RARITAN VALLEY COMMUNITY COLLEGE
ACADEMIC COURSE OUTLINE

MATC-121: Clinical Medical Assistant Principles

I. Basic Course Information

A. Course Number and Title: MATC-121: Clinical Medical Assistant Principles

B. New or Modified Course: Modified

C. Date of Proposal: Semester: Spring 2023

D. Effective Term: Fall 2023

E. Sponsoring Department: Health Science Education

F. Semester Credit Hours: 7

G. Weekly Contact Hours: 9
   Lecture: 5
   Laboratory: 4
   Out of class student work per week: 12

H. Prerequisites: MATC-111 Admin Medical Assistant Principles
   BIOL-120 Human Biology
   HLTH-150 Medical Terminology
   ENGL-111 English Composition I

   Co-requisites: MATC-116 Phlebotomy Theory & Lab
                  HLTH-109 Pharmacology
                  HLTH-107 Pathophysiology

I. Additional Fees: Yes. This course has a $150 MA kit fee.

J. Name and E-Mail Address of Department Chair and Divisional Dean at time of
   approval: Chair Linda Romaine linda.romaine@raritanval.edu
           Dean Sarah Imbriglio sarah.imbriglio@raritanval.edu

II. Catalog Description

   Prerequisites: MATC-111 Admin Medical Assistant Principles
                  BIOL-120 Human Biology
                  HLTH-150 Medical Terminology
                  ENGL-111 English Composition I

   Co-requisites: MATC-116 Phlebotomy Theory & Lab
This course is designed to offer the student the necessary clinical theory and lab practice to become a competent medical assistant in an entry-level position. Basic clinical skills covered in this course include vital signs and patient interview; infection control and medical asepsis; surgical asepsis; surgical supplies, instruments and assisting with surgical procedures; assisting with a primary physical exam and other specialty exams; assisting in the clinical laboratory and with the analysis of urine, blood, and other body specimens; and performing dosage calculations and medication administration.

III. Statement of Course Need

A. Medical Assisting is an allied health profession whose members need to be competent in all clinical and administrative aspects of their profession. The Clinical Medical Assistant Principles course is a vital part of the curriculum and fulfills the clinical competency requirements of the Medical Assistant Education Review Board (MAERB), the certifying agency for medical assistants. Students must achieve 100% competency in psychomotor (P) and affective (A) learning outcomes (MAERB competencies) in order to pass this course and achieve eligibility to take a national certification examination and practice as a qualified Medical Assistant.

B. The lab component for this course helps the student to understand the theoretical components taught in lecture through application of the principles learned.

C. This course generally transfers as a medical assistant program requirement.

IV. Place of Course in College Curriculum

A. Free Elective
B. This course meets a program requirement for the Medical Assistant Certificate Program
C. To see course transferability: a) for New Jersey schools, go to the NJ Transfer website, www.njtransfer.org; b) for all other colleges and universities, go to the individual websites.

V. Outline of Course Content

A. Infection Control
B. Medical and Surgical Asepsis
C. Assisting with Minor Surgery/Surgical Supplies and Instruments
D. Patient History/Interview
E. Vital Signs
F. Assisting with Physical Examinations
G. Assisting in Ophthalmology and Otolaryngology
H. Assisting in Dermatology
I. Assisting in Gastroenterology
J. Assisting in Urology and Male Reproduction
K. Assisting in Obstetrics and Gynecology
L. Assisting in Pediatrics
M. Assisting in Orthopedics
N. Assisting in Neurology and Mental Health
O. Assisting in Endocrinology
P. Assisting in Pulmonary Medicine
Q. Assisting in Cardiology and Lymphatics
R. Assisting in Geriatrics
S. Principles of Electrocardiography
T. Introduction to Assisting in the Clinical Laboratory
U. Assisting in the Analysis of Urine
V. Assisting in Clinical Chemistry
W. Assisting in Microbiology and Immunology
X. Introduction to Pharmacology
Y. Dosage Calculation and Administering Medications

VI. A. Course Learning Outcomes

At the completion of the course, students will be able to:

