COURSE OUTLINE

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: 2110

NUMBER OF CREDITS: 4

COURSE TITLE: Clinical Procedures II

CATALOG DESCRIPTION: Reinforces the fundamental aspects of clinical medical assisting taught in Clinical Procedures I and expands into surgical asepsis, minor office surgery and wound care. The specialty areas of OB/GYN, pediatrics, colon procedures and male reproductive health are explored. Dosage calculations and medication administration techniques are also taught. Included is the performance of specific skills related to each area of study.

AUDIENCE: Medical assistant students

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

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: MEDA1105 – Clinical Procedures I

LENGTH OF COURSE: 2 lecture hours and 4 lab hours weekly for one semester

THIS COURSE IS USUALLY OFFERED:
Every other year □ fall □ spring X 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 an advancing 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 to advance their critical thinking skills through continued opportunities to apply knowledge in classroom and laboratory situations.
3) **COMMUNICATIONS SKILLS:** This course will help students improve their oral and written communication skills through consistent use of appropriate verbal and nonverbal communication techniques in each mock encounter with patients, co-workers and physicians. They will also advance their ability to document accurately in the medical record.

4) **HUMAN DIVERSITY:** This course will help students continue to recognize, understand, and appreciate human diversity and consistently demonstrate the ability to deliver patient care in a nonjudgmental way.

**TOPICS TO BE COVERED:**

Surgical Asepsis, minor office surgery, wound care, ostomy care, the specialty areas of OB/GYN and pediatrics, colon procedures, male reproductive health, urinary catheterization, colon procedures, male reproductive health, and basic principles of radiology. Dosage calculations and medication administration: review of fractions/decimals/ratios/percent, the metric system of measurement, conversions using ratio & proportion, calculating oral and parenteral drug dosages for adults and pediatric patients, equipment used in medication administration, interpreting the medication order, understanding medication labels, the seven rights of medication administration, accurate administration of oral, topical and parenteral drugs, medication and immunization records, medication errors, patient and family education.

**LIST OF EXPECTED COURSE OUTCOMES:**

1. Exhibit dependability and professionalism.
2. Demonstrate therapeutic communication techniques.
3. Accurately document patient care and procedures.
4. Discuss basic principles of surgical asepsis.
5. Identify surgical instruments.
6. Perform sterile gloving.
7. Set up and maintain a sterile field.
8. Demonstrate preparing the patient and assisting the physician with minor surgery.
11. Demonstrate bandaging techniques.
12. Discuss common minor office surgeries.
13. Identify types of ostomies.
14. Discuss ostomy care.
15. Discuss basic principles of caring for the OB/GYN client.
16. Demonstrate set-up and assistance with a gynecological exam.
17. Discuss the progression of pregnancy including fetal development, common discomforts, physiological and psychological changes.
18. Demonstrate the medical assistant's role in prenatal exams.
19. Discuss common complications of pregnancy and post-partum.
20. Discuss basic principles of caring for the pediatric client.
22. Measure length, weight, head circumference and chest circumference of infants accurately.
23. Plot infant and child anthropometric measurements on growth charts accurately.
24. Describe colon procedures, including FOB testing, sigmoidoscopy and colonoscopy.
26. Understand the basic principles of male reproductive health.
27. Discuss urinary catheterization and catheter care.
28. Perform a simulated quick-cath.
29. Discuss the basic principles of radiology, including safety guidelines.
30. Demonstrate an understanding of basic math concepts: fractions, decimals, ratios and percentages.
31. Demonstrate an understanding of the metric system as it applies to measurements used in healthcare and dosage calculations.
32. Complete conversions using ratio and proportion.
33. Calculate adult and pediatric dosages for oral and parenteral medications.
34. Identify the correct equipment needed for oral, topical and parenteral drug administration.
35. Interpret medication orders.
36. Read medication labels accurately.
37. List the seven rights of medication administration.
38. Prepare medication for injection, demonstrating accuracy when reconstituting powdered drugs and withdrawing medication from an ampule or a vial.
39. Locate intramuscular injection sites accurately.
40. Demonstrate accurate and safe medication administration per oral, topical, ID, SC, and IM routes.
41. Maintain accurate medication and immunization records.
42. Discuss responsibilities with medication error.
43. Perform and document patient and family education appropriate to each clinical situation.

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.

**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 accommodations 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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