

**Bossier Parish Community College**  
**Master Syllabus**

**Course Prefix and Number:** ALHT 201

**Credit Hours:** 4

**Course Title:** Medical Supplies and Patient Preparation

**Course prerequisites or co/requisites:** ALHT 116

**Prerequisite:** completion of qualification courses and all Medical Assistant program requirements

**Textbooks:** Kronenberger, J., Clinical Medical Assisting, 5<sup>th</sup> edition  
PrepU for Kronenberger's Comprehensive Medical Assisting, 5<sup>th</sup> edition

**Course Description:**

Patient care, knowledge and skills utilized by the medical assistant in the clinical ambulatory care setting. Laboratory activities reinforce lecture. (Days only/spring semester only)

**Learning Outcomes:**

At the end of the course, the student will

- A. integrate knowledge of the profession of the medical assistant in order to prepare to function within a health care facility, including the ability to read and comprehend medically specific documents and literature, write effectively in the healthcare environment, and utilized technology to research professional literature;
- B. apply infection control procedures and policies in the health care system; and
- C. through performance and oral presentation, demonstrate competency in clinical procedures performed by the medical assistant, including applications of mathematics to perform dosage calculations.

To achieve the learning outcomes, the student will

- 1. define the roles of the medical assistant in the medical office from the perspective of providing quality care, standard of care, and service and compare and contrast those roles with providers.(A)
- 2. describe the major responsibilities of the medical assistant as documented by the American Association of Medical Assistants (AAMA).(A)
- 3. analyze the professional and personal attributes required of medical assistants.(A)
- 4. identify the available avenues of training and education for medical assisting, and understand why it is important to choose an accredited program.(A)
- 5. describe the role of the medical assistant as a member of the interdisciplinary healthcare team.(A)

6. differentiate between scope of practice and standards of care for medical assistants.  
(A)
7. define coaching a patient as it relates to: health maintenance, disease prevention, adaptations relevant to individual patient needs, and compliance with treatment plan.  
(A)
8. differentiate between adaptive and non-adaptive coping mechanisms (A)
9. discuss types of alternative therapies such as acupuncture and homeopathy.(A)
10. describe the examination area of the medical office and specify the activities that occur in each part of the area.(C)
11. identify the responsibilities of the medical assistant for medical asepsis and the order and safety of the examination suite.(B)
12. state the need for appropriate handwashing technique and identify the handwashing technique.(B)
13. list the steps for surface disinfection and indicate when the procedure is required.(B)
14. contrast and compare the responsibilities of the medical assistant in maintaining the examination room at the end of the day with those responsibilities during the day between clients.(B)
15. state the role of the medical assistant in obtaining a client's medical history.(C)
16. list the required and recommended biographical, present-illness history, and past history information for the health history form.(C)
17. identify the two components included in the review of systems and give two examples of data that would be included in each component list.(C)
18. define the three phases of the healthcare interview.(C)
19. contrast objective data with subjective data and signs with symptoms.(C)
20. define the various methods of charting including the format to correct errors.(A)
21. recognize the implications of health and illness models for patient education.(A)
22. instruct patients according to their needs to promote health maintenance and disease prevention.(A)
23. develop and maintain a current list of community resources related to patients' healthcare needs.(A)
24. describe the procedures for measuring height and weight.(C)
25. describe the procedures for measuring body temperature via four routes and by using an electronic thermometer.(C)
26. describe the procedures for measuring pulse, respirations, and blood pressure.(C)
27. illustrate the importance of taking and recording vital signs accurately.(C)
28. list and describe the six essential components (infectious agent, reservoir, susceptible host, means of transmission, portals of entry, portals of exit) that make up the chain of infection.(B)
29. identify the three categories of primary defense mechanisms used to prevent disease and infection.(B)
30. relate the HIV and HBV methods of transmission to mandated infection control practices.(B)
31. state why tuberculosis remains an infection control challenge today.(B)
32. define and differentiate among Standard Precautions, Universal Precautions, and the Bloodborne Pathogens Standard and the application of each regarding infectious body fluids and the chain of infection.(B)

