

**MAYLAND COMMUNITY COLLEGE**

**Welcomes You To:**

**MED 140.10  
Exam Room Procedures I  
FALL 2007**

**Course Description**

This course provides instruction in clinical examining room procedures. Emergency procedures, infection control, medical asepsis, medical history, vital signs, assisting with physical examinations, and specialty exams. Upon completion, students should be able to demonstrate competence in exam room procedures.

**Prerequisites:** Admission to the M.A. program      **Corequisites:** See college catalog

**Lecture: 3 hours Lab: 4 hours, Credit: 5 hours**

**Dates: August 20 – December 17**

**Instructor Information**

**Instructor:** Dolly Horton, CMA, BS, M.Ed.  
**Office Location:** Room #P217  
**Telephone Number:** 828-765-7351 ext. 330  
**E-mail Address:** dhorton@mayland.edu  
**Office Hours:** Office hours posted

**Course meeting days:** Monday/Wednesday 8-9:20 am (lecture) Room 216 Main Building  
Thursday (section 10) 8-11:50 (lab) Room 216 Main Building  
Friday (section 11) 8-11:50 (lab) Room 216 Main Building

**Course Information**

**Required Text(s):** Young, A., Proctor, D. (2007) The medical assistant: an applied learning approach, 10<sup>th</sup> ed. Saunders:Elsevier, St. Louis Missouri.

**LRC Resources:** Selected readings assigned by the instructor

**Required supplies:** ID badge, scrubs, watch, stethoscope, BP cuff

**Course Objectives:**

1. Recognize, prepare for and respond to emergencies in the ambulatory care setting.
2. Explain "Universal Precautions".
3. State the critical importance of infection control in the ambulatory care setting.
4. Apply principles of aseptic technique and infection control.
5. Communication with patients and their families.
6. Obtain and record patient history.
7. Obtain pulse, blood pressure, respiration, height, and weight of patient.
8. Perform eye/ear instillation and irrigation.
9. Perform handwashing.
10. Perform visual acuity and color vision testing.
11. Prepare and maintain examination and treatment areas.
12. Proper care of facility, inventory of supplies and equipment.
13. Demonstrate effective time management.

**Methods of Presentation:**

Exam Room Procedures I will meet for 7 hours per week and will consist of classroom lectures, demonstration of procedures by the instructor, role playing, simulations, group discussions, individual and group projects, supervised classroom practice, and performance evaluations.

**Training Aids:**

Videos, films, projector presentations, slides, equipment in the Medical Assisting Laboratory, and guest speakers.

**Grading Scale:**

**A** = 93-100  
**B** = 85-92  
**C** = 77-84  
**D** = 70-76  
**F** = 69 or below

**Final Grade Distribution:**

Written, oral, and unannounced quizzes	75%
Graded laboratory demonstrations	20%
Comprehensive final exam	5%
total	100%

**Note:** The student must make a “C” or better in all MED courses to continue in the Medical Assisting Program.

**Class Attendance/Absences:** See Medical Assisting Student Handbook.

## Unit 6 Fundamentals of clinical medical assisting

**Unit 6: Chapter 26, Infection control**

The student should meet the following performance objectives and demonstrate an understanding of the facts and principles presented.

1. Define the key terms as presented in the glossary.
2. Define and state the critical importance of infection control in the ambulatory care setting.
3. Outline the six links in the chain of infection.
4. Define the five classifications of infectious microorganisms.
5. Recall and elaborate on the four phases the immune system uses to defend against infectious diseases.
6. State the four stages of infectious diseases.
7. Recall at least five infectious diseases, their agents of transmission, and symptoms.
8. Compare the routes of transmission if AIDS and hepatitis and discuss the risk of infection from needlestick.
9. Explain why Universal Precautions were introduced in 1985.
10. Describe the purpose of Standard Precautions and give six examples of ways health care providers should practice Standard Precautions.
11. Differentiate among the three types of Transmission-Based Precautions.
12. List eight types of body fluids and give an example of each.
13. Describe personal protective equipment.
14. Recognize five situations in which exposure to a patient’s blood can occur and discuss why Standard Precautions are important.
15. Describe disposal of infectious waste.
16. Discuss components of the bloodborne standard. Analyze what the law covers.
17. List human fluids that may contain HIV and HBV.
18. Define medical asepsis.
19. Define surgical asepsis.
20. Compare and contrast medical asepsis and surgical asepsis.
21. State four methods of sterilization.
22. List supplies and equipment necessary to achieve surgical asepsis when using an autoclave.

