

3/28/2025

DATE



REQUIRED COURSE



ELECTIVE COURSE

AHD DIVISION



NEW COURSE



REVISION

# Lake Land College

## Course Information Form

<b>COURSE NUMBER:</b>	MAP-092		<b>TITLE: (30 Characters Max)</b>		Clinical Skills								
<b>SEM CR HRS:</b>	4.0	<b>Lecture:</b>	3.0		<b>Lab:</b>	2.0	<b>ICCB Lab:</b>	2.0	<b>ECH:</b>	5.0			
<b>Course Level:</b>	<input type="checkbox"/> Gen Ed / IAI <input checked="" type="checkbox"/> Career/Technical <input type="checkbox"/> Baccalaureate /Non-IAI <input type="checkbox"/> Dev Ed/ Not in Degree Audit				<b>Clinical Practicum:</b>	0.0	<b>Work-based Learning:</b>	0.0	<b>WBL ECH:</b>	0.0			
<b>Course PCS &amp; CIP:</b>	12 - 51.0801		<b>IAI Code:</b>		N/A			<b>Contact Hours (Minutes/Week)</b>					
<b>Repeatable (Y/N):</b>	N	<b>Pass/Fail (Y/N):</b>	N	<b>Variable Credit (Y/N):</b>	N	<b>Min:</b>		<b>Max:</b>		<b>16 Wks</b>	250	<b>8 Wks</b>	500
<b>Prerequisites:</b>	Admission into NDP.MAP. Sarah Bush employees only.												
<b>Corequisites:</b>	None												
<b>Catalog Description: (40 Word Limit)</b>	This course prepares a CNA to perform the various clinical skill sets of the medical assistant in preparing for examination and treatment of patients in various life stages.												

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Work-based Learning
Nutrition and wellness	2	1		
Medical history and patient assessment	6	3		
Physical examination assistance	3	3		
Sterilization and surgical instruments	4	3		
Minor office surgery assistance	3	3		
Clinical duties related to medical specialties	3	3		
Lab testing	6	3		
Electrocardiogram	4	2		
Phlebotomy	8	4		
Emergency procedures	4	3		
Review of CNA skills	2	2		
<b>TOTAL</b>	<b>45</b>	<b>30</b>	<b>0</b>	<b>0</b>

### EVALUATION

<b>QUIZZES</b> <input checked="" type="checkbox"/>	<b>EXAMS</b> <input checked="" type="checkbox"/>	<b>ORAL PRES</b> <input type="checkbox"/>	<b>PAPERS</b> <input type="checkbox"/>
<b>LAB WORK</b> <input checked="" type="checkbox"/>	<b>PROJECTS</b> <input type="checkbox"/>	<b>COMP FINAL</b> <input checked="" type="checkbox"/>	<b>OTHER</b> <input type="checkbox"/>

### COURSE MATERIALS

<b>TITLE:</b>	Medical Assisting: Administrative and Clinical Competencies	Workbook to accompany Medical Assisting
<b>AUTHOR:</b>	Michelle Blessi	Michelle Blessi
<b>PUBLISHER:</b>	Cengage	Cengage
<b>VOLUME/EDITION/URL:</b>	8th edition	13th edition
<b>COPYRIGHT DATE:</b>	2017	

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		<i>The student will be able to:</i>
Nutrition and wellness	3	1. Identify Complementary and Alternative Medicine (CAM) practices. 2. Discuss nutritional status assessment. 3. Identify eating disorders. 4. Discuss patient education for health promotion. 5. Discuss label reading. 6. Assist in teaching of self-examination, disease management and health promotion.

