



MA 085 Exam Room and Special Procedures

Basic Course Information

Semester:	Spring 2024	Instructor Name:	Lidia Trejo, CCS, CCMA-AC
Course Title & #:	MA 085 Exam Room and Special Procedures	Email:	Lidia.trejo@imperial.edu
CRN #:	20749	Webpage (optional):	N/A
Classroom:	2110 & CLIN (Lab)	Office #:	N/A
Class Dates:	April 15 – June 7, 2024	Office Hours:	N/A
Class Days:	Tuesday & Thursday	Office Phone #:	760-355-6468
Class Times:	Lecture 4:00 pm – 6:35 pm Laboratory 6:40 – 8:05 pm	Emergency Contact:	Beatriz Trillas-Martinez, Staff Support Technician
Units:	3	Class Format:	Face-to-face (On ground)

Course Description

This course is designed to prepare students in the principles of minor surgery and specialty procedures such as exams of the eyes and ears, positioning and draping, assisting physician. Pre-operative and post-operative process is also presented and practiced. Instrument identification and usage, aseptic technique, diagnostic tests and procedures, and medical emergencies are explored. (Nontransferable, AA/AS degree only) (Nontransferable, AA/AS degree only).

Course Prerequisite(s) and/or Corequisite(s)

Prerequisite MA 81 with a grade of "C" or better.

MA 083 with a grade of "C" or better, or concurrent enrollment in MA 083.

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Demonstrate preparation of patient and room for an examination or treatment by a physician. (ILO 2, ILO 3)
2. Demonstrate telephone and live screening and follow-up with patient lab results. (ILO 1, ILO 2, ILO 3)
3. Perform selected tests that assist with diagnosis and treatment using quality control and infection control measures. (ILO 2, ILO 3, ILO 4)

Course Objectives

1. Apply the principles of Aseptic Technique/Infection Control
2. Take and record vital signs (I.P.1)
3. Demonstrate competency in administration of diagnostic procedures such as Electrocardiography (EKG), venipuncture, capillary puncture, pulmonary function testing and other test in a simulated environment (I.P.2,3)
4. Recognize emergencies
5. Perform first aid
6. Prepare and maintain examination and treatment area
7. Demonstrate interview techniques and take patient history

8. Prepare patients for procedures
9. Select appropriate exam room for patient needs
10. Demonstrate assisting physician with examinations and treatments (I.P.9)
11. Demonstrate use of quality control (I.P.10)
12. Perform selected tests that assist with diagnosis and treatment
13. Demonstrate screening and follow-up with patient lab results
14. Maintain medical records
15. Respond to medical emergencies (I.P.13)
16. Demonstrate the use of appropriate guidelines when releasing records or information
17. Instruct the patients who have special medical needs
18. Teach patients methods of health promotion and disease prevention
19. Demonstrate competency by producing a quality electrocardiogram, using skills learned in regards to patient preparation and post care

Textbooks & Other Resources or Links

Bonewit-West, Kathy 2016. Today's Medical Assistant Clinical and Administrative Procedures- 3rd Ed. Elsevier. ISBN 978-0-323-31127-4

Bonewit-West, Kathy 2016. Study Guide for Today's Medical Assistant Clinical and Administrative Procedures- 3rd Ed. Elsevier. ISBN 978-0-323-31128-1

Course Requirements and Instructional Methods

METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS:

Class Activity, individually and in groups (team presentations)
Mid-Term/Final Exam(s)
Skill Demonstration
Written Assignments
Problem Solving Exercise
Quizzes

INSTRUCTIONAL METHODOLOGY:

Audio Visual
Computer Assisted Instruction
Demonstration
Discussion
Group Activity
Individual Assistance
Lab Activity
Lecture
Simulation/Case Study
Distance Learning

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Course Grading Based on Course Objectives

Grading Criteria: Letter grade only
A= 90 – 100 points



B= 80 – 89 points

C= 70 – 79 points

Less than 70 points overall grade in MA 85 = Fail

A grade of C or higher is required for successful completion of each course

Course Policies

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. **It is the student's responsibility to drop or officially withdraw from the class.** See General Catalog for details.
- As soon as you are aware that you will be late or absent, you need to contact the instructor by email and include your name, date and that you will be late or absent.
- Regular attendance in all classes is expected of all students. A student whose continuous absences exceed the number of hours the class is scheduled to meet per week (**10 hours for MA 85**) will lose points on final exam; after 3rd absence, the student may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.
- Electronic Devices: Cell phones and other electronic devices must be turned off and put away during class, unless otherwise directed by the instructor. **Students will not be allowed to have cell phones or smart watches on their person during testing.**
- **Recorders will not be allowed in the classroom due to HIPAA laws.**
- Disruptive students: Students who disrupt or interfere with class, **such as students who come in late, leave and enter the class several times or are repeatedly talking during lecture** may be sent out of the room (or dismissed from the Zoom classroom) and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalogue.
- Children in the classroom: Due to college rules and state laws, only students enrolled in class may attend, children are not allowed.

Other Course Information

In a face-to-face class, course activity occurs at IVC or a designated physical site. The course meetings occur on scheduled days and times. Instructors may still use Canvas or other software products to enhance the class outside of the face-to-face meetings, such as by posting documents, discussions and announcements.

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

Date or Week	Activity, Assignment, and/or Topic	Skills
Week 1 April 16-18	Introduction Chapter 17 Medical Asepsis and the OSHA Standard	Handwashing 17-1 Alcohol based hand rub 17-2 Removing gloves 17-3



Week 2 April 23-25	Chapter 20: The Physical Examination	Measuring height and weight 20-1 Sitting position 20-2 Supine position 20-3 Prone position 20-4 Dorsal recumbent position 20-5 Lithotomy position 20-6 Sims position 20-7 Knee-chest position 20-8 Fowler position 20-9
Week 3 April 30- May 2	Chapter 24: The Pediatric Examination	Measuring weight and length of an infant 24-1 Measuring head and chest circumference of an infant 24-2 Calculating growth percentiles 24-3 Applying a pediatric urine collector 24-4
Week 4 May 7-9	Chapter 25: Minor Office Surgery	Wrapping instruments using paper or muslim 18-2 Applying and removing sterile gloves 25-1 Assisting with minor office surgery 25-7 Opening a sterile package 25-2 Pouring a sterile solution 25-3 Removing sutures and staples 25-5
Week 5 May 14-16	Introduction to clinical lab, specimen transport Specimen collection Demonstrate screening and follow-up with patient lab results	Introduction to clinical lab, specimen transport Blood glucose measurement 33-1 Using the microscope 34-1 Collecting a throat specimen 34-2
Week 6 May 21-23 May 23 rd . Deadline to drop with a "W"	EKG Specimen collection and testing	Running an EKG 27-1 Fecal occult blood testing: Guaiac slide test 28-1 Clean-catch midstream specimen collection instructions 30-1



		Chemical testing of urine 30-2 Performing a urine pregnancy test 30-4
Week 7 May 28-30	Chapter 22: Teaching patient aids for mobility (crutch walking, cane and use of a walker) GROUP PRESENTATION/ASSIGNMENT DUE	Instructing a patient in crutch gaits 22-8 Instructing a patient in use of a cane 22-9 Instructing a patient in the use of a walker 22-10
Week 8 June 4-6	FINALS: Tuesday --- Written final Thursday - Skills final	Written and Skills finals
Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests

*****Subject to change without prior notice*****