23. Explain competent wrapping and operation of the autoclave.
24. State storage measures and expiration periods for autoclave materials.

CAAHEP Competencies associated with Chapter 26

- 3.b.(1)(a). Perform hand washing
- 3.b.(1)(d). Dispose of biohazardous materials
- 3.b.(1)(e). Practice Standard Precautions

**Unit 6: Chapter 27, Patient assessment**

The student should meet the following performance objectives and demonstrate an understanding of the facts and principles presented:

1. Define the key terms as presented in the glossary.
2. Understand the necessity and function of the medical history in patient treatment.
3. Define the parts of the medical history.
4. Identify and use effective methods of interacting with a patient.
5. Obtain a medical history from the patient.
6. Explain the different methods of charting/documentation.
7. Define the meaning and function of SOAP.
8. Understand some issues of cultural sensitivity in taking a medical history.
9. Describe the contents of a medical record.
10. State five reasons why the medical record is important.
11. Document accurately.

CAAHEP Competencies associated with Chapter 27

- 3.c.(1)(b). Recognize and respond to verbal communications
- 3.c.(1)(c). Recognize and respond to nonverbal communications
- 3.c.(2)(a). Identify and respond to issues of confidentiality
- 3.c.(2)(b). Perform within legal and ethical boundaries
- 3.c.(2)(c). Establish and maintain the medical record
- 3.c.(2)(d). Document appropriately

**Unit 6: Chapter 28, Patient education**

The student should meet the following performance objectives and demonstrate an understanding of the facts and principles presented.

1. Illustrate at least five guidelines for patient education that can affect overall patient wellness.
2. Define six patient factors that have an impact on learning
3. Summarize education approaches for patients with language barriers
4. Determine potential barriers to patient learning
5. Describe the role of the medical assistant in patient education
6. Develop a list of community resources

CAAHEP Competencies associated with Chapter 28

- 3.c.(3)(b). Instruct individuals according to their needs
- 3.c.(3)(c). Provide instruction for health maintenance and disease prevention
- 3.c.(3)(d). Identify community resources

**Unit 6: Chapter 29, Nutrition and health promotion**

The student should meet the following performance objectives and demonstrate an understanding of the facts and principles presented.

1. Analyze the relationship between poor diet and lifestyle choices and the risk of developing diet-related diseases.
2. Classify the types of functions of dietary nutrients

3. Describe the role of carbohydrates, fats, and protein in the daily diet
4. Apply food guide pyramid guidelines to patient dietary recommendations
5. Compare patient BMI calculations with the risk of diet-related disease development
6. Interpret food labels and their application to healthy diets
7. Summarize the causes of eating disorders and obesity and their impact on patient health

CAAHEP Competencies associated with Chapter 28

- 3.c.(3).b. Instruct individuals according to their needs

**Unit 6: Chapter 30, Vital signs**

The student should meet the following performance objectives and demonstrate an understanding of the facts and principles presented:

1. Define the key terms as presented in the glossary.
2. Discuss normal and abnormal temperatures, including factors affecting temperature.
3. Identify and explain the procedures for using, caring for, and storing of the various types of thermometers.
4. Describe the locations and procedure for obtaining pulse rate.
5. Explain the procedure for obtaining respiration rates.
6. Identify and describe normal and abnormal pulse and respiratory rates and the factors affecting each.
7. Describe the appropriate equipment and procedure for obtaining a blood pressure measurement.
8. Identify normal and abnormal blood pressure, including factors affecting blood pressure.
9. Describe the procedures for obtaining height, weight, and chest measurements of adults.
10. Accurately record measurements on the patient chart.

