MAYLAND COMMUNITY COLLEGE
Welcomes You To:
MED 240.10
Exam Room Procedures II
SPRING 2007
Course Description

This course is a continuation of clinical aspects of Medical Assisting and will include specialty examinations, assisting with minor surgery, radiology and diagnostic imaging, pharmacology, rehabilitation modalities, calculation and administration of medications and electrocardiography.

Prerequisites: MED 140 **Corequisites:** ENG 114, MED 122, MED 131, MED 134 & MED 150
Lecture: 3 hours **Lab:** 4 hours **Credit:** 5 hours

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 Information

Course meeting days:	Th – Lecture 9-11:50
Lab time:	F – 9-12:50
Required Text(s):	Lindh, W., Pooler, M. (2006). Comprehensvie medical assisting. 3rd ed. Thomson Delmar Learning: Clifton Park, NY.
LRC Resources:	PDR assignments by the instructor
Required supplies:	Lab coat, name pin, stethoscope, watch with second hand.

Course Learning Objectives:

1. Communication with patients and their families.
2. Prepare a patient for routine specialty examinations.
3. Demonstrate with accuracy the administration of oral and parenteral medications.
4. Maintain a medication and immunization record.
5. Instruct a patient in the use of assistive and therapeutic devices.
6. Perform Electrocardiogram

Methods of Presentation:
Exam Room Procedures II will meet for seven 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, equipment in the Medical Assisting Laboratory, and facilities tours.

Testing:
1. Announced written tests will be given.
2. **Announced tests not taken on the assigned day will have ten points deducted from the total score.**
3. Make-up test or exams must be taken within the week and may be essay.
4. Any student who makes below a 77 on a major exam must remediate. The original test grade will be used to determine the final class grade.
5. Clinical laboratory performance evaluation of the student will be graded according to accuracy, speed, organization, ability, and knowledge of the principle demonstrated. All lab performances must be

satisfactorily completed. Clinical laboratory performances not taken on the assigned day must be completed within one week.

Grading Scale:	**Final Grade Distribution:**	
A = 93-100	Tests	75%
B = 85-92	Graded laboratory demonstrations	20%
C = 77-84		
D = 70-76	Comprehensive final examination	5%
F = 69 or below		100%

Medical Examinations and Procedures:

General Objective: The student will demonstrate knowledge related to examinations, diagnostic and treatment modalities including:

a. Minor Office Surgery	d. Colon Procedures and Male Reproductive Health	g. Pharmacology	j. rehabilitation
b. Administration of Medication	e. Radiology and Diagnostic Imaging	h. male reproductive system	
c. Cardiopulmonary Procedures	f. . Calculation of Medication	i. gerontology	

Performance Objectives:

1. Define the terminology listed in the vocabulary for each specialty
2. Describe patient preparation for examination
3. Demonstrate knowledge with accuracy regarding procedures common to each specialty

Pharmacology and drug administration:

General Objective: The student should meet the performance objectives and demonstrate an understanding of the principles associated with pharmacology and the administration of medication

Intermediate Performance Objective:

1. Define the vocabulary terms as listed.
2. List and describe the uses, source names, classifications, and types of drugs.
3. List at least eight factors that influence drug dosage and action.
4. Describe three types of drug names and list three names for one drug.
5. Demonstrate written knowledge of drug administration routes and forms.
6. Define “prescription” list and explain the seven parts of a prescription.
7. Name reference books on drugs.
8. Explain how the skin is prepared before an injection is administered.
9. Demonstrate written knowledge of infant/children’s immunizations, precautions, side effects, and sites of administration.
10. List guidelines for administering mediation and rules for administering injections.
11. Demonstrate knowledge of the Metric and Apothecary systems of drug measurement.

Performance Objectives:

1. Calculate the correct dosage of a medication to be administered.
2. Given medication orders, interpret and calculate the dosage of the drug to be administered.
3. Demonstrate how to fill a syringe with a medication from a vial, from an ampule.
4. Demonstrate the correct procedure for administration of medication by subcutaneous, intramuscular, and intradermal routes
5. Given a medication order, assemble the appropriate syringes and needles.

