Semester and year:  Spring
Course Number:  MOA-240-
Meeting Times and Locations:
Instructor:
Office Number:
E-Mail:
Office Hours:

Catalog Course Description

This course enables the student to develop competence in examination room techniques. Special emphasis is placed on preparing the patient for examination, taking vital signs, preparing for sterilization and injection procedures, taking electrocardiograms, performing first aid and emergency procedures and caring for supplies and equipment in the physician's office.

Credits:  4 Credits  3 Lecture Hours  3 Laboratory Hours  90 Total Clock Hours

Prerequisite:  MOA140, MOA141, MAT040

Required Textbook:


Course Outline

I. Asepsis and OSHA
   A. List the parts of the infectious cycle
   B. List the infectious agents
   C. Identify means of transmission
   D. Compare natural and acquired immunity
   E. Perform standard universal precautions
   F. Identify OSHA’s reports and forms
   G. Identify and demonstrate work practice controls and engineering controls
II. Vital Signs
   A. Identify the four vital signs
   b. Demonstrate obtaining vital signs
   c. List factors which effect vital signs
   d. Recognize diseases which are associated with vital signs

III. Cardiologist
   A. Identify the diseases of cardiology
   B. Recognize risk factors of diseases
   C. List the procedures performed in a cardiology office
   D. Perform spirometer testing

IV. Electrocardiography
   A. Perform the procedure of Electrocardiography
   B. Identify artifacts and interference
   C. Record an Electrocardiogram
   D. Compare the hearts electrical pathway to the wave form

V. Administration of Medications
   A. List the routes of medications
   B. List the 7 rights of administering medication
   C. Identify the different forms medications are administered
   D. Perform the administration of medications
   E. Recognize the signs and symptoms of adverse reactions
   F. Identify the different measuring systems
   G. Compare the negative and positive reactions of Tuberculosis testing
   H. Advise and prepare a patient for allergy testing

VI. Sterilization
   A. List sterile fields rules
   B. Identify surgical instruments
   C. Sanitize instruments using a ultrasound cleaner
   D. Preform envelope wrapping of instruments
   E. Properly load and run the autoclave
   F. List reasons for improper sterilization
   G. Open a sterile package
   H. Perform sterile gloving techniques
   I. Set up a sterile surgical tray
J. Pass a sterile instrument
K. Transfer a sterile instrument to a sterile field
L. Remove sterile gloves

VII. Assisting with minor surgical procedures
A. List procedures performed in a surgical office
B. Recognize the effects of anesthesia
C. Describe the different kinds of local anesthesia
D. List the different kinds of wounds and phases of wound healing
E. Identify types and sizes of sutures
F. Perform suture removal
G. Educate the patient to identify signs and symptoms of infected wounds
H. Perform pre and post-operative patient care instructions

VII. The Physical Examination
A. Identify equipment and supplies used during the physical examination
B. Prepare the patient: instructions, gowning, positions
C. Use proper body mechanics
D. Perform height, weight, vision, and hearing testing
E. Instruct the patient for hemocult testing and colorectal screening

VIII. Specialty Examination: Urology, Gynecology, Pediatrics
A. Instruct patient for self-tactual examination
B. Instruct patient for self-breast, pelvic, and mammography examination
C. Identify the physical and physiological development of a child
D. Record growth charts of children
F. Record vaccination charts in pediatrics

IX. Radiology
A. Identify the different radiology diagnostic procedures
B. List the different contrast material used for procedures
C. Identify safety precautions during radiology procedures
D. List the positions for a chest x-ray

**Learning Objectives**

Upon successful completion of this course, the student will be able to:
1. Accurately use medical terminology and develop competency in the use of commonly used abbreviations for patient care
2. Identify diseases, risk factors, signs and symptoms
3. Practice medical asepsis and infection control
4. Perform vital signs (Temperature, Pulse, Respirations, Blood Pressure)
5. Measure height and weight of an adult
6. Measure height, weight, head and chest circumference of an infant
7. Sketch pediatric charts (Growth charts, vaccination records)
8. Perform vision and hearing testing
9. Record electrocardiography
10. Illustrate disinfection and sterilization techniques
11. Apply minor office assisting principles
12. Administer oral, injectable, and instillation, medications
13. Identify the 7 rights of administration medication
14. Interpret medication orders correctly
15. Demonstrate examination positions used in the medical office and practice biomechanics

**Attendance Policy:**

Student must be present for 90% of class time. If the student falls below 90% the grade will drop 10%. Students with attendance problems should contact the class instructor. Students who are late for 5 classes will be considered as 1 absent class.

**Phones are prohibited during class time**
Student will be asked to leave the laboratory class and be marked as absent (Missing clinical laboratory practice time)

**Evaluation Procedures:**
Final grade will be determined by:

Test Policy:
All tests are mandatory. Tests will be made up at the next scheduled class. Documentation of absences must be provided to make up the test without penalty of subtraction of 11 points.

The following criteria will be utilized in determining final grades for this course:
Students must pass both the chapter tests and clinical competencies to pass the course.

