



EFFECTIVE: SEPTEMBER 2004 CURRICULUM GUIDELINES

A. Division: **Instruction** Effective Date: **September 2004**

B. Department / Program Area: **Commerce & Business Admin. Office Administration** Revision New Course
 If Revision, Section(s) Revised: **C, J**
 Date of Previous Revision: **2003-09**
 Date of Current Revision: **2004-09**

C: **OADM 1325** D: **Clinical Office Procedures** E: **3**

Subject & Course No.	Descriptive Title	Semester Credits
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F: Calendar Description: This course is designed to enable the Medical Office/Hospital Assistant to perform basic clinical procedures including the use and management of medical equipment. The student will perform basic laboratory tests and assist the physician with specific examinations and procedures. Emphasis is placed on the role of the medical assistant as a link between the doctor and external medical testing and treatment facilities.	
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G: Allocation of Contact Hours to Type of Instruction / Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings: Lectures and Laboratory Number of Contact Hours: (per week / semester for each descriptor) Lecture: 2 Hours Laboratory: 3 Hours Total: 5 Hours Number of Weeks per Semester: 15 Weeks X 5 Hours per Week = 75 Hours	H: Course Prerequisites: English 11 with a grade of "C" or better or equivalent I: Course Corequisites: Nil J: Course for which this Course is a Prerequisite OADM 1401 K: Maximum Class Size: 30
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L: PLEASE INDICATE:

	Non-Credit
X	College Credit Non-Transfer
	College Credit Transfer:

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)

M: Course Objectives / Learning Outcomes

The learner has reliably demonstrated the ability to:

1. identify the need for and apply aseptic techniques in the medical office
2. assemble equipment; ascertain and chart vital signs and height and weight
3. demonstrate the preparation of the examining room and patients for physical examination and other procedures
4. demonstrate the preparation and care of specimens for laboratory testing
5. discuss the process of infection and identify measures to prevent cross-contamination
6. demonstrate the use of sterilization and disinfection techniques for equipment decontamination.
7. discuss the therapeutic application of various forms of heat and cold
8. assemble equipment for eye and ear irrigations and instillations
9. complete and chart results of visual acuity testing using the Snellen eye chart
10. explain patient preparation for x-ray and diagnostic imaging examinations and arrange appointments with outside facilities
11. collect and prepare specimens to perform basic urinalysis and pregnancy testing and explain patient preparation for external laboratory testing procedures
12. demonstrate the procedures for hemoglobin and blood glucose testing
13. identify surgical instruments and prepare sterile trays used for minor office surgery
14. discuss the preparation of children for examination, identifying tests and procedures used and the current immunization schedule recommendations
15. demonstrate and discuss procedures for the examination of the gynecologic and obstetric patient

N: Course Content:

1. Medical asepsis. The learner will:
 - 1.1 describe the types of microorganisms and their growth requirements
 - 1.2 explain the infection process cycle and the body's protective mechanisms
 - 1.3 describe the application of medical asepsis in the medical office.
2. Vital signs. The learner will:
 - 2.1 assemble the equipment for taking vital signs
 - 2.2 demonstrate the procedure for taking temperature, pulse, respirations, and blood pressure
 - 2.3 record vital signs on progress notes.
3. Physical examination. The learner will:
 - 3.1 demonstrate the procedure for taking height, weight, body draping and positioning
 - 3.2 identify and assemble the equipment, instruments, and supplies for physical examination
 - 3.3 demonstrate safe bending, lifting, and carrying techniques
4. Laboratory specimens. The learner will:
 - 4.1 define the relationship between the medical office and clinical laboratory
 - 4.2 identify laboratory requests and reports
 - 4.3 demonstrate the collection of specimens
 - 4.4 prepare requisitions, labels, and explain methods of storage and transportation of specimens
 - 4.5 explain patient preparation for specific laboratory tests and the arrangements for patients being sent to external testing and treatment facilities.
5. Sterilization and disinfection. The learner will:
 - 5.1 demonstrate sanitization procedures
 - 5.2 explain microbial control, sterilization, disinfection, and antisepsis
 - 5.3 demonstrate the use of the autoclave and chemical sterilization.

6. Heat and cold. The learner will:
 - 6.1 explain the local effects, purposes, and factors affecting the application of heat and cold
 - 6.2 describe the types of equipment used for moist, dry, hot and cold applications
 - 6.3 explain the purpose and application of ultrasound treatment.

