



**CATALOG DESCRIPTION:** This course includes instruction in the clinical procedures commonly performed in an outpatient, ambulatory care medical facility/physician's office.

**PREREQUISITE(S):** MED 176, 177, 178, 179, 182, 185, 186, 187

**COREQUISITE(S):** MED 180

**CREDITS:** 3

**HOURS:** 3.5 (60 Classroom Hours)

\*Last class session is 4 hours

**REQUIRED TEXT(S):** Wilburta (Billie) Q. Lindh; Carol D. Tamparo; Barbara M. Dahl; Julie Morris; Cindy Correa. Comprehensive Medical Assisting: Administrative and Clinical Competencies, 6th Edition

**CENGAGE COURSE CODE:**

**SUPPLEMENTAL MATERIALS:**

**INSTRUCTOR INFORMATION:**



<b>CORE COMPETENCIES:</b> The following core competencies are embedded in this curriculum: Communicate effectively in both speech and writing; Apply appropriate mathematical and statistical concepts and operations to interpret data to solve problems; Use scientific method of inquiry, through the acquisition of scientific knowledge; Understand ethical issues and situations; Address an information need by locating, evaluating and effectively using information.	
<b>LEARNING ASSESSMENT</b>	
<b><i>Student Learning Outcomes:</i></b>	<b><i>Suggested Means of Assessment:</i></b>
Measure and record vital signs and anthropometric measurements	Written exams, laboratory skill assessments (including work products), and graded homework
Perform health screenings, including hearing, vision, EKG and pulmonary function testing	Written exams, laboratory skill assessments (including work products), and graded homework
Follow protocol for initial patient intake interview and properly document in the patient medical record	Written exams, laboratory skill assessments (including work products), and graded homework
Assist with minor office surgery, preparing and maintaining a sterile environment	Written exams, laboratory skill assessments (including work products), and graded homework
Instruct and prepare a patient for a procedure or treatment and assist the provider with a patient exam	Written exams, laboratory skill assessments (including work products), and graded homework
Demonstrate the proper use of Personal Protective Equipment and infection control procedures	Written exams, laboratory skill assessments (including work products), and graded homework
Coach patients regarding health maintenance, disease prevention and the treatment plan	Written exams, laboratory skill assessments (including work products), and graded homework
Obtain American Health Association Healthcare Provider CPR certification and learn basic first aid procedures	Written exams, laboratory skills assessments (including work products), and practical performance with certified AHA CPR provider
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A = 90 < 100	C+ = 77 < 80
B+ = 87 < 90	C = 75 < 77
B = 80 < 87	F= Below 75

**DISABILITY SERVICES STATEMENT:** Warren County Community College is committed to providing all students equal access to learning opportunities. Student Services is the campus



office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Students who have, or think they may have, a disability (e.g. mental health, learning, vision, hearing, physical or systemic), are invited to contact Student Services to arrange a confidential discussion at (908) 835-2300 or by email at [StudentServices@Warren.edu](mailto:StudentServices@Warren.edu) as soon as possible. Students registered for Disability Services with Student Services, who have requested accommodations for the current semester will be provided with an electronic letter detailing individual accommodations and are encouraged to contact the instructor early in the semester to discuss accommodations outlined in their letter.

**INSTRUCTIONAL SUPPORT CENTER:** The Instructional Support Center (ISC), located in Room 105 across from the library, provides academic support at no cost to WCCC students and is available for courses in which they are currently enrolled. The ISC is staffed with trained professional and peer tutors who are ready to help you understand and succeed. For scheduling or further information, visit the ISC in person, online at <http://www.warren.edu/tutoring/> or by telephone at (908)835-2354.

**STATEMENT AND POLICY ON CHEATING, PLAGIARISM AND ACADEMIC DISHONESTY:** Students are required to perform all the work specified by the instructor, and are responsible for the content and integrity of all academic work submitted. A violation of academic integrity will occur if a student: (1) knowingly represents work of others as one's own, (2) uses or obtains unauthorized assistance in any academic work, (3) gives fraudulent assistance to another student, or (4) furnishes false information or other misuse of college documents.

In cases of suspected violation of academic integrity, the incident is to be reported to the Office of Academics. A student found guilty of violating the rule of academic integrity by the Vice President of Academics will be considered to have failed in personal obligation to the College; such failure will be subject to disciplinary action by the College. Unless otherwise notified, the instructor will allow students who are pending disciplinary action to attend class.

**REQUIRED FORMAT FOR RESEARCH PAPERS:** Research papers written for any Warren County Community College class must conform to the required documentation style. Papers written for humanities (and some social science) classes will follow the most recent edition of the Modern Language Association (MLA) in-text citation and bibliographic methods. Social science and science papers will require the use of the most recent edition of the American Psychological Association (APA) in-text citation and bibliographic methods.

Please consult with your instructor regarding the correct documentation style to use in his/her class.

**ATTENDANCE POLICY:** Students are expected to attend all class sessions of courses in which they are enrolled and are responsible for all material presented in class and all homework assignments.



