ILLINOIS VALLEY COMMUNITY COLLEGE

COURSE OUTLINE

DIVISION: Nursing

COURSE: CMA 1250 Medical Assisting Skills IV

Date: Spring 2019

Credit Hours: 4

Prerequisite(s): CMA 1200, CMA 1210, CMA 1230, CMA 1240

Delivery Method:

☒	**Lecture**	**3 Contact Hours (1 contact = 1 credit hour)**
☐	**Seminar**	**0 Contact Hours (1 contact = 1 credit hour)**
☒	**Lab**	**2 Contact Hours (2-3 contact = 1 credit hour)**
☐	**Clinical**	**0 Contact Hours (3 contact = 1 credit hour)**
☐	**Online**	
☐	**Blended**	

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

IAI Equivalent –***Only for Transfer Courses***-go to *http://www.itransfer.org*:

CATALOG DESCRIPTION:
This course expands on the knowledge of the more complex procedures in the clinic setting such as introduction to administering, prescribing, dispensing medication, and administering immunization records. Additional topics include: Emergencies in the medical office and community, first aid procedures, CPR, minor surgical procedures, rehabilitation, nutrition, exercise and guidelines for good health.

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

GENERAL EDUCATION GOALS ADDRESSED

[See last page for Course Competency/Assessment Methods Matrix.]

Upon completion of the course, the student will be able:

[Choose up to three goals that will be formally assessed in this course.]

☒ To apply analytical and problem solving skills to personal, social, and professional issues and situations.
☐ To communicate successfully, both orally and in writing, to a variety of audiences.
☐ To construct a critical awareness of and appreciate diversity.
☐ To understand and use technology effectively and to understand its impact on the individual and society.
☐ To develop interpersonal capacity.
☐ To recognize what it means to act ethically and responsibly as an individual and as a member of society.
☒ To recognize what it means to develop and maintain a healthy lifestyle in terms of mind, body, and spirit.
☐ To connect learning to life.

EXPECTED LEARNING OUTCOMES AND RELATED COMPETENCIES:

[Outcomes related to course specific goals. See last page for more information.]

Upon completion of the course, the student will be able to:

1. Gain the knowledge necessary to calculate and administer medications safely.

1.1 Identify the classifications of medications including: (I.C.11)
- a. indications for use
- b. desired effects
- c. side effects
- d. adverse reactions

1.2 Demonstrate knowledge of basic math computations. (II.C.1)
1.3 Apply mathematical computations so solve equations. (II.C.2)
1.4 Define basic units of measurement in: (II.C.3)
- a. the metric system
- b. the household system

1.5 Convert among measurement systems. (II.C.4)
1.6 Calculate proper dosages of medication for administration. (II.P.1)
1.7 Identify abbreviations and symbols used in calculating medication dosages. (II.C.5)
1.8 Verify the rules of medication administration: (I.P.4)
- a. right patient
- b. right medication
- c. right dose
- d. right route
- e. right time
- f. right documentation

1.9 Select proper sites for administrating parenteral medications. (I.P.5)
1.10 Administer oral medications. (I.P.6)
1.11 Administer parenteral (excluding IV) medications. (I.P.7)

2.0 Effectively and efficiently gain knowledge of CLIA and perform laboratory procedures.

2.1 Identify CLIA waived tests. (I.C.10)
2.2 Obtain specimens and perform: (I.P.11)
    a. CLIA waived hematology test
    b. CLIA waived chemistry test
    c. CLIA waived urinalysis
    d. CLIA waived immunology test
    e. CLIA waived microbiology test
2.3 Analyze health care results as reported in: (II.C.6)
    a. graphs
    b. tables
2.4 Reassure a patient of the accuracy of the test results. (II.A.1)

3.0 To gain knowledge of and provide evidence of properly performing CPR.

3.1 List principles and steps of professional/provider CPR. (I.C.13)
3.2 Produce up to date documentation of provider/professional level CPR. (I.P.12)

