

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

MOA 240 Clinical Office Practice

Course Information

Semester and year:

Course Number: MOA-240

Meeting Times and Locations:

Instructor:

Office Location:

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, minor office surgery and injection procedures, 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

Prerequisite: MOA140, MOA141, MAT040

Student Learning Outcomes

Upon successful completion of this course, the student will be able to:

1. Perform vital signs (Temperature, Pulse, Respirations, Blood Pressure) and ability to identify and demonstrate competency in diseases, risk factors, signs and symptoms in patient care while demonstrating examination positions used in the medical office and practicing biomechanics.
2. Perform tasks associated with physical examination including measuring height and weight of an adult and pediatric measurements, performing vision and hearing tests
3. Perform electrocardiography and spirometry
4. Understand disinfection and sterilization techniques for use in minor office surgical procedures along with associated principles; knowledge of all instruments
5. Administer oral, injectable, and instillation, medications, identify the 7 rights of administration medication demonstrating correct interpretation of medication orders
6. Demonstrate examination positions used in the medical office and practice biomechanics

Means of Assessment

Students in this course are assessed through:

- Competency Evaluations on skills
- Completion of Study Guide Assignments
- Chapter tests
- Cumulative Final Exam

Course Content

Asepsis and OSHA

- List the parts of the infectious cycle
- List the infectious agents
- Identify means of transmission
- Compare natural and acquired immunity
- Perform standard universal precautions
- Identify OSHA's reports and forms
- Identify and demonstrate work practice controls and engineering controls
- Vital Signs
- Identify the four vital signs
- Demonstrate obtaining vital signs
- List factors which effect vital signs
- Recognize diseases which are associated with vital signs

Cardiologist

- Identify the diseases of cardiology
- Recognize risk factors of diseases
- List the procedures performed in a cardiology office
- Perform spirometer testing

Electrocardiography

- Perform the procedure of Electrocardiography
- Identify artifacts and interference
- Record an Electrocardiogram
- Compare the hearts electrical pathway to the wave form

Administration of Medications

- List the routes of medications
- List the 7 rights of administrating medication
- Identify the different forms medications are administered
- Perform the administration of medications
- Recognize the signs and symptoms of adverse reactions
- Identify the different measuring systems

- Compare the negative and positive reactions of Tuberculosis testing
- Advise and prepare a patient for allergy testing

Sterilization

- List sterile fields rules
- Identify surgical instruments
- Sanitize instruments using a ultrasound cleaner
- Preform envelope wrapping of instruments
- Properly load and run the autoclave
- List reasons for improper sterilization
- Open a sterile package
- Perform sterile gloving techniques
- Set up a sterile surgical tray
- Pass a sterile instrument
- Transfer a sterile instrument to a sterile field
- Remove sterile gloves

Assisting with minor surgical procedures

- List procedures performed in a surgical office
- Recognize the effects of anesthesia
- Describe the different kinds of local anesthesia
- List the different kinds of wounds and phases of wound healing
- Identify types and sizes of sutures
- Perform suture removal
- Educate the patient to identify signs and symptoms of infected wounds
- Perform pre and post-operative patient care instructions equipment.

The Physical Examination

- Identify and supplies used during the physical examination
- Prepare the patient: instructions, gowning, positions
- Use proper body mechanics
- Preform height, weight, vision, and hearing testing
- Instruct the patient for hemoccult testing and colorectal screenin

Specialty Examination: Urology, Gynecology, Pediatrics

- Instruct patient for self-tactical examination
- Instruct patient for self-breast, pelvic, and mammography examination
- Identify the physical and physiological development of a child
- Record growth charts of children
- Record vaccination charts in pediatrics

Emergency Medicine

Perform first aid procedures

- Bleeding
- Diabetic coma or insulin shock
- Stroke
- Seizures
- Environmental emergency
- Syncope

Required Textbook:

Clinical Procedures for Medical Assistants and Student Manual by Kathy Bonewit.

Tenth Edition. Philadelphia: W.B. Saunders Company.

Please note this is a textbook and study guide. Both are required.

