Warren County Community College

MED 181/681 Clinical Assisting
Course Master Syllabus

Course Information

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

Prerequisite(s): BIO 176/MED 676 – Intro to Anatomy/Pathology/Physiology
MED 177/677 -- Medical Terminology
MED 179/679 – Psychology & Theraputic Communication
MED 182/682 – Healthcare Law & Ethics
MED 185/685 – Insurance/Coding/Managed Care
MED 186/686 – Medical Office Procedures
MED 187/687 – Computerized Office Procedures

Corequisite(s): MED 178/678 -- Pharmacology & Medication Administration
MED 180/680 – Medical Office Laboratory
And the classes above if FT

Credits: 3

Hours: 3.5 (60 classroom hours) *Last class session 4 hours

Required Text(s): Blesi, M. (2025). *Medical assisting: Administrative & clinical competencies. 9th ed.* Cengage Learning.

Supplemental Materials:

Instructor Information

Instructor's Name:

Contact Information:

Office Hours:

Goals of the Medical Assisting Program

The medical assisting program at Warren County Community College endeavors to reach, at a minimum, the following goals: To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Students of the medical assisting program must accomplish these goals and competencies in order to be eligible for program completion. The curriculum is also designed to foster critical thinking, interpersonal skills, leadership skills, ethical sensitivity, and professional responsibility to perform all administrative and clinical competencies in the field of Medical Assisting. The program will support the institutional mission of the college (to build a community of learners through accessible, quality learning opportunities) and meet the needs and expectations of the communities of interest.

Class Core Competencies

The following core competencies are embedded in this curriculum:

- Communicate effectively in both speech and writing.
- 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.

Class Learning Assessment

Student Learning Outcomes	Suggested Means of Assessment
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

Student Learning Outcomes	Suggested Means of Assessment
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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Grading System

Letter Grade	Percentage Range
A	90 to 100 percent
B Plus (B+)	87 to 89.9 percent
B	80 to 86.9 percent
C Plus (C+)	77 to 79.9 percent
C	70 to 76.9 percent
D	60 to 69.9 percent
F	Below 60 percent

College Information

Disability Services

Disability Services Webpage

Statement and Policy on Cheating, Plagiarism, and Academic Conduct

Academic Conduct Policy (Policy 304) [PDF]

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.

Unauthorized use of Artificial Intelligence (AI) is prohibited unless the instructor explicitly permits it in the syllabus or assignments. If tools such as ChatGPT are permitted by an instructor to be used for an assignment, they should be used with caution and with proper citation. In all such cases, you may only use the specific tools identified as acceptable and you must adhere to the College's standards for attribution, validation, and transparency.

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.

Tutoring and Testing at the Instructional Support Center (ISC)

- Instructional Support Center (ISC) Webpage

WCCC Library Services

- WCCC Library Website

Citation Styles and Formatting

Work submitted for any Warren County Community College course must conform to the required formatting and citation style that are specified by the instructor. The Library and Instructional Support Center can assist students with formatting and citations for assignments and papers.

WCCC Attendance Expectations

The College expects students to attend and participate in all classes. This involves sharing discussions and lectures in class, as well as interacting with other students. Grades are based on the quality of work students complete in meeting the requirements for a particular course, as stated in the course syllabus and catalog description. Attendance, among other factors, may be an additional criterion for assigning grades. Students should realize that they are responsible for all class meetings and that work missed because of absences may affect their grades. Attendance in online classes is determined by the completion of assignments/ tests. Students who have not completed any assignments or tests will be considered non-attending and receive an NF grade in online classes.

Class Attendance Expectations

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

MAERB Core Curriculum Copentencies

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

Cognitive Domain

- I.C. 12 Identify basic principles of first aid
- II.C. 3 Analyze normal and abnormal results as reported in:

    a. graphs
- III.C.1 Identify 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 Identify 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.7 Identify the implications for failure to comply with Center for Disease Control (CDC) regulations in healthcare settings
- V.C.12 Identify subjective and objective information
- XII.C.1 Identify workplace safeguards
- XII.C.2 Identify safety techniques that can be used in responding to accidental exposure to:
    a. blood
    b. other body fluids
    c. needle sticks
    d. chemicals
- XII.C.5 Identify the purpose of Safety Data Sheets (SDS) in a healthcare setting

Psychomotor Domain

- I.P.1 Accurately measure and record:
    a. blood pressure
    b. temperature
    c. pulse
    d. respirations
    e. height
    f. weight (adult and infant)
    g. length (infant)
    h. head circumference (infant)
    i. oxygen saturation
- I.P.2 Perform:
    a. Electrocardiography

    b. pulmonary function testing
- I.P.3 Perform patient screening using established protocols
- I.P.8 Instruct and prepare a patient for a procedure or a treatment
- I.P.9 Assist provider with a patient exam
- I.P.12 Provide 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. stroke
    d. seizures
    e. environmental emergency
    f. syncope
- II.P.3 Document on a growth chart
- 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
- V.P.2 Correctly use and pronounce medical terminology in health care interactions
- V.P.3 Coach patients regarding:
    a. medical encounters
- X.P.3 Document patient care accurately in the medical record
- XII.P.1 Identify workplace safeguards
- XII.P.2 Demonstrate proper use of
    a. eyewash equipment

Grading Methods

Assignment	Points/Percentage
Tests and quizzes	50%
Papers/projects/work products	20%
Class participation	5%
Final Exam	25%

CAAHEP

CAAHEP requires that medical assisting students pass 100% of all psychomotor and affective domain objectives and competencies in order to be eligible for program completion. 75% or higher is considered passing for all courses and related competencies. Students may make 3 attempts to successfully complete each work product competency.

Late Work Policy

Late work is unacceptable unless prior arrangements have been made with the appropriate instructor.

Missed Exam Policy

Scheduled exams cannot be cut. Illness and excused absences are the exceptions. Absence for an exam or quiz will result in a 10% grade deduction on that assessment.

Students who miss a scheduled examination must make arrangements with the instructor and/or the ISC department to schedule a time to make up that exam.

Class Participation includes attendance. Students will realize a 10% deduction for each absence. In order to achieve full credit for Participation, students must attend all scheduled sessions, come to class prepared, and participate fully.

*Please refer to Medical Assisting Program Policy in the Medical Assisting Handbook.

Itinerary

Unit	Readings/Assignments
1	31-Infection Control and Medical Asepsis
2	32-The Medical History and Patient Screening
3	33-Body Measurements and Vital Signs
4	33-Body Measurements and Vital Signs
5	34 Preparing for Examinations 35- The Physical Examination

Unit	Readings/Assignments
6	47-Preparing for Surgery 48-Assisting with Minor Surgery
7	48-Assisting with Minor Surgery
8	48-Assisting with Minor Surgery
9	46- Radiology Procedures
10	38- Pediatric Examinations
11	36-Specialty Examinations and Procedures
12	39-Geriatrics 37-OB/GYN Examinations
13	45- Cardiology Procedures
14	45- Cardiology Procedures
15	45- Cardiology Procedures
16	53-Emergencies in the Medical office 54-First Aid for Accidents and Injuries
17	Final Examination