Grades are based on the quality of work completed in meeting the requirements for a particular course, as stated in the course syllabus and catalog description.

Excessive absence may be considered sufficient cause for dismissal from class by an instructor or other appropriate college staff member. Any decision to exclude a student from class or the College due to excessive absence shall be subject to review by the President in accordance with established procedures. Students who have not attended class are not entitled to a refund of tuition.

**WCCC HAYTAIAN & MAIER LIBRARY:** (908) 835-2336    <http://warren.libguides.com>

Library Hours

Monday-Thursday 8am-8pm

Friday 8am-3pm

Check the Academic Calendar for specific holiday dates. Exceptions may apply during breaks and summer sessions. Any changes to the Library's hours are posted on the Library's web page and near the Library doors.

- **Passwords and Log-Ins-**The Library is responsible for resetting passwords for your Network account (email, computers, Wi-Fi, library resources, and printing). This cannot be reset over the phone. Please stop by the Library for help.
- **College IDs-**College IDs are required for all students. The Library is responsible for producing all ID cards. To get an ID card you must bring to the Library a current copy of your class schedule and another form of ID. Your student ID is also your library card and is needed to check materials out of the Library. Your first ID card is free and replacement cards are issued at a cost to the student.
- **Inter-Library Loan (ILL)-**The Library participates in a nation-wide inter-library loan program which is available free to all students and faculty. You can either submit ILL requests via the Internet (form available on the Library's web page) or in person at the circulation desk.

**TOPICAL OUTLINE:**

Medical Asepsis and Infection Control, Medical History and Patient Assessment, Vital Signs The Physical Exam, Instruments, Equipment, Surgical Asepsis/Autoclave/Minor Surgical Procedures, Assisting with Specialty Exams, Diagnostic Procedures and Imaging, Pediatric Exam, Geriatric Exam, Assisting with Pulmonary Medicine, Principles in Electrocardiography, Emergency Office Procedures.



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The following MAERB Core Curriculum Competencies are taught and assessed in this course:

**Cognitive Domain**

- I.C.13.      List principles and steps of professional/provider CPR**
- I.C.14.      Describe basic principles of first aid as they pertain to the ambulatory healthcare setting**
- II.C.6.      Analyze healthcare results as reported in:
  - a. graphs**
  - b. tables****
- III.C.1.      List major types of infectious agents**
- III.C.2.      Describe the infection cycle including:
  - a. the infectious agent**
  - b. reservoir**
  - c. susceptible host**
  - d. means of transmission**
  - e. portals of entry**
  - f. portals of exit****
- III.C.3.      Define the following as practiced within the ambulatory care setting:
  - a. medical asepsis**
  - b. surgical asepsis****
- III.C.4.      Identify methods of controlling the growth of microorganisms**
- III.C.5.      Define the principles of standard precautions**
- III.C.6.      Define personal protective equipment (PPE) for:
  - a. all body fluids, secretions, and excretions**
  - b. blood**
  - c. non-intact skin**
  - d. mucous membranes****
- III.C.7.      Identify Center for Disease Control (CDC) regulations that impact healthcare practice**
- V.C.16.      Differentiate between subjective and objective information**

**Psychomotor Domain**

- I.P.1.      Measure and record:
  - a. blood pressure**
  - b. temperature**
  - c. pulse**
  - d. respirations**
  - e. height****



- f. weight
    - g. length (infant)
    - h. head circumference (infant)
    - i. pulse oximetry
  - I.P.2. Perform:
    - a. electrocardiography
    - d. pulmonary function testing
  - I.P.3. Perform patient screening using established protocols
  - I.P.8. Instructor and prepare a patient for a procedure or a treatment
  - I.P.9. Assist provider with a patient exam
  - I.P.12. Produce up-to-date documentation of provider/professional level CPR
  - I.P.13. Perform first aid procedures for:
    - a. bleeding
    - b. diabetic coma or insulin shock
    - c. fractures
    - d. seizures
    - e. shock
    - f. syncope
  - II.P.4. Document on a growth
  - III.P.3. Perform handwashing
  - III.P.4. Prepare items for autoclaving
  - III.P.5. Perform sterilization procedures
  - III.P.6. Prepare a sterile field
  - III.P.7. Perform within a sterile field
  - III.P.8. Perform wound care
  - III.P.9. Perform dressing change
  - IV.P.1. Instruct a patient according to patient's dietary need
  - V.P.3. Use medical terminology correctly and pronounced accurately to communicate information to providers and patients
  - V.P.4. Coach patients regarding:
    - b. health maintenance
    - c. disease prevention
    - d. treatment plan
  - X.P.3. Document patient care accurately in the medical record
- Affective Domain**
- I.A.1. Incorporate critical thinking skills when performing patient assessment
  - I.A.2. Incorporate critical thinking skills when performing
  - III.A.1. Recognize the implications for failure to comply with the Center for Disease Control (CDC) regulations in healthcare settings
  - IV.A.1. Show awareness of patient's concerns regarding a dietary change



**V.A.4.      Explain to a patient the rationale for performing a procedure**

**GRADING METHODS:**

**ITINERARY:**