

# COURSE SYLLABUS

<b>LAST REVIEW</b>	Spring 2021
<b>COURSE TITLE</b>	Advanced Patient Care
<b>COURSE NUMBER</b>	MEDA 0175
<b>DIVISION</b>	Health Professions
<b>DEPARTMENT</b>	Medical Assistant
<b>CIP CODE</b>	51.0801
<b>CREDIT HOURS</b>	4
<b>CONTACT HOURS/WEEK</b>	Class: 2.5                      Lab: 3
<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 focuses on expanding the knowledge and skills in Patient Care. More complex and independent procedures performed by the Medical Assistant will be explored. Addresses surgical procedures, physical therapy, principles of radiology, emergency procedures and pulmonary function testing, includes the performance of an electrocardiogram (EKG).

## 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://kckccbbookstore.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. Document patient education
  - A. Interpretation of healthcare results
  - B. Medical terminology
    1. Communication
    2. Patient History
    3. Data & Observations
- II. Prepare patient for referral/specialty exams
  - A. Appropriate language and skills – Procedure Instruction
  - B. Diversity
  - C. Resources and adaptations
    1. Culture and environment
    2. Developmental life stage
    3. Other factors
- III. Assist with specialty exams
  - A. Rationale for procedure
  - B. Patients concerns
  - C. Patient rights
  - D. Obtain specimens
- IV. Heat/cold Modalities
  - A. Rationale
  - B. Safety
  - C. Application
- V. Pulmonary function testing
  - A. Rationale
  - B. Application
- VI. Sterilization techniques

- A. Preparation
  - B. Perform procedures
- VII. Minor office surgery
- A. Medical and surgical asepsis
  - B. Quality control issues
  - C. Application/Performance
- VIII. Suture and staple removal
- A. Identify equipment
  - B. Demonstrate removal
- IX. Cast care
- A. Indications
  - B. Application and Removal
- X. Ear irrigation and medication instillation
- A. Rationale
  - B. Applicatio
- XI. Eye irrigation and medication instillation
- A. Rationale
  - B. Application
- XII. Wound irrigation dressing
- A. Rationale
  - B. Application
- XIII. Perform first aid in medical office emergency procedures
- A. Identify personal safety precautions – Occupational Safety and Health Administration (OSHA)
  - B. Safety signs, symbols and labels
  - C. Principles of first aid
  - D. First aid procedures
- XIV. Radiology
- A. Patient preparation
  - B. Role and scope of practice
- XV. Nutrition
- A. Role of diet in health
  - B. Correlate diet to disease
- XVI. Electrocardiography
- A. Cardiac Cycle

- B. Basic heart rhythms
  - a. Sinus Rhythms
  - b. Abnormal rhythms
- C. Rationale
- D. Application

### **COURSE LEARNING OUTCOMES AND COMPETENCIES**

Upon successful completion of this course, the student will:

- A. Document patient education.
  - 1. Analyze charts, graphs and/or tables in the interpretation of healthcare results.
  - 2. Document patient education.
  - 3. Use medical terminology, pronouncing medical terms correctly, to communicate information, patient history, data and observations.
  
- B. Prepare patients for referral/specialty exams for a variety of patient populations.
  - 4. Use language/verbal skills that enable patients understanding.
  - 5. Demonstrate respect for diversity in approaching patients and families.
  - 6. Identify resources and adaptations that are required based on individual needs, i.e., culture and environment, developmental life stage, language, and physical threats to communication.
  
- C. Assist with specialty exams for a variety of patient populations.
  - 7. Obtain specimens for microbiological testing.
  - 8. Display sensitivity to patient rights and feelings in collecting specimens.
  - 9. Explain the rationale for performance of a procedure to the patient.
  - 10. Show awareness of patients concerns regarding their perceptions related to the procedure being performed.
  
- D. Perform heat/cold applications.
  - 11. Identify therapeutic reasons for the application of heat and cold treatments.
  - 12. Identify safety precautions while applying heat and cold treatments.
  
- E. Perform pulmonary function testing.
  - 13. Perform pulmonary function testing.
  - 14. Obtain vital sign and document results obtained.
  
- F. Perform sterilization techniques.
  - 15. Discuss the rationale for the use of sterile technique.
  - 16. Prepare items for autoclaving.
  - 17. Perform sterilization procedures.
  
- G. Assist with minor office surgery.
  - 18. Differentiate between medical and surgical asepsis used in ambulatory care settings, identifying when each is appropriate.

19. Assist the provider with surgical procedures.
20. Discuss quality control issues related to handling microbiological specimens.

- H. Assist with suture and staple removal.
  - 21. Identify equipment needed for the procedure.
  - 22. Demonstrate removal of stitches/staples using sterile technique.
  
- I. Assist with cast care.
  - 23. List the indications for a cast.
  - 24. List the steps in applying and removing a cast.
  
- J. Assist with ear irrigation and medication instillation.
  - 25. Identify the purpose of ear irrigations.
  - 26. Demonstrate ear irrigations and instillation of ear medication safely.
  
- K. Assist with eye irrigation and medication instillation.
  - 27. Identify the purpose of eye irrigations.
  - 28. Demonstrate eye irrigations and instillation of eye drops.
  
- L. Assist with wound irrigation and dressing.
  - 29. Irrigate the wound.
  - 30. Apply various dressings.
  - 31. Perform proper disposal of contaminated materials.
  
- M. Perform first aid and medical office emergency procedures.
  - 32. Identify personal safety precautions as established by the Occupational Safety and Health Administration (OSHA).
  - 33. Identify safety signs, symbols and labels.
  - 34. Describe basic principles of first aid.
  - 35. Perform first aid procedures.
  
- N. Apply principles of radiology.
  - 36. Explain patient preparation for typical diagnostic imaging examinations.
  - 37. Define the Medical Assistant role and scope of practice in radiology.
  
- O. Apply principles of nutrition.
  - 38. Identify the role of diet in health.
  - 39. Correlate diet to disease.
  
- P. Perform Electrocardiography.
  - 40. Perform electrocardiography.
  - 41. Identify parts of the Cardiac Cycle
  - 42. Recognize basic heart rhythms
  - 43. Document the procedure.

## **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>.