COURSE OUTLINE

Course: 30235 MEDICAL ASSISTANT **Total Course Hours:** 540.00

CBEDS Title: MEDICAL OFFICE SERVICES CONTINUING SERVICES **CBEDS #:** 4225

Job Title(s):
Medical Assistant, Medical Office Administrator, Clinical Medical Assistant

Prerequisites:
TB Clearance

Course Description:
Students learn the many skills of medical assisting, including infection control, the ability to prepare patients for examination and treatment, performing various laboratory tests and medical terminology. This course includes a clinical internship at a physician's office or clinic. Integrated throughout the course are Academic and CTE standards, which include safety, communication, technology, ethics, career planning and other employability skills.

Hours	
Class	OJT

Occupational Competencies

1-7 on the Course Outline are generic to all BVROP courses and include the BVROP Student Outcomes

6.00		**1 ORIENTATION**

A Identifies and discusses course objectives and competencies.
B Discusses ROP Student Outcomes.
C Explains class attendance and behavior objectives.

8.00	7.00	**2 HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT**

A Describes patient/employee accident procedures.
B Demonstrates appropriate safety practices (e.g. bending, lifting, etc.).
C Demonstrates knowledge of classroom procedures and drills (e.g. earthquake, fire and emergency).
D Identifies the CAL-OSHA requirements relative to medical assisting.
E Demonstrates appropriate CAL-OSHA procedures.

8.00	7.00	**3 ETHICS AND LEGAL RESPONSIBILITIES**

A Defines sexual harassment and discusses tactics for handling harassment situations.
B Applies appropriate workplace behavior and standards.
C Describes and explains legal regulations, duties and responsibilities of the Medical Assistant including HIPPA regulations.
D Describes various contracts and consent forms necessary between the physician and the patient.
E Describes common laws and situations that need to be reported to the authorities.
F Identifies professional liabilities.

15.00	20.00	**4 LEADERSHIP AND TEAMWORK**

A Describes the characteristics and benefits of teamwork and leadership.
B Demonstrates ability to make appropriate decisions.
C Works well with others and gives/takes constructive criticism.
D Displays appropriate professional behavior.
E Describes members of the health team.

Hours	
Class	OJT

Class	OJT		
21.00	6.00	5	**CAREER PLANNING**

A Prepares a finished, professional portfolio showing the best work that has been completed during the class.
B Locates job opportunities through the use of want-ads, placement agencies and online.
C Visits at least one facility related to area of training and observes jobs performed.
D Completes a job application correctly.
E Prepares for and critiques a simulated employment interview.
F Discusses employee benefits and rights as related to the specific occupational job area including gender equity and equal opportunity.
G Identifies acceptable procedures to leave a job.
H Applies for a scholarship.
I Completes a professional resume.
J Demonstrates appropriate personal grooming and dress.
K Describes relations with professional organizations.

Class	OJT		
8.00	7.00	6	**COMMUNICATION**

A Uses effective workplace conversation.
B Reads and interprets written information and directions.
C Practices various forms of written communication appropriate to the occupation.

Class	OJT		
5.00	3.00	7	**STUDENT OUTCOMES**

A Demonstrates Occupational Specific, Communication and Critical Thinking Skills
B Demonstrates Responsible Work Ethics
C Demonstrates Career/Employment Literacy
D Demonstrates Effective Use of Technology

Class	OJT		
8.00		8	**PATIENT RELATIONSHIP**

A Explains the process of interpersonal communications.
B Identifies basic principles for a successful patient interview.
C Describes pitfalls that hinder communication and the development of rapport.
D Communicates with the handicapped patient.
E Describes various problem patients.

Class	OJT		
40.00	5.00	9	**EMERGENCY CARE**

A Demonstrates CPR.
B Demonstrates basic first aid techniques.
C Identifies and demonstrates proper care for medical office emergencies.
D Lists signs of inflammation.
E Assists in administering treatment for puncture wounds, abrasions, lacerations and burns.
F Applies Ace bandage.
G Demonstrates proper application and patient teaching related to hot and cold treatment application.

Class	OJT		
20.00		10	**NUTRITION**

A Identifies and describes basic food groups, diet therapies and various vitamins and minerals
B Completes assigned nutrition project.