33. list examples of work practice infection controls and examples of infection control resources.(B)
34. identify reportable diseases in your state.(B)
35. describe the types of professionals who practice as primary care practitioners.(A)
36. list routine medical procedures performed by primary care practitioners.(B)
37. Define the term locum tenens.(A)
38. demonstrate understanding and empathy toward each client.(C)
39. demonstrate an understanding of examination methods and procedures.(C)
40. describe the process in compliance reporting for errors in patient care. (A)
41. define and discuss the terms medical and surgical asepsis, and the processes of sanitization, disinfection, and sterilization as practiced within an ambulatory care setting.(B)
42. explain the safety rationale for using the MSDS (B)
43. explain the types of minor surgery and detail the responsibilities of the medical assistant during surgery.(C)
44. identify the tools and suture materials used in minor surgery and demonstrate the functional positions of instruments handled during minor office surgery.(C)
45. explain the purpose of skin preparation before surgery and demonstrate the correct procedure.(C)
46. describe the healing process.(C)
47. list the functions of a sterile dressing and apply the procedures related to sterilization and application of bandages.(C)
48. list and discuss the four local symptoms that occur during inflammation.(C)
49. explain the role of the medical assistant in endoscopic procedures.(C)
50. assess emergency situations, and know when to activate the EMS.(C)
51. recognize the importance of emergency preparedness and discuss different levels of emergency planning.(C)
52. respond to simulated emergency situations using effective triage techniques and first-action items.(C)
53. define procedures for accurately documenting emergencies and conducting appropriate follow-up.(C)
54. describe basic principles of first aid as they pertain to the ambulatory healthcare setting. (A)
55. describe a disaster and disaster preparedness include listing types of disasters. (A)
56. identify elements of an emergency plan for responding to disasters. (C)
57. discuss the medical assistant's role in emergency preparedness. (A)
58. discuss and describe pharmacology and the way drugs are classified.(C)
59. describe the origins and sources of drugs used in healthcare today.(C)
60. identify the responsibilities of the U.S. Food and Drug Administration.(C)
61. describe the legal considerations for the medical assistant related to drugs.(C)
62. describe the processes of absorption, distribution, metabolism, and excretion, and the actions of drugs in the body.(C)
63. list important aspects of managing medications that the medical assistant should include in client teaching.(C)
64. identify the various sources of drug information that can be used in the medical office.(C)

65. use three medication measurement systems and convert equivalents among them.(C)
66. calculate medication dosages using ratio and proportion.(C)
67. state the legal responsibilities and the six “rights” of medication administration.(C)
68. describe the correct conditions and elements for preparing, storing, and disposing of medications.(C)
69. identify the dosage forms and differentiate among the routes of administration.(C)
70. identify the reasons for administering medication topically.(C)
71. contrast ophthalmic medication administration with otic medication administration.(C)
72. describe the procedures for administering medications by the rectal and vaginal routes.(C)
73. identify the reasons for administering medication by the sublingual and buccal routes, and describe the correct procedures and appropriate patient teaching.(C)
74. identify the parts of the syringe and needle, and indicate the uses of these parts.(C)
75. contrast and compare medication administration via the subcutaneous, intramuscular, and intradermal routes.(C)
76. explain the Z-track technique, and state when it would be used.(C)
77. identify the concerns with administration of insulin.(C)
78. understand the role of nutrients, vitamins, minerals, and supplements in the diet including carbohydrates, fat, protein, electrolytes, fiber, and water.(A)
79. describe the process of digestion and identify the factors that influence food intake.(A)
80. define the function of dietary supplements. (A)
81. realize the changes needed in nutritional requirements through the lifespan.(A)
82. recognize the impact of cultural influences on dietary choices.(A)
83. understand the food guide pyramid and be able to plan healthy diets.(A)
84. interpret a dietary food label.(A)
85. recognize the characteristics of anorexia and bulimia.(A)
86. identify the alterations from a normal diet, which are applicable to specialized diets.(A)
87. identify the special dietary needs for: weight control, diabetes, cardiovascular disease, hypertension, cancer, lactose sensitivity, gluten-free, and food allergies. (A)
88. demonstrate the following entry-level competencies: (B,C)
  - perform hand washing
  - select appropriate barrier/personal protective equipment (PPE)
  - remove contaminated gloves
  - wrap items for autoclaving
  - sanitize and disinfect equipment and instruments
  - perform sterilization techniques including chemical sterilization and operate the autoclave
  - dispose of biohazardous materials
  - practice Standard Precautions and Bloodborne Pathogens Standard
  - reporting an infectious disease
  - report illegal and/or unsafe behaviors that affect the health, safety, and welfare of others to proper authorities

