

## MAS 101: Medical Assisting Clinical Procedures I

This course is an introduction to basic procedures to assist in the examination and treatment of patients in the medical office. Students develop knowledge and skills in standard precautions, infection control, measurement of vital signs, and use and pronunciation of medical terms. Students learn to record medical histories, to assist with general and specialized exams, vision and hearing acuity testing, respiratory testing, displaying a professional image, and to utilize basic principles of applied psychology and medical ethics. Communication is emphasized with respect for individual diversity by incorporating awareness of one's own biases in areas including gender, race, religion, age, and economic status. Pre or co-requisite: BIO 115 or BIO 234, and MAS 121. Two lecture hours and three laboratory hours per week. Instructional Support Fee applies. Gen. Ed. Competencies Met: Multicultural and Social Perspectives.

### Course Student Learning Outcomes

Cognitive 1. Identify common pathology related to each body system. 2. Analyze pathology as it relates to the interaction of body systems. 3. Discuss implications for disease and disability when homeostasis is not maintained. 4. Describe implications for treatment related to pathology. 5. Compare body structure and function of the human body across the life span. 6. Analyze charts, graphs and/or tables in the interpretation of healthcare results. 7. Define asepsis. 8. Differentiate between medical and surgical asepsis used in ambulatory care settings, identifying when each is appropriate. 9. Identify styles and types of verbal communication. 10. Identify nonverbal communication. 11. Recognize communication barriers. 12. Identify techniques for overcoming communication barriers. 13. Recognize the elements of oral communication using a sender-receiver process. 14. Differentiate between subjective and objective information. 15. Identify resources and adaptations that are required based on individual needs, i.e., culture and environment, developmental life stage, language, and physical threats to communication. 16. Discuss applications of electronic technology in effective communication. 17. Organize technical information and summaries. 18. Identify the role of self boundaries in the health care environment. 19. Recognize the role of patient advocacy in the practice of medical assisting. 20. Discuss the role of assertiveness in effective professional communication. 21. Differentiate between adaptive and non-adaptive coping mechanisms. 22. Differentiate between legal, ethical, and moral issues affecting healthcare. 23. Compare personal, professional and organizational ethics. 24. Discuss the role of cultural, social and ethnic diversity in ethical performance of medical assisting practice. 25. Identify where to report illegal and/or unsafe activities and behaviors that affect health, safety and welfare of others. 26. Identify the effect personal ethics may have on professional performance. 27. Describe the process to follow if an error is made in patient care. Psychomotor 1. Obtain vital signs. 2. Perform pulmonary function testing. 3. Perform patient screening using established protocols. 4. Assist physician with patient care. 5. Maintain growth charts. 6. Perform handwashing. 7. Prepare items for autoclaving. 8. Perform sterilization procedures. 9. Use reflection, restatement and clarification techniques to obtain a patient history. 10. Report relevant information to others succinctly and accurately. 11. Use medical terminology, pronouncing medical terms correctly, to communicate information, patient history, data and observations. 12. Instruct patients according to their needs to promote health maintenance and disease prevention. 13. Prepare a patient for procedures and/or treatments. 14. Document patient care. 15. Document patient education. 16. Respond to nonverbal communication. 17. Develop and maintain a current list of community resources related to patients' health care needs. 18. Advocate on behalf of patients. 19. Report illegal and/or unsafe activities and behaviors that affect health, safety and welfare of others to proper authorities. 20. Develop a plan for separation of personal and professional ethics. 21. Use proper body mechanics. Affective 1. Apply critical thinking skills in performing patient assessment and care. 2. Use language/verbal skills that enable patients' understanding. 3. Demonstrate respect for diversity in approaching patients and families. 4. Display sensitivity to patient rights and feelings in collecting specimens. 5. Explain the rationale for performance of a procedure to the patient. 6. Show awareness of patients' concerns regarding their perceptions related to the procedure being



performed. 7. Demonstrate empathy in communicating with patients, family and staff. 8. Apply active listening skills. 9. Use appropriate body language and other nonverbal skills in communicating with patients, family and staff. 10. Demonstrate awareness of the territorial boundaries of the person with whom communicating. 11. Demonstrate sensitivity appropriate to the message being delivered. 12. Demonstrate awareness of how an individual's personal appearance affects anticipated responses. 13. Demonstrate recognition of the patient's level of understanding in communications. 14. Analyze communications in providing appropriate responses/ feedback. 15. Recognize and protect personal boundaries in communicating with others. 16. Demonstrate respect for individual diversity, incorporating awareness of one's own biases in areas including gender, race, religion, age and economic status. 17. Apply ethical behaviors, including honesty/integrity in performance of medical assisting practice. 18. Examine the impact personal ethics and morals may have on the individual's practice. 19. Demonstrate awareness of diversity in providing patient care.

**Credits:** 3

**Program:** Medical Assisting