

Perris Union High School District

Course of Study

A. COURSE INFORMATION		
Course Title: Medical Assisting: Clinical If revised previous course name if changed <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Subject Area: <input type="checkbox"/> Social Science <input type="checkbox"/> English <input type="checkbox"/> Mathematics <input type="checkbox"/> Laboratory Science <input type="checkbox"/> World Languages <input type="checkbox"/> Visual or Performing Arts <input checked="" type="checkbox"/> College Prep Elective <input type="checkbox"/> Other	Grade Level <input type="checkbox"/> MS <input type="checkbox"/> HS <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input checked="" type="checkbox"/> 10 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12
Transcript Course Code/Number: <div style="border: 1px solid black; padding: 2px;">608060</div> (To be assigned by Educational Services)	Is this classified as a Career Technical Education course? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Required for Graduation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Credential Required to teach this course: <div style="border: 1px solid black; padding: 5px;"> Designated Subjects: CTE - Health Science and Medical Technology by </div> <div style="background-color: yellow; text-align: center; font-weight: bold; font-size: small;"> To be completed by Human Resources only. </div>	
Meets UC/CSU Requirements? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Was this course <u>previously approved by UC</u> for PUHSD? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Will be verified by Ed Services)	<div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-between;"> <div style="font-family: cursive;">Erick Nathan</div> <div>04/27/22</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> Signature Date </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px; text-align: center;"> CaIPADS CODE 7931 </div>	
Meets "AP" Requirements? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Meets "Honors" Requirements? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Submitted by: Dian Martin Site: District Date: 04.17.2022	Unit Value/Length of Course: <input checked="" type="checkbox"/> 0.5 (half year or semester equivalent) <input type="checkbox"/> 1.0 (one year equivalent) <input type="checkbox"/> 2.0 (two year equivalent) <input type="checkbox"/> Other:	
Approvals	Name/Signature	Date
Director of Curriculum & Instruction		4/27/22
Asst. Superintendent of Educational Services		4/29/22
Governing Board		

Prerequisite(s) (REQUIRED):
None
Corequisite(s) (REQUIRED):
None
Brief Course Description (REQUIRED):
This class prepares students for employment in solo-practitioner, multi-physician, outpatient clinics, and other medical offices. Training prepares students to perform clinical medical assisting functions including taking patient histories, recording vital signs, preparing patients for examination, assisting with routine and specialty physical exams and minor office surgery, performing basic lab tests, collecting and preparing lab specimens, authorizing prescription refills as directed, administering medication, taking electrocardiogram, interviewing and documenting patient complaints, and performing CPR and first aid.

B. COURSE CONTENT

Course Purpose (REQUIRED): <i>What is the purpose of this course? Please provide a brief description of the goals and expected outcomes. Note: More specificity than a simple recitation of the State Standards is needed.</i>
The medical office administration curriculum prepares individuals for employment in medical and other health-care related offices. Students develop skills applicable in medical environments. The mission is to provide career and lifelong learning experiences designed to meet the workforce challenges of a changing world. Students in the healthcare career professions are in high demand in the healthcare industry.
Course Outline (REQUIRED): <i>Detailed description of topics covered. All historical knowledge is expected to be empirically based, give examples. Show examples of how the text is incorporated into the topics covered.</i>
<ol style="list-style-type: none"> 1. Professionalism <ol style="list-style-type: none"> 1. Display a positive attitude 2. Practice ethical and medical-legal behavior 2. Apply Communication Skills

