

A. Division: APPLIED PROGRAMS Date: January, 1993

B. Department: COMMERCE & BUSINESS ADMINISTRATION New Course:

Revised Course: XX

Dated: June, 1991

C. OADM 325 D. CLINICAL OFFICE PROCEDURES E. 3
 Subject & Course No. Descriptive Title Semester/Credits

F. Calendar Description:

This course is designed to enable the Medical Office/Hospital Assistant to perform basic clinical techniques including the use 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 secretary as a link between the doctor and other medical testing and treatment facilities.

Summary of Revisions:

(Enter date and Section)

1990-10-30

Section N

1993 01 25

Section K

G. Type of Instruction:	Hrs. Per Week/ Per Semester
Lecture	<u>2</u> Hrs.
Laboratory	<u>3</u> Hrs.
Seminar	_____ Hrs.
Clinical Experience	_____ Hrs.
Field Experience	_____ Hrs.
Practicum	_____ Hrs.
Shop	_____ Hrs.
Studio	_____ Hrs.
Student Directed Learning	_____ Hrs.
Other (Specify)	_____ Hrs.
Total	<u>5</u> Hrs.

H. Course Prerequisites:

NIL

I. Course Corequisites:

NIL

J. Courses for which this Course is a Pre-requisite:

NIL

K. Maximum Class Size:

1:36 lecture; 1.12 lab.

L. College Credit Transfer

College Credit Non-Transfer XX

Non-Credit

M. Transfer Credit: Requested

Granted

(Specify Course Equivalents or Unassigned Credit as Appropriate)

U.B.C.

S.F.U.

U. Vic.

Other

Beverly L. Dugas A.N.
Course Designer(s)

[Signature]
Director/Chairperson

[Signature]
Divisional Dean

P.H. Dugas
Registrar

Subject and Course Number

N. Textbooks and Materials to be Purchased by Students (Use Bibliographic Form):

Bonewit, Kathy, Clinical Procedures for Medical Assistants, Third Edition; W.B. Saunders, Philadelphia, 1990 (\$43.25 - 1990)

Complete Form with Entries Under the Following Headings: O. Course Objectives; P. Course Content; Q. Method of Instruction; R. Course Evaluation

O. COURSE OBJECTIVES

Objectives are based on the Provincial Medical Office Assistant Competencies Program and Research Development Branch, Ministry of Education.

The student will be able to:

1. identify the need for aseptic techniques in the medical office
2. assemble equipment, demonstrate taking of, and charting vital signs
3. demonstrate the preparation of patients for physical examination, etc.
4. demonstrate the preparation and care of specimens for laboratory testing
5. demonstrate the use of sterilization and disinfection techniques in caring for equipment in a medical office.
6. discuss the application of various forms of heat and cold
7. assemble equipment for eye and ear irrigations and instillations
8. explain patient preparation for x-ray examination and discuss appointment arranging with outside facilities for testing and treatment
9. assemble and disassemble drug administration equipment
10. record drug administration by physician in metric using apothecary abbreviations and symbols
11. prepare and assemble equipment to perform basic urinalysis testing and define procedures to sent patients to outside facilities for testing
12. demonstrate the procedure for obtaining hemoglobins and preparation of trays for other hematological specimens
13. discuss the process of infection and cross-infection
14. discuss and demonstrate the preparations necessary for minor office surgery

O. COURSE OBJECTIVES con't

15. discuss and demonstrate the preparation of children for examination, identifying tests and procedures used and explain the use of well baby clinics
16. demonstrate and discuss procedures for examination of the gynecologic and obstetrical patient and communication between the office and outside facilities.

P. COURSE CONTENT**1. Medical asepsis. The student 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 ten methods of medical asepsis used in the medical office.

2. Vital signs. The student 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 the vital signs on progress notes.

3. Physical examination. The student will:

- 3.1 demonstrate the procedure for taking height, weight, draping and positioning
- 3.2 list and assemble the equipment, instruments, and supplies for physical examination

4. Laboratory specimens. The student 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 the method used for instruction and arrangements for patients being sent to testing and treatment facilities.