Grading

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 Exams	40 percent and must maintain a 70% passing rate
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Study Guide	20 percent
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Attendance	10 percent
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Clinical competency	30 percent and must maintain a 70% passing rate
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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

Academic Integrity Policy

Academic dishonesty is a serious violation of BCC policy and personal ethics and will be treated as such if the reason for suspicion should arise. Students should be careful to avoid plagiarism, falsification, and compliance. Academic integrity is vital to an academic community and for fair evaluation of student assessments. All assessments submitted must be your own, completed in accordance with the college's academic policies and student code of conduct. You may not engage in unauthorized collaboration or make use of any artificial intelligence (AI) composition systems. Academic dishonesty also includes cheating on examinations. Refer to the BCC student code of conduct, student handbook for additional information, and the statement on plagiarism.

(<https://catalog.bergen.edu/content.php?catoid=4&navoid=163#academic-dishonesty>)

BCC Attendance Policy

All students are expected to attend punctually every scheduled meeting of each course for which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance is maintained by the instructor for administrative and counseling purposes.

Information on Academic and Support Services

<http://bergen.smartcatalogiq.com/en/2012-2021/CatalogLinks> to an external site.

- The program faculty maintains office hours for counseling and is available to provide tutorial assistance to students.
- Students must make appointments in advance to meet with respective instructors.
- Students may also obtain assistance from the College Tutoring Center. Appointments must be made in advance through this center.
- The College has a personal counseling center for those students who may need personal assistance. Appointments are made directly through this center.
- Any problems or concerns or questions should be directed to the course instructor or the student's advisor.

Accommodations for Disabilities

Bergen Community College aims to create inclusive learning environments where all students have maximum opportunities for success. Any students who feel he or she may need an accommodation based on a disability should contact the Office of Special Services.

Americans with Disabilities Act: Students who require accommodations by the Americans with Disabilities Act (ADA) can request support services from the The Office of Specialized Services of Bergen Community College 201/612-5270 or 5269 or via e mail at ossinfo@bergen.edu.

Mental Health and Well Being

Mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. Bergen Community College has

licensed personal counselors available to assist you with addressing these and other concerns you may be experiencing. You can learn about the confidential mental health services available on campus via the Health and Wellness Center.

Available Online and On Campus Resources

Library – <https://bergen.edu/library/>

Academic Support – <https://bergen.edu/academics/pathway-scholars-program/academic-support>

The Writing Center and Tutoring Center – L125
<https://bergen.edu/tutoring/writingcenter/>

Online Writing Lab (OWL) www.owl.english.perdue

Free Time Computer Labs <https://bergen.edu/technologyassistance/computerlabavailability/>

Center for Student Success A-118 (Academic, Career, International and Transfer Counselors)
<https://bergen.edu/center-for-student-success/>

Personal Counseling HS 100
<https://bergen.edu/health-wellness-and-personal-counseling/personalcounseling/>

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

MOA-240 CLASS OUTLINE

Date	Topic	Chapter	Assignments
Week 1	Asepsis and OSHA	Chapter 2	Read Chapter Complete Study Guide Activities
Week 2	Vital Signs- Temperature and Pulse	Chapter 4	Read Chapter Complete Study Guide Activities
	Asepsis and OSHA Test	Chapter 4	
	Vital Signs- Respirations and Blood Pressure		
Week 3	Introduction to Electrocardiography	Chapter 12	
	Electrocardiography- Procedure and Leads	Chapter 12	
	Wave form and instrument	Chapter 12	
Week 4	Vital Signs Test	Chapter 12	
	Cardiologist- Spirometer	Chapter 12	
Week 5	Administration of Medications- Oral and Liquid	Chapter 11	
Week 6	Administration of Medications- Injections-IM, SQ, ID	Chapter 11	
Week 7	Cardiologist Test Administration of Medications- Lecture	Chapter 11	

Week 8	Sterilization- Wrapping for Autoclave, Opening package, operation of autoclave	Chapter 3	
Week 9	Minor surgery- sterile gloving, tray set-up, Bandaging, use of cane and walker.	Chapter 3 Ch 7 and 10	
	Minor surgery- tissue healing, passing a sterile instrument, transfer sterile items, suture removal	Ch 7 and 10	
Week 10	Administration of Medications test Height and Weight	Chapter 5	
Week 11	Vision and Hearing Assessments	Chapter 6	
Week 12	Minor surgery and Sterilization Test OB, GYN Lecture	Chapter 6	
Week 13	Physical Examination, Colon and Urology Procedures	Chapter 8	
Week 14	Height, Weight, Vision and Hearing test OB, GYN, Pediatrics test.		
Week 15	CUMULATIVE FINAL EXAM	Chapter 6	

*Subject to change as needed.

