

CAVIT MEDICAL ASSISTANT PROGRAM YEAR II COURSE OUTLINE

Quarter 1	Quarter 2	Quarter 3	Quarter 4
<p>The Medical Record</p> <ul style="list-style-type: none"> *Identify the proper components of the medical record * Insure completeness of the medical record * Maintain integrity and security of the medical record * Assist with all charting procedures <p>Asepsis and Sterilization</p> <ul style="list-style-type: none"> *Students will apply disease prevention techniques * Demonstrate all hand washing techniques *Identify PPE *Identify proper waste management *Demonstrate how to sanitize and disinfect instruments * Demonstrate how to wrap instruments for autoclave * Prepare and operate the autoclave * Apply Standard Precautions * Describe principles of infection control *Understand the infection process cycle *Identify the various classifications of microbes 	<p>Electrocardiography</p> <ul style="list-style-type: none"> *Describe the electrical conduction system of the heart * Identify the parts of the electrocardiograph *Describe artifacts of an ECG *Demonstrate the application of a Holter Monitor *Understand spirometry <p>Assist with Basic Minor Surgery</p> <ul style="list-style-type: none"> *Identify instruments by name, use and category * Demonstrate opening a sterile pack *Prepare patient for minor surgery * Apply sterile gloves * Demonstrate ability to assist with minor surgery *Demonstrate a sterile dressing change * Demonstrate suture removal *Demonstrate knowledge of common minor office surgeries <p>Physical Agents Used to Promote</p>	<p>Pharmacology and Administration of Medications</p> <ul style="list-style-type: none"> *Ability to describe the classification of drugs, their actions and common side effects. * Maintain medication and immunization records * Apply the “Seven Rights of Medication Administration” *Prepare and administer various techniques of drug administration *Identify parts, abbreviations and symbols used in writing prescriptions <p>Laboratory Procedures</p> <ul style="list-style-type: none"> *Ability to perform diagnostic testing, *Ability to perform laboratory safety procedures *Perform urinalysis * Identify components of 	<p>Externship preparation</p> <ul style="list-style-type: none"> *Demonstrate appropriate professional attributes *Demonstrate job readiness skills *Review interview skills *Update resumes *Review any clinical skill as needed <p>Externship</p> <ul style="list-style-type: none"> *Complete a 20 hour clinical experience at a local medical office. Professional Attributes <p>CAVIT Community Clinic-</p> <ul style="list-style-type: none"> *Use medical terminology as appropriate

<p>Professional Attributes</p> <ul style="list-style-type: none"> * Demonstrate Honesty and integrity * Demonstrate Reliability and punctuality * Demonstrate Appropriate communication skills * Demonstrate Cooperation and teamwork * Demonstrate Initiative and adaptability <p>CAVIT Community Clinic-</p> <ul style="list-style-type: none"> *Use medical terminology as appropriate *Apply medical ethics *Knowledge of patient diversity *Replenish supplies *Perform basic use of electronic medical records *Clinic rotation *Demonstrating skills learned in a clinical setting <p>Benchmark</p>	<p>Healing</p> <ul style="list-style-type: none"> *Demonstrate application of heat and cold *Understand therapeutic ultrasound *Demonstrate casting applications *Demonstrate applications of splints and braces *Demonstrate use of crutches, canes, walkers, and wheelchairs <p>Professional Attributes</p> <p>CAVIT Community Clinic-</p> <ul style="list-style-type: none"> *Use medical terminology as appropriate *Apply medical ethics *Knowledge of patient diversity *Replenish supplies *Perform basic use of electronic medical records *Clinic rotation *Demonstrating skills learned in a clinical setting <p>Benchmark</p>	<p>blood and function of each</p> <ul style="list-style-type: none"> * Demonstrate a skin puncture with a sterile lancet * Prepare a culture and describe sensitivity testing * Demonstrate ability to obtain throat culture specimen * Identify parts of and use the microscope <p>Professional Attributes</p> <p>CAVIT Community Clinic-</p> <ul style="list-style-type: none"> *Use medical terminology as appropriate *Apply medical ethics *Knowledge of patient diversity *Replenish supplies *Perform basic use of electronic medical records *Clinic rotation *Demonstrating skills learned in a clinical setting <p>Benchmark</p>	<ul style="list-style-type: none"> *Apply medical ethics *Knowledge of patient diversity *Replenish supplies *Perform basic use of electronic medical records *Clinic rotation *Demonstrating skills learned in a clinical setting <p>Benchmark</p>
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