

ITT Technical Institute
ME1431
Clinical Medical Assisting
Onsite and Online Course

SYLLABUS

Credit hours: 4.5


Contact/Instructional hours: 56 (34 Theory Hours, 22 Lab Hours)

Prerequisite(s) and/or Corequisite(s):

Prerequisite: AP2630 Human Anatomy and Physiology II or equivalent

Course Description:

This course introduces the knowledge and skills commonly performed by the clinical medical assistant. Topics include infection control, blood-borne pathogens, universal precautions, asepsis, vital signs, medical histories, diagnostic procedures, nutrition, minor surgery, wound care, patient education, and assisting with pediatric and geriatric patients.



COURSE SUMMARY

COURSE DESCRIPTION

This course introduces the knowledge and skills commonly performed by the clinical medical assistant. Topics include infection control, blood-borne pathogens, universal precautions, asepsis, vital signs, medical histories, diagnostic procedures, nutrition, minor surgery, wound care, patient education and assisting with pediatric and geriatric patients.

MAJOR INSTRUCTIONAL AREAS

1. Development of medical assistant clinical skills
2. Practicing medical assistant clinical skills
3. Assisting in physical examinations
4. Patient education

COURSE LEARNING OBJECTIVES

By the end of this course, you should be able to:

1. Examine the role of the medical assistant in preparing for and assisting with routine examinations and across the life span.
2. Explain the medical assistant's role in diagnostic and laboratory procedures.
3. Demonstrate clinical competency assisting with physical examinations.
4. Demonstrate clinical competency in instrument sterilization and infection control.
5. Discuss patient nutrition, wellness, and health promotion.
6. Demonstrate clinical competency assisting with minor surgeries.
7. Examine the differences in assisting with the pediatric and geriatric populations and demonstrate clinical competency in age-specific care.
8. Demonstrate clinical competency in emergency medical procedures.

COURSE OUTLINE

MODULE 1: STERILIZATION AND INFECTION CONTROL

COURSE LEARNING OBJECTIVES COVERED

- Examine the role of the medical assistant in preparing for and assisting with routine examinations and across the life span.
- Demonstrate clinical competency in instrument sterilization and infection control.

TOPICS COVERED

- Medical Assisting as a Profession
- History, Education, and Role
- Human Body: Levels of Organization
- Chemistry, Genetics, and Heredity
- Asepsis and the Infection Control System
- OSHA Guidelines
- Multidrug-Resistant Organisms and Bioterrorism

MODULE LEARNING ACTIVITIES	GRADE D	OUT-OF- CLASS TIME
Reading: Beaman, N., Fleming-McPhillips, L., Routh, K., Gohsman, R., & Reagan, S., Chapters 1, 21, and 34	No	4.5 hr
Lesson: Study the lesson for this module.	No	1 hr
Exercise: Submit the exercise titled “Body Structure and Function and Infection Control.”	Yes	3.5 hr
Lab: Complete the lab titled “Sterilization and Infection Control.”	Yes	N/A

Total Out-Of-Class Activities: 9 Hours

MODULE 2: MEDICAL SPECIALTY

COURSE LEARNING OBJECTIVES COVERED

- Examine the role of the medical assistant in preparing for and assisting with routine examinations and across the life span.
- Demonstrate clinical competency assisting with physical examinations.

TOPICS COVERED

- Patient Interview
- Correct Documentation
- Vital Signs Recording
- Examination Room Preparation
- Physical Examination Assistance
- Assisting the Physician
- Role of the Medical Assistant in Medical Specialties

MODULE LEARNING ACTIVITIES	GRADE D	OUT-OF- CLASS TIME
Reading: Beaman, N., Fleming-McPhillips, L., Routh, K., Gohsman, R., & Reagan, S., Chapters 35, 36, and 37	No	8.5 hr
Lesson: Study the lesson for this module.	No	2 hr
Quiz: Prepare for Quiz 1.	No	1.5 hr
Discussion: Participate in the discussion titled “Role of a Medical Assistant.”	Yes	N/A
Exercise: Submit the exercise titled “Vital Signs and Physical Examination.”	Yes	4 hr
Lab: Complete the lab titled “Assisting with Physical Examinations and Medical Specialties.”	Yes	N/A
Quiz: Take Quiz 1.	Yes	N/A

Total Out-Of-Class Activities: 16 Hours

MODULE 3: MINOR SURGERY, MEDICAL EMERGENCIES, AND LABORATORY PROCEDURES

COURSE LEARNING OBJECTIVES COVERED

- Explain the medical assistant's role in diagnostic and laboratory procedures.
- Demonstrate clinical competency assisting with minor surgeries.
- Demonstrate clinical competency in emergency medical procedures.

