COURSE DESCRIPTION:
This course focuses on expanding the knowledge and skills in Patient Care. More complex and independent procedures performed by the Medical Assistant will be explored. Addresses surgical procedures, physical therapy, principles of radiology, emergency procedures and pulmonary function testing, includes the performance of an electrocardiogram (EKG).

METHOD OF INSTRUCTION: A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.
COURSE OUTLINE:

I. Document patient education
   A. Interpretation of healthcare results
   B. Medical terminology
      a. Communication
      b. Patient History
      c. Data & Observations

II. Prepare patient for referral/specialty exams
   A. Appropriate language and skills – Procedure Instruction
   B. Diversity
   C. Resources and adaptations
      a. culture and environment
      b. developmental life stage
      c. other factors

III. Assist with specialty exams
   A. Rationale for procedure
   B. Patients concerns
   C. Patient rights
   D. Obtain specimens

IV. Heat/cold Modalities
   A. Rationale
   B. Safety
   C. Application

V. Pulmonary function testing
   A. Rationale
   B. Application

VI. Sterilization techniques
   A. Preparation
   B. Perform procedures

VII. Minor office surgery
   A. Medical and surgical asepsis
   B. Quality control issues
   C. Application/Performance

VIII. Suture and staple removal
   A. Identify equipment
   B. Demonstrate removal

IX. Cast care
   A. Indications
   B. Application and Removal

X. Ear irrigation and medication instillation
   A. Rationale
   B. Application

XI. Eye irrigation and medication instillation
   A. Rationale
   B. Application
XII. Wound irrigation dressing
   A. Rationale
   B. Application

XIII. Perform first aid in medical office emergency procedures
   A. Identify personal safety precautions
      a. Occupational Safety and Health Administration (OSHA)
   B. Safety signs, symbols and labels
   C. Principles of first aid
   D. First aid procedures

XIV. Radiology
   A. Patient preparation
   B. Role and scope of practice

XV. Nutrition
   A. Role of diet in health
   B. Correlate diet to disease

XVI. Electrocardiography
   A. Cardiac Cycle
   B. Basic heart rhythms
      a. Sinus Rhythms
      b. Abnormal rhythms
   C. Rationale
   D. Application

EXPECTED LEARNER OUTCOMES:

A. The student will be able to document patient education.
B. The student will be able to prepare patients for referral/specialty exams for a variety of patient populations.
C. The student will be able to assist with specialty exams for a variety of patient populations.
D. The student will be able to perform heat/cold applications.
E. The student will be able to perform pulmonary function testing.
F. The student will be able to perform sterilization techniques.
G. The student will be able to assist with minor office surgery.
H. The student will be able to assist with suture and staple removal.
I. The student will be able to assist with cast care.
J. The student will be able to assist with ear irrigation and medication instillation.
K. The student will be able to assist with eye irrigation and medication instillation.
L. The student will be able to assist with wound irrigation and dressing.
M. The student will be able to perform first aid and medical office emergency procedures.
N. The student will be able to apply principles of radiology.
O. The student will be able to apply principles of nutrition.
P. The student will be able to perform Electrocardiography.
COURSE COMPETENCIES:

The student will be able to document patient education.
1. The student will be able to analyze charts, graphs and/or tables in the interpretation of healthcare results.
2. The student will be able to document patient education.
3. The student will be able to use medical terminology, pronouncing medical terms correctly, to communicate information, patient history, data and observations.

The student will be able to prepare patient for referral/specialty exams for a variety of patient populations.
4. The student will be able to use language/verbal skills that enable patients understanding.
5. The student will be able to demonstrate respect for diversity in approaching patients and families.
6. The student will be able to identify resources and adaptations that are required based on individual needs, i.e., culture and environment, developmental life stage, language, and physical threats to communication.

The student will be able to assist with specialty exams for a variety of patient populations.
7. The student will be able to obtain specimens for microbiological testing.
8. The student will be able to display sensitivity to patient rights and feelings in collecting specimens.
9. The student will be able to explain the rationale for performance of a procedure to the patient.
10. The student will be able to show awareness of patients concerns regarding their perceptions related to the procedure being performed.

The student will be able to perform heat/cold applications.
11. The student will be able to identify therapeutic reasons for the application of heat and cold treatments.
12. The student will be able to identify safety precautions while applying heat and cold treatments.

The student will be able to perform pulmonary function testing.
13. The student will be able to perform pulmonary function testing.
14. The student will be able to obtain vital sign and document results obtained.

The student will be able to perform sterilization techniques.
15. The student will be able to discuss the rationale for the use of sterile technique.
16. The student will be able to prepare items for autoclaving.
17. The student will be able to perform sterilization procedures.

The student will be able to assist with minor office surgery.
18. The student will be able to differentiate between medical and surgical asepsis used in ambulatory care settings, identifying when each is appropriate.
19. The student will be able to assist the provider with surgical procedures.
20. The student will be able to discuss quality control issues related to handling microbiological specimens.
The student will be able to assist with suture and staple removal.
21. The student will be able to identify equipment needed for the procedure.
22. The student will be able to demonstrate removal of stitches/staples using sterile technique.

The student will be able to assist with cast care.
23. The student will be able to list the indications for a cast.
24. The student will be able to list the steps in applying and removing a cast.

The student will be able to assist with ear irrigation and medication instillation.
25. The student will be able to identify the purpose of ear irrigations.
26. The student will be able to demonstrate ear irrigations and instillation of ear Medication safely.

The student will be able to assist with eye irrigation and medication instillation.
27. The student will be able to identify the purpose of eye irrigations.
28. The student will be able to demonstrate eye irrigations and instillation of eye drops.

The student will be able to assist with wound irrigation and dressing.
29. The student will be able to irrigate the wound.
30. The student will be able to apply various dressings.
31. The student will be able to perform proper disposal of contaminated materials.

The student will be able to perform first aid in medical office emergency procedures.
32. The student will be able to identify personal safety precautions as established by the Occupational Safety and Health Administration (OSHA).
33. The student will be able to identify safety signs, symbols and labels.
34. The student will be able to describe basic principles of first aid.
35. The student will be able to perform first aid procedures.

The student will be able to apply principles of radiology.
36. The student will be able to explain patient preparation for typical diagnostic imaging examinations.
37. The student will be able to define the Medical Assistant role and scope of practice in radiology.

The student will be able to apply principles of nutrition.
38. The student will be able to identify the role of diet in health.
39. The student will be able to correlate diet to disease.

The student will be able to perform EKG.
40. The student will be able to perform electrocardiography.
41. The student will be able to identify parts of the Cardiac Cycle
42. The student will be able to recognize basic heart rhythms
43. The student will be able to document the procedure.

ASSESSMENT OF LEARNER OUTCOMES:
Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.
**SPECIAL NOTES:**
This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the Director of the Academic Resource Center, in Rm. 3354 or call: 288-7670.