1. Listen and observe
2. Treat all patients with empathy and impartiality
3. Evaluate understanding of communication
4. Compose written communication using correct grammar, spelling and format
5. Use and comprehend medical terminology and abbreviations
3. Identify Components of the Medical Record
 1. Medical office administrative documents
 2. Medical office clinical documents
 3. Identify and locate laboratory reports, therapeutic service documents, and hospital documents in a medical record
 4. Identify and locate consent and procedure documents
4. Apply Medical Asepsis and the OSHA Standards
 1. Microorganisms and medical asepsis
 2. OSHA bloodborne pathogens standard
 3. Utilize health and safety control measures
 4. Work practice controls
 5. Personal protective equipment
 6. Hepatitis B vaccination
 7. Apply principles of aseptic technique and perform surgical septic procedures
5. Perform Sterilization and Disinfection
 1. Hazard communication standard of hazardous chemicals
 2. Utilize correct sanitization technique
 3. Perform guidelines for sanitizing instruments
 4. Utilizing correct disinfection technique
 5. Perform guidelines for disinfection
 6. Sterilization
6. Vital Signs
 1. Vital sign—temperature
 2. Vital sign—pulse
 3. Vital sign—respiration
 4. Vital sign—blood pressure
7. Perform Clinical Duties
 1. Prepare patients for procedures
 2. Provide post-procedure instructions
 3. Prepare and maintain examination and treatment area
 4. Interview and take patient history
 5. Assist physician with examinations and treatments
 6. Use quality control
 7. Run and electrocardiogram and record results
 8. Interpret diagrams, charts, graphs and tables
 9. Transfer and transport patients with or without assistive devices using proper body mechanics
 10. Screen and follow up patient test results
 11. Inventory equipment and supplies and identify supply resources
 12. Exercise efficient time management
 13. Maintain and operate medical equipment
 14. Teach patients and methods of health promotion and disease prevention

15. Manage calendar/itineraries
16. Perform first-aid and CPR
17. Provide verbal and written information
8. Perform Selected Tests that Assist with diagnosis
 1. Perform immunological tests and record results
 2. Perform microbiological tests and record results
 3. Perform tuberculosis screen and record results
 4. Collect and process specimens
9. Apply Legal, Ethical, and Confidentiality Concepts
 1. Document medical information accurately
 2. Determine needs for documentation and reporting
 3. Maintain HIPPA confidentiality regulations
 4. Describe the moral, social and cultural basis of ethics
 5. Explain concepts of personal honesty, integrity, accountability
 6. Apply legal responsibilities (professional liability, intentional misconduct, negligence/malpractice, etc.) to medical assisting
 7. Describe the elements and implications of informed consent
 8. Define specific legal doctrines
 9. Follow office policy in initiating, withdrawing, withholding or terminating medical treatment
 10. Applying patients "Six Major rights" of clinical care
10. Apply Phlebotomy Skills
 1. Apply OSHA safety precautions
 2. Understand the three methods of venipuncture—vacuum tube, butterfly, and syringe
 3. Instruct patient preparation for venipuncture and proper patient position
 4. Implement correct application of tourniquet
 5. Choose site selection for venipuncture and identify alternative sites
 6. Understand the three methods of blood collection
 7. Understand and identify correct evacuated tube
 8. Identify and perform appropriate response with problems encountered with venipuncture
 9. Utilize capillary punctures
11. Administration of Medication
 1. Prepare and administer medications as directed by physician
 2. Maintain medication record
 3. Dispose of controlled substances in compliance with government regulations
 4. Identify classification of drugs based on action and utilize the Physician's Desk Reference

Writing Assignments (REQUIRED):

Give examples of the writing assignments and the use of critical analysis within the writing assignments.

1. Students will write a three-page paper evaluating medical law, ethics, and confidentiality concepts as they apply to the medical office assistant's administrative duties. Students will correctly format the paper using a word processing program and will utilize correct grammar, spelling, and punctuation.

INSTRUCTIONAL MATERIALS (REQUIRED)

Textbook #1	
Title: <i>Study Guide for Lindh/Tamparo/Dahl/Morris/Correa's Comprehensive Medical Assisting: Administrative and Clinical Competencies, 6th.</i>	Edition: 6th
Author: Lindh/Tamparo/Dahl/Morris/ Correa	ISBN: 10:1-305-96485-3
Publisher: Cengage	Publication Date: 2018
Usage: <input checked="" type="checkbox"/> Primary Text <input type="checkbox"/> Read in entirety or near	
Textbook #2	
Title: <i>Comprehensive Medical Assisting Administrative and Clinical Competencies, 6th Edition Cengage.</i>	Edition: 6th
Author: Lindh/Tamparo/Dahl/Morris/ Correa (2018).	ISBN: 10:1-305-96479-9
Publisher: Cengage	Publication Date: 2018
Usage: <input checked="" type="checkbox"/> Primary Text <input type="checkbox"/> Read in entirety or near	
Supplemental Instructional Materials <i>Please include online, and open source resources if any.</i>	
Estimated costs for classroom materials and supplies (REQUIRED). <i>Please describe in detail.</i> If more space is needed than what is provided, please attach backup as applicable.	
Cost for class set of textbooks: Approx. \$7,200 (\$180 X 40); \$7,200 (180 X 40)	Description of Additional Costs:
Additional costs:	
Total cost per class set of instructional materials:	\$14,400