Examinations and Procedures of Body Systems:

General Objectives: The student will demonstrate through written and oral examination knowledge of the examination procedures regarding the urinary, digestive, sensory, respiratory, musculoskeletal, neurological circulatory, blood and lymph, integumentary systems.

Intermediate Performance Objectives:

1. List signs and symptoms of conditions and disorders of the listed systems.
2. List diagnostic tests for the listed systems.
3. Describe patient instructions for preparation of diagnostic testing.
4. Describe how to perform a urinary catheterization male/female.
5. Give instructions for a clean catch midstream urine specimen.
6. State protocol when collecting a urine for drug screening.
7. Describe the correct procedures for each performance objective.
8. Define the key terms for this section.

Performance Objectives: The student will demonstrate with at least 78% accuracy:

1. Perform urinary catheterization on a simulated patient.
2. Perform a urine drug screening.
3. Instruct a patient in obtaining a fecal occult blood test and develop the test.
4. Perform a visual acuity test using a Snellen chart.
5. Measure a patient's near visual acuity.
6. Perform a color vision test using Ishihara Plates.
7. Perform eye instillation on a simulated patient.
8. Perform eye patch dressing application.

Respiratory Testing

General Objective: The student will demonstrate knowledge of respiratory testing, equipment, and guidelines.

Intermediate Performance Objectives:

1. Define the vocabulary terms listed.
2. Describe three components of lung function.
3. Demonstrated knowledge of equipment and supplies.

Performance Objectives:

1. Provide patient education that is within the scope of a medical assistants training and responsibility regarding spirometry test.
2. Demonstrate a correct method used to perform a single breath spirometery test.

Diagnostic Imaging:

General Objectives: The student will demonstrate knowledge of x-ray and Diagnostic Radiology

Intermediate Performance Objectives: On written examination the student will with at least 78% accuracy:

1. Give a brief history of x-ray.
2. Describe the medical assistant's role in diagnostic radiology.
3. List common radiological test and disorders diagnosed.
4. Describe four x-ray procedures that require patient preparation.
5. Recall four side effects of radiation.
6. Describe safety precautions for personnel and patients as they related to ionizing radiation treatments.
7. Define Ultrasonography, PET, CT, and MRI
8. Describe the three main parts of an x-ray machine.

Performance Objective:

1. Attend a tour to local Radiology Facilities and participate in questions.

Note:
In all MED courses, the student must make a "C" or better to continue in the Medical Assisting Program.

Class Attendance/Absences: See Student Medical Assisting Handbook.
Inclement Weather Procedures: See institution student handbook.

Withdrawal Dates: Spring 2007

February 13	End of Unconditional Withdrawal
March 27	End of Conditional Withdrawal

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

January	11/12	Syllabi distribution, Chapter 9 Emergency Procedures
	18	Test Chapter 9, Chapter 28 Male Reproductive, Chapter 29 Gerontology
	19	Labs for Chp. 28, 29
	25	Test Chapter 28 & 29, Chapter 30 Examinations and Procedures
	26	Lab for Chapter 30
February	1	Test Chapter 30, Chapter 31 Office Surgery
	2	Lab Chapter 31
	8	Test Chapter 31
	9	Lab Chapter 31
	15	Chapter 32 Diagnostic Imaging,
	16	Lab for Chp. 32
	22	Chapter 33 Rehabilitation
	23	Lab for Chp. 33
March	1	Test Chapters 32 & 33
	2	field trip to SPCH OR, X-Ray and PT Departments
	5-9	Spring Break
	15	Chapter 34 Nutrition in Health and Disease, assignment of nutrition project
	16	Lab for Chp. 34
	22	Test Chapter 34, Movies Inside Look at Heart Attack, and Mastering the 12-Lead EKG
	23	Lab Chapter 37
	29	Chapter 37 Electrocardiography, Assignment of Chapter 24 Project
	30	Lab Chapter 37
April	5/6	Closed
	12	Test Chapter 37
	13	Lab Make up day
	19	Class project for Chapter 24 Vital Signs and Measurements
	20	Class project for lab-Chapter 24, preparation for health fair

	26	health fair
	27	health fair
May	3	Review for Final
	4	Comprehensive Final