

**SOUTHEAST COMMUNITY COLLEGE  
HEALTH SCIENCES DIVISION  
MEDICAL ASSISTING PROGRAM**

Revision Date: 11/2021

[Syllabus Statements](#)

**I. CATALOG DESCRIPTION**

**Course Number:** MEDA1301  
**Course Title:** Exam Room 2  
**Prerequisite(s):** MEDA1205

**Catalog Description:** Content incorporates cognitive knowledge in the performance of psychomotor and affective competencies in the following areas: basic pharmacology, calculation of medication dosage and medication administration, electrocardiography, regulatory guidelines in the medical laboratory, introduction to the medical laboratory, phlebotomy (venipuncture and capillary puncture), hematology, urinalysis, basic microbiology, and specialty laboratory tests.

**Credit Hours:** 4  
**Class Hours:** 30  
**Lab Hours:** 90  
**Total Contact Hours:** 120

**II. COURSE OBJECTIVES:** *Course will:*

1. Demonstrate clinical procedures specific to the ambulatory health care setting.
2. Demonstrate correct procedures for Medication Administration.
3. Demonstrate skills necessary to assist with specialty exams and lab procedures.
4. Demonstrate venipuncture techniques.
5. Define common laboratory tests performed in the ambulatory healthcare setting.

**III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES:**

**A. STUDENT LEARNING OUTCOMES:** *Students will be able to:*

1. Demonstrate respect for diversity in approaching patients and families.
2. Explain rationale for performance of a procedure to the patient.
3. Apply critical thinking skills in performing patient assessment and care.
4. Verify ordered doses prior to administration.
5. Distinguish between normal and abnormal test results.

**B. GENERAL EDUCATION LEARNING OUTCOMES**

**GELO 3: Critical Thinking & Problem Solving**

Outcome: 1) Collect, identify, interpret, and analyze data

**C. ENTRY LEVEL COMPETENCIES FOR MEDICAL ASSISTING STUDENTS (taken from CAAHEP's 2015 Standards and Guidelines for Medical Assisting Programs)**

- I.C.10 Identify CLIA waived tests associated with common diseases
- I.C.12 Identify quality assurance practices in healthcare
- II.C.1. Demonstrate knowledge of basic math computations
- II.C.2. Apply mathematical computations
- II.C.3.a. Define basic units of measurement in: the metric system
- II.C.3.b. Define basic units of measurement in: the household system
- II.C.5 Identify abbreviations and symbols used in calculating medication dosages
- II.C.6 Analyze healthcare results as reported in graphs, tables
- X.C.11.a. Describe compliance reporting: unsafe activities
- X.C.11.b. Describe compliance reporting: errors in patient care
- X.C.11.c. Describe compliance reporting: conflicts of interest
- XII.C.1 Identify safety signs, symbols, and labels
- XII.C.2 Identify safety techniques that can be used in responding to accidental exposure to: blood, other body fluids, needle sticks, and chemicals
- I.P.2 Perform electrocardiography, venipuncture, and capillary puncture
- I.P.4 Verify the rules of medication administration: right patient, right medication, right dose, right route, right time, right documentation
- I.P.5 Select proper sites for administering parenteral medication
- I.P.6 Administer oral medications
- I.P.7 Administer parenteral (excluding IV) medications
- I.P.8 Instruct and prepare a patient for a procedure or a treatment
- I.P.10 Perform a quality control measure
- I.P.11 Obtain specimens and perform: CLIA waived hematology test, CLIA waived chemistry test, CLIA waived urinalysis, CLIA waived immunology test, and CLIA waived microbiology test
- II.P.1 Calculate proper dosages of medication for administration
- II.P.2 Differentiate between normal and abnormal test results
- II.P.3 Maintain lab test results using flow sheets
- II.P.4 Document on a growth chart
- III.P.2 Select appropriate barrier/personal protective equipment (PPE)
- III.P.10 Demonstrate proper disposal of biohazardous material sharps and regulated wastes
- V.P.1.a. Use feedback techniques to obtain patient information including: reflection
- V.P.1.b. Use feedback techniques to obtain patient information including: restatement
- IX.P.1. Perform procedural coding
- IX.P.2. Perform diagnostic coding
- X.P.2.a. Apply HIPAA rules in regard to: privacy
- X.P.4 Apply the Patient's Bill of Rights as it relates to: choice of treatment, consent for treatment, and refusal of treatment
- X.P.7 Complete an incident report related to an error in patient care
- XI.P.2. Demonstrate appropriate response(s) to ethical issues
- XII.P.1 Comply with safety signs, symbols, and labels