Key Assignments (REQUIRED):
Please provide a detailed description of the Key Assignments including tests, and quizzes, which should incorporate not only short answers but essay questions also. How do assignments incorporate topics? Include all major

assessments that students will be required to complete

1. Create charting of medical procedures performed in lab and class sessions.
2. Develop powerpoint presentations related to diseases, disease process and treatment protocol.
3. Participate in individual and group demonstration of skills and procedures.
4. Write a 3 page paper and do an oral presentation on a disease topic noting medical and surgical procedures and treatment protocol.
5. Create a professional portfolio used to assist in securing externship placement. Portfolio will include biography, resume, reference lists and collection of personal certification and recognition.
6. Maintain charting of all procedures performed in class.
7. Create and maintain an electronic and manual medical procedure book/practice which includes medical records, policies and procedures.
8. Participate in scenario exercises which includes medical records, patient history, patient education and clinical skills needed in the healthcare practice.
9. In role playing scenarios students will alternate roles between being a professional and being a patient.

Instructional Methods and/or Strategies (REQUIRED):

Please list specific instructional methods that will be use.

- **Method:** Lecture and interactive discussion
Integration: Instructor will provide lecture and opportunities for interactive discussion to describe the concepts of clinical support functions in the medical office.
- **Method:** DVD/CD/Videos
Integration: DVD/CD/Videos are designed to reinforce learning from theory/lecture portions of the course/program.
- **Method:** Group/individual presentations
Integration: Students will develop group/individual presentations on contemporary clinical medical office issues such as performing selected tests that assist with patient diagnosis and treatment; ethics and confidentiality concepts as they apply to the clinical assistant duties.
- **Method:** Role playing
Integration: Role playing activities will be used to validate acceptable use of communication and critical thinking skills employed in a medical office.
- **Method:** Cooperative learning tasks
Integration: Cooperative learning tasks are designed to foster teamwork in the classroom and clinical medical office setting.
- **Method:** Lab Activities
Integration: Students will develop skills listed in lab content that coincides with the medical assisting scope of practice.

Assessment Methods and/or Tools (REQUIRED):

Please list different methods of assessments that will be used.

- **Method:** Role-playing/Simulation
Integration: Students will be evaluated on their successful participation in problem solving activities, demonstrations, and written exercises to determine student understanding of information presented that is indicative of a variety of clinical medical office tasks, procedures, and situations to test

students' ability to demonstrate essential skill and understanding of clinical medical office procedures.

- **Method:** Exams/Tests

Integration: Written and demonstration examinations will be given to assess student knowledge and skill level to test students' ability to demonstrate essential skill and understanding of clinical medical office procedures.

- **Method:** Oral presentations and/or written reports

Integration: Instructors may utilize oral presentations and/or written reports by students to evaluate their understanding of medical office clinical procedures.

COURSE PACING GUIDE AND OBJECTIVES (REQUIRED)

Day(s)	Objective	CTE Standard(s)	Chapter(s)	Reference
	1. Professionalism <ul style="list-style-type: none"> ● Display a positive attitude ● Practice ethical and medical-legal behavior 	8.1 Access, analyze, and implement quality assurance standards of practice. 8.2 Identify local, district, state, and federal regulatory agencies, entities, laws, and regulations related to the Health Science and Medical Technology industry sector. 8.3 Demonstrate ethical and legal practices consistent with Health Science and Medical Technology sector workplace standards. 8.4 Explain the importance of personal integrity, confidentiality, and ethical behavior in the workplace		
	2. Apply Communication Skills <ul style="list-style-type: none"> ● Listen and observe ● Treat all patients with empathy and impartiality ● Evaluate understanding of communication ● Compose written communication using correct grammar, spelling and format ● Use and comprehend medical terminology and abbreviations 	2.0 Communications Acquire and accurately use Health Science and Medical Technology sector terminology and protocols at the career and college readiness level for communicating effectively in oral, written, and multimedia formats. (Direct alignment with LS 9-10, 11-12.6) 2.1 Recognize the elements of communication using a sender–receiver model. 2.2 Identify barriers to accurate and appropriate communication. 2.3 Interpret verbal and		

