Washtenaw Community College Comprehensive Report

MED 114 Medical Assistant Lab I
Effective Term: Winter 2024

Course Cover

College: Health Sciences
Division: Health Sciences
Department: Allied Health
Discipline: Medical Office Worker
Course Number: 114
Org Number: 15900
Full Course Title: Medical Assistant Lab I
Transcript Title: Medical Assistant Lab I
Is Consultation with other department(s) required: No
Publish in the Following:
Reason for Submission: Three Year Review / Assessment Report
Change Information:
Consultation with all departments affected by this course is required.
Course description
Outcomes/Assessment
Objectives/Evaluation
Rationale: Reviewing course to update information as needed to better serve the students.
Proposed Start Semester: Winter 2024
Course Description: In this course, students will be introduced to medical office practices, patient intake, screening measures and vital signs, infection control measures, and assisting the provider during examinations. There will also be a review of medical terms as well as basic anatomy and physiology of body systems throughout this course. Students must complete the course with a "C" or higher.

Course Credit Hours

Variable hours: Yes
Credits: 0 – 3
Lecture Hours: Instructor: 30 **Student:** 30
Lab: Instructor: 75 **Student:** 75
Clinical: Instructor: 0 **Student:** 0

Total Contact Hours: Instructor: 0 to 105 **Student:** 0 to 105
Repeatable for Credit: NO
Grading Methods: Letter Grades
Audit
Are lectures, labs, or clinicals offered as separate sections?: YES (separate sections)

College-Level Reading and Writing

Reduced Reading/Writing Scores

College-Level Math

Requisites

Prerequisite
Academic Reading Level 5; Academic Writing Level 3

and
Prerequisite
MED 101; may enroll concurrently
and
Prerequisite
MED 104; may enroll concurrently
and
Prerequisite
MED 112; may enroll concurrently
and
Prerequisite
MED 116; may enroll concurrently
and
Prerequisite
Admission to Medical Assisting program

General Education

Degree Attributes
Below College Level Pre-Reqs

Request Course Transfer

Proposed For:

Student Learning Outcomes

1. Identify common pathology related to each body system including signs, symptoms, and etiology.
   Assessment 1
   Assessment Tool: Outcome-related exam questions
   Assessment Date: Fall 2025
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All
   Number students to be assessed: All
   How the assessment will be scored: Answer key
   Standard of success to be used for this assessment: 80% of the students will score 75% or higher on outcome-related exam questions.
   Who will score and analyze the data: Departmental faculty

2. Measure and record blood pressure, temperature, pulse, respirations, height, weight, length (infant), head circumference (infant), and pulse oximetry.
   Assessment 1
   Assessment Tool: Outcome-related skills tests
   Assessment Date: Fall 2025
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All
   Number students to be assessed: All
   How the assessment will be scored: Rubrics
   Standard of success to be used for this assessment: 80% of registered students will score 85% or higher on the skill competency sheets.
   Who will score and analyze the data: Departmental faculty

3. Perform handwashing and select appropriate barrier/personal protective equipment (PPE).
   Assessment 1
   Assessment Tool: Outcome-related skills tests
   Assessment Date: Fall 2025

Assessment Cycle: Every Three Years
Course section(s)/other population: All
Number students to be assessed: All
How the assessment will be scored: Rubrics
Standard of success to be used for this assessment: 80% of the students will score 85% or higher on the skill competency sheets.
Who will score and analyze the data: Departmental faculty

4. Perform electrocardiology and pulmonary function tests.

Assessment 1

Assessment Tool: Outcome-related skills tests
Assessment Date: Fall 2025
Assessment Cycle: Every Three Years
Course section(s)/other population: All
Number students to be assessed: All
How the assessment will be scored: Rubrics
Standard of success to be used for this assessment: 80% of the students will score 85% or higher on the skill competency sheets.
Who will score and analyze the data: Departmental faculty