Medical history and patient assessment	9	<ol style="list-style-type: none"> <li>1. Obtain patient history and formulate chief complaint on patients across the lifespan using electronic medical record.</li> <li>2. Identify abnormal behavior patterns.</li> <li>3. List developmental stages of life.</li> <li>4. Body directional terms and planes.</li> </ol>
Physical examination assistance	6	<ol style="list-style-type: none"> <li>1. Assist provider with general/physical exam.</li> <li>2. Demonstrate assistance with specialty exams and specimen collection, including cardiac, respiratory, OB/GYN, neurological, gastroenterology and pediatrics</li> <li>4. Discuss adaptations with patients with special needs.</li> <li>5. Demonstrate proper body mechanics.</li> <li>6. List exam sequence.</li> <li>7. Discuss normal growth and development.</li> </ol>
Sterilization and surgical instruments	7	<ol style="list-style-type: none"> <li>1. Identify common surgical instruments.</li> <li>2. Perform disinfection/sterilization techniques.</li> <li>3. Discuss care and handling of instruments.</li> <li>4. Demonstrate use of autoclave.</li> </ol>
Minor office surgery assistance	6	<ol style="list-style-type: none"> <li>1. Demonstrate assistance with minor surgery procedures and specimen collection.</li> <li>2. Demonstrate sterile field preparation.</li> <li>3. Demonstrate surgical hand scrub.</li> <li>4. Apply sterile dressing.</li> <li>5. Demonstrate removal of sutures and staples.</li> <li>6. Discuss assisting with minor office procedures.</li> <li>7. Demonstrate application of sterile gloves.</li> <li>8. Demonstrate pouring solution onto sterile field.</li> </ol>
Clinical duties related to medical specialties	6	<ol style="list-style-type: none"> <li>1. Discuss variations in specialty clinics, including pediatrics, orthopedics, OB/GYN, dermatology, urology, rehabilitation (cane, crutch and walker use and apply elastic support bandage), ENT and patient education.</li> </ol>
Lab testing	9	<ol style="list-style-type: none"> <li>1. Discuss the role of the clinical laboratory in patient care.</li> <li>2. Describe safety measures in the laboratory setting.</li> <li>3. Discuss specimen collection, processing and storage.</li> <li>4. Complete quality control measures.</li> <li>5. Discuss and perform Clinical Laboratory Improvement Amendments (CLIA) compliance and laboratory safety.</li> </ol>
Electrocardiogram	6	<ol style="list-style-type: none"> <li>1. Describe the electrical conduction system of the heart.</li> <li>2. Instruct, prepare and conduct procedures related to electrocardiography, including 12-lead ECG, holter monitor and related cardiac diagnostic tests.</li> <li>3. Identify parts of the cardiac cycle.</li> <li>4. Identify typical ECG rhythm abnormalities.</li> </ol>
Phlebotomy	12	<ol style="list-style-type: none"> <li>1. Instruct, prepare and demonstrate a venipuncture, using vacuum tube method, syringe method, safety winged butterfly needle and capillary blood sample by fingertip.</li> <li>2. Identify problems associated with venipuncture.</li> <li>3. Discuss pediatric phlebotomy differences.</li> <li>4. Demonstrate proper handling of specimens after collection.</li> <li>5. Demonstrate collection, labeling and processing of specimens.</li> <li>6. Perform blood glucose testing.</li> </ol>

Emergency procedures	7	1. Understand safety in the health care facility. 2. Discuss disposal of hazardous waste. 3. Emergency preparedness. 4. Assist with various medical emergencies. 5. Discuss general rules for emergencies. 6. Identify common office emergencies.
Review of CNA skills	4	1. Review skills covered in CNA course, including vital signs (height and weight measurements), infection control, CPR/AED, communication skills, medical terminology, body mechanics and patient assist with the use of a gait belt.
75		

Outcomes*	Outcome Title	At the successful completion of this course, students will be able to:
Course Outcome 1	MA Role Team	Demonstrate understanding of medical assistant's role in the medical office and as a part of the healthcare team.
Course Outcome 2	Patient Ed Techniq	Demonstrate patient education techniques for examination and procedure preparation.
Course Outcome 3	Laboratory Testing	Utilize appropriate technique to perform laboratory testing.
Course Outcome 4	Specialty Exams	Assist providers with specialty examinations and procedures.
Course Outcome 5	Altered Life Exper	Respond appropriately to patients experiencing altered life experiences.
Primary Laker Learning Competency Creative Thinking & Problem Solving: Students think creatively to solve problems.		
Secondary Laker Learning Competency	Critical Thinking: Students connect knowledge from various disciplines to formulate logical conclusions.	

\*Course and program outcomes will be used in the software for outcomes assessment and should include at least 1 primary and 1 secondary Laker Learning Competency. Limit to 3-5.