

**Bergen Community College
Division of Health Professions
Medical Office Assistant Program
Course Syllabus**

MOA240 Clinical Office Practice

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:

Clinical Procedures for Medical Assistants and Student Manual by Kathy Bonewit. Ninth Edition. Philadelphia: W.B. Saunders Company.

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 administrating 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-tactical 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.3. Perform patient screening using established protocols.

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.9. Assist provider with a patient exam.
- I.P.13. Perform first aid procedures for; a; bleeding; b. diabetic coma or insulin shock; c. fractures; d. seizures; e. shock; f. syncope
- II.P.4. Document on a growth chart.
- III.P.3. Perform handwashing.
- 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.8. Perform wound care.
- 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

<http://bergen.smartcatalogiq.com/en/2016-2017/Catalog/Academic-and-Student-Support-Services>

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

MOA-240 CLASS SCHEDULE

Date	Topic	Chapter/Pages	Assignments
	Asepsis	Chapter 2	
	OSHA	Chapter 2	
	Vital Signs- Temperature and Pulse	Chapter 4	
	Vita Test Asepsis I Signs- Respirations and Blood Pressure	Chapter 4	

	Introduction to Electrocardiography	Chapter 12	
	Electrocardiography- Procedure	Chapter 11	
	Electrocardiography- Leads	Chapter 12	
	Electrocardiography- Wave form and instrument Vital Signs Test	Chapter 12	
	Cardiologist- Spirometer	Chapter 12	
	Administration of Medications- Oral and Liquid	Chapter 11	
	Administration of Medications- Injections- IM, SQ, ID	Chapter 11	
	Cardiologist Test Administration of Medications- Lecture	Chapter 11	
	Sterilization- Wrapping for Autoclave, Opening package, operation of autoclave	Chapter 3	
	Minor surgery- sterile gloving, tray set-up, Bandaging, use of cane and walker.	Chapter 3 Chapter 7 and 10	
	Minor surgery- tissue healing, passing a sterile instrument, transfer sterile items, suture removal	Chapter 7 and 10	
	Administration of Medications test Height and Weight	Chapter 5	
	Vision	Chapter 6	
	Hearing	Chapter 6	
	Minor surgery and Sterilization Test OB, GYN Lecture	Chapter 8	
	Physical Examination, Colon and Urology Procedures		
	Height, Weight, Vision and Hearing test	Chapter 6	
	OB, GYN, Pediatrics test. Practice Procedures. Clinical Competencies Check off: EKG	Chapter 8	

	Infant, Length, Weight, Head and Chest circumference, Lecture and Procedures Practice Procedures. Clinical Competencies Check off: Vital Signs		
	Practice Procedures. Clinical Competencies Check off: Administration of Medications		
	Practice Procedures. Clinical Competencies Check off: Sterilization Procedures		
	Practice Procedures. Clinical Competencies Check off: Height, Weight, , Spirometer		
	Practice Procedures. Clinical Competencies Check off: Hearing and Vision		
	Practice Procedures. Clinical Competencies Check off: Length, Weight, Head and Chest circumference		
	Practice Procedures. Clinical Competencies Check off: Finish Clinical Check offs.		
	Review and Finish Clinical Check offs.		
	Final Examination		

Revised: January 2018