

**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      Year: 2017

**D. Effective Term: Fall 2017**

E. Sponsoring Department: Health Science Education

F. Semester Credit Hours: 7

G. Weekly Contact Hours:                      Lecture: 5  
   Laboratory: 4  
   Out of class student work per week: 18

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. Laboratory Fees: Yes

J. Name and Telephone Number or E-Mail Address of Department Chair at time of approval:

Beryl Stetson, RNBC, MSN, CNE, LCCE, CIC  
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(908) 526-1200, ext. 8208

**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  
HLTH-109 Pharmacology  
HLTH-107 Pathophysiology

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](http://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. General Education and Course Learning Outcomes**

### **A. General Education Learning Outcomes:**

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

1. Demonstrate critical thinking in decision making (GE-NJ \*)
2. Utilize appropriate verbal and nonverbal communication techniques (GE-NJ 1)
3. Employ ethical behaviors based upon the Medical Assistant's Creed when providing care (GE-NJ ER)

**(\*Embedded critical thinking)**

### **B. Course Learning Outcomes:**

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

1. I.P.1. Measure and record blood pressure, temperature, pulse, respirations, height, weight, length (infant), head circumference (infant), pulse oximetry
2. I.P.2. Perform electrocardiography, capillary puncture, and pulmonary function testing
3. I.P.3. Perform patient screening using established protocols
4. I.P.4. Verify the rules of medication administration: right patient, right medication, right dose, right route, right time, right documentation
5. I.P.5. Select proper sites for administering parenteral medication
6. I.P.6. Administer oral medications
7. I.P.7. Administer parenteral (excluding IV) medications

8. I.P.8. Instruct and prepare a patient for a procedure or a treatment
9. I.P.9. Assist provider with a patient exam
10. I.P.10. Perform a quality control measure
11. I.P.11. Obtain specimens and perform CLIA waived chemistry test, urinalysis, immunology test, and microbiology test
12. I.P.12. Produce up-to-date documentation of provider/professional level CPR
13. I.A.1. Incorporate critical thinking skills when performing patient assessment
14. I.A.2. Incorporate critical thinking skills when performing patient care
15. I.A.3. Show awareness of a patient's concerns related to the procedure being performed
16. II.P.1. Calculate proper dosages of medication for administration
17. II.P.2. Differentiate between normal and abnormal test results
18. II.P.3. Maintain lab test results using flow sheets
19. II.P.4. Document on a growth chart
20. II.A.1. Reassure a patient of the accuracy of the test results
21. III.P.1. Participate in bloodborne pathogen training
22. III.P.2. Select appropriate barrier/personal protective equipment (PPE)
23. III.P.3. Perform handwashing
24. III.P.4. Prepare items for autoclaving
25. III.P.5. Perform sterilization procedures
26. III.P.6. Prepare a sterile field
27. III.P.7. Perform within a sterile field
28. III.P.8. Perform wound care
29. III.P.9. Perform dressing change
30. III.P.10. Demonstrate proper disposal of biohazardous material: sharps and regulated wastes
31. III.A.1. Recognize the implications for failure to comply with Centers for Disease Control (CDC) regulations in healthcare settings
32. V.P.1. Use feedback techniques to obtain patient information including reflection, restatement, and clarification
33. V.P.2. Respond to nonverbal communication
34. V.P.3. Use medical terminology correctly and pronounced accurately to communicate information to providers and patients
35. V.P.4. Coach patients regarding health maintenance, disease prevention, and treatment plan
36. V.P.5. Coach patients appropriately considering developmental life state and communication barriers
37. V.A.1. Demonstrate active listening and nonverbal communication
38. V.A.4. Explain to a patient the rationale for performance of a procedure
39. VI.P.6. Utilize an EMR
40. X.P.3. Document patient care accurately in the medical record
41. X.P.5. Perform compliance reporting based on public health statutes
42. X.P.7. Complete an incident report related to an error in patient care
43. XII.P.2. Demonstrate proper use of eyewash equipment and sharps disposal containers

44. XII.P.3. Use proper body mechanics

**C. 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: None available**

Rev: 1/17