

**Master Syllabus**

**COURSE:** MAST 1225 CLINICAL MEDICAL ASSISTING I

**CRN:**

**CREDIT HOURS (Lecture/Lab/Total):** 0/5/5

**CONTACT HOUR (Lecture/Lab/Total):** 0/195/195

**INSTRUCTOR INFORMATION**

**Name:**

**Email:**

**Phone:**

**Office:**

**Office Hours:**

**Class Location:**

**COURSE DESCRIPTION:** This course discusses federal regulations and guidelines including CDC, CLIA88, OSHA Standards, and universal precaution. Emergency procedures, first aid and CPR, infection control measures, laboratory safety and quality control issues, rehabilitation medical practices, general safety measures/precautions used in the office/facility environment for employee/patient/client safety issues are also included. Orientation to clinical facilities in introduced. This course also provides basic knowledge of drug classifications, mathematical computations and principles of medication administration as it related to the Medical Assistant.

**PREREQUISITES:** MAST 1125. Student must have successfully completed or be concurrently enrolled in HMDT 1170, HCOR 1205, ENGL 1030.

## LEARNING OUTCOMES:

Upon completion of this with a minimum of 70% accuracy, the student will

1. Identify the general safety measures/precautions used in the office/facility environment for employee and patient safety.
2. Discuss the dangers of the physical hazards of fire, electricity, radiation, mechanical, and chemicals including the safety measures/precautions for each.
3. Explain the dangers of biological hazards giving the safety measures/precautions required for each.
4. Describe the Occupational Safety and Health Administration (OSHA) universal standard precautions guidelines for handling contaminated materials.
5. Explain the principles of appropriate body mechanics for personal safety.
6. Maintain a file of office/facility equipment operating manuals, receipts for purchase, preventive maintenance contracts, warranties, supplies, inventory and other pertinent information.
7. Explain guidelines for providing emergency care to patients in the office/facility.
8. Describe the routine steps for primary patient assessment.
9. Discuss the purpose and importance of a crash cart and first aid kit, the location, and necessary supplies contained in each.
10. List common medical emergencies, findings, and first aid measures used for each.
11. Use the correct sequence of events for the RACE formula in a fire drill.
12. Use appropriate body mechanics for moving equipment and assisting patients.
13. Complete an incident report.
14. Perform appropriate hand washing techniques for infection control.
15. Perform appropriate procedures for applying and removing personal protective equipment (PPE) for isolation and other infection control measures.
16. Perform procedures for disposing of sharps according to OSHA standards.
17. Perform adult, child, and infant CPR procedures and conscious and unconscious obstructed airway procedures for CPR certification.
18. Perform first aid measures used for common medical emergencies.
19. Identify the factors associated with growth and spread of organisms, basic principles of infection control, the types of isolation, and care of the patient in isolation.
20. Explain the relationship of microorganisms to disease.
21. State the nursing actions that help prevent the spread of microorganisms.
22. Summarize information related to sexually transmitted diseases, including AIDS.
23. Perform appropriate isolation procedures for all types of isolation.
24. Perform basic nursing skills required to give supportive care to patients.
25. Monitor and record vital signs and report abnormalities.
26. Assist patient movement using good body mechanics and alignment.
27. Assist with admission, transfer, and discharge, including height and weight of all age groups.
28. Care for patients with seizure disorders.
29. Complete patient medical history forms which include measuring and recording vital signs, heights and weights of patients
30. Perform basic mathematical computations using whole numbers, decimals, fractions and percentages.
31. Perform addition, subtraction, division and multiplication of all types of numbers as listed above.
32. Solve problems using US Standard & Metric System of Measurement.
33. Identify relationships between commonly used equivalences and conversions, such as household, apothecary and metric systems.
34. Calculate drug dosages using ratio and proportion.
35. Calculate drug dosages using the formula or fraction method
36. List the main sources of drug information.
37. Differentiate between chemical, generic, and trade names for drugs.
38. Compare the 5 schedules of controlled substances.
39. Identify the major drug categories and desired effects of medications and possible adverse reactions
40. Describe the MA’s responsibilities regarding drug administration.
41. Identify the “7” rights of drug administration.
    1. Patient
    2. Drug
    3. Dose
    4. Time
    5. Route
    6. Technique
    7. Documentation
42. Describe patient assessment prior to drug administration.
43. Describe the legal concepts related to documentation of Medical Administration.
44. Identify patient education topics related to the use of nonprescription and prescription drugs.
45. Maintain medication and immunization records.
46. Describe the various techniques used to administer medications, i.e. oral, IM, SQ, ID, rectal, topical, sublingual, vaginal, eye and ear

