> <p>26. Explain how to prevent errors in blood pressure measurement.</p> <p>The Physical Exam</p> <ol style="list-style-type: none"> 1. Identify the three components of a complete patient examination. 2. List the guidelines that should be followed in preparing the exam room. 3. Identify equipment and instruments used during the physical examination 4. Explain the purpose of measuring weight and height. 5. List the guidelines that should be followed when measuring weight and height. 6. Analyze healthcare results as reported in tables. 7. Explain the importance of using proper body mechanics. 8. Identify the basic principles related to proper body mechanics and ergonomics. 9. Explain the purpose of positioning and draping. 10. List one use of each patient position 11. List and define the four techniques of examining the patient. 	<p>The Physical Exam</p> <ol style="list-style-type: none"> 1. Measure and Record: <ol style="list-style-type: none"> a. height b. weight 2. Instruct and prepare a patient for procedure or a treatment. 3. Assist a provider with a patient exam. 4. Demonstrate the use proper body mechanics.

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<p>12. State an example of the use of each examination technique used during the physical examination of a patient.</p> <p>13. Describe the responsibilities of the medical assistant during the physical examination.</p> <p>Eye and Ear Assessment</p> <ol style="list-style-type: none"> 1. Define visual acuity. 2. State the cause and visual difficulty of the following: Myopia ,Hyperopia, Astigmatism and Presbyopia 3. Explain the differences among an ophthalmologist, optometrist, and optician. 4. Explain the significance of the top and bottom numbers next to each line of letters on the Snellen eye chart. 5. Explain the difference between congenital and acquired color vision defects. 6. List the reasons to perform an eye irrigation and an eye instillation. 7. Identify conditions that may cause conductive and sensorineural hearing loss. 8. List and describe the ways in which hearing acuity can be tested. 9. List the reasons to perform ear irrigation and an ear instillation. <p>The Gynecologic Examination and Prenatal Care</p> <ol style="list-style-type: none"> 1. State the purpose of the gynecologic examination. 2. Identify the components of the gynecologic examination. 3. Explain the purpose of a breast examination. 4. Explain the purpose of a pelvic examination. 5. List and describe the four parts of the pelvic examination. 6. State the purpose of a Pap test. 7. List advantages and disadvantages of the liquid-based Pap test. 8. List and describe each category on a cytology request for a Pap test. 	<p>Eye and Ear Assessment</p> <ol style="list-style-type: none"> 1. Perform an irrigation of the Eye and Ear. 2. Perform an instillation into the Eye and Ear. 3. Measure Visual Acuity. 4. Instruct and Prepare a patient for a procedure or treatment. 5. Incorporate critical thinking skills when performing patient care. <p>The Gynecologic Examination and Prenatal Care</p> <ol style="list-style-type: none"> 1. Instruct and prepare a patient for a procedure or treatment. 2. Assist with a Gynecological exam. 3. Give instructions for a Midstream specimen collection. 4. Give instructions for a Breast Self examination.

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<p>9. Explain the purpose of each part of the prenatal record.</p> <p>10. List and explain the purpose of each procedure included in the initial prenatal examination.</p> <p>11. List and explain the purpose of each prenatal laboratory test.</p> <p>12. Explain the purpose of return prenatal visits.</p> <p>13. Explain the purpose of each of the following: Triple screen test Ultrasound scan Amniocentesis.</p> <p>14. Fetal heart rate monitoring.</p> <p>The Pediatric Exam</p> <ol style="list-style-type: none"> 1. List the components of the well-child visit. 2. State the usual schedule for well-child visits. 3. Explain the purpose of the sick-child visit. 4. List the procedures performed by the medical assistant during pediatric office visits. 5. Explain why it is important to develop a rapport with the pediatric patient. 6. State the importance of measuring the weight, height (or length), and head circumference child's during each office visit. 7. State the functions served by a growth chart. 8. Analyze health care results as reported in graphs. 9. State the range for the gauge and length of needles used for intramuscular and subcutaneous pediatric injections. 10. Explain the use of each of the following pediatric injection sites: dorsogluteal, vastus lateralis, and deltoid. 11. Describe the schedule for immunizations of infants and children recommended by the American Academy of Pediatrics. 12. State the information that must be provided to parents as required by the National Childhood Vaccine Injury Act. 13. List the information that must be recorded in the medical record after administering an immunization. 	<p>The Pediatric Exam</p> <ol style="list-style-type: none"> 1. Measure and Record: <ol style="list-style-type: none"> a. Infant length b. Infant weight c. Infant head circumference 2. Document results on a growth chart.

Course Objectives	Competencies
<p>Speciality Examinations and Procedures</p> <ol style="list-style-type: none"> 1. Explain the purpose of a fecal occult blood test. 2. Describe the patient preparation for fecal occult blood testing. 3. Explain the purpose of each type of preparation for fecal occult blood testing. 4. Explain the purpose of a digital rectal examination (DRE) before a sigmoidoscopic examination. 5. Explain the purpose of a flexible sigmoidoscopy. 6. Describe the patient preparation for a flexible sigmoidoscopy. 7. List the symptoms of prostate cancer. 8. Explain how the DRE is used for the early detection of prostate cancer. 9. Describe how the PSA test is used to screen for the presence of prostate cancer. <p>Sterization and Disinfection</p> <ol style="list-style-type: none"> 1. Explain the purpose of the Hazard Communication Standard. 2. List and describe the information that must be included on the label of a hazardous chemical. 3. Describe the purpose of Safety Data Sheets (SDS). 4. List and describe the information that must be included in a safety data sheet (SDS). 5. Identify: <ol style="list-style-type: none"> a. safety signs b. symbols c. labels 6. State the purpose of sanitization. 7. State the advantages of using an ultrasonic cleaner to clean instruments. 8. List and describe the guidelines that should be followed when sanitizing. 9. Identify methods of controlling the growth of microorganisms. 	<p>Specialty Examinations and Procedures</p> <ol style="list-style-type: none"> 1. Instruct the patient to perform a Fecal Occult blood test with special dietary instructions. 2. Differentiate between normal and abnormal test results. <p>Sterilization and Disinfection</p> <ol style="list-style-type: none"> 1. Prepare items for autoclaving. 2. Perform sterilization procedures.

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<ol style="list-style-type: none"> 10. State the use of the three levels of disinfection: high, intermediate, and low. 11. Explain the differences among the following: critical item, semi-critical item, and noncritical item. 12. List and describe the primary use of disinfectants in the medical office. 13. Identify safety techniques that can be used in responding to accidental exposure to chemicals. 14. Explain how the autoclave functions to sterilize articles. 15. List the components of a sterilization monitoring program. 16. List and describe types of sterilization indicators. 17. Identify the advantages and disadvantages of the following types of wraps: sterilization paper, sterilization pouches and muslin. 18. List the guidelines that should be followed when the autoclave is loaded. 19. Identify the sterilization times for each of the following categories: unwrapped articles, wrapped articles, liquids, and large wrapped packs. 20. Describe the method for storing wrapped articles. 21. Describe the daily, weekly, and monthly maintenance of the autoclave. 22. State the primary use of the following types of sterilization methods: dry heat, ethylene oxide gas, chemicals, and radiation. 	

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