

**Boston Reed College**  
Clinical Medical Assistant Program  
Syllabus and Study Guide

**Module 1**

Chapter 2: Health Care Setting and Healthcare Team

Chapter 4: Therapeutic Communication Skills

**Outside of Class:**

- € Pre-Test(s) from the workbook (*Do pretests and read outlines before reading textbook to help you focus on the most important points in your reading.*)
- € Read chapters 2 & 4 in *Thompson Delmar Learning's Clinical Medical Assisting*
- € “Key Terms” are listed at the front of each chapter: Look up in your dictionary to reinforce your vocabulary
- € Perform workbook activities in Chapters 2 & 4. Review Case studies in textbook and workbook for possible in-class discussion.
- € Read and perform exercises in **Part 1: Introduction to Medical Terminology** in your Medical Terminology for medical Assistants handout found online at [www.bostonreed.com](http://www.bostonreed.com). Study the 50 words parts in preparation for Medical Word Part Bingo to be played in week 2.
- € Review Whole Numbers: Addition, Subtraction, Multiplication & Division—refer to Math Handout at [www.bostonreed.com](http://www.bostonreed.com) also reference [www.aaamath.com](http://www.aaamath.com) and [www.math.com](http://www.math.com)
- € Review Questions at end of textbook reading & Workbook Post-test

**On-Line / Computer Learning:**

Review activities on the Thomson Delmar Learning's Clinical Medical Assisting Student Software CD from your textbook, including medical terminology in the audio library.

On-line:

- š Search Engines can be used to assist you in looking up terms, viewing pictures, or reviewing subjects in the current module. The following Search Engines may be helpful for you:
  - € [www.google.com](http://www.google.com)
  - € [www.looksmart.com/r?!&](http://www.looksmart.com/r?!&)
  - € [www.yahoo.com](http://www.yahoo.com)
- š Specific Web-Sites that may be helpful in researching information presented in this module may include:
  - € American Board of Medical Specialties  
<http://www.abms.org>
  - € Natural Healers <http://www.naturalhealers.com>

- € American Medical News <http://www.amednews.com>
- € For Math refer to Student Math Handout at [www.bostonreed.com](http://www.bostonreed.com), [www.aaamath.com](http://www.aaamath.com), [www.math.com](http://www.math.com)

**The learner will review the following skills in order to be prepared for possible in-class demonstration (or verbalize when a demonstration is not possible):**

- J Greet Patient
- J Interview Patient
- J Chief Complaint (see pp. 236-7 in textbook)
- J Telephone Techniques
- J Hand washing (procedure 10-1 in text)
- J Adult Height (procedure 12-10 in text)
- J Adult Weight (procedure 12-11 in text)

## **Module 2**

Chapter 9: Office Emergencies and First Aid (Not CPR)

Chapter 10: Infection Control, Medical Asepsis & Sterilization

### **Outside of Class**

- € Read and review Medical Terminology Part II – *The Human Body in Health and Disease & Part II A – Word Part Review*.
- € Pre-Test(s) from the workbook (***Do pretests and read outlines before reading textbook to help you focus on the most important points in your reading.***)
- € Read chapter content & perform workbook exercises
- € “Key Terms” are listed at the front of each chapter: Look up in your dictionary to reinforce your vocabulary
- € Read text and perform workbook activities for chapters 9 & 10 in *Thompson Delmar Learning’s Clinical Medical Assisting*
- € Workbook Chapter 9 & 10
- € Review end of chapter case studies for in-class discussions
- € Post-Test(s) from your workbook
- € Review Questions at end of textbook reading
- € Circle any terms / concepts you did not understand on all of your returned quizzes. Look up each and write it down on your quiz to use as a study tool.
- € Practice greeting patients and using proper communication skills in person and on the phone
- € Math Focus Review Decimals: Addition & Subtraction

### **On-Line / Computer Learning:**

- Review activities on the Thomson Delmar Learning's Clinical Medical Assisting Student Software CD from your textbook, including medical terminology in the audio library.
- On-line:
  - § Search Engines can be used to assist you in looking up terms, viewing pictures, or reviewing subjects in the current module. The following Search Engines may be helpful for you:
    - € [www.google.com](http://www.google.com)
    - € [www.looksmart.com/r?l&](http://www.looksmart.com/r?l&)
    - € [www.yahoo.com](http://www.yahoo.com)
  - § Specific Web-Sites that may be helpful in researching information presented in this module may include:
    - € Search sites on the internet for Emergency Medical Services & answer question under Web Activities on page 160
    - € The US Department of Labor Occupational Safety & Health Administration [www.osha.org](http://www.osha.org)
    - € Check out other websites at the end of chapter 10 on page 224 to discuss in class