1. Demonstrate critical thinking in decision making (GE *)
2. Utilize appropriate verbal and nonverbal communication techniques (GE-1)
3. Employ ethical behaviors based upon the Medical Assistant’s Creed when providing care (GE-ER)
4. I.P.1. Measure and record blood pressure, temperature, pulse, respirations, height, weight, length (infant), head circumference (infant), pulse oximetry
5. I.P.2. Perform electrocardiography, capillary puncture, and pulmonary function testing
6. I.P.3. Perform patient screening using established protocols
7. I.P.4. Verify the rules of medication administration: right patient, right medication, right dose, right route, right time, right documentation
8. I.P.5. Select proper sites for administering parenteral medication
9. I.P.6. Administer oral medications
10. I.P.7. Administer parenteral (excluding IV) medications
11. I.P.8. Instruct and prepare a patient for a procedure or a treatment
13. I.P.10. Perform a quality control measure
14. I.P.11. Obtain specimens and perform CLIA waived chemistry test, urinalysis, immunology test, and microbiology test
15. I.P.12. Produce up-to-date documentation of provider/professional level CPR
16. I.A.1. Incorporate critical thinking skills when performing patient assessment
17. I.A.2. Incorporate critical thinking skills when performing patient care
18. I.A.3. Show awareness of a patient’s concerns related to the procedure being performed
19. II.P.1. Calculate proper dosages of medication for administration
20. II.P.2. Differentiate between normal and abnormal test results
21. II.P.3. Maintain lab test results using flow sheets
22. II.P.4. Document on a growth chart
23. III.A.1. Reassure a patient of the accuracy of the test results
24. III.P.1. Participate in bloodborne pathogen training
25. III.P.2. Select appropriate barrier/personal protective equipment (PPE)
26. III.P.3. Perform handwashing
27. III.P.4. Prepare items for autoclaving
28. III.P.5. Perform sterilization procedures
29. III.P.6. Prepare a sterile field
30. III.P.7. Perform within a sterile field
31. III.P.8. Perform wound care
32. III.P.9. Perform dressing change
33. III.P.10. Demonstrate proper disposal of biohazardous material: sharps and regulated wastes
34. III.A.1. Recognize the implications for failure to comply with Centers for Disease Control (CDC) regulations in healthcare settings
35. V.P.1. Use feedback techniques to obtain patient information including reflection, restatement, and clarification
36. V.P.2. Respond to nonverbal communication
37. V.P.3. Use medical terminology correctly and pronounced accurately to communicate information to providers and patients
38. V.P.4. Coach patients regarding health maintenance, disease prevention, and treatment plan
39. V.P.5. Coach patients appropriately considering developmental life state and communication barriers
40. V.A.1. Demonstrate active listening and nonverbal communication
41. V.A.4. Explain to a patient the rationale for performance of a procedure
42. VI.P.6. Utilize an EMR
43. X.P.3. Document patient care accurately in the medical record
44. X.P.5. Perform compliance reporting based on public health statutes
45. X.P.7. Complete an incident report related to an error in patient care
46. XII.P.2. Demonstrate proper use of eyewash equipment and sharps disposal containers
47. XII.P.3. Use proper body mechanics

*Embedded critical thinking

B. Assessment Instruments

1. laboratory products
2. demonstrations
3. essays
4. Service Learning
VII. Grade Determinants

A. return demonstration of clinical competencies
B. essays
C. projects
D. tests
E. presentations

Given the goals and outcomes described above, list the primary formats, modes, and methods for teaching and learning that may be used in the course:

A. lecture/discussion
B. small-group work
C. computer-assisted instruction
D. guest speakers
E. laboratory
F. student oral presentations
G. simulation/role playing
H. student collaboration

VIII. Texts and Materials

A. Textbook: *Kinn’s The Medical Assistant*
   Author: Proctor, Deborah, et al
   Publisher: Elsevier

B. Study Guide/Procedure Checklist Manual:

   *Kinn’s The Medical Assistant Study Guide and Procedure Checklist Manual*
   Author: Proctor, Deborah et al
   Publisher: Elsevier

C. Student clinical supply kit
D. Instructor prepared materials
E. Internet sources
F. Videos/DVDs/CDs

(Please Note: The course outline is intended only as a guide to course content and resources. Do not purchase textbooks based on this outline. The RVCC Bookstore is the sole resource for the most up-to-date information about textbooks.)

IX. Resources

A. Medical Assistant clinical laboratory
B. Computer lab with software
C. RVCC library resources and other resources available in the MA lab
X. Honors Options: N/A