

Department:

Medical Office Assistant

Course Description:

This course is the beginning of the student's journey to a successful externship by discussing the ability to apply the skill learned in the classroom and in the lab in the externship. This course also introduces the student to the basics of patient care which includes Medical Asepsis and Infection Control, preparing a patient for examination, acquiring vital signs (adult, child, infant), and assisting the physician with patient exams.

Course Competencies:

1. Hand washing
2. Applying an alcohol based hand rub
3. Application and removal of clean disposable gloves
4. Sanitization of Instruments
5. Wrapping instruments using paper or muslin
6. Wrapping instruments using a pouch
7. Sterilizing articles in an autoclave
8. Taking temperature with electronic, tympanic and temporal artery thermometer
9. Measuring Pulse, Respiration and Oxygen Saturation
10. Measuring Blood Pressure
11. Measuring Apical Pulse
12. Weight and Height
13. Positioning patient for examination
14. Assisting with a physical exam
15. Assessing distance and color vision
16. Performing eye irrigation
17. Installing eye medication
18. Performing Ear Irrigation
19. Installing ear medication
20. Using Crutches and Walkers

Course Content:

- A. Medical Asepsis and the OSHA standard
- B. Sterilization and Disinfection
- C. Vital Signs
- D. The Physical Examination
- E. Eye and Ear Assessment and Procedures
- F. Physical Agents to Promote Tissue Healing

Learning Assessments:

Competencies may be evaluated by multiple measures, including quizzes, exams, final exam, individual or group projects, presentations, competencies (written, verbal, performance), in class assignments, and homework. Students are expected to attend class daily and points may be taken away for non-participation.

Instructional Materials:

Textbooks: Bonewit-West, K., Hunt, S. & Applegate E. (2015). *Today's Medical Assistant: Clinical & Administrative Procedures* (3rd ed.). Elsevier. ISBN-13: 978-0323311274

Bonewit-West, K., Hunt, S. & Applegate E. (2015). *Study Guide for Today's Medical Assistant* (3rd ed.). Elsevier. ISBN-13: 978-0323311281

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students **must** complete the "Disabilities Self-Identification Form" on our [Disability Services website](#).

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.

A Note on Harassment, Discrimination and Sexual Misconduct

Highland Community College seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX, and College policy prohibit harassment, discrimination and sexual misconduct. Highland Community College encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to report to the Vice President for Student Services, the Human Resources Director or complete an [online report](#) about what happened so that they can get the support they need and Highland Community College can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Highland Community College is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please review our [Equity Grievance Policy](#).