



## Course Number and Title: MEA 151 Medical Lab Procedures II

**Campus Location:**

Wilmington

**Effective Date:**

2019-51

**Prerequisite:**

MEA 150, SSC 100 or concurrent

**Co-Requisites:**

MEA 125, MEA 170

**Course Credits and Hours:**

4.00 credits

3.00 lecture hours/week

3.00 lab hours/week

**Course Description:**

This is the second of two courses covering clinical duties for a medical assistant in a medical office. Topics include administering medications, electrocardiography, assisting with obstetrics and gynecology, urology and male reproduction, endocrinology, pulmonary medicine, cardiology, clinical laboratory, analysis of urine, blood collection, analysis of blood, microbiology, immunology, and surgical procedures.

**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 medical assistant clinical skills. (CCC 2, 5, 6; PGC 4)
2. Apply mathematics calculations as required in a clinical medical office. (CCC 6; PGC 4)
3. Demonstrate infection control as required in a clinical medical office. (CCC 6; PGC 4)
4. Use effective communication as required in a clinical medical office. (CCC 1; PGC 1)
5. Apply legal implications as required in a clinical medical office. (CCC 1, 4; PGC 2, 3, 4)
6. Demonstrate protective practices as required in a clinical medical office. (CCC 2; PGC 2)

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 medical assistant clinical skills.
  1. Describe the structural organization of the human body.
  2. Identify body systems.
  3. List major organs in each body system, and identify the anatomical location of major organs in each body system.
  4. Discuss and compare the structure and function of the human body across the life span.
  5. Describe the normal function of each body system.
  6. Identify common pathology related to each body system, including signs and symptoms.
  7. Explain and analyze pathology for each body system, including diagnostic measures and treatment modalities.
  8. Identify the Clinical Laboratory Improvement Amendments (CLIA)-waived tests associated with common diseases.
  9. Identify the classifications of medication, including indications for use, desired effects, side effects, and adverse reactions.
  10. Identify quality assurance practices in healthcare.
  11. Describe basic principles of first aid as they pertain to the ambulatory healthcare setting.

12. Demonstrate how to measure and record pulse oximetry.
13. Demonstrate electrocardiography.
14. Demonstrate venipuncture and capillary puncture.
15. Demonstrate pulmonary function testing.
16. Demonstrate patient screening using established protocols.
17. Explain the rules of medication administration: right patient, right medication, right dose, right route, right time, and right documentation.
18. Select proper sites for administering parenteral medication.
19. Demonstrate how to administer oral and parenteral, excluding intravenous (IV), medications.
20. Show and prepare a patient for a procedure or a treatment.
21. Assist provider with a patient exam.
22. Demonstrate quality control measures.
23. Demonstrate the CLIA-waived hematology, chemistry, urinalysis, immunology, and microbiology testing.
24. Use critical thinking skills when performing patient care.
25. Show awareness of a patient's concerns related to the procedure being performed.
2. Apply mathematics calculations as required in a clinical medical office.
  1. Demonstrate basic math computations.
  2. Define basic units of measurement in the metric system and the household system.
  3. Convert among measurement systems.
  4. Compute proper dosages of medication for administration.
  5. Differentiate between normal and abnormal test results.
  6. Demonstrate maintaining lab test results using flow sheets.
  7. Express and reassure to a patient of the accuracy of the test results.
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. Discuss medical asepsis and surgical asepsis as practiced within an ambulatory care setting.
  4. Identify methods of controlling the growth of microorganisms.
  5. Explain the principles of standard precautions.
  6. Describe personal protective equipment (PPE) 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. Demonstrate handwashing.
  9. Prepare items for autoclaving.
  10. Perform sterilization procedures.
  11. Prepare a sterile field.
  12. Perform within a sterile field.
  13. Demonstrate wound care.
  14. Demonstrate dressing change.
  15. Demonstrate proper disposal of sharps and regulated wastes.
4. Use effective communication as required in a clinical medical office.
  1. Define medical terms and abbreviations related to all body systems.
  2. Use feedback techniques to obtain patient information, including reflection, restatement, and clarification.
  3. Use and pronounce medical terminology accurately to communicate information to providers and patients.
  4. Explain health maintenance and disease prevention to patients.
  5. Review and report relevant information concisely and accurately.
  6. Explain to a patient the rationale for performing a procedure.
5. Apply legal implications 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. Write an incident report related to an error in patient care.
6. Demonstrate protective practices as required in a clinical medical office.
  1. Identify safety techniques that can be used in responding to accidental exposure to blood, other body fluids, needle sticks, and chemicals.
  2. Discuss fire safety issues in an ambulatory healthcare environment.
  3. Demonstrate proper use of sharps disposal containers.

**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](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 (7) equally weighted	10%
Summative Clinical Lab Assignments (14) equally weighted	5%
Summative Lab Competencies (52) equally weighted	75%
Summative Final Lab Competency (1)	5%
Formative Reading Lesson and Study Guide (14) 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](https://www.dtcc.edu/disabilitysupport) web page or visit the campus Advising Center.