

## STV63 : Medical Clinical Assisting

### General Information

Author:	<ul style="list-style-type: none"><li>Kassandra Wilson</li><li>Perner, Kimberli</li><li>Czech, Maria</li></ul>
Course Code (CB01) :	STV63
Course Title (CB02) :	Medical Clinical Assisting
Department:	STV
Proposal Start:	Spring 2025
TOP Code (CB03) :	(0514.20) Medical Office Technology
CIP Code:	(51.0716) Medical Administrative/Executive Assistant and Medical Secretary.
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000651661
Curriculum Committee Approval Date:	05/22/2024
Board of Trustees Approval Date:	Pending
Last Cyclical Review Date:	05/22/2024
Course Description and Course Note:	STV 63 gives the student a comprehensive understanding and mastery of clinical back office procedures. Students learn skills for work in medical practice, such as checking blood pressure, injections, and drawing blood. Lecture 360 hours. Pass/No pass
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none"><li>Noncredit</li></ul>
Mode of Delivery:	
Author:	Perner, Kimberli Czech, Maria
Course Family:	

### Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none"><li>Health and Safety: Non-Credit</li></ul>
Alternate Discipline:	No value
Alternate Discipline:	No value

### Course Development

Basic Skill Status (CB08)	Course Special Class Status (CB13)	Grading Basis
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Course is not a basic skills course.

Course is not a special class.

• Pass / No-Pass Only

Allow Students to Gain Credit by Exam/Challenge

Pre-Collegiate Level (CB21)

Course Support Course Status (CB26)

Not applicable.

Course is not a support course

## General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

## Units and Hours

### Summary

**Minimum Credit Units (CB07)** 0

**Maximum Credit Units (CB06)** 0

**Total Course In-Class (Contact) Hours** 360

**Total Course Out-of-Class Hours** 0

**Total Student Learning Hours** 360

### Credit / Non-Credit Options

**Course Type (CB04)**

Non-Credit

**Noncredit Course Category (CB22)**

Workforce Preparation.

**Noncredit Special Characteristics**

No Value

**Course Classification Code (CB11)**

Workforce Preparation Enhanced Funding.

Variable Credit Course

**Funding Agency Category (CB23)**

Not Applicable.

Cooperative Work Experience

Education Status (CB10)

### Weekly Student Hours

	In Class	Out of Class
Lecture Hours	360	0
Laboratory Hours	0	0
Studio Hours	0	0

### Course Student Hours

<b>Course Duration (Weeks)</b>	18
<b>Hours per unit divisor</b>	54
<b>Course In-Class (Contact) Hours</b>	
Lecture	360
Laboratory	0
Studio	0
<b>Total</b>	360

### Course Out-of-Class Hours

Lecture	0
Laboratory	0
Studio	0
<b>Total</b>	<b>0</b>

### Time Commitment Notes for Students

Practicum is blended into lecture portion of course. This course is offered during the semester and extended 6 weeks into following session, e.g. Fall and Winter, Spring and Summer.

### Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

### Pre-requisites, Co-requisites, Anti-requisites and Advisories

#### Advisory

STV61 - Administrative Medical Assisting (in-development)

##### Objectives

- Comprehend and use medical vocabulary in a medical office setting.
- Demonstrate proper telephone techniques in a variety of medical front office situations.
- Recognize the strategies of maintaining patient confidentiality.
- Explain all phases of medical insurance billing for doctors' offices.
- Type and document a variety of medical reports.
- Apply legal safeguards to a charting system.
- Distinguish between the various databases in a medical software program.
- Use EHR for documentation of patients' medical records.

**AND**

#### Advisory

ABSE20 - BASIC MATH

##### Objectives

- Compute problems dealing with whole numbers, fractions, decimals, and percent.
- Estimate a reasonable answer to a problem.
- Solve word problems involving whole solve multiple-step problems involving whole numbers, fractions, decimals, and percent.
- Solve word problems involving whole numbers, fractions, decimals, and percent.

**AND**

#### Advisory

ESL30 - ENGLISH AS A SECOND LANGUAGE LEVEL 3

##### Objectives

- Write paragraphs at the low-intermediate level with sufficient unity.
- Develop coherence and mechanical accuracy.
- Demonstrate mastery of grammatical structures studied at a level sufficient to pass unit tests and the divisional grammar mastery test for this level.
- Converse at a functional level adequate for everyday use on the campus and in the community.
- Respond to questions about recorded and live speeches, dialogues, role plays, and lectures;
- decode 2,500-word reading passages, respond to inference and recall questions, and utilize a monolingual English dictionary to advantage.

## Entry Standards

Entry Standards

## Course Limitations

Cross Listed or Equivalent Course

## Specifications

### Methods of Instruction

Methods of Instruction	Lecture
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Methods of Instruction	Laboratory
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Methods of Instruction	Multimedia
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Methods of Instruction	Independent Study
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Methods of Instruction	Collaborative Learning
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Methods of Instruction	Demonstrations
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### Out of Class Assignments

Complete assigned readings from textbook.