TOPICS COVERED

- Surgical Assisting
- Preparing the Patient and Providing Postoperative Patient Care
- Medical Emergency Assistance
- Clinical Laboratory and Patient Care
- Clinical Laboratory Personnel
- Laboratory Hazard and Safety
- Medical Assistance in Microbiology
- Diagnosing Infection and Serology Testing
- Specimen Collection and Transportation

MODULE LEARNING ACTIVITIES	GRADE D	OUT-OF- CLASS TIME
Reading: Beaman, N., Fleming-McPhillips, L., Routh, K., Gohsman, R., & Reagan, S., Chapters 42, 43, 44, and 45	No	9 hr
Lesson: Study the lesson for this module.	No	2 hr
Quiz: Prepare for Quiz 2.	No	1.5 hr
Discussion: Participate in the discussion titled "Performing a Minor Surgical Procedure."	Yes	N/A
Exercise: Submit the exercise titled "Medical Assisting in Surgery, Emergency, and Laboratories."	Yes	4.5 hr
Lab: Complete the lab titled "Assisting with Minor Surgery and Laboratory Safety."	Yes	N/A
Quiz: Take Quiz 2.	Yes	N/A

Total Out-Of-Class Activities: 17 Hours

MODULE 4: URINE, BLOOD, CARDIAC, AND PULMONARY TESTING

COURSE LEARNING OBJECTIVES COVERED

- Explain the medical assistant's role in diagnostic and laboratory procedures.

TOPICS COVERED

- Medical Assisting in Urinalysis and Hematology
- Blood Specimen Collection and Routine Blood Tests
- Medical Assisting in Electrocardiogram
- Other Special Procedures in Electrocardiography
- Pulmonary Function Tests
- Pulmonary Treatment

MODULE LEARNING ACTIVITIES	GRADE D	OUT-OF- CLASS TIME
Reading: Beaman, N., Fleming-McPhillips, L., Routh, K., Gohsman, R., & Reagan, S., Chapters 46, 47, 49, and 50	No	8 hr
Lesson: Study the lesson for this module.	No	2 hr
Quiz: Prepare for Quiz 3.	No	1.5 hr
Discussion: Participate in the discussion titled "Medical Assisting in Urinalysis."	Yes	N/A
Exercise: Submit the assignment titled "Medical Assistance in Urinalysis, Hematology, Electrocardiography, and Pulmonary Function."	Yes	4.5 hr
Lab: Complete the lab titled "Urine, Blood, Electrocardiography, and Pulmonary Function Testing."	Yes	N/A
Quiz: Take Quiz 3.	Yes	N/A

Total Out-Of-Class Activities: 16 Hours

MODULE 5: RADIOLOGY AND ASSISTING ACROSS THE LIFE SPAN

COURSE LEARNING OBJECTIVES COVERED

- Examine the role of the medical assistant in preparing for and assisting with routine examinations and across the life span.
- Explain the medical assistant's role in diagnostic and laboratory procedures.
- Examine the differences in assisting with the pediatric and geriatric populations and demonstrate clinical competency in age-specific care.

TOPICS COVERED

- Assisting in Pediatrics and Geriatrics
- Pediatric Office
- Pediatric Patient Handling
- Legal and Medical Decisions in Geriatrics
- Safety Guidelines
- Assisting in Radiology
- Preparing and Positioning the Patient
- Diagnostic Imaging and Processing X-Ray Films
- Storage and Records

MODULE LEARNING ACTIVITIES	GRADE D	OUT-OF- CLASS TIME
Reading: Beaman, N., Fleming-McPhillips, L., Routh, K., Gohsman, R., & Reagan, S., Chapters 40, 41, and 48	No	6 hr
Lesson: Study the lesson for this module.	No	1.5 hr
Quiz: Prepare for Quiz 4.	No	1.5 hr
Discussion: Participate in the discussion titled "Medical Assisting in Radiology, Geriatrics, and Pediatrics."	Yes	N/A
Exercise: Submit the exercise titled "Pediatrics, Geriatrics, and Radiology."	Yes	4.5 hr
Lab: Complete the lab titled "Assisting with Radiology and Life Specialties."	Yes	N/A
Quiz: Take Quiz 4.	Yes	N/A

Total Out-Of-Class Activities: 13.5 Hours

MODULE 6: NUTRITION AND WELL BEING

COURSE LEARNING OBJECTIVES COVERED

- Examine the role of the medical assistant in preparing for and assisting with routine examinations and across the life span.
- Explain the medical assistant's role in diagnostic and laboratory procedures.
- Demonstrate clinical competency assisting with physical examinations.
- Demonstrate clinical competency in instrument sterilization and infection control.
- Discuss patient nutrition, wellness, and health promotion.
- Demonstrate clinical competency assisting with minor surgeries.
- Examine the differences in assisting with the pediatric and geriatric populations and demonstrate clinical competency in age-specific care.
- Demonstrate clinical competency in emergency medical procedures.

