Faculty is required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Academic Affairs and Standards Council.

DEPT. MEDA COURSE NUMBER: 1105

NUMBER OF CREDITS: 3

COURSE TITLE: Clinical Procedures I

CATALOG DESCRIPTION: Teaches the fundamentals of the clinical aspect of medical assisting, and includes learning to perform specific skills. Areas taught include communication and professionalism, basic principles of psychology, medical asepsis, the medical assistant’s role in assisting with the medical exam, eye and ear procedures, physical agents that promote tissue healing, care of instruments, and documentation.

AUDIENCE: Medical assistant students, students considering a career in medical assisting, and anyone wishing to update or enhance their knowledge in this area of health care.

FULFILLS MN TRANSFER CURRICULUM AREA(S) (Leave blank if not applicable)
Area: by meeting the following competencies:
Area: by meeting the following competencies:
Area: by meeting the following competencies:

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: It is recommended that BIOL2245 – Medical Terminology and HC1151 – Body Structure and Function be taken before or concurrently with this class.

LENGTH OF COURSE: 2 lecture hours and 2 lab hours weekly for one semester

This course is usually offered:
Every other year □ fall X□ spring □ summer □ undetermined □

Four goals are emphasized in courses at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT: The academic objectives of this course are to help students to achieve the first level of knowledge and skill needed for the clinical medical assistant through exposure to the content in the classroom and lab.

2) THINKING SKILLS: This course will help students improve the effectiveness of their thinking skills through opportunities to perform clinical skills while applying knowledge of the rationale for each required step.
3) **COMMUNICATIONS SKILLS:** This course will help students improve their oral and written communication skills through demonstration of appropriate verbal and nonverbal communication techniques in each mock encounter with patients, co-workers and physicians. They will also demonstrate the ability to document accurately in the medical record.

4) **HUMAN DIVERSITY:** This course will help students recognize, understand, and appreciate human diversity through exploring their own feelings towards people of different cultures, value systems and socioeconomic status; and applying what they’ve learned in order to deliver patient care in a nonjudgmental way.

**TOPICS TO BE COVERED:**

Basic principles of psychology, developmental stages of the lifecycle; effects of heredity, culture & environment on behavior; professionalism, communication, medical records and documentation, obtaining a medical history, medical asepsis, anthropometric measurements, vital signs, physical exam set-up and sequence, eye/ear exams and procedures, physical agents that promote tissue healing, and sterilization and disinfection.

**LIST OF EXPECTED COURSE OUTCOMES:**

1. Discuss basic principles of psychology.
2. Discuss the developmental stages of the lifecycle.
3. Understand the effects of heredity, culture & environment on behavior.
4. Exhibit dependability and professionalism.
5. Recognize and demonstrate therapeutic communication techniques.
6. Differentiate medical record components and subjective/objective chart data.
7. Demonstrate accurate medical record documentation.
8. Perform a thorough patient interview for medical history.
9. Understand the importance of medical asepsis, and incorporate it into all skills.
10. Describe anthropometric measurements.
11. Measure heights and weights of adults accurately.
12. Measure accurate oral, axillary, tympanic and temporal artery temperatures using electronic thermometers.
14. Describe normal ranges of vital signs and factors which may influence variations from the norm.
15. Describe general physical exam set-up and sequence, and exam techniques.
16. Demonstrate physical exam set-up, including patient positioning/draping.
17. Simulate assisting with the physical exam.
18. Identify instruments used in a general physical exam.
19. Describe eye and ear exams and procedures.
20. Demonstrate Snellen testing for visual acuity.
22. Perform eye and ear instillations.
24. Understand basic principles of physical agents that promote tissue healing.
25. Demonstrate proper use of wheelchairs, crutches, canes, & walkers.
27. Demonstrate sanitization, disinfection & sterilization of instruments.
28. Understand mechanics and use of the autoclave.
29. Correctly wrap packages for autoclaving.

LEARNING/TEACHING TECHNIQUES used in the course are:
X Collaborative Learning    □ Problem Solving
□ Student Presentations    X Interactive Lectures
□ Creative Projects        X Individual Coaching
X Lecture                 X Films/Videos/Slides
X Demonstrations          X Other (describe below)
X Lab

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:
X Reading                 X Tests              □ Individual Projects
□ Oral Presentations     □ Worksheets         □ Collaborative Projects
X Textbook Problems      □ Papers             □ Portfolio
□ Group Problems         □ Term Paper
X Other (describe below)
  Performance exams to test competency of skills
  Electronic Health Records assignments

EXPECTED STUDENT LEARNING OUTCOMES:

Students will master the fundamentals of the clinical aspect of medical assisting, including the performance of specific skills. See expected course outcomes.

The information in this course outline is subject to revision

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

To receive reasonable accommodatons for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or via your preferred Telecommunications Relay Service.

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