RARITAN VALLEY COMMUNITY COLLEGE ACADEMIC COURSE OUTLINE

MATC-121: Clinical Medical Assistant Principles

I. Basic Course Information

A. Course Number and Title: MATC-121: Clinical Medical Assistant Principles

B. New or Modified Course: Modified

C. Date of Proposal: Semester: **Spring** **Year: 2025**

D. Effective Term: Fall 2025

E. Sponsoring Department: Health Science Education

F. Semester Credit Hours: 7

G. Weekly Contact Hours: 9 Lecture: 5 Laboratory: 4
Out of class student work per week: 12

H. Students must achieve a grade of C (75%) or better in MATC 121 to advance in the Medical Assistant Program.

☒ Prerequisite (s): MATC-111Admin Medical Assistant Principles
BIOL-120 Human Biology
HLTH-150 Medical Terminology
ENGL-111 English Composition I

☒ Corequisite (s): MATC-116 Phlebotomy Theory & Lab
HLTH-109 Pharmacology
HLTH-107 Pathophysiology

I. Additional Fees: Yes. This course has a $150 MA kit fee.

II. Catalog Description

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HLTH-150 Medical Terminology

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This course is designed to offer the student the necessary clinical theory and lab practice to become a competent medical assistant in an entry-level position. Basic clinical skills covered in this course include vital signs and patient interview; infection control and medical asepsis; surgical asepsis; surgical supplies, instruments and assisting with surgical procedures; assisting with a primary physical exam and other specialty exams; assisting in the clinical laboratory and with the analysis of urine, blood, and other body specimens; and performing dosage calculations and medication administration.

III. Statement of Course Need.

A. Medical Assisting is an allied health profession whose members need to be competent in all clinical and administrative aspects of their profession. The Clinical Medical Assistant Principles course is a vital part of the curriculum and fulfills the clinical competency requirements of the Medical Assistant Education Review Board (MAERB), the certifying agency for medical assistants. Students must achieve 100% competency in psychomotor (P) and effective (A) learning outcomes (MAERB competencies) in order to pass this course and achieve eligibility to take a national certification examination and practice as a qualified Medical Assistant.

B. The lab component for this course helps the student to understand the theoretical components taught in lecture through application of the principles learned.

C. This course generally transfers as a medical assistant program requirement.

IV. Place of Course in College Curriculum

A. Free Elective
B. This course meets a program requirement for the Medical Assistant Certificate Program
C. To see course transferability: a) for New Jersey schools, go to the NJ Transfer website, www.njtransfer.org; b) for all other colleges and universities, go to the individual websites.

V. Outline of Course Content

A. Infection Control
B. Medical and Surgical Asepsis

C. Assisting with Minor Surgery/Surgical Supplies and Instruments
D. Patient History/Interview
E. Vital Signs
F. Assisting with Physical Examinations
G. Assisting in Ophthalmology and Otolaryngology
H. Assisting in Dermatology
I. Assisting in Gastroenterology
J. Assisting in Urology and Male Reproduction
K. Assisting in Obstetrics and Gynecology
L. Assisting in Pediatrics
M. Assisting in Orthopedics
N. Assisting in Neurology and Mental Health
O. Assisting in Endocrinology
P. Assisting in Pulmonary Medicine
Q. Assisting in Cardiology and Lymphatics
R. Assisting in Geriatrics
S. Principles of Electrocardiography
T. Introduction to Assisting in the Clinical Laboratory
U. Assisting in the Analysis of Urine
V. Assisting in Clinical Chemistry
W. Assisting in Microbiology and Immunology
X. Introduction to Pharmacology
Y. Dosage Calculation and Administering Medications

VI. A. Course Learning Outcomes

At the completion of the course, students will be able to:

1. Demonstrate critical thinking in decision making (GE *)
2. Utilize appropriate verbal and nonverbal communication techniques (GE-1)
3. Employ ethical behaviors based upon the Medical Assistant's Creed when providing care (GE-ER)
4. I.P.1. Measure and record blood pressure, temperature, pulse, respirations, height, weight, length (infant), head circumference (infant), pulse oximetry.
5. I.P.2. Perform electrocardiography, capillary puncture, and pulmonary function testing.
6. I.P.3. Perform patient screening using established protocols.
7. I.P.4. Verify the rules of medication administration: right patient, right medication, right dose, right route, right time, right documentation.
8. I.P.5. Select proper sites for administering parenteral medication.
9. I.P.6. Administer oral medications.
10. I.P.7. Administer parenteral (excluding IV) medications.
11. I.P.8. Instruct and prepare a patient for a procedure or treatment.