TOPICS COVERED

- Medical Assisting in Patient Education
- Teaching a Patient
- Teaching Methods and Strategies
- Developing a Teaching Plan
- Nutrition and Dietary Guidelines

MODULE LEARNING ACTIVITIES	GRADE D	OUT-OF- CLASS TIME
Reading: Beaman, N., Fleming-McPhillips, L., Routh, K., Gohsman, R., & Reagan, S., Chapters 55 and 56	No	3 hr
Lesson: Study the lesson for this module.	No	1 hr
Final Exam: Prepare for the final exam.	No	5 hr
Lab: Complete the lab titled "Community Resource Brochure and Comprehensive Evaluation."	Yes	N/A
Final Exam: Take the final exam.	Yes	N/A

Total Out-Of-Class Activities: 9 Hours

EVALUATION AND GRADING

EVALUATION CRITERIA

The graded assignments will be evaluated using the following weighted categories:

Category	Weight
Discussion	20%
Exercise	25%
Quiz	10%
Lab	25%
Final Exam	20%
TOTAL	100%

GRADE CONVERSION

The final grades will be calculated from the percentages earned in the course, as follows:

Grade	Percentage
A (4.0)	90–100%
B+ (3.5)	85–89%
B (3.0)	80–84%
C+ (2.5)	75–79%
C (2.0)	70–74%
D+ (1.5)	65–69%
D (1.0)	60–64%
F (0.0)	<60%

LEARNING MATERIALS AND REFERENCES

REQUIRED RESOURCES

COMPLETE TEXTBOOK PACKAGE

- Beaman, N., Fleming-McPhillips, L., Routh, K., Gohsman, R., & Reagan, S. (2011). *Comprehensive medical assisting: Administrative and clinical competencies (2nd ed.)*. Upper Saddle River, NJ: Pearson Education.
- Beaman, N., Fleming-McPhillips, L., Routh, K., Gohsman, R., Reagan, S., & Tyler, L. (2011). *Student workbook for Pearson's comprehensive medical assisting (2nd ed.)*. Upper Saddle, NJ: Pearson Education.

RECOMMENDED RESOURCES

- Professional Associations
 - American Association of Medical Assistants (<http://www.aama-ntl.org/>)
- ITT Tech Virtual Library (accessed via Student Portal | <https://studentportal.itt-tech.edu>)
 - School of Study> Breckinridge School of Nursing and Health Sciences> Research Guides> Medical Assisting and Administration> Recommended Reference Books>
 - Eagle, S. (2009). *The professional medical assistant: an integrated, teamwork-based approach*. Philadelphia: F.A. Davis Co.
 - Fuqua, T. (2009). *Medical assisting PDQ*. Edinburgh: Elsevier Saunders.
 - Sullivan, D.D. (2012). *Guide to clinical documentation. (2nd ed.)*. Philadelphia: F.A. Davis Co.
 - Van Leeuwen, A.M. (2013). *Davis's comprehensive handbook of laboratory & diagnostic tests with nursing implications. (5th ed.)*. Philadelphia: F.A. Davis Co.

INSTRUCTIONAL METHODS AND TEACHING STRATEGIES

The curriculum employs a variety of instructional methods that support the course objectives while fostering higher cognitive skills. These methods are designed to encourage and engage you in the learning process in order to maximize learning opportunities. The instructional methods include but are not limited to lectures, collaborative learning options, use of technology, and hands-on activities.

To implement the above-mentioned instructional methods, this course uses several teaching strategies, such as hands-on labs, review exercises, and lessons. Your progress will be regularly assessed through a variety of assessment tools including discussions, labs, exercises, quizzes, and a final exam.

OUT-OF-CLASS WORK

For purposes of defining an academic credit hour for Title IV funding purposes, ITT Technical Institute considers a quarter credit hour to be the equivalent of: (a) at least 10 clock hours of classroom activities and at least 20 clock hours of outside preparation; (b) at least 20 clock hours of laboratory activities; or (c) at least 30 clock hours of externship, practicum or clinical activities. ITT Technical Institute utilizes a “time-based option” for establishing out-of-class activities which would equate to two hours of out-of-class activities for every one hour of classroom time. The procedure for determining credit hours for Title IV funding purposes is to divide the total number of classroom, laboratory, externship, practicum and clinical hours by the conversion ratios specified above. A clock hour is 50 minutes.

A credit hour is an artificial measurement of the amount of learning that can occur in a program course based on a specified amount of time spent on class activities and student preparation during the program course. In conformity with commonly accepted practice in higher education, ITT Technical Institute has institutionally established and determined that credit hours awarded for coursework in this program course (including out-of-class assignments and learning activities described in the “Course Outline” section of this syllabus) are in accordance with the time-based option for awarding academic credit described in the immediately preceding paragraph.

ACADEMIC INTEGRITY

All students must comply with the policies that regulate all forms of academic dishonesty or academic misconduct. For more information on the academic honesty policies, refer to the Student Handbook and the School Catalog.

INSTRUCTOR DETAILS

Instructor Name	
Office Hours	
Contact Details	

(End of Syllabus)