Course Objectives

1. Describe the structural organization of the human body.
2. Identify body systems.
3. Describe body planes, directional terms, quadrants, and body cavities.
4. List major organs in each body system.
5. Identify the anatomical location of major organs in each body system.
6. Compare structure and function of the human body across the life span.
7. Describe the normal function of each body system.
8. Analyze pathology for each body system including diagnostic measures and treatment modalities.
9. Perform electrocardiography and pulmonary function testing.
10. Perform patient screening using established protocols.
11. Instruct and prepare a patient for a procedure or a treatment.
12. Assist the provider with a patient exam.
13. Incorporate critical thinking skills when performing patient physical assessment.
14. Incorporate critical thinking skills when performing patient care.
15. Show awareness of a patient's concerns related to the procedure being performed.
16. List major types of infectious agents.
17. Describe the infection cycle including the infectious agent, reservoir, susceptible host, means of transmission, portals of entry, and portals of exit.
18. Define the following as practiced within an ambulatory care setting: medical asepsis and surgical asepsis.
19. Identify methods of controlling the growth of microorganisms.
20. Define the principles of standard precautions.
21. Define PPE for: all body fluids, secretions and excretions; blood; non-intact skin; mucous membranes.
22. Identify Center for Disease Control (CDC) regulations that impact healthcare practices.
23. Participate in bloodborne pathogen training.
24. Select appropriate barrier/PPE.
25. Perform handwashing.
26. Demonstrate proper disposal of biohazardous material: sharps and regulated wastes.
27. Recognize the implications of failure to comply with CDC regulations in healthcare settings.

New Resources for Course

Course Textbooks/Resources

Textbooks

Bonewit-West & Hunt. *Today's Medical Assistant*, 4th ed. Elsevier, 2021, ISBN: 9780323581271.
Bonewit-West & Hunt. *Today's Medical Assistant Study Guide*, 4th ed. Elsevier, 2021, ISBN: 9780323639866.

Manuals

Periodicals

Software

Equipment/Facilities

Reviewer	Action	Date
Faculty Preparer:		
Rhonda Johns	*Faculty Preparer*	*Jul 18, 2023*
Department Chair/Area Director:		
Kristina Sprague	*Recommend Approval*	*Jul 20, 2023*
Dean:		
Shari Lambert	*Recommend Approval*	*Aug 15, 2023*
Curriculum Committee Chair:		
Randy Van Wagnen	*Recommend Approval*	*Jan 07, 2024*
Assessment Committee Chair:		
Jessica Hale	*Recommend Approval*	*Jan 10, 2024*
Vice President for Instruction:		
Brandon Tucker	*Approve*	*Jan 16, 2024*

Washtenaw Community College Comprehensive Report

MED 114 Medical Assistant Lab I
Effective Term: Winter 2021

Course Cover

Division: Health Sciences
Department: Allied Health
Discipline: Medical Office Worker
Course Number: 114
Org Number: 15900
Full Course Title: Medical Assistant Lab I
Transcript Title: Medical Assistant Lab I
Is Consultation with other department(s) required: No
Publish in the Following:
Reason for Submission: Course Change
Change Information:
Consultation with all departments affected by this course is required.
Total Contact Hours
Pre-requisite, co-requisite, or enrollment restrictions
Rationale: This course requires lab contact hours for students to practice necessary skills.
Proposed Start Semester: Winter 2021
Course Description: In this course, students are introduced to medical office practices, patient intake, screening measures and vital signs, infection control measures, and assisting the provider during examinations. There will also be a review of medical terms as well as anatomy and physiology of body systems throughout this course. Students must complete the course with a "C" or higher.