12. I.P.9. Assist provider with a patient exam.
13. I.P.10. Perform a quality control measure.
14. I.P.11. Obtain specimens and perform CLIA waived chemistry test, urinalysis, immunology test, and microbiology test.
15. I.P.12. Produce up-to-date documentation of provider/professional level CPR.
16. I.A.1. Incorporate critical thinking skills when performing patient assessment.
17. I.A.2. Incorporate critical thinking skills when performing patient care.
18. I.A.3. Show awareness of a patient's concerns related to the procedure being performed.
19. II.P.1. Calculate proper dosages of medication for administration.
20. II.P.2. Differentiate between normal and abnormal test results.
21. II.P.3. Maintain lab test results using flow sheets.
22. II.P.4. Document on growth chart
23. II.A.1. Reassure a patient of the accuracy of the test results.
24. III.P.1. Participate in bloodborne pathogen training.
25. III.P.2. Select appropriate barrier/personal protective equipment (PPE)
26. III.P.3. Perform handwashing.
27. III.P.4. Prepare items for autoclaving.
28. III.P.5. Perform sterilization procedures.
29. III.P.6. Preparing a sterile field
30. III.P.7. Perform within a sterile field.
31. III.P.8. Perform wound care.
32. III.P.9. Perform dressing change.
33. III.P.10. Demonstrate proper disposal of biohazardous material: sharp and regulated waste.
34. III.A.1. Recognize the implications for failure to comply with Centers for Disease Control (CDC) regulations in healthcare settings.
35. V.P.1. Use feedback techniques to obtain patient information including reflection, restatement, and clarification.
36. V.P.2. Respond to nonverbal communication.
37. V.P.3. Use medical terminology correctly and pronounced accurately to communicate information to providers and patients.
38. V.P.4. Coach patients regarding health maintenance, disease prevention, and treatment plan.
39. V.P.5. Coach patients appropriately consider developmental life state and communication barriers.
40. V.A.1. Demonstrate active listening and nonverbal communication.
41. V.A.4. Explain to a patient the rationale for performance of a procedure.
42. VI.P.6. Utilize an EMR
43. X.P.3. Document patient cares accurately in the medical record.
44. X.P.5. Perform compliance reporting based on public health statutes.
45. X.P.7. Complete an incident report related to an error in patient care.

46. XII.P.2. Demonstrate proper use of eyewash equipment and sharps disposal containers
47. XII.P.3. Use proper body mechanics.

*Embedded critical thinking

B. <u>Assessment Instruments</u>

1. laboratory products
2. demonstrations
3. essays
4. Service Learning

VII. Grade Determinants

A. Return demonstration of clinical competencies
B. essays
C. projects
D. tests
E. presentations

Given the goals and outcomes described above, list the primary formats, modes, and methods for teaching and learning that may be used in the course:

A. lecture/discussion
B. small-group work
C. computer-assisted instruction
D. guest speakers
E. laboratory
F. student oral presentations
G. simulation/role playing.
H. student collaboration

VIII. Texts and Materials

A. Textbook: Kinn's *Medical Assistant* Author: Proctor, Deborah, et al
Publisher: Elsevier

B. Study Guide/Procedure Checklist Manual:

Kinn's The Medical Assistant Study Guide and Procedure Checklist Manual
Author: Proctor, Deborah et al

Publisher: Elsevier

C. Student clinical supply kit
D. Instructor prepared materials
E. Internet sources
F. Videos/DVDs/CDs

(Please Note: The course outline is intended only as a guide to course content and resources. Do not purchase textbooks based on this outline. The RVCC Bookstore is the sole resource for the most up-to-date information about textbooks.)

IX. Resources

A. Medical Assistant clinical laboratory
B. Computer lab with software
C. RVCC library resources and other resources available in the MA lab

X. Check One: ☐Honors Course ☐Honors Options ☒ N/A