- Chapter tests 50 percent and must maintain a 70% passing rate
- Clinical competency 50 percent and must maintain a 70% passing rate
- Clinical class participation: Students who do not participate will have their grade dropped 10%
Student must pass 100% competencies set forth by our accrediting agency.

**Grading System**

- A 90-100
- B+ 86-89
- B 80-85
- C+ 76-79
- C 70-75
- F 0-69

**MOA Curriculum Competencies:**

Competencies are performed for either a grade which is determined and explained to the student prior or for a pass/fail determination by the instructor. The student receives 3 attempts to pass/fail. The student’s grade determination for a grade is 1st attempt 100%, minus points if missing a step, 2nd attempt is minus 11 points, 3rd attempt minus 22 points. Any steps not completed for additional attempts will be minus points. Points are determined by the amount of steps to be completed based on the total grade determination. Some competencies will be a pass/fail determined by the instructor.

*Student must successfully pass all the psychomotor and affective competencies in order to pass the course and progress in the program.*

**MOA Curriculum Competencies:**

**Cognitive Domain**

II.C.6. Analyze healthcare results as reported in:

- a. graphs

III.C.1. List major types of infectious agents.

III.C.2. Describe the infectious cycle including:

- a. the infectious agent
- b. reservoir
- c. susceptible host
- d. means of transmission
- e. portals of entry
- f. portals of exit

III.C.3. Define the following as practice within an ambulatory care setting:

- a. medical asepsis
- b. surgical asepsis

III.C.4. Identify methods of controlling the growth of microorganisms.

III.C.5. Define the principles of standard precautions.

III.C.6. Define personal protective equipment (PPE) for:

- a. all body fluids, secretions and excretions.
b. blood
  c. non-intact skin
  d. mucous membranes

III.C.7 Identify Center for Disease Control (CDC) regulations that impact healthcare practices.

XII.C.2. Identify safety techniques that can be used in responding to accidental exposure to:
  a. blood
  b. other body fluids
  c. needle sticks
  d. chemicals

XII.C.5. Describe the purpose of Safety Data Sheets (SDS) in a healthcare setting.

XII.C.6. Discuss protocols for disposal of biological chemical materials.

XII.C.7. Identify principles of:
  a. body mechanics
  b. ergonomics

**Psychomotor Domain**

I.P.1. Measure and record:
  a. blood pressure
  b. temperature
  c. pulse
  d. respirations
  e. height
  f. weight
  g. length (infant)
  h. head circumference (infant)
  i. pulse oximetry

I.P.2. Perform:
  a. electrocardiography
  d. pulmonary function testing


I.P.4. Verify the rules of medication administration.
  a. right patient
  b. right medication
  c. right dose
  d. right route
  e. right time
  f. right documentation

I.P.5. Select proper sites for administering parenteral medication

I.P.6. Administer oral medications.

I.P.7. Administer parenteral medications. (excluding IV)
I.P.13. Perform first aid procedures for; a; bleeding; b. diabetic coma or insulin shock; c. fractures; d. seizures; e. shock; f. syncope
III.P.4. Prepare items for autoclaving.
III.P.5. Perform sterilization procedures.
III.P.6. Prepare a sterile field
III.P.7. perform within a sterile field
III.P.9. Perform dressing change
III.P.10. Demonstrated proper disposal of biohazardous material
   b. regulated wastes
XII.3. Use proper body mechanics

Affective Domain

I.A.1. incorporate critical thinking skills when performing patient assessment.

Information on Academic and Support Services


Instructors retain the right to revise the course syllabus as needed.

MOA-240 CLASS SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Chapter/Pages</th>
<th>Assignments</th>
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<td>Asepsis</td>
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<td>OSHA</td>
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<td>Vital Signs- Temperature and Pulse</td>
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<td>Vita Test Asepsis l Signs- Respirations and Blood Pressure</td>
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<td>Introduction to Electrocardiography</td>
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<td>Electrocardiography - Procedure</td>
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<td>Electrocardiography - Leads</td>
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<td>Electrocardiography - Wave form and instrument</td>
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<td>Vital Signs Test</td>
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<td>Cardiologist - Spirometer</td>
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<td>Administration of Medications - Oral and Liquid</td>
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<td>Administration of Medications - Injections - IM, SQ, ID</td>
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<td>Cardiologist Test</td>
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<td>Administration of Medications - Lecture</td>
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<td>Sterilization - Wrapping for Autoclave, Opening package, operation of autoclave</td>
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<tr>
<td>Minor surgery - sterile gloving, tray set-up, Bandaging, use of cane and walker.</td>
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<td>Minor surgery - tissue healing, passing a sterile instrument, transfer sterile items, suture removal</td>
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<td>Administration of Medications test</td>
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<td>Minor surgery and Sterilization Test</td>
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<td>OB, GYN Lecture</td>
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<td>Physical Examination, Colon and Urology Procedures</td>
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<td>Height, Weight, Vision and Hearing test</td>
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<td>OB, GYN, Pediatrics test. Practice Procedures</td>
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<td>Review and Finish Clinical Check offs.</td>
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<td>Final Examination</td>
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Revised: January 2018