**ASSESSMENT MEASURES:** Student assessments will be based upon tests, quizzes, classroom activities, lab activities, projects, homework

## TEXTBOOK/S:

Required:

Beaman, Routh, Papazian-Boyce, Maly & Nguyen. *Pearson's Comprehensive Medical Assisting: Administrative and Clinical Competencies, 4th Edition*

ISBN 9780134420202

Beaman, Routh, Papazian-Boyce, Maly & Nguyen. *Student Workbook for Pearson's Comprehensive Medical Assisting: Administrative and Clinical Competencies, 4th Edition*

ISBN 9780134472997

Batastini & Davidson. *Pharmacological Calculations for Nurses: A Worktext* *3E*

ISBN 978-0766801660

Recommended & Encouraged:

Vallerand & Sanosky. *Davis's Drug Guide for Nurses, 15th Edition*

ISBN 9780803657052

**SUPPLIES AND EQUIPMENT:**

**ATTENDANCE POLICY:** It is the student’s responsibility to maintain regular contact with instructors. Class attendance is the responsibility of the student. All students must be officially enrolled in any course that they attend. It is expected that students attend all classes and be on time. If an absence occurs, it is the responsibility of the student for making up examinations, obtaining lecture notes, and otherwise compensating for what may have been missed. Students who stop attending class and do not officially drop, withdraw, or resign from the college may receive a grade of “F” for all coursework missed. Absences affect performance in this course and do not reflect well on participation. No student may substitute the attendance of another student. **Online students must be actively participating in online courses to be considered making progress.** **Hybrid students must attend face-to-face meetings as well as complete online assignments.**

Students should frequently check Canvas (Learning Management System) for notifications and updates to the course. Students are expected to use the online resources provided by NTCC to:

1. Track course assignments and progress

2. Discuss topics and issues with fellow students

3. Turn in assignments, quizzes, and tests

4. Check for any updates, changes or alterations to the course

5. Access all course materials to include presentations, assignments, quizzes, and tests.

**Grading Requirements:** Students must complete this class with a 70% or better competency to obtain credit for this class.

**Grading Scale:**

90-100 A

80-89 B

70-79 C

60-69 D

59-Below F

**ACADEMIC INTEGRITY AND CONDUCT:** Students are expected to maintain the highest standards of academic integrity. Behavior that violates these standards is not acceptable. Plagiarism, cheating, and other forms of academic dishonesty are prohibited and are subject to disciplinary actions established in the Student Code of Conduct. The instructor reserves the right to assign a grade of “F” on any type of assignment or examination based on evidence that the student has violated the Student Code of Conduct.

**STUDENT BEHAVIOR/CLASSROOM DECORUM:** Students are encouraged to discuss, inquire, and express their thoughts and views during class. Classroom behavior that interferes with either the instructor’s ability to conduct the class or the ability of students to benefit from the instruction is not acceptable. Students are required to turn off all cell phones or similar electronic devices (or place them on silent mode) before coming into the classroom. The instructor reserves the right to assign no credit for work on that day if a student talks or texts on a cell phone or similar electronic device. The classroom is not a place for children, and students are not to bring their family members into the classroom.

**DISABILITY CODE:** If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify with the Student Affairs. No accommodations are granted without documentation authorized from Student Affairs.

**WITHDRAWAL POLICY:** The last day to withdraw from a course or resign from the college is **\_\_\_\_\_\_\_\_\_\_\_\_\_**. If you intend to withdraw from the course or resign from the college, you must initiate the action by logging into LoLA. The instructor will not withdraw you automatically.

**COMMUNICATION POLICY:** My.NorthshoreCollege.Edu is the official student email communication within Northshore Technical Community College. Therefore, the College has the right to send communications to students via their College email address and the right to expect that those communications will be received and read in a timely fashion. Every student is assigned a My.NorthshoreCollege.Edu. Students can redirect their College email address to an outside email provider. However, the College is not responsible for handling outside email providers, and redirecting their College email address does not absolve a student from their responsibilities associated with communication sent to their official College email address.

**COPYRIGHT POLICY:** Unless a student has obtained permission from the copyright holder, it is a violation of Copyright Law to print or photocopy chapters from a textbook that the student did not purchase. If the course requires the use of an electronic textbook, a student must look for a statement that allows for photocopying and/or printing of the eTextbook.

**NETIQUETTE POLICY:** This term is used to describe accepted, proper behavior on the Internet. Remember the following when communicating online (messages, discussion board, etc.):

* Never post profanity, racist, or sexist messages
* Be respectful of fellow students and instructors
* Never insult any person or their message content
* Never plagiarize or publish intellectual property
* Do not use text messaging abbreviations or slang
* Do not type in all CAPS (this is considered online yelling)