		<p>nonverbal communications and respond appropriately.</p> <p>2.4 Demonstrate elements of written and electronic communication such as accurate spelling, grammar, and format.</p> <p>2.5 Communicate information and ideas effectively to multiple audiences using a variety of media and formats.</p> <p>2.6 Advocate and practice safe, legal, and responsible use of digital media information and communications technologies.</p> <p>2.7 Recognize major word parts of medical terminology including roots, prefixes and suffixes.</p> <p>2.8 Understand and use correct medical terminology for common pathologies.</p>		
	<p>3. Identify Components of the Medical Record</p> <ul style="list-style-type: none"> ● Medical office administrative documents ● Medical office clinical documents ● Identify and locate laboratory reports, therapeutic service documents, and hospital documents in a medical record ● Identify and locate consent and procedure documents. 	<p>C9.4 Compose a rationale that compares and contrasts the relative advantages and disadvantages of paper versus electronic records.</p> <p>C9.5 Distinguish which type of documents must have hard copies retained, and which may be stored only in digital form.</p> <p>C9.1 File records using various methodologies (e.g., alphabetically, by patient record number).</p> <p>C9.2 Enter information within the parameters of the information system. (e.g., entering appropriate data types in the appropriate fields)</p>		
	<p>4. Apply Medical Asepsis and the OSHA Standards</p> <ul style="list-style-type: none"> ● Microorganisms and medical asepsis ● OSHA bloodborne pathogens standard ● Utilize health and safety control measures ● Work practice controls 			

	<ul style="list-style-type: none"> • Personal protective equipment • Hepatitis B vaccination • Apply principles of aseptic technique and perform surgical septic procedures 			
	<p>5. Perform Sterilization and Disinfection</p> <ul style="list-style-type: none"> • Hazard communication standard of hazardous chemicals • Utilize correct sanitization technique • Perform guidelines for sanitizing instruments • Utilizing correct disinfection technique • Perform guidelines for disinfection • Sterilization 	<p>B10.0 Comply with protocols and preventative health practices necessary to maintain a safe and healthy environment for patients, health care workers, coworkers, and self within the health care setting.</p> <p>B10.1 Describe the infection control cycle with consideration of the various types of microorganisms.</p> <p>B10.2 Demonstrate use of facility policies and procedures of infection control while performing patient care.</p> <p>B10.3 Evaluate potential causes and methods of transmitting infections and how to apply standard precautionary guidelines.</p> <p>B10.4 Demonstrate the use of appropriate personal protective equipment (PPE).</p> <p>B10.5 Practice proper hand hygiene.</p> <p>B10.6 Use various manual and mechanical decontamination and sterilization techniques and procedures.</p> <p>B10.7 Document and analyze sanitation and infection control procedures.</p>		
	<p>6. Vital Signs</p> <ul style="list-style-type: none"> • Vital sign—temperature • Vital sign—pulse • Vital sign—respiration • Vital sign—blood pressure 			
	<p>7. Perform Clinical Duties</p> <ul style="list-style-type: none"> • Prepare patients for procedures • Provide post-procedure 	<p>10.0 Technical Knowledge and Skills Apply essential technical knowledge and skills common to all pathways in the Health</p>		