4.0 Display knowledge and understanding of patient care within the scope of the medical assistant.

4.1 Identify quality assurance practices in healthcare. (I.C.12)
4.2 Describe basic principles of first aid as they pertain to the ambulatory healthcare setting. (I.C.14)
4.3 Instruct and prepare a patient for a procedure or treatment. (I.P.8)
4.4 Perform first aid procedures for: (I.P.13)
    a. bleeding
    b. diabetic coma or insulin shock
    c. fractures
    d. seizures
    e. shock
    f. syncope
4.5 Prepare a sterile field. (III.P.6)
4.6 Perform within a sterile field. (III.P.7)
4.7 Perform wound care. (III.P.8)
4.8 Perform a dressing change. (III.P.9)
4.9 Demonstrate proper disposal of biohazardous material: (III.P.10)
    a. sharps
    b. regulated wastes
4.10 Incorporate critical thinking skills when performing assessment. (I.A.1)
4.11 Incorporate critical thinking skills when performing patient care. (I.A.2)
4.12 Show awareness of a patient's concern related to the procedure being performed. (I.A.3)
4.13 Identify critical elements of an emergency plan for response to a natural disaster or other emergency. (XII.C.8)

5.0 To develop the skills to recognize, instruct and care for patients with dietary issues.

5.1 Describe dietary nutrients including: (IV.C.1)
    a. carbohydrates
    b. fat
    c. protein
    d. minerals

e. electrolytes
f. vitamins
g. fiber
e. water

5.2 Define the function of dietary supplements. (IV.C.2)
5.3 Identify the special dietary needs for: (IV.C.3)
a. weight control
b. diabetes
c. cardiovascular disease
d. hypertension
e. cancer
f. lactose sensitivity
g. gluten-free
h. food allergies
5.4 Show awareness of patient's concerns regarding a dietary change. (IV.A.1)

MAPPING LEARNING OUTCOMES TO GENERAL EDUCATION GOALS

[For each of the goals selected above, indicate which outcomes align with the goal.]

Goals	Outcomes
First Goal	
To apply analytical and problem solving skills to personal, social, and professional issues and situations.	4.0 Display knowledge and understanding of patient care within the scope of the medical assistant.
Second Goal	
To recognize what it means to develop and maintain a healthy lifestyle in terms of mind, body, and spirit.	5.0 To develop the skills to recognize, instruct and care for patients with dietary issues.

COURSE TOPICS AND CONTENT REQUIREMENTS:

- Medication Administration Procedures
- Minor Surgical Procedures
- First Aid and Responding to Emergencies
- Nutrition, Exercise, and Healthy Living

INSTRUCTIONAL METHODS:

- Lecture
- PowerPoints
- Podcasts
- Hands on practice in lab
- Homework
- Performance of competencies

INSTRUCTIONAL MATERIALS:

Michelle Blesi, Medical Assisting: Administrative and Clinical Competencies, 8th Edition, Cengage Learning ISBN13: 978-1-305-11070-0

STUDENT REQUIREMENTS AND METHODS OF EVALUATION:

Students are required to earn a minimum of 70% to pass Core Courses in their program. Students earning below 70% (C) will be required to retake the course. Students must achieve the stipulated passing grade for each psychomotor and affective competency in order to pass the course and graduate from the program.

Progress Evaluations (PEs): PEs are unannounced, periodical evaluations of student progress. Students should expect to encounter at least one PE per week. PEs cannot be made up; if you are not present for a PE, it will be graded as a zero. See the classroom calendar for details in regards to when assignments are due. There will not be make-up or extra credit assignments. ** Extra credit questions given on exams.

Major Exams (MEs): Major Exams and projects are announced to the class in advance. Students are expected to take these exams on a scheduled date and time. Exams can never be taken early. If you are not present on the day of an examination, you must make arrangements to take the exam, and do-so before you're able to return to class. There is a major examination following each unit, amounting to approximately one exam per week. Projects are assigned in the form of article summaries and drug card bundles. Each will be thoroughly-explained upon assignment.

Evaluations: The assessment and grading of student performance in this course is based on the following activities, below is approximately the number of quizzes, exams, practicums, grade homework assignments, and lab sessions;

- # of Quizzes
- # of Exams
- Approximate # competencies

Grading Scale

A= 90-100
B= 80-89
C= 70-79
D= 60-69
F= 0-59

****Each student is required to pass all courses with a minimum of a 70% (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.

