

## Course Number and Title: MEA 150 Medical Lab Procedures I

**Campus Location:**

Wilmington

**Effective Date:**

2021-52

**Prerequisite:**

SSC 100 or concurrent

**Co-Requisites:**

None

**Course Credits and Hours:**

4.00 credits

3.00 lecture hours/week

3.00 lab hours/week

**Course Description:**

This is the first of two courses covering basic skills and theory of the medical assistant profession. Infection control, electrocardiograms (EKG), pulmonary function testing, monitoring vital signs, and patient examination techniques are covered. Communication skills and the use of legal guidelines are included.

**Required Text(s):**

Obtain current textbook information by viewing the [campus bookstore - https://www.dtcc.edu/bookstores](https://www.dtcc.edu/bookstores) online or visit a campus bookstore. Check your course schedule for the course number and section.

**Additional Materials:**

Medical Assistant Program Manual

Allied Health/Science Department Program Student Policy Manual medical dictionary

**Schedule Type:**

Classroom Course

**Disclaimer:**

None

**Core Course Performance Objectives (CCPOs):**

1. Demonstrate basic medical assistant clinical skills.
2. Demonstrate infection control as required in a clinical medical office.
3. Demonstrate effective communication as a medical assistant.
4. Use legal guidelines as required in a clinical medical office.

See Core Curriculum Competencies and Program Graduate Competencies at the end of the syllabus. CCPOs are linked to every competency they develop.

### Measurable Performance Objectives (MPOs):

Upon completion of this course, the student will:

1. Demonstrate basic medical assistant clinical skills.
  1. Describe the structural organization of the human body.
  2. Identify body systems.
  3. Describe body planes, directional terms, quadrants, and body cavities.
  4. List major organs, and identify anatomical location in each body system.
  5. Interpret body structure and function of the human body across the life span.
  6. Describe the normal function of each body system.
  7. Identify common pathology related to each body system, including signs, symptoms, and etiology.
  8. Explain pathology for each body system, including diagnostic measures and treatment modalities.
  9. Identify the classifications of medication, including indications for use, desired effects, side effects, and adverse reactions.
  10. Demonstrate and record blood pressure, temperature, pulse, respirations, height, and weight, and pulse oximetry.
  11. Demonstrate electrocardiography.
  12. Demonstrate pulmonary function testing.
  13. Demonstrate patient screening using established protocols.
  14. Explain instructions to a patient, and prepare a patient for a procedure or a treatment.
  15. Role play assisting a healthcare provider with a patient exam.
  16. Identify critical thinking skills in performing patient assessment and care.
  17. Show awareness of a patient's concerns related to the procedure being performed.
  18. Explain the rules of medication administration: right patient, right medication, right dose, right route, right time, and right documentation.
  19. Indicate how to graph a child's height and weight on a growth chart.
  20. Use proper body mechanics in assisting patients.
2. Demonstrate infection control as required in a clinical medical office.
  1. List major types of infectious agents.
  2. Explain medical and surgical asepsis as practiced within an ambulatory care setting.
  3. Identify methods of controlling the growth of organisms.
  4. Explain the principles of standard precautions.
  5. Identify personal protective equipment for all body fluids, secretions, excretions, blood, non-intact skin, and mucous membranes.
  6. Identify Center for Disease Control (CDC) regulations that impact healthcare practices.
  7. Practice and participate in bloodborne pathogen training.
  8. Prepare items for autoclaving.
  9. Demonstrate sterilization procedures.
  10. Demonstrate proper disposal of regulated wastes.
  11. Demonstrate routine maintenance of clinical equipment.
3. Demonstrate effective communication as a medical assistant.
  1. Identify and define medical terms and abbreviations related to all body systems.
  2. Differentiate between adaptive and non-adaptive coping mechanisms.
  3. Differentiate between subjective and objective information.
  4. Use reflection, restatement, and clarification techniques to obtain a patient history.
  5. Identify and respond to nonverbal communication.
  6. Use medical terminology, pronouncing medical terms correctly, to communicate information, patient history, data, and observation to providers and patients.
  7. Identify techniques to overcome and assist patients appropriately considering cultural diversity and communication barriers.
  8. Prepare and report relevant information concisely and accurately.
  9. Demonstrate empathy, active listening, and nonverbal communication.
  10. Explain to a patient the rationale for performing a procedure.
4. Use legal guidelines as required in a clinical medical office.
  1. Describe and demonstrate compliance with public health statutes for communicable diseases.
  2. Chart patient care accurately in the medical record.
  3. Demonstrate how to protect the integrity of the medical record.

### Evaluation Criteria/Policies:

The grade will be determined using the Delaware Tech grading system:

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
0	-	69	=	F

Students should refer to the [Student Handbook - https://www.dtcc.edu/handbook](https://www.dtcc.edu/handbook) for information on the Academic Standing Policy, the Academic Integrity Policy, Student Rights and Responsibilities, and other policies relevant to their academic progress.

**Final Course Grade:**

Calculated using the following weighted average

Evaluation Measure	Percentage of final grade
Summative Tests (6) equally weighted	5%
Summative Clinical Lab Assignments (10) equally weighted	5%
Summative Lab Competencies (28) equally weighted	75%
Summative Final Lab Competency (1)	5%
Formative Reading Lesson (13) equally weighted	5%
Summative Connect/Study Guide (13) equally weighted	5%
TOTAL	100%

**Core Curriculum Competencies (CCCs are the competencies every graduate will develop):**

1. Apply clear and effective communication skills.
2. Use critical thinking to solve problems.
3. Collaborate to achieve a common goal.
4. Demonstrate professional and ethical conduct.
5. Use information literacy for effective vocational and/or academic research.
6. Apply quantitative reasoning and/or scientific inquiry to solve practical problems.

**Program Graduate Competencies (PGCs are the competencies every graduate will develop specific to his or her major):****AHTAASMEA Program Graduate Competencies:**

1. Exhibit effective nonverbal, verbal, and written communication in patient/client and family interventions and education and in professional relationships.
2. Exercise independent judgment and critical thinking in performance of medical assisting, according to the profession's standards of practice.
3. Demonstrate professional patterns of behavior consistent with the profession's code of ethics.
4. Demonstrate clinical competence by performing a full range of medical assistant procedures on all patient population.
5. Demonstrate administrative competence by performing a full range of medical assistant procedures on all patient population.

**AHTDIPMAS Program Graduate Competencies:**

1. Exhibit effective communication, independent judgment, and critical thinking in performance of medical assisting, according to the profession's standards of practice.
2. Demonstrate professional patterns of behavior consistent with the profession's code of ethics.
3. Demonstrate clinical and administrative competence by performing a full range of medical assistant procedures.

**Disabilities Support Statement:**

The College is committed to providing reasonable accommodations for students with disabilities. Students are encouraged to schedule an appointment with the campus Disabilities Support Counselor to request an accommodation needed due to a disability. A listing of campus Disabilities Support Counselors and contact information can be found at the [disabilities services - https://www.dtcc.edu/disabilitysupport](https://www.dtcc.edu/disabilitysupport) web page or visit the campus Advising Center.