	<p>instructions</p> <ul style="list-style-type: none"> ● Prepare and maintain examination and treatment area ● Interview and take patient history ● Assist physician with examinations and treatments ● Use quality control ● Run and electrocardiogram and record results ● Interpret diagrams, charts, graphs and tables ● Transfer and transport patients with or without assistive devices using proper body mechanics ● Screen and follow up patient test results ● Inventory equipment and supplies and identify supply resources ● Exercise efficient time management ● Maintain and operate medical equipment ● Teach patients and methods of health promotion and disease prevention ● Manage calendar/itineraries ● Perform first-aid and CPR ● Provide verbal and written information 	<p>Science and Medical Technology sector, following procedures when carrying out experiments or performing technical tasks. (Direct alignment with WS 11-12.6)</p> <p>10.1 Interpret and explain terminology and practices specific to the Health Science and Medical Technology sector.</p> <p>10.2 Follow the rules, regulations, and expectations of all aspects of the Health Science and Medical Technology sector.</p> <p>10.3 Construct projects and products specific to the Health Science and Medical Technology sector requirements and expectations.</p> <p>10.4 Collaborate with industry experts for specific technical knowledge and skills</p>		
	<p>8. Perform Selected Tests that Assist with diagnosis</p> <ul style="list-style-type: none"> ● Perform immunological tests and record results ● Perform microbiological tests and record results ● Perform tuberculosis screen and record results ● Collect and process specimens 			
	<p>9. Apply Legal, Ethical, and Confidentiality Concepts</p> <ul style="list-style-type: none"> ● Document medical information accurately ● Determine needs for documentation and reporting ● Maintain HIPPA confidentiality 	<p>Practice professional, ethical, and legal behavior, responding thoughtfully to diverse perspectives and resolving contradictions when possible, consistent with applicable laws, regulations, and</p>		

	<p>regulations</p> <ul style="list-style-type: none"> • Describe the moral, social and cultural basis of ethics • Explain concepts of personal honesty, integrity, accountability • Apply legal responsibilities (professional liability, intentional misconduct, negligence/malpractice, etc.) to medical assisting • Describe the elements and implications of informed consent • Define specific legal doctrines • Follow office policy in initiating, withdrawing, withholding or terminating medical treatment • Applying patients “Six Major rights” of clinical care 	<p>organizational norms. (Direct alignment with SLS 11-12.1d)</p> <p>8.1 Access, analyze, and implement quality assurance standards of practice.</p> <p>8.2 Identify local, district, state, and federal regulatory agencies, entities, laws, and regulations related to the Health Science and Medical Technology industry sector.</p> <p>8.3 Demonstrate ethical and legal practices consistent with Health Science and Medical Technology sector workplace standards.</p> <p>8.4 Explain the importance of personal integrity, confidentiality, and ethical behavior in the workplace.</p> <p>8.5 Analyze organizational culture and practices within the workplace environment.</p> <p>8.6 Adhere to copyright and intellectual property laws and regulations, and use and appropriately cite proprietary information.</p> <p>8.7 Conform to rules and regulations regarding sharing of confidential information, as determined by Health Science and Medical Technology sector laws and practices.</p>		
	<p>10. Apply Phlebotomy Skills</p> <ul style="list-style-type: none"> • Apply OSHA safety precautions • Understand the three methods of venipuncture—vacuum tube, butterfly, and syringe • Instruct patient preparation for venipuncture and proper patient position • Implement correct application of tourniquet • Choose site selection for venipuncture and identify alternative sites • Understand the three methods of blood collection 			

	<ul style="list-style-type: none"> • Understand and identify correct evacuated tube • Identify and perform appropriate response with problems encountered with venipuncture • Utilize capillary punctures 			
	<p>11. Administration of Medication</p> <ul style="list-style-type: none"> • Prepare and administer medications as directed by physician • Maintain medication record • Dispose of controlled substances in compliance with government regulations • Identify classification of drugs based on action and utilize the Physician's Desk Reference 			
	<p>LAB Content: Students will practice and develop the following clinical skills.</p> <ul style="list-style-type: none"> • Obtain vital signs • Perform venipuncture • Perform capillary puncture • Perform pulmonary function testing • Perform electrocardiography • Perform patient screen using established protocol • Select proper site for administering parenteral medication • Administer oral medications • Administer parenteral (excluding IV) medications • Perform quality control measures • Perform CLIA waived hematology testing • Perform CLIA waived chemistry testing • Perform CLIA waived urinalysis • Perform CLIA waived immunology testing • Perform CLIA waived microbiology testing • Prepare proper dosages of medication for administration • Maintain growth chart 			

	<ul style="list-style-type: none"> ● Practice Standard precautions ● Select appropriate barrier/personal PPE for potentially infectious situation ● Perform handwashing ● Prepare items for autoclaving ● Perform sterilization procedures ● Obtain specimen for microbiological testing ● Document accurately in the patient record ● Maintain immunization/vaccination records 			
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C. HONORS COURSES ONLY

Indicate how much this honors course is different from the standard course.

Not Applicable

D. BACKGROUND INFORMATION

Context for course (optional)

History of Course Development (optional)