Course Number and Title: MEA 150 Medical Lab Procedures I

Campus Location:
Wilmington

Effective Date:
2018-53

Prerequisite:
MAT 145, BIO 100, (BIO 110 or (BIO 120 and BIO 121))

Co-Requisites:
MEA 100, MEA 120

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. Lab safety, cardiopulmonary resuscitation (CPR), electrocardiograms (EKG), first aid, monitoring vital signs, and patient examination techniques are covered.

Required Text(s):
Obtain current textbook information by viewing the campus bookstore - 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. (CCC 2, 6; PGC 4)
2. Use applied mathematics as required in a clinical medical office. (CCC 6; PGC 4)
3. Demonstrate infection control as required in a clinical medical office. (CCC 2, 6; PGC 2, 4)
4. Explain nutrition as required in a clinical medical office. (CCC 1, 3, 5; PGC 1, 4)
5. Demonstrate effective communication as a medical assistant. (CCC 1; PGC 1)
6. Use legal guidelines as required in a clinical medical office. (CCC 2; PGC 2)
7. Demonstrate protective practices as required in a clinical medical office. (CCC 2, 6; PGC 2, 4)

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. List principles and steps of professional/provider CPR.
11. Describe basic principles of first aid as they pertain to the ambulatory healthcare setting.
12. Demonstrate and record blood pressure, temperature, pulse, respirations, height, weight, length (infant), and head circumference (infant).
13. Demonstrate patient screening using established protocols.
14. Explain how to instruct and prepare a patient for a procedure or a treatment.
15. Role play assisting a healthcare provider with a patient exam.
16. Prepare specimens and perform the Clinical Laboratory Improvement Amendments (CLIA)-waived microbiology test.
17. Produce up-to-date documentation of provider/professional level CPR.
18. Demonstrate first aid procedures for bleeding, diabetic coma or insulin shock, fractures, seizures, shock, and syncope.
19. Identify critical thinking skills in performing patient assessment and care.
20. Show awareness of a patient's concerns related to the procedure being performed.

2. Use applied mathematics as required in a clinical medical office.
    1. Demonstrate conversion among measurement systems.
    2. Differentiate between normal and abnormal test results.
    3. Graph a child's height and weight on a growth chart.
3. Demonstrate infection control as required in a clinical medical office.
    1. List major types of infectious agents.
    2. Describe the infection cycle, including the infectious agent, reservoir, and susceptible host, means of transmission, portals of entry, and portals of exit.
    3. Explain medical and surgical asepsis as practiced within an ambulatory care setting.
    4. Identify methods of controlling the growth of organisms.
    5. Explain the principles of standard precautions.
    6. Identify personal protective equipment for all body fluids, secretions, excretions, blood, non-intact skin, and mucous membranes.
    7. Identify Center for Disease Control (CDC) regulations that impact healthcare practices.
    8. Practice and participate in bloodborne pathogen training.
    9. Select appropriate personal protective equipment (PPE).
    10. Demonstrate handwashing.
    11. Prepare items for autoclaving.
    12. Demonstrate proper disposal of regulated wastes.
    13. Recognize the implications for failure to comply with CDC regulations in healthcare settings.
4. Explain nutrition as required in a clinical medical office.
    1. Describe dietary nutrients, including carbohydrates, fat, protein, minerals, electrolytes, vitamins, fiber, and water.
    2. Explain the function of dietary supplements.
    3. Identify the special dietary needs for weight control, diabetes, cardiovascular disease, hypertension, cancer, lactose sensitivity, gluten-free, and food allergies.
    4. Explain nutrition to a patient according to the patient's special dietary needs.
    5. Show awareness of a patient's concerns regarding dietary change during a classroom simulation.
5. 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. 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. Assist patients regarding health maintenance, disease prevention, and treatment plan.
    8. Assist patients appropriately considering cultural diversity, developmental life stage, and communication barriers.
    9. Demonstrate professional telephone techniques.
    10. Accurately write telephone messages.
    11. Prepare a current list of community resources related to patients' healthcare needs.
    12. Help facilitate referrals to community resources in the role of a patient navigator.
    13. Prepare and report relevant information concisely and accurately.
    14. Demonstrate empathy, active listening, and nonverbal communication.
    15. Demonstrate the principles of self-boundaries.
    16. Explain to a patient the rationale for performing a procedure.
6. Use legal guidelines as required in a clinical medical office.
    1. Describe the process in compliance reporting for unsafe activities, errors in patient care, conflicts of interest, and incident reports.
    2. Apply Health Insurance Portability and Accountability Act (HIPAA) rules in regards to privacy.
    3. Chart patient care accurately in the medical record.
    4. Apply the Patient's Bill of Rights as it relates to choice of treatment, consent for treatment, and refusal of treatment.
    5. Demonstrate compliance reporting based on public health statutes.
    6. Demonstrate protecting the integrity of the medical record.
7. Demonstrate protective practices as required in a clinical medical office.
    1. Identify and comply with safety signs, symbols, and labels.
    2. Identify safety techniques that can be used in responding to accidental exposure to blood, other body fluids, needle sticks, and chemicals.

3. Discuss fire safety issues in an ambulatory healthcare environment.
4. Describe fundamental principles of evacuation of a healthcare setting.
5. Describe the purpose of safety data sheets (SDS) in a healthcare setting.
6. Discuss the protocols for disposal of biological chemical materials.
7. Identify principles of body mechanics and ergonomics.
8. Identify critical elements of an emergency plan for response to a natural disaster or other emergency.
9. Demonstrate proper use of eyewash equipment and fire extinguishers.
10. Use proper body mechanics.
11. Practice and participate in a mock exposure event with documentation of specific steps.
12. Review the work environment to identify unsafe working conditions.
13. Identify the physical and emotional effects on persons involved in an emergency situation.
14. Demonstrate self-awareness in responding to an emergency situation.

Evaluation Criteria/Policies:
Students must demonstrate proficiency on all CCPOs at a minimal 75 percent level to successfully complete the course. The grade will be determined using the Delaware Tech grading system:

92	–	100	=	A
83	–	91	=	B
75	–	82	=	C
0	–	74	=	F

Students should refer to the Student 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	10%
Summative Clinical Lab Assignments (12) equally weighted	5%
Summative Lab Competencies (55) equally weighted	75%
Summative Final Lab Competency (1)	5%
Formative Reading Lesson and Study Guide (12) 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):

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.

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 web page or visit the campus Advising Center.