

SOUTHEAST COMMUNITY COLLEGE
HEALTH SCIENCES DIVISION
MEDICAL ASSISTING
Revision Date: 12/2025

I. CATALOG DESCRIPTION

Course Number: MEDA 1301
Course Title: Exam Room 2
Prerequisite(s): MEDA 1205

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 2022 Standards and Guidelines for Medical Assisting Programs)

1. I.C.9 Identify Clinical Laboratory Improvement Amendments (CLIA) waived tests associated with common diseases
2. I.C.11. Identify quality assurance practices in healthcare
3. I.C.13. Identify appropriate vaccinations based on an immunization schedule
4. I.P.1.a.-f. Accurately measure and record: blood pressure, temperature, pulse, respirations, height, and weight (adult and infant)
5. I.P.2.a.-c. Perform the following procedures: electrocardiography, venipuncture, and capillary puncture
6. I.P.4.a.-f. Verify the rules of medication administration: right patient, right medication, right dose, right route, right time, right documentation
7. I.P.5. Select proper sites for administering parenteral medication
8. I.P.7. Administer parenteral (excluding IV) medications
9. I.P.8. Instruct and prepare a patient for a procedure or a treatment
10. I.P.10. Perform a quality control measure
11. I.P.11.a.-e. Collect specimens and perform: CLIA waived hematology test, CLIA waived chemistry test, CLIA waived urinalysis, CLIA waived immunology test, CLIA waived microbiology test
12. II.C.1.a.-b. Define basic units of measurement in: the metric system and the household system
13. II.C.2. Identify abbreviations used in calculating medication dosages
14. II.C.3.b. Identify normal and abnormal results as reported in: tables
15. II.P.1. Calculate proper dosages of medication for administration
16. II.P.2. Record laboratory test results into the patient's record
17. II.P.4. Apply mathematical computations to solve equations
18. II.P.5. Convert among measurement systems
19. III.C.5. Identify the principles of standard precautions
20. III.C.6. Identify personal protective equipment (PPE)
21. III.C.7. Identify the implications for failure to comply with Centers for Disease Control (CDC) regulations in healthcare settings
22. III.P.2. Select appropriate barrier / personal protective equipment (PPE)
23. III.P.3. Perform handwashing
24. III.P.10 a.-b. Demonstrate proper disposal of biohazardous material: sharps and regulated wastes
25. V.P.1. Respond to nonverbal communication
26. V.P.4. Demonstrate professional telephone techniques
27. IX.P.1. Perform procedural coding
28. IX.P.2. Perform diagnostic coding
29. IX.P.3. Utilize medical necessity guidelines
30. X.P.2.a. Apply HIPAA rules in regard to: privacy
31. X.P.3. Document patient care accurately in the medical record
32. X.P.5. Report an illegal activity following the protocol established by the healthcare setting
33. XI.P.1. Demonstrate professional response(s) to ethical issues

- 34. XII.C.1. Identify workplace safeguards
- 35. XII.C.2.a.-d. Identify safety techniques that can be used in responding to accidental exposure to: blood, other body fluids, needle sticks, and chemicals
- 36. XII.C.5. Identify the purpose of Safety Data Sheets (SDS) in a healthcare setting
- 37. XII.C.6. Identify processes for disposal of a biohazardous waste and b. chemicals
- 38. XII.P.1. Comply with safety practices
- 39. XII.P.4. Evaluate an environment to identify unsafe conditions
- 40. A.1. Demonstrate critical thinking skills
- 41. A.2. Reassure patients
- 42. A.3. Demonstrate empathy for patients' concerns
- 43. A.5. Respect diversity
- 44. A.6. Recognize personal boundaries

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

B. Other Resources:

Supplemental handouts in packet purchased from bookstore
Supply bag—purchase 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:

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

Grading Policies

The minimum expectation for the Medical Assisting Program is to prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession (CAAHEP 2022 Standards and Guidelines).

All Medical Assisting Program students must pass 100% of the MAERB Core Curriculum cognitive objectives and psychomotor and affective competencies in order to complete the course progress in the program and graduate.

Medical Assisting Program students must receive a minimum grade average of a 75% (C+) in this course.

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