- obtain oral, aural, axillary, rectal, and temporal artery temperatures using glass, disposable, and digital thermometers
- obtain radial and apical pulse, respirations, and BP
- obtain adult height and weight
- obtain and record patient history and chief complaint using communication skills such as reflection, restatement, and clarification techniques and respond to nonverbal communication
- prepare and maintain examination and treatment areas
- prepare patient for and assist with routine examinations
- prepare patient for and assist with procedures, treatments, and minor office surgeries
- apply sterile gloves
- set up sterile tray/prepare a sterile field
- complete skin prep and apply/change dressing/bandage to wound/wound care (working within a sterile field)
- remove sutures and staples
- apply pharmacology principles to prepare and administer oral and parenteral (excluding IV) medications, including:
  - the rules of medication administration: right patient, medication, dose, route, time, and documentation
  - select proper sites for administering parenteral medication
  - calculate proper dosages of medication for administration
- maintain medication and medication screening records
- instruct individuals according to their needs providing instruction for health maintenance and disease prevention
- perform office emergencies first aid procedures for bleeding, diabetic coma or insulin shock, fractures, seizures, shock, and syncope
- teach a patient how to read food labels
- develop a meal plan utilizing basic principles of nutrition; instruct a patient according to patient's special dietary needs
- show awareness of patient's concerns regarding a dietary change
- perform psychomotor skills using medical terminology, confidentiality, within the standard of care and scope of practice for a medical assistant, and document as appropriate
- incorporate critical thinking skills when performing patient assessment and patient care
- show awareness of patient's concerns related to the procedure being performed
- use feedback techniques to obtain patient information including: reflection, restatement, and clarification
- use medical terminology correctly and pronounced accurately to communicate information to providers and patient
- coach patients regarding health maintenance, disease prevention, and treatment plan

- coach patients appropriately considering: developmental life stage
- explain to a patient the rationale for performance of a procedure
- document patient care accurately in the medical record
- use proper body mechanics
- participate in a mock exposure event with documentation of specific steps

**Course Requirements:** To earn a grade of “C” or higher the student must earn 70% of the total points for the course and meet all of the following course requirements.

- minimum average score of 60% on all tests
- demonstrate competency (80% minimum) on all identified patient care skills
- minimum 80% on Infection Control assignment

### **Course Grading Scale:**

- A- 90% or more of total possible points and a minimum average of 70% on all tests, demonstrated competency on all identified patient care skills, and a minimum 80% on Infection Control assignment
- B- 80% or more of total possible points and a minimum average of 70% on all tests, demonstrated competency on all identified patient care skills, and a minimum 80% on Infection Control assignment
- C- 70% or more of total possible points and a minimum average of 70% on all tests, demonstrated competency on all identified patient care skills, and a minimum 80% on Infection Control assignment
- D- 60% or more of total possible points and a minimum average of 70% on all tests, demonstrated competency on all identified patient care skills, and a minimum 80% on Infection Control assignment
- F- less than 60% of total possible points or less than 70% average on all tests, or failure to demonstrate competency on all identified patient care skills, or less than 80% on Infection Control assignment

**Attendance Policy:** The college attendance policy is available at <http://www.bpcc.edu/catalog/current/academicpolicies.html>

**Course Fees:** This course is accompanied with an additional non-refundable fee for supplemental materials, laboratory supplies.

### **Nondiscrimination Statement**

Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

COORDINATOR FOR SECTION 504 AND ADA

Angie Cao, Student and Disability Services Specialist

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Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Equity/Compliance Coordinator

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Human Resources Office, A-105

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Reviewed by Erica Mullins/March 2019