

Central Arizona College

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HPM 140 Medical Assisting Skills I

Catalog Description:	Medical record, medical asepsis and the OSHA Standard, sterilization and disinfection, vital signs, the physical examination, eye and ear assessment and procedures, physical agents to promote tissue healing, gynecologic, prenatal, and pediatric examinations, minor office surgery and administration of medication.
Credit Hours:	4
Effective Term:	Fall 2011
Teaching Methods:	Lab Lecture
Modalities:	Face to Face Hybrid Online
Prerequisite(s):	RDG094 and Instructor consent
Corequisite(s):	None
Times for Credit:	1
Grading Option:	A/F
Credit Breakdown:	3 Lectures, 3 Labs
Cross Listed:	None
Learning Outcomes:	<p>Upon completion of the course, the student will be able to demonstrate incorporating cognitive knowledge in performance of the psychomotor and affective domains in the following:</p> <ol style="list-style-type: none">1. (Application Level) Demonstrate entry-level clinical procedures.2. (Application Level) Apply basic mathematics to medical procedures.3. (Application Level) Apply microbiology/infection control practices during medical procedures.4. (Analysis Level) Analyze and apply the concepts of effective professional communication as used in the medical setting.5. (Analysis Level) Appraise current legal and ethical considerations appropriate to the clinical medical setting.6. (Application Level) Use correct safety and emergency practices in the clinical medical setting.

Standards/Assessments: Students will demonstrate all of the Learning Outcomes competencies accurately and correctly given the necessary theory, equipment, performance requirements, and time limits for each procedure.

1. Demonstrate effective and correct entry-level clinical procedures including:
 - A. Obtain vital signs.
 - B. Perform patient screening using established protocols.
 - C. Select proper sites for administering parenteral medication.
 - D. Administer oral medications.
 - E. Administer parenteral (excluding IV) medications.
 - F. Assist physician with patient care.
 - G. Perform quality control measures.
 - H. Apply critical thinking skills in performing patient assessment and care.
 - I. Use language/verbal skills that enable patients' understanding.
 - J. Demonstrate respect for diversity in approaching patients and families.

2. Correctly apply basic mathematics to medical procedures requiring calculations including:
 - A. Prepare proper dosages of medication for administration.
 - B. Maintain growth charts.
 - C. Verify ordered doses/dosages prior to administration.

3. Apply proper microbiology/infection control practices during medical procedures including:
 - A. Participate in training on Standard Precautions.
 - B. Practice Standard Precautions and select appropriate barrier/personal protective equipment (PPE) for potentially infectious situations.
 - C. Perform handwashing.
 - D. Prepare items for autoclaving and perform sterilization procedures.
 - E. Obtain specimens for microbiological testing.
 - F. Display sensitivity to patient rights and feelings in collecting specimens.
 - G. Explain the rationale for performance of a procedure to the patient.
 - H. Show awareness of patients' concerns regarding their perceptions related to the procedures being performed.

4. Analyze and apply the concepts of effective professional communication as used in the medical setting including:

- A. Use reflective, restatement, and clarification techniques to obtain a patient history.
- B. Report relevant information to others succinctly and accurately using medical terminology correctly.
- C. Instruct patients according to their needs to promote health maintenance and disease prevention and to explain general office policies.
- D. Prepare a patient for procedures and/or treatments.
- E. Document patient care and patient education.
- F. Respond effectively to nonverbal communications.
- G. Advocate on behalf of patients.
- H. When communicating with patients, family and staff, demonstrate empathy, active listening skills, use of appropriate body language and other nonverbal skills, and awareness of territorial boundaries between people.
- I. Demonstrate sensitivity appropriate to the message being delivered and recognition of the patient's level of understanding in communications.
- J. Demonstrate awareness of how an individual's personal appearance affects anticipated responses.
- K. Analyze communications in providing appropriate responses/feedback.
- L. Recognize and protect personal boundaries in communicating with others.
- M. Demonstrate respect for individual diversity, incorporating awareness of one's own biases in areas including gender, race, religion, age, and economic status.

5. Appraise current legal implications and ethical considerations appropriate to the clinical medical setting and respond professionally including:

- A. Respond to issues of confidentiality and apply HIPAA rules in regard to privacy/release of information.
- B. Perform within scope of practice and practice within the standard of care for a medical assistant and recognize the consequences of not working with the legal scope of practice.
- C. Incorporate the Patient's Bill of Rights into personal practice and medical office policies and procedures.
- D. Document accurately in the patient record.

- E. Apply local, state, and federal health care legislation and regulations appropriate to the medical assisting practice setting.
- F. Demonstrate sensitivity to patient rights.
- G. Recognize the importance of local, state, and federal legislation and regulations in the practice setting.
- H. Report illegal and/or unsafe activities and behaviors that affect health, safety, and welfare of others to proper authorities.
- I. Apply ethical behaviors, including honesty/integrity in performance of medical assisting practice.
- J. Demonstrate awareness of diversity in providing patient care.

6. Use correct safety and emergency practices in the clinical medical setting including:

- A. Comply with safety signs, symbols, and labels.
- B. Evaluate the work environment to identify safe vs. unsafe working conditions.
- C. Demonstrate proper use of the following equipment: eyewash, fire extinguishers, and Sharps disposal containers.
- D. Demonstrate methods of fire prevention in the healthcare setting.
- E. Use proper body mechanics.
- F. Recognize the effects of stress on all persons involved in emergency situation.
- G. Demonstrate self awareness in responding to emergency situations.

1. The Standards are based on the Appendix B Core Curriculum for Medical Assistants Medical Assisting Education Review Board (MAERB) 2008 Curriculum Plan. See Attachment below for the Standards.

2. This course is competency-based education that emphasizes skills and evaluates mastery of those skills according to the actual learner's performances. Each competency listed in the attached document of Appendix B Core Curriculum 2008 Plan must be completed with accuracy, according to the correct procedures, and within the time frame allowed.

AAMA Web Site:
<http://www.aama-ntl.org/>

<http://maerb.org/Educators/tabid/61/Default.aspx>
This site is the list of AAMA Master Competency Check Sheet.

CAAHEP Web Site Appendix B for Standards and Guidelines: Appendix B:
<http://www.caahep.org/Documents/MAStandards2008.pdf>
Please scroll to p. 10-18 to see Appendix B or see attachment below.

For the CAAHEP Standards and Guidelines: Appendix B Core Curriculum for Medical Assistants Medical Assisting Education Review Board (MAERB) 2008 Curriculum Plan, please click on the attachment below. The areas that apply to HPM140 have been highlighted in yellow in the following sections:

1. Foundations for Clinical Practice IP and IA.
2. Applied Mathematics IIP and IIA.
3. Applied Microbiology/Infection Control IIIP and IIIA.
4. Applied Communications IVP and IVA.
5. Medical Law and Ethics IXP and IXA.
6. Safety and Emergency Practices XIIP and XIA.

This course cover the highlighted competencies. The rest of the competencies are covered in other courses.

AGEC/ Special Requirements:	None
Revised:	September 2010