

**NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE**  
**COURSE SYLLABUS**

**Course Title:**

Clinical Medical Assisting

**Course #: MED\* 133**

**Course Description:**

This course presents the theory and practice of clinical skills used by the medical assistant in an outpatient environment. The course focuses on documentation, adult and pediatric physical exams, vital signs and measurements, medical asepsis. Oral and written communication skills, interview techniques, and patient education and instruction policies and procedures are developed. 4 Credit Hours

**Pre-requisite:**

MED 125, CSA 105, English 101 eligible

**Goals:**

- To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- To develop the clinical competencies necessary to be a competent medical assistant.
- To examine the roles and responsibilities of a clinical medical assistant in healthcare.
- To develop effective communication skills and respect for uniqueness and diversity.
- To apply ethical, logical, critical and analytical processes in identifying problems, alternative solutions and making informed decisions related to the clinical healthcare environment

**Outcomes:**

With the satisfactory completion of this course, the student will be able to perform entry level competencies as a Medical Assistant. This course includes the following cognitive competencies:

**Applied Mathematics**

**II.C6** Analyze healthcare results as reported in: graphs and tables.

**Infection Control**

**III.C1** List major types of infectious agents

**III.C2** Describe the infection cycle, including the infectious agent, reservoir, susceptible host, means of transmission, portals of entry, and portals of exit

**III.C3** Define the following as practiced within an ambulatory care setting: medical asepsis and surgical asepsis

**III.C4** Identify methods of controlling the growth of microorganisms

**III.C5** Define the principles of Standard Precautions

**III.C6** Define personal protective equipment (PPE) for: all body fluids, secretions and excretions, blood, non-intact skin, and mucous membranes

**III.C7** Identify the Center for Disease Control (CDC) regulations that impact healthcare practices

### **Concepts of Effective Communication**

**V.C16** Differentiate between subjective and objective information

**V.C18** Discuss examples of diversity: cultural, social, and ethnic

### **Administrative Functions**

**VI.C4** Define types of information contained in the patient's medical record.

**VI.C5** Identify methods of organizing the patient's medical record based on; problem oriented medical record (POMR), source oriented medical record (SOMR)

**VI.C10** List steps involved in completing an inventory

### **Legal Implication**

**X.C12** Describe compliance with public health statutes: communicable diseases; abuse, neglect, and exploitation; and wounds of violence

### **Protective Practices**

**XII.C1** Identify: safety signs, symbols, and labels

**XII.C2** Identify safety techniques that can be used in responding to accidental exposure to: blood, other body fluids, needle sticks, and chemicals

**XII.C5** Describe the purpose of Safety Data Sheets (SDS) in a healthcare setting

### **Entry Level Competencies for Medical Assistants**

See attached list

#### **Types of Assessments meeting Core Competencies**

Demonstration of skills/competencies

Online interactive adaptive activities using McGraw Hill LearnSmart/ActivSim

Online Quizzes and Discussion Board

Unit tests, Midterm and Final Exam

Patient Interview Assignment

Patient Information Brochure – chronic disease

**Practical Final** A “live” comprehensive simulation to pull it all together. The final practical will include the Cognitive, Psychomotor and Affective content covered in this course. A non-student patient volunteer will role play various common scenarios with the student. The student brings the patient from the waiting room through the intake process, performs vital signs and measurements, correctly documents findings and sets up the exam room so that the “patient” is ready to see the physician.

**“Students must pass ALL (100%) of the psychomotor and affective domain competencies taught in this course prior to the date of the final exam. These competencies must EACH INDIVIDUALLY be passed with a grade of 80% or better in order to pass the course, complete the program and graduate. If this standard is not met the student will not pass the course and will have to repeat the entire course to graduate.” CAAHEP accreditation requires 100% of all Medical Assisting graduates pass 100% of all competencies.**

**MEDICAL ASSISTING STUDENTS - 74% is an estimated figure which is considered a**

**minimum level of achievement. Any student who receives a final grade score below 74% WILL NOT PASS the course. Failure to receive a grade of 'C' or better will necessitate this course being repeated and passed successfully.**