COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Patient Care
COURSE NUMBER	MEDA 0165
DIVISION	Health Professions
DEPARTMENT	Medical Assistant
CIP CODE	51.0801
CREDIT HOURS	4
CONTACT HOURS/WEEK	Class: 2 Lab: 4
PREREQUISITES	None
COURSE PLACEMENT	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 includes basic clinical skills necessary for the Medical Assistant. Aseptic practice for the medical office will be defined, basic patient interaction such as interviewing, obtaining and recording vital signs, assisting with basic physical exams and testing will be studied**.**

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

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. Standard precautions
   A. Standard Precaution types
   B. Training
   C. Personal Protective Equipment (PPE)

II. Principles of asepsis
   A. Infection cycle
   B. Infectious agents
   C. Handling microbiological specimens
   D. Infection control practices

III. Patient care
   A. Documentation, Growth Charts, Immunization Records
   B. Patient Instructions
   C. Health history

IV. Assess patient pain level
   A. Patient population
   B. Level of Understanding
   C. Communication/Application

V. Body mechanics and ergonomics
   A. Proper body mechanics
   B. Assistive Devices
   C. Patient Transfer
   D. Safety

VI. Vital signs
   A. Rationale
   B. Technique
   C. Normal and abnormal results

VII. Medical history
   A. Techniques (Reflection, Clarification, Restatement)
   B. Medical terminology

VIII. Height and weight
   A. Interpretation
   B. Measuring systems & Procedures

IX. Routine exams
   A. Preparation
   B. Assist Patient/Provider

X. Perform diagnostic testing
   A. Rationale
   B. Patient Education & Awareness
   C. Performance
      a. Visual acuity test
      b. Hearing assessment
      c. Pulse oximetry

COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will:

A. Adhere to standard precautions.
   1. Describe Standard Precautions, including: transmission based precautions, purpose, and activities regulated.
   2. Participate in training on Standard Precautions.
   3. Select and describe appropriate barrier/personal protective equipment (PPE) for potentially infections situations.
   4. Match types and uses of personal protective uses.
   5. Discuss the application of standard precautions with regard to mucous membranes, non-intact skin and all body fluids including blood.

B. Apply principles of asepsis.
   6. Define asepsis.
   7. Discuss infection control procedures
   8. Compare different methods of controlling the growth of microorganisms.
   9. Discuss quality control issues related to handling microbiological specimens.
   10. Apply microbiology and infection control practices to room setup and turnover.
   11. List major types of infectious agents.
   12. Describe the infection cycle, including the infectious agent, reservoir, susceptible host, means of transmission, portals of entry, and portals of exit.

C. Perform patient care and document appropriately.
   13. Accurately document patient care.
   14. Maintain growth charts.
   15. Maintain immunization records.
   16. Instruct patients on health promotion and disease prevention according to their needs.

D. Obtain patient pain level for a variety of patient populations.
   17. Apply critical thinking skills in performing patient assessment and care.
   18. Use language/verbal skills that enable patients understanding.
   19. Perform a pain assessment on diverse patients.

E. Identify principles of body mechanics and ergonomics.
   20. Use proper body mechanics.
   21. Instruct the patient on use of cane, walker, crutches, and wheelchair.
   22. Perform patient transfer.
   23. Identify personal safety precautions as established by the Occupational Safety and Health Administration (OSHA).

F. Perform vital signs.
   24. Obtain Vital signs.
   25. Distinguish between normal and abnormal test results.

G. Obtain medical history.
   26. Use reflection, restatement and clarification techniques to obtain a patient history.
   27. Use medical terminology.

H. Calculate height and weight.
   28. Analyze charts, graphs and/or tables in the interpretations of healthcare results.
   29. Identify measuring systems.

I. Prepare patient and assist physician with routine exams.
   30. Prepare a patient for procedures and/or treatments.
   31. Demonstrate recognition of the patient's level of understanding in communications.
   32. Assist provider with patient care.

J. Perform diagnostic testing.
   33. Explain the rational for performance of a procedure to the patient.
   34. Perform patient screening using established protocols.
   35. Show awareness of patients concerns regarding their perceptions related to the procedure being performed.
   36. Perform visual acuity test.
   37. Obtain pulse oximetry reading.

38. Perform a hearing assessment.

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.