7. Eye and Ear treatments. The learner will:
 - 7.1 demonstrate the procedure for visual acuity testing
 - 7.2 demonstrate the procedure for performing eye instillations and eye irrigations
 - 7.3 demonstrate the procedure for performing ear instillations and ear irrigations

8. Cardiopulmonary and x-ray examinations. The learner will:
 - 8.1. explain basic x-ray examination techniques and patient preparation
 - 8.2. explain the purpose of electrocardiography and Holter monitor electrocardiography
 - 8.3. prepare requisitions for diagnostic procedures including x-ray, ECG, EEG, CAT scan, MRI, and ultrasound.

9. Urinalysis. The learner will:
 - 9.1 discuss methods of urine collection
 - 9.2 demonstrate urinalysis using reagent strips, prepare microscopic specimens, and perform pregnancy tests
 - 9.3 explain the instruction and arrangements for patients going to outside facilities for testing

10. Hematology, Chemistry, Serology, and Blood typing The learner will:
 - 10.1 demonstrate the procedure for obtaining capillary blood using the lancet and microlet methods
 - 10.2 demonstrate the procedures for hemoglobin and blood glucose testing
 - 10.3 explain the purpose of specific hematology, chemistry, and serology blood tests, and identify blood types

11. Microbiology. The learner will:
 - 11.1 identify disease-causing microorganisms explain the stages of infection
 - 11.2 explain the procedure for completing requisitions and transporting cultures and smears
 - 11.3 state the methods used in the medical office to prevent cross-infection

12. Minor Office Surgery. The learner will:
 - 12.1 describe the guidelines for surgical asepsis
 - 12.2 demonstrate the preparation of the patient and the examination room
 - 12.3 identify the instruments and supplies used in minor office surgery
 - 12.4 demonstrate the application of sterile gloves, the opening of sterile packages, the utilization of sterile transfer forceps, pouring of sterile solutions, and applying a sterile dressing
 - 12.5 demonstrate the procedure for preparing sterile trays for minor office surgery
 - 12.6 describe wounds types, wound healing, and wound treatment
 - 12.7 demonstrate the correct procedure for sharps disposal

13. Pediatric patients. The learner will:
 - 13.1 identify ways of establishing a rapport with the pediatric patient
 - 13.2 demonstrate the procedure used for carrying, weighing and measuring an infant
 - 13.3 explain growth patterns and recommended immunization schedules

14. Obstetrical and Gynecologic patients. The learner will:
 - 14.1 demonstrate the preparation of pelvic examination trays and specimen collection
 - 14.2 prepare requisitions for Pap Smear and microbiology specimens and discuss specimen transport to outside laboratories
 - 14.3 explain scheduled prenatal examinations and postnatal care procedures

15. Colon Procedures. The learner will:
 - 15.1 explain fecal occult blood testing
 - 15.2 explain proctoscopy and sigmoidoscopy examinations and patient preparation

<p>O: Methods of Instruction</p> <ol style="list-style-type: none"> 1. Lecture 2. Class discussion/participation 3. Guest lecture 4. Lab--Class demonstration and practice of identified skills 										
<p>P: Textbooks and Materials to be Purchased by Students</p> <p>Bonewit-West, Kathy. <u>Clinical Procedures for Medical Assistants</u>, Latest Edition, W.B. Saunders Company.</p>										
<p>Q: Means of Assessment</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Quizzes</td> <td style="text-align: right;">30%</td> </tr> <tr> <td style="padding-left: 20px;">Midterm exam</td> <td style="text-align: right;">25%</td> </tr> <tr> <td style="padding-left: 20px;">Final exam</td> <td style="text-align: right;">25%</td> </tr> <tr> <td style="padding-left: 20px;">*Lab – participation and skill assessment</td> <td style="text-align: right;"><u>20%</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>100%</u></td> </tr> </table> <p>*Students will demonstrate the correct lab procedure and proficiently perform the following:</p> <ol style="list-style-type: none"> 1. take and record vital signs and height and weight 2. prepare and sterilize instruments and supplies 3. prepare trays and equipment for medical and surgical procedures 4. prepare patients and assist doctors with specific exams and procedures 5. collect and prepare specimens for external analysis 6. perform routine urinalysis and pregnancy testing 7. demonstrate the methods for hemoglobin and blood glucose testing 	Quizzes	30%	Midterm exam	25%	Final exam	25%	*Lab – participation and skill assessment	<u>20%</u>		<u>100%</u>
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Final exam	25%									
*Lab – participation and skill assessment	<u>20%</u>									
	<u>100%</u>									
<p>R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>This course is open for PLAR.</p>										

Course Designer(s): **Susan Rathborne**

Education Council / Curriculum Committee Representative

Dean / Director: **Rosilyn G. Coulson**

Registrar: **Trish Angus**

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Date: September 2004