- XII.P.2 Demonstrate proper use of: eyewash equipment, fire extinguishers, sharps disposal containers
- I.A.1 Incorporate critical thinking skills when performing patient assessment
- I.A.2 Incorporate critical thinking skills when performing patient care
- I.A.3 Show awareness of a patient's concerns related to the procedure being performed
- II.A.1 Reassure a patient of the accuracy of the test results
- V.A.2. Demonstrate the principles of self-boundaries
- V.A.3.a. Demonstrate respect for individual diversity including: gender
- V.A.3.b. Demonstrate respect for individual diversity including: race
- V.A.3.c. Demonstrate respect for individual diversity including: religion
- V.A.3.e. Demonstrate respect for individual diversity including: economic status
- V.A.4. Explain to a patient the rationale for performance of a procedure
- VI.P.6. Perform routine maintenance of administrative or clinical equipment
- VII.A.1. Demonstrate professionalism when discussing patient's billing record
- VII.A.2. Display sensitivity when requesting payment for services rendered
- X.A.1 Demonstrate sensitivity to patient rights
- X.A.2. Protect the integrity of the medical record

**IV. CONTENT/TOPICAL OUTLINE (course outline may provide more detailed information)**

**A. ADVANCED TECHNIQUES AND PROCEDURES**

**B. LABORATORY PROCEDURES**

**V. INSTRUCTIONAL MATERIALS**

**A. Required Text(s):**

Lindh, Tamparo, Dahl, Morris, Correa. *Comprehensive Medical Assisting* (current edition).  
Delmar Publishing

Workbook to accompany *Comprehensive Medical Assisting*

**B. Other Resources:**

Supplemental handouts in packet purchased from bookstore

**VI. METHODS OF PRESENTATION/INSTRUCTION**

Methods of presentation typically include a combination of the following: Lecture, PowerPoint presentations, worksheets, role-play, class participation, and demonstration.

**VII. METHODS OF EVALUATION– See Course Information Document (CID)**

**SCC STANDARD GRADING SCALE POLICY:**

<b>A+</b>	<b>95-100</b>	<b>C+</b>	<b>75-79</b>
<b>A</b>	<b>90-94</b>	<b>C</b>	<b>70-74</b>
<b>B+</b>	<b>85-89</b>	<b>D+</b>	<b>65-69</b>
<b>B</b>	<b>80-84</b>	<b>D</b>	<b>60-64</b>
		<b>F</b>	<b>Below 60</b>

### **Grading Policies**

- All of the cognitive objectives and psychomotor and affective competencies for this course are taught and assessed. All students must pass 100% of the psychomotor and affective competencies in this course in order to pass the course and progress in the Program and graduate. (MAERB requirement for 2015 Standards and Guidelines for Medical Assisting Programs).
- In this course, instructor graded check-offs which have psychomotor and affective competencies (critical steps) must be passed with a 90% minimum. All critical steps on the check-off must be passed with the total point value indicated on the check-off in order to pass all of the psychomotor and affective competencies.
- If a 90% is not obtained on the check-off or if a critical step is not passed, the student will be allowed to repeat the check-off. A student failing a check-off will complete remediation prior to the repeat check-off.
- In the event that the repeat check-off is not passed, the student will remediate with the Medical Assisting Program Director until the 90% is obtained and/or the critical steps are passed.
- There are also written tests in this course which contain cognitive objectives. Those test scores are averaged as part of the total course grade.
- The cognitive (classroom) portion of the grade is 60% and the psychomotor and affective (hands-on lab) is 40% of the total grade.
- Students must receive a minimum grade average of a 75% in this course to progress in the Program.
- See the Course Information Document for more information.

### **VIII. SPECIFIC COURSE REQUIREMENTS- See Course Information Document (CID)**