

Dakota County Technical College

MDAS 1131: Clinical Procedures I

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 1

Lab Hours/Week: 2

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course covers Medical Assisting duties that are the fundamentals required for medical asepsis, physical examination, federal regulations, emergencies, patient assessment including vital signs and documentation skills. Professionalism and study of law and ethics are taught at the beginning of the course. Assisting with physical exam, minor surgery procedures and sterile technique are presented at end of course. Prerequisites: A score of 66 or above on the Reading Comprehension portion of the Accuplacer® test. Corequisites: Concurrently with Laboratory Procedures I

B. COURSE EFFECTIVE DATES: 08/27/2012 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

D. LEARNING OUTCOMES (General)

1. Measure and record: blood pressure,temperature, pulse, respirations,height, weight* I.P.1
2. Describe basic principles of first aid as they pertain to the ambulatory healthcare setting* I.C.14
3. Perform first aid procedures for: bleeding,diabetic coma or insulin shock, fractures, seizures,shock and sycope.* I.P.13
4. Identify various medical emergencies
5. Incorporate critical thinking skills in performing patient assessment* I.A.1
6. List major types of infectious agents* 111.C.1
7. Describe the infection cycle,including the infectious agent,reservoir,susceptible host, means of transmission,portals of entry, and portals of exit* 111.C.2
8. Define the following as practiced within an ambulatory care setting: medical and surgical asepsis* 111.C.3
9. Identify methods of controlling the growth of microorganisms * 111.C.4
10. Prepare items for autoclaving* 111.P.4
11. Perform sterilization procedures* 111.P.5
12. Prepare a sterile field* 111.P.6
13. Perform within a sterile field* 111.P.7
14. Perform wound care* 111.P.8
15. Perform dressing change* 111.P.59
16. Restock supplies in exam rooms and treatment areas
17. Identify, explain use and manipulate surgical instruments and surgical supplies
18. Identify the special dietary needs for: weight control,cardiovascular disease,cancer,lactose sensitivity, gluten-free and food allergies* IV.C.11
19. Identify styles and types of verbal communication V.C.1
20. Identify types of nonverbal communication*V.C.2
21. Recognize barriers to communication* V.C.3
22. Identify techniques for overcoming communication barriers* V.C.4
23. Recognize the elements of oral communication using a sender-receiver process* V.C.5
24. Define the principles of self-boundaries V.C.11
25. Relate the following behaviors to professional communication: assertive,aggressive, and passive* V.6.14
26. Differentiate between adaptive and non-adaptive coping mechanisms* V.C.15
27. Differentiate between subjective and objective information; V.C.16
28. Discuss the theories of: Maslow and Kubler Ross* V.C.17
29. Discuss examples of diversity: cultural,social and ethnic* V.C.18
30. Develop a current list of community resources related to patients' healthcare needs*
31. Assist physician with patient care (physical exam,minor surgery)
32. Document patient education
33. Perform routine maintenance of clinical equipment* (autoclave) VI.P.8
34. Perform an inventory with documentation* {exam room) VI.P.9
35. File patient medical records* VI.P.5
36. Perform routine maintenance of clinical equipment* (autoclave) VI.P.8
37. Compare and contrast provider and medical assistant roles interms of standard of care* X.C.2
38. Describe components of the HIPM* X.C.3
39. Differentiate between scope of practice and standards of care for medical assistants* X.C.1
40. Summarize the Patient's Bill of Rights* X.C.4

41. Discuss licensure and certification as they apply to healthcare providers* X.C.8
42. Compare criminal and civil law as they apply to the practicing medical assistant* X.C.6
43. Define negligence, malpractice, statute of limitations, Good Samaritan Act, Uniform Anatomical Gift Act, living will/advanced directives, medical power of attorney, Patient Self Determination Act, risk management* X.C.7
44. Describe liability, professional, personal injury and third party insurance* X.C.8
45. Identify: Genetic Information Nondiscrimination Act of 2008, American with Disabilities Act Amendments Act* X.C.10
46. Describe the process in compliance reporting: unsafe activities, errors in patient care, conflicts of interest, and incident reports* X.C.11
47. Describe compliance with public health statutes: communicable diseases, abuse, neglect and exploitation, wounds of violence* X.C.12
48. Define the following medical legal terms: informed consent, implied consent, expressed consent, patient incompetence, emancipated minor, mature minor, subpoena duces tecum, responden superior, res ipsa loquitur, locum tenens, defendant-plaintiff, deposition, arbitration-medication, Good Samaritan laws* X.C.13
49. Locate a state's legal scope of practice for medical assistants* X.P.1
50. Apply HIPA rules in regard to privacy/release of information* X.P.2
51. Document accurately in the patient record* X.P.3
52. Protect the integrity of the medical record* X.A.2
53. Perform compliance reporting based on public health statutes* X.P.5
54. Report an illegal activity in the healthcare setting following proper protocol* X.P.6
55. Demonstrate sensitivity to patient rights* X.A.1
56. Protect the integrity of the medical record* X.A.2
57. Define ethics and morals* XI.C.1
58. Differentiate between personal and professional ethics* XI.C.2
59. Identify the effect personal morals on professional performance* XI.C.3
60. Develop a plan for separation of personal and professional ethics* XI.P.1
61. Demonstrate appropriate response(s) to ethical issues* XI.P.2
62. Recognize the impact personal ethics and morals have on the delivery of healthcare* XI.A.1

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted