

Montgomery County Community College
 MAS 113
 Clinical Assisting Procedures I
 3-2-2

COURSE DESCRIPTION:

The course builds a solid foundation in Medical Assisting and introduces students to the clinical procedures commonly performed in a variety of medical offices. This course explores asepsis and infection control, nutrition and wellness, pharmacology and medication administration, and assisting the physician and health care providers. Course specific competency evaluations must be successfully completed by the student.

REQUISITES:*Previous Course Requirements*

- ESL 011 ESL Basic Writing or ENG 011 Basic Writing
- REA 011 Fundamentals of College Reading or ESL/ REA 017 Vocabulary & Reading Comprehension Development II
- MAT 010 Fundamentals of Arithmetic or MAT 010B Review of the Fundamentals of Arithmetic

Previous or Concurrent Course Requirements

- BIO 103 Introduction to Human Anatomy and Physiology
- HCP 224 Medical Terminology
- OFM 101 Business Software Essentials or CIS 110 Computer Information Systems for Management
- HCP/MAS 114 Medical Law and Ethics

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
1. Demonstrate entry level performance in all the identified competencies.	Lecture Laboratory Case Studies Multimedia Demonstrations Oral Report Small Group Projects Written Assignment Research Resources Competency Demonstration	Competency Demonstrations

LEARNING OUTCOMES	LEARNING ACTIVITIES	EVALUATION METHODS
2. Consistently apply infection control principles in the implementation of Standard Precautions.	Lecture Laboratory Case Studies Multimedia Demonstrations Oral Report Small Group Projects Written Assignment Research Resources	Competency Demonstrations
3. Incorporate knowledge of the classifications of commonly used medications including, names, indications, and special considerations.	Lecture Laboratory Case Studies Multimedia Demonstrations Oral Report Small Group Projects Written Assignment Research Resources	Quizzes and Exams Assignments Projects
4. Apply mathematical principles to medical assisting practices and procedures.	Lecture Laboratory Case Studies Multimedia Demonstrations Oral Report Small Group Projects Written Assignment Research Resources	Competency Demonstrations Quizzes and Exams
5. Apply knowledge of basic nutrition concepts including: dietary nutrients, supplements, and special dietary needs.	Lecture Laboratory Case Studies Multimedia Demonstrations Oral Report Small Group Projects Written Assignment Research Resources	Quizzes and Exams

At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Associate Vice President of Academic Affairs. The benchmark for each learning outcome is that *70% of students will meet or exceed outcome criteria*.

SEQUENCE OF TOPICS:

1. Nutrition, Supplements, Dietary Needs
2. Medical Asepsis and Infection Control
3. Medical History and Patient Assessment
4. Anthropometric Measurements and Vital Signs
5. Assisting with the Physical Examination

6. Diagnostic Measures and Treatment Modalities
7. Surgical Instruments and Sterilization
8. Assisting with Minor Office Surgery
9. Pharmacology
10. Preparing and Administering Medications
11. Diagnostic Imaging

LEARNING MATERIALS:

Texts:

Kronenberger, Judy and Woodson, Denise. (2013). *Clinical Medical Assisting* (4th ed.). Philadelphia, PA: Lippincott Williams and Wilkins.
Kronenberger, Judy and Woodson, Denise. (2008). *Clinical Medical Assisting Study Guide* (4th ed.). Philadelphia, PA: Lippincott Williams and Wilkins.

Other learning materials may be required and made available directly to the student and/or via the College's Libraries and/or course management system.

COURSE APPROVAL:

Prepared by: Kathleen Schreiner, RN, MSHA
Shauna LaMagna

Date: 3/1/2017

VPAA/Provost Compliance Verification:
Victoria Bastecki-Perez, Ed.D.

Date: 5/16/2017

Revised by: Kathleen Schreiner, RN, MSHA
VPAA/Provost Compliance Verification:

Date: 8/1/2017

Date: 8/23/2017



This course is consistent with Montgomery County Community College's mission. It was developed, approved and will be delivered in full compliance with the policies and procedures established by the College.