



ILLINOIS VALLEY COMMUNITY COLLEGE

COURSE OUTLINE

DIVISION: Nursing

COURSE: CMA1250 Medical Assisting Skills II

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 and CMA 1200, CMA 1240, ALH1001 with a C or better.

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

Corequisite(s): CMA1210

Pre- or Co-requisite(s): BIO1200 with a C or better

Consent of Instructor: Yes No

Delivery Method:	<input checked="" type="checkbox"/> Lecture	3 Contact Hours (1 contact = 1 credit hour)
	<input type="checkbox"/> Seminar	0 Contact Hours (1 contact = 1 credit hour)
	<input checked="" type="checkbox"/> Lab	6 Contact Hours (2-3 contact = 1 credit hour)
	<input type="checkbox"/> Clinical	0 Contact Hours (3 contact = 1 credit hour)

Offered: **Fall** **Spring** **Summer**

CATALOG DESCRIPTION and IAI NUMBER (if applicable):

This course expands on the knowledge of the more complex procedures in the clinic setting such as introduction to pharmacology, medication and immunization administration, venipuncture, centrifugation, CLIA waived testing, specimen collection, identification and processing, hematology testing, EKGs and spirometry testing. Additional topics include: Physical rehabilitation, nutrition, exercise, and guidelines for good physical and mental health. Students will also complete a course project consisting of 10 drug card per week.

(Note: students are required to successfully perform 10 injections and 10 venipunctures using correct technique, needle gauge and body location.

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 and processing specimens for testing
- Safety in the medical office
- Phlebotomy and injections
- Pharmacology
- Medication administration
- Performance of CLIA-waived testing

INSTRUCTIONAL METHODS:

- Lecture
- EHR and clinical simulation
- Lab performance of core competencies
- Assignments
- Course project

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 affective and psychomotor 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 cognitive 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
- course project

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

Content Area I – Anatomy, Physiology, & Pharmacology

Cognitive (Knowledge)

- 9. Identify Clinical Laboratory Improvement Amendments (CLIA) waived tests associated with common diseases
- 10. Identify the classifications of medications including:
 - a. indications for use
 - b. desired effects
 - c. side effects
 - d. adverse reactions
- 11. Identify quality assurance practices in healthcare
- 13. Identify appropriate vaccinations based on an immunization schedule.

Psychomotor (Skills)

- 2. Perform the following procedures:
 - a. electrocardiography
 - b. venipuncture
 - c. capillary puncture
 - d. pulmonary function testing
- 3. Perform patient screening following established protocols
- 4. Verify the rules of medication administration:
 - a. right patient
 - b. right medication
 - c. right dose
 - d. right route
 - e. right time
 - f. right documentation
- 5. Select proper sites for administering parenteral medication
- 6. Administer oral medications

7. Administer parenteral (excluding IV) medications
8. Instruct and prepare a patient for a procedure or a treatment
10. Perform a quality control measure
11. Collect specimens and perform:
 - a. CLIA waived hematology test
 - b. CLIA waived chemistry test
 - c. CLIA waived urinalysis
 - d. CLIA waived immunology test
 - e. CLIA waived microbiology test

Content Area II: Applied Mathematics

Cognitive (Knowledge)

1. Define basic units of measurement in:
 - a. the metric system
 - b. the household system
2. Identify abbreviations used in calculating medication dosages
3. Identify normal and abnormal results as reported in:
 - a. graphs
 - b. tables

Psychomotor (Skills)

1. Calculate proper dosages of medication for administration
2. Record laboratory test results into the patient's record
4. Apply mathematical computations to solve equations
5. Convert among measurement systems

Content Area III: Infection Control

Psychomotor (Skills)

2. Select appropriate barrier/personal protective equipment (PPE)
10. Demonstrate proper disposal of biohazardous material
 - a. sharps
 - b. regulated wastes

Content Area IV: Nutrition

Cognitive (Knowledge)

1. Identify dietary nutrients including:
 - a. carbohydrates
 - b. fat
 - c. protein
 - d. minerals
 - e. electrolytes
 - f. vitamins
 - g. fiber
 - h. water
2. Identify the function of dietary supplements
3. Identify the special dietary needs for:
 - a. weight control
 - b. diabetes
 - c. cardiovascular disease

- d. hypertension
 - e. cancer
 - f. lactose sensitivity
 - g. gluten-free
 - h. food allergies
 - i. eating disorders
4. Identify the components of a food label

Psychomotor (Skills)

1. Instruct a patient regarding a dietary change related to patient's special dietary needs

Content Area V: Concepts of Effective Communication

Cognitive (Knowledge)

6. Identify techniques for coaching a patient related to specific needs
8. Identify the following related to body systems*:
 - a. medical terms
 - b. abbreviations
13. Identify the basic concepts of the following theories of:
 - a. Maslow
 - b. Erikson
 - c. Kubler-Ross

Psychomotor (Skills)

1. Respond to nonverbal communication
2. Correctly use and pronounce medical terminology in health care interactions
3. Coach patients regarding:
 - b. medical encounters

Content Area X: Legal Implications

Psychomotor (Skills)

2. Apply HIPAA rules in regard to:
 - a. privacy
 - b. release of information
3. Document patient care accurately in the medical record

Content Area XII: Protective Practices

Psychomotor (Skills)

1. Comply with safety practices
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