Course Title: Clinical Medical Assistant – Basic and Advanced

Course Number: XHLT 1114, and XHLT 1115

Course Description: The Clinical Medical Assistant course will train students to provide medical office administrative and clinical duties, help the physician carry out procedures, care for patients, perform basic lab tests and administer medications. An emphasis will be placed on patient assessment, examination, and treatment as directed by the physician(s). Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory care settings.

Hours: 134

Course Corequisite(s): CMA Basic and CMA Advanced must be taken concurrently.

Student Learning Outcomes:

1. Assist with routine and specialty office examinations and procedures including inventory control
2. Perform medical and surgical asepsis and sterile techniques appropriate in ambulatory care settings
3. Apply governmental health care guidelines
4. Respond to medical emergencies
5. Perform the procedures for rooming a patient
6. Obtain the vital signs of a patient
7. Perform basic wound care, and assist with minor surgery and suturing
8. Demonstrate proper positioning and draping for patient procedure
9. Demonstrate the collection of specimens
10. Demonstrate concepts related to professional conduct, ethical behavior, and patient confidentiality
11. Distinguish when patient questions and requests should be referred to office manager, nurse, or doctor
12. Demonstrate filing and updating records
13. Scheduling appointments
14. Answering telephone
15. Maintain clinical and examination areas
16. Locate information regarding medications, and maintain vaccine records
17. Demonstrate the administration of oral and injectable medications
18. Perform a 12-lead EKG/ECG procedures

Course Objectives: This course will prepare students to take the optional certification examination for Medical Assisting offered by the National Healthcareer Association. The exam is offered at the Courtyard Center upon completion of student externship.
Textbook(s): (Contact bookstore for current edition and cost) Kinn's The Medical Assistant: An Applied Learning Approach, textbook and Online course access code

Withdrawal Policy: See the current Career Skills Training catalog for the tuition refund policy.

Collin College Academic Policies: See the current Collin Student Handbook.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student’s responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.

Meeting Location: Courtyard Center (homework assignments and quizzes will be done online)

Attendance Policy: Students must be in proper attire (black scrubs, closed-toe shoes, properly groomed) and in attendance for at least 90% in order to pass competencies.

Lesson Plan – Each class session will consist of lecture and/or lab activities

Introductions
Chapter 1 – The Medical Assistant and Competency Based Education
Chapter 20 – Infection Control
Chapter 21 – Patient Assessment
Chapter 22 – Patient Education
Chapter 24 – Vital Signs
Chapter 2 – The Medical Assistant and the Healthcare Team
Chapter 3 – Professional Behavior in the Workplace
Chapter 4 – Therapeutic Communications
Chapter 5 – Medicine and Law
Chapter 6 – Medicine and Ethics
Chapter 7 – Technology and Written Communication in the Medical Office
Chapter 8 – Telephone Techniques
Chapter 9 – Scheduling Appointments and Patient Processing
Chapter 10 – Daily Operations in the Ambulatory Care Setting
Chapter 11 – The Health Record
Chapter 23 – Nutrition and Health Promotion
Chapter 25 – Assisting with the Primary Physical Examination
Chapter 26 – Principles of Pharmacology
Chapter 27 – Pharmacology Math
Chapter 28 – Administering Medications
Chapter 29 – All-Hazard Preparedness and Assisting with Medical Emergencies

Written Midterm Exam, Externship presentation
Chapter 30 – Assisting in Ophthalmology and Otolaryngology
Chapter 31 – Assisting in Dermatology
Chapter 33 – Assisting in Urology and Male Reproduction
Chapter 32 – Assisting in Gastroenterology
Chapter 34 – Assisting in Obstetrics and Gynecology
Chapter 35 – Assisting in Pediatrics
Chapter 36 – Assisting in Orthopedic Medicine
Chapter 37 – Assisting in Neurology and Mental Health
Chapter 38 – Assisting in Endocrinology
Chapter 39 – Assisting in Pulmonary Medicine
Chapter 40 – Assisting in Cardiology
Chapter 42 – Principles of Electrocardiography
Chapter 41 – Assisting in Geriatrics
Chapter 45 – Assisting in the Analysis of Urine
Chapter 46 – Assisting in Blood Collection
Chapter 47 – Assisting in the Analysis of Blood
Chapter 48 – Assisting in Microbiology and Immunology
Chapter 49 – Surgical Supplies and Instruments
Chapter 50 – Surgical Asepsis and Assisting with Surgical Procedures

**Final Written Exam, Externship presentation**
Simulation lab and Surgical Technology lab rotation
Debriefing
Review
Externship Entrance Exam

Topics listed are a guideline to indicate all topics that will be covered during your course. Do not plan your personal calendar based on this list. Your instructor will give you a calendar for your class that will indicate specific topics, labs, and days.

**Method of Evaluation:** Students must achieve a minimum of 75% final average and must be in attendance 90% of the class time in order to pass competencies.

Upon completion of this course, students are expected to progress into a 160-hour clinical externship.

**Computer Skills Needed:** You should know how to access a Web site when given an address (URL) or link, use features of your Web browser, download files, attach files to emails, and use MS Word processing software.

**Expectations for taking the online portion of this course:** Homework assignments will be submitted and quizzes will be taken online by the student. It is the student’s responsibility to maintain computer and Internet access (there is an open computer lab at the Courtyard Center; available for student use any time the building is open). In addition to expectations listed elsewhere, students are expected to keep a copy of all saved course work until the final grade has been posted, since electronic communications can fail or crash. This policy may allow resubmission of important items, if permitted by the instructor. If technology issues arise, students are expected to use Collin computers or other equipment for submitting work according to the schedule. In other words, a personal computer or Internet challenges are no excuse for failing to submit work on time. Students are expected to plan ahead concerning inquiries to allow for reasonable response time from the instructor. Students are expected to mark the weeks of the term on their personal calendars and to maintain a check list of work completed and grades received in order to self-monitor progress in the course.