

# Central Arizona College

8470 N. Overfield Road

Coolidge, AZ 85128

Phone: (520) 494-5444

## HPM 141 Medical Assisting Skills II

<b>Catalog Description:</b>	Cardiopulmonary procedures, colon procedures, radiology and diagnostic imaging, introduction to the clinical laboratory, urinalysis, phlebotomy, hematology, blood chemistry and serology, and microbiology.
<b>Credit Hours:</b>	4
<b>Effective Term:</b>	Fall 2011
<b>Teaching Methods:</b>	Lab Lecture
<b>Modalities:</b>	Face to Face Hybrid Online
<b>Prerequisite(s):</b>	RDG094 and Instructor consent
<b>Corequisite(s):</b>	None
<b>Times for Credit:</b>	1
<b>Grading Option:</b>	A/F
<b>Credit Breakdown:</b>	3 Lectures, 3 Labs
<b>Cross Listed:</b>	None
<b>Learning Outcomes:</b>	<ol style="list-style-type: none"><li>1. (Application Level) Demonstrate entry-level clinical procedures.</li><li>2. (Application Level) Apply basic mathematics to medical procedures.</li><li>3. (Application Level) Apply microbiology/infection control practices during medical procedures.</li><li>4. (Analysis Level) Analyze and apply the concepts of effective professional communication as used in the medical setting.</li><li>5. (Analysis Level) Appraise current legal implications and ethical considerations appropriate to the clinical medical setting.</li><li>6. (Analysis Level) Recognize and use safety and emergency practices in the clinical medical setting.</li></ol>
<b>Standards/Assessments:</b>	<p>Students will demonstrate all of the stated Learning Outcomes competencies accurately and correctly given the necessary theory, equipment, performance requirements, and time limits for each procedure.</p> <ol style="list-style-type: none"><li>1. Demonstrate effective and correct entry-level clinical procedures including:<ol style="list-style-type: none"><li>A. Perform venipuncture and capillary puncture.</li></ol></li></ol>

- B. Perform pulmonary function testing.
- C. Perform electrocardiography.
- D. Perform patient screening using established protocols.
- E. Assist physician with patient care.
- F. Perform quality control measures.
- G. Perform CLIA waived hematology, chemistry, urinalysis and immunology testing.
- H. Screen test results.
- I. Apply critical thinking skills in performing patient assessment and care.
- J. Use language/verbal skills that enable patients' understanding.
- K. Demonstrate respect for diversity in approaching patients and families.

2. Apply correctly basic mathematics to medical procedures requiring calculations including:
- A. Maintain laboratory test results using flow sheets.
  - B. Distinguish between normal and abnormal test results.

3. Apply proper microbiology/infection control practices during medical procedures including:
- A. Practice Standard Precautions and select appropriate barrier/personal protective equipment (PPE) for potentially infectious situations.
  - B. Perform handwashing.
  - C. Obtain specimens for microbiological testing.
  - D. Perform CLIA waived microbiology testing.
  - E. Display sensitivity to patient rights and feelings in collecting specimens.
  - F. Explain the rationale for performance of a procedure to the patient.
  - G. 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. Develop and maintain a current list of community resources related to patients' healthcare needs.
- H. Advocate on behalf of patients.
- I. 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.
- J. Demonstrate sensitivity appropriate to the message being delivered and recognition of the patient's level of understanding in communications.
- K. Demonstrate awareness of how an individual's personal appearance affects anticipated responses.
- L. Analyze communications in providing appropriate responses/feedback.
- M. Recognize and protect personal boundaries in communicating with others.
- N. 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. Complete an incident report.
- E. Document accurately in the patient record.
- F. Apply local, state, and federal health care legislation and regulations appropriate to the medical assisting practice setting.
- G. Demonstrate sensitivity to patient rights.
- H. Recognize the importance of local, state, and federal legislation and regulations in the practice setting.
- I. Report illegal and/or unsafe activities and behaviors that affect health, safety, and welfare of others to proper authorities.

- J. Apply ethical behaviors, including honesty/integrity in performance of medical assisting practice.
- K. Examine the impact personal ethics and morals may have on the individual's practice.
- L. 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. Develop a personal (patient and employee) safety plan.
  - D. Develop an environmental safety plan.
  - E. Participate in a mock environmental exposure event with documentation of steps taken.
  - F. Explain an evacuation plan for a physician's office.
  - G. Use proper body mechanics.
  - H. Maintain a current list of community resources for emergency preparedness.
  - I. Recognize the effects of stress on all persons involved in emergency situation.
  - J. 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 HPM141 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 XIP and XIA.

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

**AGED/  
Special Requirements:**  
**Revised:**

None

September 2010