

Collin College - Continuing Education

Course Syllabus

Course Title: Clinical Medical Assistant – Basic and Advanced

Course Number: MEDC 5404 & MEDC 5405

Course Description: The Clinical Medical Assistant course will train students to provide medical office administrative and clinical duties, help the physician carry out procedures, care for patients, perform basic lab tests and administer medications. An emphasis will be placed on patient assessment, examination, and treatment as directed by the physician(s). Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory care settings.

Hours: 134

Course Corequisite(s): CMA Basic and CMA Advanced must be taken concurrently.

Student Learning Outcomes:

1. Assist with routine and specialty office examinations and procedures including inventory control
2. Perform medical and surgical asepsis and sterile techniques appropriate in ambulatory care settings
3. Apply governmental health care guidelines
4. Respond to medical emergencies
5. Perform the procedures for rooming a patient
6. Obtain the vital signs of a patient
7. Perform basic wound care, and assist with minor surgery and suturing
8. Demonstrate proper positioning and draping for patient procedure
9. Demonstrate the collection of specimens
10. Demonstrate concepts related to professional conduct, ethical behavior, and patient confidentiality
11. Distinguish when patient questions and requests should be referred to office manager, nurse, or doctor
12. Demonstrate filing and updating records
13. Scheduling appointments
14. Answering telephone
15. Maintain clinical and examination areas
16. Locate information regarding medications, and maintain vaccine records
17. Demonstrate the administration of oral and injectable medications
18. Perform a 12-lead EKG/ECG procedures

Course Objectives: This course will prepare students to take the optional certification examination for Medical Assisting offered by the National Health Career Association. The exam is offered at the Courtyard Center upon completion of student externship.

Textbook(s): (Contact bookstore for current edition and cost)

Online Access Code: McGraw-Hill CONNECT

McGraw-Hill Textbook: Medical Assisting: Administrative and Clinical Procedures with Anatomy and Physiology

*****You will also have online access to your textbook*****

Withdrawal Policy: See the current *Career Skills Training* catalog for the tuition refund policy.

Collin College Academic Policies: See the current *Collin Student Handbook*.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

Meeting Location: Courtyard Center (homework assignments, and some quizzes will be done online)

Attendance Policy: Students must be in proper attire (black scrubs, closed-toe shoes, properly groomed) and in attendance for at least 90% in order to pass competencies.

Lesson Plan – Each class session will consist of lecture and/or lab activities

Session	Lecture
1	Welcome – Ketia Bradley Introductions Chapter 1 Lecture - Introduction to Medical Assisting
2	Chapter 2 Lecture - Healthcare and the Healthcare Team Chapter 3 Lecture - Professionalism and Success
3	Chapter 4 Lecture – Interpersonal Communication Chapter 5 Lecture - Legal and Ethical Issues
4	Chapter 6 Lecture - Infection Control Chapter 35 Lecture – Infection Control Practices
5	Chapter 37 Lecture - Vital Signs
6	Chapter 7 Lecture - Safety and Patient Reception Chapter 9 Lecture - Examination and Treatment Areas
7	Chapter 12 Lecture - Electronic Health Records Chapter 14 Lecture - Telephone Techniques
8	Chapter 15 Lecture - Patient Education
9	Chapter 18 Lecture - Diagnostic Coding
10	Chapter 19 Lecture - Procedural Coding
11	Chapter 36 Lecture - Patient Interview and History
12	Chapter 38 Lecture –Assisting with General Physical Examination
13	Chapter 51 lecture – Principles of Pharmacology
14	Chapter 52 Lecture – Dosage Calculations
15	Chapter 53 Lecture – Medication Administration
16	Chapter 55 Lecture – Nutrition and Health
17	Chapter 57 Lecture - Emergency Preparedness
18	Written Midterm Exam (in class) First Paper Due

	Externship Presentation – Lynn Wilson (10:30-11:30)
19	Simulation Lab (McKinney) – Vital Signs & Polysomnography
20	Chapter 22 Lecture – The Integumentary System
21	Chapter 23 Lecture – The Skeletal System Chapter 24 Lecture – The Muscular System
22	Chapter 54 Lecture – Physical Therapy and Rehabilitation
23	Chapter 25 Lecture – The Cardiovascular System
24	Chapter 28 Lecture – The Respiratory System
25	Chapter 49 Lecture – Electrocardiography and Pulmonary Function
26	Chapter 43 Lecture – Assisting with Eye and Ear Care
27	Chapter 29 Lecture – The Nervous System
28	Chapter 30 Lecture – The Urinary System Chapter 31 Lecture – The Reproductive System
29	Chapter 39 Lecture – Assisting in Reproductive and Urinary Specialties
30	Chapter 32 Lecture – The Digestive System
31	Chapter 33 Lecture – The Endocrine System
32	Chapter 40 Lecture – Assisting in Pediatrics
33	Chapter 41 Lecture – Assisting in Geriatrics
34	Chapter 42 Lecture – Assisting in other Medical Specialties Chapter 44 Lecture – Assisting with Minor Surgery
35	Chapter 26 Lecture – The Blood
36	Chapter 27 Lecture – The Lymphatic and Immune System
37	Chapter 45 Lecture - Orientation to the Lab
38	Chapter 47 Lecture - Collecting, Processing, and Testing Urine, and Stool Chapter 48 Lecture - Collecting, Processing, and Testing Blood
39	Review – finish material
40	Final Written Exam (in class) Second Paper Due Externship Presentation – Lynn Wilson (11:00-12:00)
41	Review
42	Review
43	Simulation lab & Surgical Technology rotation in McKinney
44	Simulation lab & Surgical Technology rotation in McKinney
45	Externship Entrance Exam
	Bad Weather/ makeup day – if needed
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*****Please carefully read the grading information below. No exceptions will be made.*****

Methods of Evaluation: Students must achieve a minimum score of 75% in each individual section of the CMA course. Students must also be in attendance 90% of the class time to receive a passing score. **Three, or more late days will count as a “FULL” absence.**

Grading Rubric:

Item	**Minimum score needed per section**
Homework, quizzes (online, and/or in classroom), essays	75% and above average
Lab work, participation, and professionalism	75% and above average

Midterm, and Final Exams	75% and above average
Externship Entrance Exam	85% per skill, and instructor recommendation

The Externship Entrance Exam only determines eligibility to move forward to a clinical externship. Scores are not calculated into course grades.

Upon completion of this course, students are expected to progress into a 160-hour clinical externship.

Computer Skills Needed: You should know how to access a Web site when given an address (URL) or link, use features of your Web browser, download files, attach files to emails, and use MS Word processing software.

Expectations for taking the online portion of this course: Homework assignments will be submitted and quizzes will be taken online by the student. It is the student's responsibility to maintain computer and Internet access (there is an open computer lab at the Courtyard Center; available for student use any time the building is open). In addition to expectations listed elsewhere, students are expected to keep a copy of all saved course work until the final grade has been posted, since electronic communications can fail or crash. This policy may allow resubmission of important items, if permitted by the instructor. If technology issues arise, students are expected to use Collin computers or other equipment for submitting work according to the schedule. In other words, a personal computer or Internet challenges are no excuse for failing to submit work on time. Students are expected to plan ahead concerning inquiries to allow for reasonable response time from the instructor. Students are expected to mark the weeks of the term on their personal calendars and to maintain a check list of work completed and grades received in order to self-monitor progress in the course.