

# COURSE SYLLABUS

<b>LAST REVIEW</b>	Spring 2021
<b>COURSE TITLE</b>	Emergency Preparedness
<b>COURSE NUMBER</b>	MEDA 0150
<b>DIVISION</b>	Health Professions
<b>DEPARTMENT</b>	Medical Assistant
<b>CIP CODE</b>	51.0801
<b>CREDIT HOURS</b>	1
<b>CONTACT HOURS/WEEK</b>	Class: 1
<b>PREREQUISITES</b>	None
<b>COURSE PLACEMENT</b>	This course is part of a selective admission program. Students must be admitted to the Medical Assistant program to enroll in this course.

## COURSE DESCRIPTION

This course provides healthcare professionals with an orientation for their possible future roles in disaster response and the importance of staying within the scope of practice of the profession. Students will be prepared to meet the expectations of their employers, to volunteer effectively, and to be competent and safe responders.

## PROGRAM ALIGNMENT

This course is part of a program aligned through the Kansas Board of Regents and Technical Education Authority. For more information, please visit:

[https://kansasregents.org/workforce\\_development/program-alignment](https://kansasregents.org/workforce_development/program-alignment)

## PROGRAM LEARNING OUTCOMES

1. Define diseases and related treatments for the body systems.
2. Demonstrate clinical and laboratory skills necessary for entrylevel employment.
3. Practice basic principles and practices of safe pharmacological administration.
4. Modify communication to effectively interact with and provide education to patients of varying backgrounds.
5. Select appropriate reference materials to enhance performance of job functions and patient education.
6. Comply with principles of records management to complete incident reports, documentation, data entry and electronic health records.
7. Demonstrate legal, ethical, and safe behaviors when performing the duties of the medical assistant

## **TEXTBOOKS**

<http://kckccbookstore.com/>

## **METHODS OF INSTRUCTION**

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

## **COURSE OUTLINE**

- I. Emergency preparedness
  - A. Medical Assistant role
  - B. Principles and steps of professional/provider CPR
  - C. Basic principles of first aid
- II. Safety signs, symbols and labels
  - A. Compliance
  - B. Materials Safety Data Sheets (MSDS)
- III. Safety equipment
  - A. Eyewash stations, fire extinguishers, and sharps disposal containers
  - B. Fire prevention in the healthcare setting
- IV. Personal safety
  - A. Personal (patient and employee) safety plan
  - B. Effects of stress in emergencies
  - C. Safety techniques and Accident prevention
- V. Environmental safety
  - A. Fire safety issues in a healthcare environment
  - B. Response to hazardous material situations
  - C. Work environment (safe vs. unsafe)
  - D. Self-Awareness of safety
- VI. Evacuation safety plan
  - A. Fundamental principles for evacuation
  - B. Critical elements of
    1. Emergency plans
    2. Response to disaster or other emergency
  - C. Explain evacuation plans
- VII. Community resources
  - A. Emergency preparedness
  - B. Mock event

## **COURSE LEARNING OUTCOMES AND COMPETENCIES**

Upon successful completion of this course, the student will:

- A. Examine the role of the Medical Assistant in emergency preparedness.
  - 1. Discuss potential roles of the medical assistant in emergency preparedness.
  - 2. State principles and steps of professional/provider CPR.
  - 3. Describe the basic principles of first aid.
  
- B. Identify safety signs, symbols and labels.
  - 4. Comply with safety signs, symbols and labels.
  - 5. Describe the important of Materials Safety Data Sheets (MSDS) in a healthcare setting.
  
- C. Demonstrate the use of safety equipment.
  - 6. Demonstrate proper use of eyewash stations, fire extinguishers, and sharps disposal containers.
  - 7. Demonstrate methods of fire prevention in the healthcare setting.
  - 8. Discuss issues related to healthcare facility safety i.e. fire prevention, safety inspections.
  
- D. Develop a personal safety plan.
  - 9. Develop a personal (patient and employee) safety plan.
  - 10. Recognize the effects of stress on all persons involved in emergency situations.
  - 11. Identify safety techniques that can be used to prevent accidents and maintain a safe work environment.
  
- E. Develop an environmental safety plan.
  - 12. Discuss fire safety issues in a healthcare environment.
  - 13. Discuss requirements for responding to hazardous material disposal.
  - 14. Evaluate the work environment to identify safe vs. unsafe working conditions
  - 15. Demonstrate self-awareness of personal safety concerns.
  - 16. Demonstrate self-awareness in responding to emergency situations.
  
- F. Identify the evacuation safety plan.
  - 17. Discuss critical elements of an emergency plan for response to a natural disaster or other emergency.
  - 18. Explain the evacuation plan for a physician's office.
  
- G. Maintain list of community resources for emergency preparedness.
  - 19. Identify emergency preparedness plans in your community.
  - 20. Participate in a mock environmental exposure event with documentation of steps taken.

## **ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES**

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

## **COLLEGE POLICIES AND PROCEDURES**

*Student Handbook*

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

*College Catalog*

<https://www.kckcc.edu/academics/catalog/index.html>

*College Policies and Statements*

<https://www.kckcc.edu/about/policies-statements/index.html>

*Accessibility and Accommodations*

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.