Class	OJT		
35.00		11	**MEDICAL TERMINOLOGY**

A Defines medical terms and abbreviations.

Class	OJT		
4.00	15.00	12	**MEDICAL AND SURGICAL ASEPSIS**

A Demonstrates knowledge of infection control procedures
B Demonstrates knowledge of aseptic procedures
C Demonstrates surgical sterilization procedures/techniques.

Class	OJT		
28.00	58.00	13	**PHYSICAL EXAMINATION**

A Prepares and instructs the patient for the physical exam
B Demonstrates/describes how to assist the physician with the examination
C Assists/performs/describes procedures for diagnostic testing

Hours	
Class	OJT

30.00	15.00	**14 PHARMACOLOGY**

A Converts length, weight, and volume measurement to metric
B Calculates correct dosages of drugs
C Lists and describes common drugs, their uses and administration
D Discusses immunity and lists types of common immunizations and legal responsibilities
E Describes and demonstrates routes and methods of medication administration

5.00	1.00	**15 GENERAL TRAINING SITE KNOWLEDGE**

A Demonstrates knowledge of Student Training Plan
B Discusses security, safety and accident procedures for training site
C Creates a professional and favorable image of health worker

10.00		**16 GROWTH AND DEVELOPMENT**

A Describes characteristics of growth and development.

20.00	30.00	**17 CLINICAL PROCEDURES**

A Demonstrates accurate temperature, pulse, respiratory and blood pressure techniques.
B Recognizes correct vital sign values.
C Documents vital signs.
D Lists miscellaneous types of cultures.
E Labels specimens and prepares lab slips.
F Demonstrates proper use and safety of crutches, walkers, wheel chairs and other durable medical equipment.
G Removes and applies sterile and nonsterile dressing.

10.00	15.00	**18 SPECIALTY CARE**

A Assists with speciality examinations.
B Performs telephone and in-person screening.
C Assists in the care and treatment of patients from various age and cultural populations.
D Identifies signs and symptoms of victims of child, sexual and elder abuse.
E Intentifies signs and symptoms of domestic violence victims.

6.00	25.00	**19 DIAGNOSTIC TESTS**

A Performs various types of diagnostic tests used in an office clinical setting.
B Performs electrocardiogram.

3.00		**20 PUBLIC RELATIONS IN COMMUNITY**

A Participates in a community service projects.

3.00		**21 ANATOMICAL POSITIONS**

A Identifies correct anatomical positions
B Labels the body regions
C Labels anatomical structures by system

Hours	
Class	OJT

23.00	

22 BODY SYSTEMS

A Identifies muscular system diagram, catalogs muscular system functions and describes various diseases, treatments and injuries of the muscular system.

B Identifies skeletal system diagram, catalogs skeletal system functions and describes various diseases, treatments and injuries of the skeletal system.

C Identifies integumentary system diagram, catalogs integumentary system functions and describes various diseases, treatments and injuries of the integumentary system.

D Identifies digestive system diagram, catalogs digestive system functions and describes various diseases, treatments and injuries of the digestive system.

E Identifies endocrine system diagram, catalogs endocrine system functions and describes various diseases, treatments and injuries of the endocrine system.

F Identifies respiratory system diagram, catalogs respiratory system functions and describes various diseases, treatments and injuries of the respiratory system.

G Identifies circulatory system diagram, catalogs circulatory system functions and describes various diseases, treatments and injuries of the circulatory system.

H Identifies neurological system diagram, catalogs neurological system functions and describes various diseases, treatments and injuries of the neurological system.

I Identifies sensory system diagram, catalogs sensory system functions and describes various diseases, treatments and injuries of the sensory system.

J Identifies urinary system diagram, catalogs urinary system functions and describes various diseases, treatments and injuries of the urinary system.

K Identifies reproductive system diagram, catalogs reproductive system functions and describes various diseases, treatments and injuries of the reproductive system.

10.00	

23 RESEARCH PAPER

A Utilizes the internet, textbooks and other research resources

B Demonstrates the use of MLA Guidelines and Standards

C Demonstrates search techniques for a cure or new treatments available

D Demonstrates advanced computer skills

E Demonstrates bibliographic documentation

F Demonstrates correct grammar, syntax and spelling

TOTAL HOURS

Class	OJT	Course
326.00	**214.00**	**540.00**