Course Credit Hours

Variable hours: Yes
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Prerequisite
MED 116; may enroll concurrently
and
Prerequisite
Admission to Medical Assisting program

General Education

Degree Attributes
Below College Level Pre-Reqs

Request Course Transfer

Proposed For:

Student Learning Outcomes

1. Identify common pathology related to each body system including signs, symptoms, and etiology.
   Assessment 1
   Assessment Tool: Outcome-related questions on departmental exam
   Assessment Date: Fall 2022
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All
   Number students to be assessed: All
   How the assessment will be scored: Answer key
   Standard of success to be used for this assessment: 80% of the students will score 75% or higher
   Who will score and analyze the data: Departmental faculty

2. Measure and record blood pressure, temperature, pulse, respirations, height, weight, length (infant), head circumference (infant), and pulse oximetry.
   Assessment 1
   Assessment Tool: Skill competency sheets
   Assessment Date: Fall 2022
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All
   Number students to be assessed: All
   How the assessment will be scored: Rubrics
   Standard of success to be used for this assessment: 80% of students will score 85% or higher
   Who will score and analyze the data: Departmental faculty

3. Identify methods of controlling the growth of microorganisms.
   Assessment 1
   Assessment Tool: Outcome-related questions on departmental exams
   Assessment Date: Fall 2022
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All

Number students to be assessed: All
How the assessment will be scored: Answer keys
Standard of success to be used for this assessment: 80% of students will score 75% or higher
Who will score and analyze the data: Departmental faculty

4. Analyze pathology for each body system including diagnostic measures and treatment modalities.
   Assessment 1
   Assessment Tool: Outcome-related questions on departmental exam
   Assessment Date: Fall 2022
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All
   Number students to be assessed: All
   How the assessment will be scored: Answer key
   Standard of success to be used for this assessment: 80% of students will score 75% or higher
   Who will score and analyze the data: Departmental faculty

Course Objectives

1. Describe structural organization of the human body.
2. Identify body systems.
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4. List major organs in each body system.
5. Identify the anatomical location of major organs in each body system.
6. Compare structure and function of the human body across the life span.
7. Describe the normal function of each body system.
8. Identify common pathology related to each body system including signs, symptoms, and etiology.
9. Analyze pathology for each body system including diagnostic measures and treatment modalities.
10. Measure and record blood pressure, temperature, pulse, respirations, height, weight, length (infant), head circumference (infant), and pulse oximetry.
11. Perform electrocardiography and pulmonary function testing.
12. Perform patient screening using established protocols.
13. Instruct and prepare a patient for a procedure or a treatment.
14. Assist the provider with a patient exam.
15. Incorporate critical thinking skills when performing patient assessment.
16. Incorporate critical thinking skills when performing patient care.
17. Show awareness of a patient's concerns related to the procedure being performed.
18. List major types of infectious agents.
19. Describe the infection cycle including the infectious agent, reservoir, susceptible host, means of transmission, portals of entry, and portals of exit.
20. Define the following as practiced within an ambulatory care setting: medical asepsis and surgical asepsis.
21. Identify methods of controlling the growth of microorganisms.
22. Define the principles of standard precautions.
23. Define personal protective equipment (PPE) for: all body fluids, secretions and excretions; blood; non-intact skin; mucous membranes.
24. Identify Center for Disease Control (CDC) regulations that impact healthcare practices.
25. Participate in bloodborne pathogen training.
26. Select appropriate barrier/PPE.
27. Perform handwashing.
28. Prepare items for autoclaving.
29. Perform sterilization procedures.
30. Prepare a sterile field.
31. Perform within a sterile field.
32. Perform wound care.
33. Perform dressing change.
34. Demonstrate proper disposal of biohazardous material: sharps and regulated wastes.

35. Recognize the implications for failure to comply with Center for Disease Control (CDC) regulations in healthcare settings.

New Resources for Course

Course Textbooks/Resources

Textbooks
Manuals
Periodicals
Software

Equipment/Facilities

Reviewer	Action	Date
Faculty Preparer:		
Rhonda Johns	*Faculty Preparer*	*Jul 16, 2020*
Department Chair/Area Director:		
Kristina Sprague	*Recommend Approval*	*Jul 16, 2020*
Dean:		
Valerie Greaves	*Recommend Approval*	*Jul 19, 2020*
Curriculum Committee Chair:		
Lisa Veasey	*Recommend Approval*	*Sep 25, 2020*
Assessment Committee Chair:		
Shawn Deron	*Recommend Approval*	*Sep 30, 2020*
Vice President for Instruction:		
Kimberly Hurns	*Approve*	*Oct 06, 2020*