5. Sterilization and disinfection. The student will:

- 5.1 demonstrate sanitization procedures
- 5.2 explain microbial control, sterilization and disinfection
- 5.3 demonstrate the use of the autoclave and chemical sterilization.

6. Heat and cold. The student 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.

P. COURSE CONTENT con't**7. Eye and Ear treatments. The student will:**

- 7.1 demonstrate the procedure for basic eye testing
- 7.2 demonstrate the procedure for instilling eye drops, performing eye irrigations and instillations
- 7.3 demonstrate the procedure for performing ear instillations.

8. X-ray examinations. The student will:

- 8.1 explain basic x-ray examination techniques and preparation
- 8.2 prepare requisitions for diagnostic procedures and treatment including x-ray, lab., ECG, EEG, CAT scan, and ultrasound.

9. Administration of Medication. The student will:

- 9.1 discuss the legal implications of the administration of medication
- 9.2 identify the classifications of drugs based on action
- 9.3 explain the storage and handling of medication in the office
- 9.4 demonstrate the preparation of medication trays
- 9.5 demonstrate the disassembling of medication equipment.

10. Charting of Medication. The student will:

- 10.1 identify the essential parts of a prescription
- 10.2 record the administration and ordering of medication by the physician using apothecary abbreviations and symbols
- 10.3 discuss the liaison between the pharmacist and the medical office.

11. Urinalysis. The student will:

- 11.1 discuss methods of urine collection
- 11.2 demonstrate urinalysis using reagent strips and clinitest
- 11.3 explain the instruction and arrangements for patients going to outside facilities for testing

12. Hematology. The student will:

- 12.1 demonstrate the procedure for obtaining capillary blood using the lancet method
- 12.2 demonstrate the procedure for preparing venipuncture trays for the physician specimen labelling, requisitions and transport.

13. Microbiology. The student will:

- 13.1 explain the stages of infection
- 13.2 explain the procedure for filling out requisitions and transporting cultures and smears
- 13.3 state the methods used in the medical office to prevent cross-infection

14. Minor Office Surgery. The student will:

- 14.1 describe the need for surgical asepsis
- 14.2 demonstrate the preparation of the examination room
- 14.3 explain the preparation of the patient
- 14.4 identify the instruments used in minor office surgery
- 14.5 demonstrate the application of sterile gloves, the opening of sterile packages, the utilization of sterile transfer forceps, pouring of sterile solutions
- 14.6 demonstrate the procedure for setting up a sterile tray for the insertion and removal of sutures

15. Pediatric patients. The student will:

- 15.1 identify ways of establishing a rapport with the pediatric patient
- 15.2 demonstrate the procedure used for carrying, weighing and measuring an infant
- 15.3 explain growth patterns
- 15.4 discuss instructions and arrangements for infants to attend well baby clinics.

16. Obstetrical and Gynecologic patients. The student will:

- 16.1 demonstrate the preparation of pelvic examination trays
- 16.2 prepare requisitions for Pap Smear and discuss transport to Cancer Control Agency
- 16.3 describe types of transport of specimens of sexually transmitted diseases to laboratories including Provincial Lab.
- 16.4 identify programs for the pregnant woman, eg. Public Health prenatal classes.

Q. METHODS OF INSTRUCTION

1. Lecture
2. Class discussion/participation
3. Guest lecture
4. Lab--Class demonstration of identified skills on a 1:1 basis

R. COURSE EVALUATION

This is a mastery course with two component parts; one being mastery of skills, the second being achievement of 67% on examination with no more than 30 % being attributed to any examination or assignment.

Mastery of 7 identified skills as per the Provincial Medical Office Assistant Competencies, Ministry of Education

- a) take and record vital signs, weight and height
- b) prepare trays and equipment for medical and surgical procedures
- c) position and drape patient for basic and specific exams or procedures
- d) assist Doctor with specific exams and procedures
- e) prepare specimens for external analysis
- f) perform routine urinalysis
- g) perform routine hemoglobin test

R. COURSE EVALUATION con't

2 quizzes

1 midterm examination

1 final examination

with pass mark defined as 67% with no more than 30% attributed to any examination or assignment