OTHER REFERENCES

Course Competency/Assessment Methods Matrix

(Dept/# Course Name)	Assessment Options																																
For each competency/outcome place an "X" below the method of assessment to be used.	**Assessment of Student Learning**	Article Review	Case Studies	Group Projects	Lab Work	Oral Presentations	Pre-Post Tests	Quizzes	Written Exams	Artifact Self Reflection of Growth	Capstone Projects	Comprehensive Written Exit Exam	Course Embedded Questions	Multi-Media Projects	Observation	Writing Samples	Portfolio Evaluation	Real World Projects	Reflective Journals	Applied Application (skills) Test	Oral Exit Interviews	Accreditation Reviews/Reports	Advisory Council Feedback	Employer Surveys	Graduate Surveys	Internship/Practicum /Site Supervisor Evaluation	Licensing Exam	In Class Feedback	Simulation	Interview	Written Report	Assignment
Assessment Measures – Are direct or indirect as indicated. List competencies/outcomes below.	**Direct/ Indirect**	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	I	I	I	I	D	D							
1. Gain the knowledge necessary to calculate and administer medications safely.					X			X	X																								X
1.1 Identify the classifications of medications including: indications for use; desired effects; side effects; adverse reactions								X	X																								
1.2 Demonstrate knowledge of basic math computations					X			X	X																				X				X
1.3 Apply mathematical computations so solve equations.					X																								X				
1.4 Define basic units of measurement in: the metric system and the household system								X	X																								X
1.5 Convert among measurement systems					X			X	X																								X
1.6 Calculate proper dosages of medication for administration					X			X	X																				X				X
1.7 Identify abbreviations and symbols used in calculating medication dosages					X			X	X																				X				
1.8 Verify the rules of medication administration: right patient; right medication; right dose; right route; right time; right documentation.					X			X	X																				X				
1.9 Select proper sites for administrating parenteral medications					X																								X				

1.10 Administer oral medications.								X	X																			X			
1.11 Administer parenteral (excluding IV) medications								X	X																			X			
2.0 Effectively and efficiently gain knowledge of CLIA and perform laboratory procedures.					X			X	X																			X			X
2.1 Identify CLIA waived tests								X	X																						X
2.2 Obtain specimens and perform a CLIA waived: hematology test; chemistry test; urinalysis; immunology test; microbiology test.								X	X																			X			
2.3 Analyze health care results as reported in graphs and tables					X			X	X																			X			X
2.4 Reassure a patient of the accuracy of the test results								X	X																			X			
3.0 To gain knowledge of and provide evidence of properly performing CPR.								X	X								X											X			
3.1 List principles and steps of professional/provider CPR								X	X																						
3.2 Produce up to date documentation of provider/professional level CPR								X	X																						
4.0 Display knowledge and understanding of patient care within the scope of the medical assistant.					X			X	X																			X			X
4.1 Identify quality assurance practices in healthcare.								X	X																						X
4.2 Describe basic principles of first aid as they pertain to the ambulatory healthcare setting								X	X																						X
4.3 Instruct and prepare a patient for a procedure or treatment					X			X	X																			X			
4.4 Perform first aid procedures for: bleeding; diabetic coma or insulin shock; fractures; seizures; shock; syncope								X	X																			X			
4.5 Prepare a sterile field					X			X	X																			X			
4.6 Perform within a sterile field					X			X	X																			X			
4.7 Perform wound care					X			X	X																			X			
4.8 Perform a dressing change					X			X	X																			X			
4.9 Demonstrate proper disposal of biohazardous material: sharps; regulated wastes					X																							X			
4.10 Incorporate critical thinking skills when performing assessment					X			X	X																			X			X
4.11 Incorporate critical thinking skills when performing patient care					X			X	X																			X			X
4.12 Show awareness of a patient's concern related to the procedure being performed					X			X	X																			X			
4.13 Identify critical elements of an emergency plan for response to a natural disaster or other emergency					X			X	X																						X

5.0 To develop the skills to recognize, instruct and care for patients with dietary issues.					X			X	X																			X			X
5.1 Describe dietary nutrients including: carbohydrates; fat; protein; minerals; electrolytes; vitamins; fiber; water								X	X																						X
5.2 Define the function of dietary supplements								X	X																						X
5.3 Identify the special dietary needs for: weight control; diabetes; cardiovascular disease; hypertension; cancer; lactose sensitivity; gluten-free; food allergies								X	X																						X
5.4 Show awareness of patient's concerns regarding a dietary change					X			X	X																			X			