**Unit 6: Chapter 31, Assisting with the primary physical examination**

The student should meet the following performance objectives and demonstrate an understanding of the facts and principles presented:

1. Define the key terms as presented in the glossary.
2. Describe the six methods used in physical examinations.
3. Name and describe eight positions used for physical examinations.
4. Discuss the purpose of draping and demonstrate the appropriate draping procedure for each type of position.
5. Identify at least ten instruments and supplies used for examination of various parts of the body.
6. Identify eight basic components of a physical examination.
7. Describe the sequence followed during a routine physical examination.
8. Recall method of examination, instrument used, and position for examination of at least eight body parts.

**Unit 10: Assisting with Surgeries**

**Unit 10: Chapter 55, Surgical supplies and instruments**

The student should meet the following performance objectives and demonstrate an understanding of the facts and principles presented:

1. Describe the typical solutions and medication used in minor surgical procedures
2. Summarize methods for identifying surgical instruments used in minor office surgery
3. Outline the general classifications of surgical instruments
4. Describe the care of surgical instruments
5. Identify types of suture and surgical needles

CAAHEP Competencies associated with Chapter 55

- 3.b.(4)(f). Prepare patients for and assist with procedures, treatments, and minor office surgeries

3.c.(4)(b). Perform routine maintenance of administrative and clinical equipment

**Unit 10: Chapter 56, Surgical asepsis and assisting with surgical procedures**

The student should meet the following performance objectives and demonstrate an understanding of the facts and principles presented:

1. Define the concepts of aseptic technique
2. Demonstrate how to wrap instrument packs for autoclave sterilization
3. Explain types and uses of sterilization indicators
4. Summarize the correct methods for loading operating and unloading an autoclave
5. Demonstrate how to operate an autoclave
6. Summarize common minor surgical procedures
7. Describe the medical assistant's role in minor office surgery
8. Perform a skin prep for surgery
9. Perform a surgical hand scrub
10. Outline rules for setting up and maintaining a sterile field
11. Open a sterile pack to create a sterile field
12. Transfer sterile instruments and pour solutions into a sterile field
13. Apply sterile gloves
14. don a sterile gown and gloves
15. Demonstrate how to assist with a minor surgical procedures and suturing
16. Summarize postoperative instructions and wound care
17. Explain the process wound healing
18. Properly apply dressing and bandages to surgical sites

CAAHEP Competencies Associate with Chapter 56

- 3.b.(1)(a). Perform hand washing
- 3.b.(1)(b). Wrap items for autoclaving
- 3.b.(1)(c). Perform sterilization techniques
- 3.b.(4)(f). Prepare patients for and assist with procedures, treatments, and minor office surgery

**Inclement Weather Procedures:** See institution student handbook.

**Withdrawal Dates: Fall 2007**

End of Unconditional Withdrawal  
End of Conditional Withdrawal

September 21, 2007  
November 1, 2007

**The following ADA statement: Any student requesting special accommodations for this course due to a disability should apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which reasonable accommodations, if any, the student needs for success in this course.**

## Outline for Exam Room Procedures I

August 17-18	Course Documents, Chapter 22
August 24-25	Chapter 22 Movie: Guide to HIV
August 30-Sept. 1	Chapter 22 Movie: Infection Control
September 7-8	Chapter 22
September 14-15	Test Chapter 22 Chapter 23 Movie: Taking a Patient's History
September 21-22	Chapter 23
September 28-29	Test Chapter 23 Chapter 24
October 5-6	Chapter 24
October 12-13	Chapter 24
October 19-20	Test Chapter 24 Chapter 25 Movie: Preparing patients for examination
October 26-27	Chapter 25
November 2-3	Test Chapter 25 Chapter 26
November 9	Chapter 27
November 10	College Closed
November 16-17	Chapter 28
November 23-24	College Closed
Nov. 30 – Dec. 1	Chapter 29
December 7-8	Finals