

## Clackamas Community College

### Online Course/Outline Submission System

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#### Section #1 General Course Information

**Department:** Health Sciences: Allied Health

**Submitter**

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**Course Prefix and Number:** MA - 118

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**# Credits:** 3

**Contact hours**

Lecture (# of hours): 33

Lec/lab (# of hours):

Lab (# of hours):

Total course hours: 33

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

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**Course Title:** Examination Room Techniques

**Course Description:**

Fundamental theory focusing on the clinical competencies involved in ambulatory care, exam room procedures and related techniques. Special emphasis will be placed on essential principles of diagnostic testing, patient care, documentation and general (trans disciplinary) competencies including the rationale for the equipment used in medication administration and the techniques for oral and parenteral medication administration (excluding IV).

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**Type of Course:** Career Technical Preparatory

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

**No**

Is general education certification being sought at this time?

**No**

Does this course map to any general education outcome(s)?

**No**

Is this course part of an AAS or related certificate of completion?

**Yes**

**Name of degree(s) and/or certificate(s):** Medical Assistant Certificate

Are there prerequisites to this course?

**Yes**

**Pre-reqs:** Pass BI-120, MA-112, MA-145

Have you consulted with the appropriate chair if the pre-req is in another program?

**No**

Are there corequisites to this course?

**Yes**

**Co-reqs:** MA-116, MA-117, MA-117L, MA-118L, MTH-054

Are there any requirements or recommendations for students taken this course?

**Yes**

**Recommendations:** None

**Requirements:** Student must be enrolled in current Medical Assistant cohort. Instructor consent.

Are there similar courses existing in other programs or disciplines at CCC?

**No**

Will this class use library resources?

**Yes**

Have you talked with a librarian regarding that impact?

**No**

Is there any other potential impact on another department?

**No**

Does this course belong on the Related Instruction list?

**No**

GRADING METHOD:

A-F Only

**Audit: Yes**

When do you plan to offer this course?

✓ **Winter**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

**No**

Will this course appear in the college catalog?

**Yes**

Will this course appear in the schedule?

**Yes**

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. obtain vital signs,
2. perform pulmonary function testing,
3. perform Electrocardiography,
4. perform patient screening using established protocols,
5. select proper sites for admin of parenteral medication,
6. administer oral medications,
7. administer parenteral medications,
8. assist physician with patient care,
9. screen test results,
10. apply critical thinking skills in performing patient assessment and care,
11. use language/verbal skills that enable patients' understanding,
12. prepare proper dosages of medication for administration,
13. maintain growth charts,
14. verify ordered doses/dosages prior to administration,
15. participate in standard precaution training,
16. practice standard precautions,

17. perform hand washing,
18. prepare items for autoclaving,
19. perform sterilization procedures,
20. explain the rationale for performing a procedure to the patient,
21. show awareness of patients' concerns regarding their perceptions related to the procedure being performed,
22. use reflection, restatement and clarification techniques to obtain a patient history;
23. report relevant information to others succinctly and accurately,
24. use medical terminology, pronouncing medical terms correctly to communicate information / patient history / data and observations,
25. instruct patients according to their needs to promote health maintenance and disease prevention,
26. prepare a patient for procedures and or treatments,
27. document patient care,
28. document patient education,
29. perform within scope of practice,
30. complete an incident report,
31. document accurately in the patient record,
32. apply local, state and federal health care legislation and regulation appropriate to the medical assisting practice setting;
33. demonstrate awareness of the consequences of not working within the legal scope of practice,
34. comply with safety signs, symbols and labels;
35. evaluate the work environment to identify safe vs. unsafe working conditions,
36. demonstrate proper use of the following equipment: a] eyewash b] fire extinguisher c] sharps disposal containers.

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***This course does not include assessable General Education outcomes.***

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**Major Topic Outline:**

1. Infection control.
  - a. Bloodborne pathogens.
  - b. Sterilization techniques.
2. Medical and surgical asepsis.
  - a. Sterile set-up.
  - b. Wound care.
  - c. bandaging techniques.
3. Assisting with minor surgery.
4. Vital signs.
5. Obtaining Patient history.
6. Documentation.
7. Assisting with the physical exam.
8. Specialty procedures, tests and screenings.
  - a. Pulmonary function tests.
  - b. Eye exams.
  - c. Ear care.
9. 12-Lead Electrocardiograms.
10. Administering medications.
  - a. Oral.
  - b. Intramuscular.
  - c. Subcutaneous.
  - d. Intradermal.
11. Vaccinations.
  - a. Documentation.
  - b. Schedules.
  - c. Care of vaccine.

12. Diagnostic imaging.

13. OB/Gyn.

a. assisting in.

14. Pediatrics.

a. assisting in.

b. techniques.

Does the content of this class relate to job skills in any of the following areas:

- |                                      |           |
|--------------------------------------|-----------|
| 1. Increased energy efficiency       | <b>No</b> |
| 2. Produce renewable energy          | <b>No</b> |
| 3. Prevent environmental degradation | <b>No</b> |
| 4. Clean up natural environment      | <b>No</b> |
| 5. Supports green services           | <b>No</b> |

Percent of course: 0%

First term to be offered:

**Next available term after approval**

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