MED 140
EXAM ROOM PROCEDURES I

COURSE DESCRIPTION:

Prerequisites: MED 110, MED 121, MAT 110, BIO 163 or 168 & BIO 169, and MED 118, MED 130
Corequisites: MED 122, MED 150

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures. Course Hours per Week: Class, 3; Lab, 4; Semester Hours Credit, 5.

LEARNING OUTCOMES:

Upon successful completion of this course, the student should be able to demonstrate the following competencies and knowledge by written and/or competency evaluations:

a. Identify the chain of infection.
b. Describe the purpose of universal precautions.
c. Define asepsis.
d. Name four methods of sterilization.
e. Demonstrate the procedure to take a patient’s medical history.
f. Explain methods of charting and documentation.
g. Recognize the meaning of SOAP and POMR.
h. Demonstrate the accuracy of taking vital signs and discuss factors that may cause abnormal readings.
i. Name and describe the seven positions used for physical examinations.
j. Identify instruments and supplies used for examining different parts of the body.
k. Learn to recognize and prepare for, and respond to emergency situations that can occur in the ambulatory care setting.
l. Identify and care for different types of wounds including burns.
m. Recall different types of shock.
n. Describe signs and symptoms of a heart attack.
o. Describe examinations and procedures of different body systems.
p. Discuss how to assist with minor surgeries in the ambulatory care setting.
q. Describe surgical instruments.
r. Describe different types of diagnostic imaging, and discuss the purpose of each.
s. Identify chemical, generic, and trade drug names.
t. Define the law in terms of administering, prescribing, and dispensing drugs.
u. Describe routes of drug administration and drug forms.
v. Discuss the legal role and responsibilities of the medical assistant when administering medication.
w. Demonstrate correct calculation of medication dosages.
x. Describe site selection for administration of injections.
y. Discuss the principles of intravenous drug therapy.
z. Explain the purpose of an electrocardiogram (ECG).
aa. Explain the circulation of the blood through the heart.
bb. Identify placement of the electrodes of an ECG and Holtor monitor.
OUTLINE OF INSTRUCTION:

I. Infection Control
   A. Hand washing
   B. Universal precautions
   C. Sterilization

II. Function of the Medical History
   A. Charting
   B. Patient information forms
   C. Medical health history, past and present
   D. Chief complaint
   E. Family history
   F. Social History
   G. Review of systems

III. Vital Signs
    A. Importance of accuracy
    B. Temperature
    C. Pulse
    D. Respirations
    E. Blood pressure
    F. Height and weight

IV. Physical Exam
    A. Methods of examination
    B. Positioning and draping
    C. Equipment and supplies needed

V. Recognizing an Emergency
    A. Unusual behavior or sounds of the patient
    B. Responding to an emergency
    C. Using 911 or emergency medical service systems

VI. Common Emergencies
    A. Shock
    B. Wounds
    C. Burns
    D. Heart attack
    E. Fractures
    F. Poisoning
    G. Sudden illnesses - fainting and seizures
    H. Breathing issues
VII. Examinations and Procedures of the Different Systems

A. Urinary system
B. Digestive system
C. Sensory system
D. Ear
E. Respiratory
F. Musculoskeletal
G. Neurological system

VIII. Surgery

A. Surgical Asepsis
B. Sterile procedures
C. Suturing
D. Instruments
E. Supplies and equipment

IX. Diagnostic Imaging

A. X-ray
B. Ultrasound
C. Positron mission tomography
D. Fluoroscopy
E. Computerized tomography
F. Magnetic resonance imaging
G. Nuclear medicine and radiation therapy

X. Pharmacology

A. Drug names
B. Controlled substances
C. Medical assistant’s role and legal responsibility
D. Prescription and nonprescription drugs
E. Drug routes

XI. Medication dosages and administration

A. Drug labels
B. Calculations - metric prefixes
C. Administration (orally and injections)
D. Intravenous therapy

XII. Electrocardiography

A. Equipment
B. Lead coding
C. Interference or artifact
D. Arrhythmias
E. Holter Monitor