Piedmont Technical College Course Syllabus

COURSE INFORMATION

Course Prefix/Number: MED 114

Title: Medical Assisting Clinical Procedures

Responsible Division: Health Care

Last Day to Withdraw from this Course: For the last date to withdraw from this course, consult the current *Student Calendar*.

Course Description:

For course, credit hour, pre-requisite(s) and co-requisite(s) information, visit the Detailed Course Information page: www.ptc.edu/courses/MED114.

Textbook and Other Materials:

For textbook information and additional required and/or supplemental materials, visit the college bookstore (www.ptc.edu/bookstore).

Proctored Examinations:

Proctored examinations for distance learning courses taken at non-PTC campuses may require a proctoring fee for each exam taken.

COURSE POLICIES

Course policies are available online through the *Academic Catalog* and *Student Handbook*. Visit the Course Policies page (www.ptc.edu/syllabus/policies) for a detailed list of important policies and more information.

GRADE POLICY

Detailed grading policy information can be found on the Grading Policy webpage (http://www.ptc.edu/grading-policy). Final grade appeal information is available in the *Academic Catalog* (http://www.ptc.edu/catalog/).

Revision Date: 2/2/2021

ACCOMMODATIONS

Accommodations for ADA:

Information is available on the Student Disability Services webpage (http://www.ptc.edu/ada).

TITLE IX HARASSMENT AND SEXUAL ASSAULT INFORMATION

In accordance with Title IX of the Education Amendments of 1972, Piedmont Technical College does not discriminate on the basis of sex in its education programs or activities. Title IX protects students, employees, and applicants from sex discrimination in admissions and employment to include discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. More information regarding Title IX, including contact information for the Title IX coordinators, is available at Title IX Harassment and Sexual Assault Information (https://www.ptc.edu/about/legal-disclosures/title-ix-harassment-and-sexual-assault-information).

RATIONALE

Why do I need this course?

This course covers examination techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures.

PROGRAM INFORMATION

For program information including required courses, program learning outcomes, gainful employment information and advisement information, refer to the Academic Program webpage. Go to Academics (http://www.ptc.edu/academics), select your program, and then select Credentials Offered.

MAERB CORE CURRICULUM OBJECTIVES AND COMPETENCIES:

Upon successful completion of this course and/or clinical, each student will be able to demonstrate knowledge and competency of the subject matter listed below:

Cognitive

I.C Anatomy and Physiology

1. Describe structural organization of the human body

2. Identify body systems

3. Describe body planes, directional terms, quadrants, and cavities

4. List major organs in each body system

5. Identify the anatomical location of major organs in each body system

6. Compare structure and function of the human body across the life span

7. Describe the normal function of each body system

8. Identify common pathology related to each body system including: Signs, symptoms and etiology

9. Analyze pathology for each body system including diagnostic measures and treatment modalities.

III.C Infection Control

1. List major types of infectious agents

2. Describe the infection cycle including the infectious agent, reservoir, susceptible host, means of transmission, and portals of entry

3. Define the following as practiced within an ambulatory care setting: medical asepsis and surgical asepsis

4. Identify methods of controlling the growth of microorganisms

5. Define the principles of standard precautions

6. Define personal protective equipment (PPE) for: all body fluids, secretions and excretions, blood, non-intact skin and mucous membranes

7. Identify Center for Disease Control (CDC) regulations that impact healthcare practice.

IV.C Nutrition

1. Describe dietary nutrients including: fats, proteins, minerals, electrolytes, vitamins, fiber and water

2. Define 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

V.C Concepts of Effective Communication

9. Identify medical terms labeling the word parts

10. Define medical terms and abbreviations related to all body systems

16. Differentiate between subjective and objective information

XII.C Protective Practices

7. Identify principles of body mechanics and ergonomics

Psychomotor

I.P Anatomy and Physiology

1. Measure and record blood pressure, temperature, pulse, respirations, height, weight, length (infant), head circumference (infant) and pulse oximetry

2. Perform:

d. pulmonary function testing.

3. Perform patient screening using established protocols

8. Instruct and prepare a patient for a procedure or a treatment

9. Assist provider with a patient exam

II.P Applied Mathematics

4. Document on a growth chart

III.P Infection Control

1. Participate in bloodborne pathogen training

2. Select appropriate barrier/personal protective equipment (PPE)

3. Perform handwashing

4. Prepare items for autoclaving

5. Perform sterilization procedures

6. Prepare a sterile field

7. Perform within a sterile field

8. Perform wound care

9. Perform dressing change

10. Demonstrate proper disposal of biohazardous material:

a. regulated waste

IV.P Nutrition

1. Instruct patient according to patient's special dietary needs.

V.P Concepts of Effective Communication

4. Coach patients regarding:

a. treatment plan

11. Report relevant information concisely and accurately

X.P Legal Implications

2. Apply HIPAA rules in regard to privacy, and release of information

3. Document patient care accurately in the medical record

5. Perform compliance reporting based on public health status

XII.P Protective Practices

3. Use of proper body mechanics

4. Participate in a mock exposure event with documentation of specific steps

Affective

I.A Anatomy and Physiology

1. Incorporate critical thinking skills when performing patient assessment

2. Incorporate critical thinking skills when performing patient care

3. Show awareness of a patient's concerns related to the procedure being performed

III.A Infection Control

1. Recognize the implications for failure to comply with Center of Disease Control (CDC) regulations in healthcare settings

IV.A Nutrition

1. Show awareness of patient's concerns regarding a dietary change

V.A Concepts of Effective Communication

4. Explain to a patient the rationale for performance of a procedure

Medical Assisting students must obtain a passing score of 100% satisfaction on 100% of all psychomotor and affective competencies in all Medical Assisting courses to progress. Students will be allowed three attempts to successfully pass a psychomotor or affective competency. A grade of pass or fail only is given. Failure to pass a psychomotor or affective competency in three attempts will result in the student failing the course resulting in dismissal from the program.

Revision Date: 2/2/2021

GENERAL EDUCATION COMPETENCIES

Piedmont Technical College General Education Competencies for All Graduates:

This course may address one or more of the following General Education Competencies (assessment will be stated when applicable):

Communicate effectively.

Assessment:

Writing assignments, skills demonstration, role play exercises, and critical thinking exercises

Apply mathematical skills appropriate to an occupation.

Assessment:

Mathematical computations

Employ effective processes for resolving problems and making decisions.

Assessment:

Writing assignments, skills demonstration, role play exercises, and critical thinking exercises

Demonstrate the basic computer skills necessary to function in a technological world.

Assessment:

Assignments submitted through D2L, web assignments, PowerPoints

To validate proficiency in the general education competencies, students in some programs will be tested using Work Keys.