### Methods of Evaluation

Exam/Quiz/Test

Exam/Quiz/Test

### Rationale

Unit Tests

Final Examination

### Textbook Rationale

No Value

### Textbooks

Author	Title	Publisher	Date	ISBN
Kathryn Booth	Student Workbook for use with Medical Assisitng	McGraw- Hill Companies, INC	2021	9781260477023
Kathryn Booth	Medical Assisting: Administrative and Clinical Procedures	McGraw-Hill Companies, INC	2021	978126047 6965

### Other Instructional Materials (i.e. OER, handouts)

No Value

### Materials Fee

No value

## Learning Outcomes and Objectives

### Course Objectives

Demonstrate the procedural requirements for assisting with the physical exam.

Assist the physician during minor office surgery.

Provide minor and post-operative wound care.

Perform vision and audiometry screening.

Perform spirometry testing.

Perform an electrocardiogram.

Assist the physician with specialty procedures.

Prepare and administer medications in the ambulatory care setting safely.

Describe the purpose of the physician office laboratory, and employ the necessary procedures to identify the equipment used to perform CLIA (California Laboratory Improvement Amendments) waived tests.

Process and perform testing on blood and body fluids in the physician's office laboratory.

Collect, process and perform testing of urine specimens properly.

Collect and process microbiology specimens properly.

Assess and educate patients on nutritional and therapeutic diets.

## SLOs

### Identify basic human anatomy and physiology.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
<i>STV</i> Medical Assistant Certificate of Completion	Demonstrate knowledge of basic human anatomy and physiology.
<i>STV</i> Administrative Medical Assisting Certificate	Describe the duties, processes, and procedures in managing the medical front office
<i>MOA</i> Medical Assistant Certificate	Explain health data and clinical documentation principles, standards and guidelines

### Apply Occupational Safety and Health Administration (OSHA) regulations and follow principles of infection control and demonstrate the proper handling and disposal of hazardous and biohazard waste.

Expected Outcome Performance: 70.0

<i>STV</i> Medical Assistant Certificate of Completion	Apply OSHA's regulations and follow principles of infection control and demonstrate the proper handling and disposal of hazardous and bio hazard waste.
<i>ILOs</i> Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
<i>STV</i> Administrative Medical Assisting Certificate	Describe the duties, processes, and procedures in managing the medical front office
	Explain health data and clinical documentation principles, standards and guidelines
	Pass the California Certified Board for Administrative Medical Assistants Exam

### Process and perform testing on blood and body fluids in the physician's office laboratory setting.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
<i>STV</i> Medical Assistant Certificate of Completion	Demonstrate knowledge of basic human anatomy and physiology.
	Explain health data and clinical documentation principles, standards and guidelines.
<i>STV</i> Administrative Medical Assisting Certificate	Describe the duties, processes, and procedures in managing the medical front office
	Explain health data and clinical documentation principles, standards and guidelines

Demonstrate aptitude with proper blood draw practices, including selecting appropriate equipment, identifying sites of capillary puncture, and labeling specimens correctly.

Expected Outcome Performance: 70.0

## Additional SLO Information

**Does this proposal include revisions that might improve student attainment of course learning outcomes?**

No

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**Is this proposal submitted in response to learning outcomes assessment data?**

No

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**If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.**

No Value

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**SLO Evidence**

No Value

# Course Content

## Lecture Content

### Infection Control (50 hours)

- Infection Control Methods
- Safe Injection Practices and Sharps Safety
- Infection Control Practices with Medical Equipment
- Respiratory Hygiene/Cough Etiquette Practices
- Surgical Site Infections
- Sterilization Guidelines for Infectious Diseases

### Patient Preparation/Patient History (44 hours)

- Patient Interview and History
- Medical Assistant's Role as an Observer
- Documenting Patient Information
- Recording the Patient's Medical History

### Lab Procedures/Diagnostic Testing (108 hours)

- Vital Signs and Measurements
- Assisting with a General Physical Examination
- Assisting with Specialty Procedures such as Reproductive and Urinary, Eye, Pediatrics, Geriatrics, and etc.
- Assisting with Eye and Ear Care
- Assisting with Minor Surgery
- Use of Laboratory
- Microbiology and Disease
- Collecting, Processing, and Testing (Urine and Stool Specimens) Collecting, Processing, and Testing (Blood Specimens)
- Electrocardiography and Pulmonary Function Testing
- Diagnostic Imaging

### Intro to Anatomy and Physiology (62 hours)

- Organization of the Body
- The Integumentary System and Common Diseases and Disorders
- The Skeletal System and Common Diseases and Disorders
- The Muscular System and Common Diseases and Disorders
- The Cardiovascular System and Common Diseases and Disorders
- The Blood and Common Diseases and Disorders
- The Lymphatic System and Immune System and Common Diseases and Disorders
- The Respiratory System and Common Diseases and Disorders
- The Nervous System and Common Diseases and Disorders
- The Urinary System and Common Diseases and Disorders
- The Reproductive System and Common Diseases and Disorders
- The Digestive System and Common Diseases and Disorders
- The Endocrine System and Common Diseases and Disorders
- Special Senses and Common Diseases and Disorders

### Pharmacology (58 hours)

- Medication Administration
- Dosage Calculations

### Patient Education/Nutrition (8 hours)

- Nutrition and Health

### CPR Training and Office Emergencies (16 hours)

- Emergency Practices

**Total Hours: 360**

## Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

### GCC Major Requirements

No Value

### GCC General Education Graduation Requirements

No Value

### Repeatability

Repeatable

### Justification (if repeatable was chosen above)

Non-credit courses

## Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liaison?

No Value

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value