

BOSTON REED COLLEGE®
Allied Health Training Programs
Official Course Outline

Clinical Medical Assistant

Goals and Purpose: Upon successful completion of course, the student will receive a certificate of completion from Boston Reed College. Graduates will be qualified to take the optional certification examination for Medical Assisting offered by the National Center of Competency Testing (NCCT.) This program was designed to provide, thorough didactic and practical instruction, a basic systems overview of the role of the medical assistant in a practical setting. Didactic lectures cover the theory, anatomy and terminology pertaining to each system. Practical instruction provides hands-on training verified through a skills check-off system.

Outcomes and Objectives:

After successful completion of this course the student will be able to:

1. Identify parts of the human body.
2. Describe the basic function of each body system.
3. Utilize medical terminology in written and spoken communications.
4. Define medical terminology found in medical records.
5. Define medical conditions, diseases, and disorders commonly treated.
6. Perform the procedures for rooming a patient.
7. Obtain the vital signs of a patient.
8. Perform basic wound care.
9. Demonstrate proper positioning and draping for patient procedures.
10. Demonstrate first aid for disorders of the musculoskeletal system.
11. Demonstrate the collection of specimens.
12. Locate information regarding medications.
13. Demonstrate the administration of oral and injectable medications.
14. Instruct patient in preventative health practices.
15. Assist physician with examinations.
16. Demonstrate minor specimen testing and recording of results.
17. EKG/ECG skills training instruction.
18. Demonstrate skill in goal-setting, organization, note-taking, and test-taking.
19. Complete prerequisites including physical exam, TB test, CPR, computer proficiency.
20. Use communication strategies associated with quality customer service.
21. Draft a resume that clearly communicates one's value to an employer.
22. Contrast effective communication approaches.
23. Use listening, mirroring and parameter-setting in difficult conversations.

Instructional Units/Hours of Instruction:

<i>Topic.....</i>	<i>Hours</i>
1. Introduction to Clinical Medical Assistant	4
2. Health Care Setting and Healthcare Team.....	3
3. Therapeutic Communication Skills.....	3
4. Medical Insurance	3
5. Office Emergencies and First Aid.....	3
6. Infection Control.....	3
7. Medical Asepsis and Sterilization.....	3

8. Taking a Medical History	2
9. The Patient’s Chart and Methods of Documentation.....	2
10. Vital Signs.....	2
11. The Physical Exam.....	2
12. Examinations and Procedures of Body Systems.....	9
13. Assisting with Minor Surgery.....	4.5
14. Rehabilitation and Therapeutic Modalities.....	4.5
15. Electrocardiography.....	9
16. Laboratory Safety and Regulatory Guidelines.....	3
17. Urinalysis	3
18. Basic Microbiology.....	3
19. Employment Strategies	9
20. Nutrition in Health and Disease	4.5
21. Pharmacology.....	4.5
22. Calculating Dosages.....	4
23. Venipuncture and Capillary Puncture	4
24. Difficult People	1
25. Legal and Ethical Considerations	6
26. HIPAA Regulations	3
27. Reproductive Systems.....	9
28. Pediatrics.....	4.5
29. Gerontology	4.5
30. Medical Terminology.....	12
31. Study Skills	11 (10 Distance Learning)
32. Communication Skills.....	11 (10 Distance Learning)
33. Professionalism and the Workplace	10 Distance Learning
	<i>Total Hours – 164</i>
	<i>(134 in-classroom hours)</i>

Instructional Strategies:

- Lecture
- Laboratory Techniques
- Demonstration
- 1 on 1 Instruction
- Individualized Study
- Small Group Discussions
- Large Group Discussions
- Independent Research

Methods of Evaluation:

- Pre and Post Tests
- Class Discussion
- Quizzes and Exams
- Oral Exam
- Performance Levels Reports
- Observation
- Assignments
- Self Evaluation
- Completion of Project

Course Repetition:

If the student does not achieve at least 80 percent in the course he or she should repeat the course until that objective has been achieved.

For Adult Education Centers as appropriate:

A-22 Title: Health, Science, and Medical Technology - Support Services

A-22 Number: 4.4255

Approvals: Board of Education ___/___/___

CDE ___/___/___