ILLINOIS VALLEY COMMUNITY COLLEGE

COURSE OUTLINE

DIVISION: Nursing

COURSE: CMA 1240 Medical Assisting Skills I

Date: Spring 2023

Credit Hours: 6

Complete all that apply or mark "None" where appropriate:
Prerequisite(s): This course is part of a Limited Admissions Program; registration in this course requires admission to the program.

Enrollment by assessment or other measure? ☐ Yes ☒ No
If yes, please describe:

Corequisite(s): CMA1200

Pre- or Corequisite(s): ALH1001 with a C or better

Consent of Instructor: ☐ Yes ☒ No

Delivery Method: ☒ **Lecture** 3 **Contact Hours** (1 contact = 1 credit hour)
☐ **Seminar** 0 **Contact Hours** (1 contact = 1 credit hour)
☒ **Lab** 6 **Contact Hours** (2-3 contact = 1 credit hour)
☐ **Clinical** 0 **Contact Hours** (3 contact = 1 credit hour)

Offered: ☒ **Fall** ☐ **Spring** ☐ **Summer**

CATALOG DESCRIPTION and IAI NUMBER (if applicable):
This course introduces the skills necessary for assisting the physician with a complete history and physical examination (patient intake), how to obtain height, weight, vital signs and using pediatric growth charts. Students will learn both hands-on in the lab as well as using online, real-world simulation, paper and EHR charting. Other topics include: Infection control, autoclaving instruments, medical and surgical asepsis, life span specialties, safety in the medical office, emergencies in the medical office, first aid procedures, minor surgical procedures and include a diversity research project. Students will also be CPR & AED certified.

ACCREDITATION STATEMENTS AND COURSE NOTES:
Statement of Minimum Expectation: "To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."

COURSE TOPICS AND CONTENT REQUIREMENTS:
- Assisting the physician
- Obtaining:
    - body measurements
    - vital signs
- Infection control, medical and surgical asepsis, autoclaving
- Learn to assist with pediatric patients.
- Safety in the medical office

INSTRUCTIONAL METHODS:
- Lecture
- Active Learning Activities
- Lab performance of core competencies
- Assignments
- EHR and clinical simulations

EVALUATION OF STUDENT ACHIEVEMENT:
Each student is required to pass all courses with a minimum of a 78% (or 2.0) overall in order to move on to the next term. Students are also required to pass all psychomotor and affective competencies in order to graduate the medical assisting program.

Competencies:
Students may attempt psychomotor or affective competencies three times. The first attempt will be graded. Please remember that students must pass all psychomotor and affective competencies in order to graduate from the MA program.

The assessment and grading of student performance in this course is based on the following activities:
- quizzes/pop quizzes
- exams
- homework assignments
- competencies

Grading Scale
A= 93-100
B= 86-92
*C= 78-85
D= 70-77
F= Below 70

INSTRUCTIONAL MATERIALS:
Textbooks
Pearson's Comprehensive Medical Assisting: Administrative and Clinical Competencies,
    5th Edition

Resources
EHRgo
Simtics

LEARNING OUTCOMES AND GOALS:
Institutional Learning Outcomes
☒ 1) Communication – to communicate effectively;
☒ 2) Inquiry – to apply critical, logical, creative, aesthetic, or quantitative analytical
        reasoning to formulate a judgement or conclusion;
☒ 3) Social Consciousness – to understand what it means to be a socially conscious
        person, locally and globally;
☒ 4) Responsibility – to recognize how personal choices affect self and society.

Course Outcomes and Competencies
Upon completion of the course, the student will be able to:
CONTENT AREA I: Anatomy & Physiology
Psychomotor (Skills)
1. Accurately measure and record
    a. blood pressure
    b. temperature
    c. pulse
    d. respirations
    e. height
    f. weight (adult and infant)
    g. length (infant)
    h. head circumference (infant)
    i. oxygen saturation
 3. Perform patient screening following established protocols
 8. Instruct and prepare a patient for a procedure or a treatment
 9. Assist provider with a patient exam
10. Perform a quality control measure
12. Provide up-to-date documentation of current provider/professional level CPR
13. Perform first aid procedures for:
        a. Bleeding
        b. Diabetic coma or insulin shock
        c. Stroke
        d. Seizures
        e. Environmental emergency
        f. Syncope

CONTENT AREA II: Applied Mathematics
Cognitive (Knowledge)
3. Identify normal and abnormal results as reported in:
    a. graphs
    b. tables

Psychomotor (Skills)
3. Document on a growth chart

CONTENT AREA III: Infection Control
Cognitive (Knowledge)
1. Identify major types of infectious agents
2. Identify the infection cycle including:
    a. the infectious agent
    b. reservoir
    c. susceptible host
    d. means of transmission
    e. portals of entry
    f. portals of exit
3. Identify the following as practiced within an ambulatory care setting:
    a. medical asepsis
    b. surgical asepsis
4. Identify methods of controlling the growth of microorganisms
5. Identify the principles of standard precautions
6. Identify personal protective equipment (PPE)
7. Identify the implications for failure to comply with Centers for Disease Control (CDC) regulations in healthcare settings
Psychomotor (Skills)
1. Participate in bloodborne pathogen training
2. Select appropriate barrier/personal protective equipment (PPE)
3. Perform handwashing
4. Prepare items for autoclaving
5. Perform sterilization procedures
6. Prepare a sterile field
7. Perform within a sterile field
8. Perform wound care
9. Perform dressing change

CONTENT AREA V: Concepts of Effective Communication
Psychomotor (Skills)
1. Respond to nonverbal communication
2. Correctly use and pronounce medical terminology in healthcare interactions
3. Coach patients regarding:
    b. medical encounters

CONTENT AREA IX: Procedure & Diagnostic Coding
Cognitive (Knowledge)
Identify the current procedural and diagnostic coding systems, including Healthcare Common Procedure Coding Systems II (HCPCS Level II)
2. Identify the effects of:
    a. upcoding
    b. downcoding
3. Define medical necessity
Psychomotor (Skills)
1. Perform procedural coding
2. Perform diagnostic coding
3. Utilize medical necessity guidelines

CONTENT AREA X: Legal Implications
Psychomotor (Skills)
2. Apply HIPAA rules in regard to:
        a. privacy
3. Document patient care accurately in the medical record

CONTENT AREA XII: Protective Practices
Psychomotor (Skills)
3.Use proper body mechanics

AFFECTIVE SKILLS
A.1 Demonstrate critical thinking skills
A.2 Reassure patients
A.3 Demonstrate empathy for patients' concerns
A.4 Demonstrate active listening
A.5 Respect diversity
A.6 Recognize personal boundaries
A.7 Demonstrate tactfulness
A.8 Demonstrate self-awareness