### **The learner will review the following skills in order to be prepared for possible in-class demonstration (or verbalize when a demonstration is not possible):**

- 9-1 Control of bleeding wounds
- 9-2 Applying an arm splint
- 10-1 Medical Asepsis Hand Wash and Surgical Hand wash
- 10-2 Removal of contaminated gloves
- 10-3 Demonstrate knowledge of Transmission-Based Precautions: Donning a Gown, Mask, gloves, and Cap (Isolation Technique)
- 10-4 Sanitation of Equipment
- 10-5 Verbalize & Understand Chemical Cold Sterilization
- 10-6 Wrapping of instruments for Sterilization in Autoclave

### **Module 3**

Chapter 11: Taking a Medical History, the Patient's Chart & Methods of Documentation

Chapter 12: Vital Signs

Chapter 13: The Physical Exam

### **Outside of Class:**

- € Pre-Test(s) from the workbook
- € Review Chapter outline(s)

- € “Key Terms” are listed at the front of each chapter: Look up in your dictionary to reinforce your vocabulary
- € Read chapter 11, 12 & 13 & perform workbook exercises Complete pp 227-235; Review pp 236-255
- € Read and perform exercises in Medical Terminology Part III – *The Respiratory System*
- € Note terms you do not understand while reading chapter content, look up those terms to reinforce your vocabulary and increase your comprehension
- € Post-Test(s) from your workbook
- € Review Questions at end of textbook reading
- € Circle any terms / concepts you did not understand on all of your returned quizzes. Look up each and write it down on your quiz to use as a study tool.
- € Math Focus: review Decimals: Multiplication & Division
- € Practice VS at home using “patients” of all ages  
Practice taking Apical Pulse on infants, children, & elderly

#### **On-Line / Computer Learning:**

- Review activities on the Thomson Delmar Learning’s Clinical Medical Assisting Student Software CD from your textbook, including medical terminology in the audio library.
- On-line:
  - š Search Engines can be used to assist you in looking up terms, viewing pictures, or reviewing subjects in the current module. The following Search Engines may be helpful for you:
    - € [www.google.com](http://www.google.com)
    - € [www.looksmart.com/r?!&](http://www.looksmart.com/r?!&)
    - € [www.yahoo.com](http://www.yahoo.com)
  - š Specific Web-Sites that may be helpful in researching information presented in this module may include:
    - € Age related changes in Vital Signs  
<http://www.nlm.nih.gov/medlineplus/ency/article/004019.htm>
    - € Documentation  
<http://www.wholehealtheducation.com/assisting/curriculum.shtml>
    - € Types of Medical History Forms / Palo Alto Medical Foundation  
<http://www.pamf.org/forms/#Medical%20History%20Forms>
    - € Laureate: Standard Medical Forms  
[http://www.laureate.com/resources/standard\\_medical\\_forms.asp](http://www.laureate.com/resources/standard_medical_forms.asp)
    - € UCI Medical Center  
<http://www.ucihealth.com/MedicalRecords/default.htm>

- € Medline Plus  
<http://www.ucihealth.com/MedicalRecords/default.htm>
- € UC California, San Diego  
<http://medicine.ucsd.edu/clinicalmed/vital.htm>
- € Boston Reed College [www.bostonreed.com](http://www.bostonreed.com)

**The learner will review the following skills in order to be prepared for possible in-class demonstration (or verbalize when a demonstration is not possible):**

- Ø 11-1 Taking a medical history
- Ø 12-1 Measuring an Oral Temperature Using an Electronic Thermometer
- Ø 12-2 Measuring an Aural Temperature Using a Tympanic Thermometer
- Ø 12-3 Measuring a Rectal Temperature Using a Digital Thermometer
- Ø 12-4 Measuring an Axillary Temperature
- Ø 12-5 Measuring an Oral Temperature Using a Disposable Oral Strip Thermometer
- Ø 12-6 Measuring a Radial Pulse
- Ø 12-7 Taking an Apical Pulse
- Ø 12-8 Measuring the Respiration Rate
- Ø 12-9 Measuring Blood Pressure
- Ø 12-10 Measuring Adult Height
- Ø 12-11 Measuring Adult Weight
- Ø 13-1 Positioning Patient in the Supine Position
- Ø 13-2 Positioning Patient in the Recumbent Position
- Ø 13-3 Positioning Patient in the Lithotomy Position
- Ø 13-4 Positioning Patient in the Fowler's Position
- Ø 13-5 Positioning Patient in the Knee-Chest Position
- Ø 13-6 Positioning Patient in the Prone Position
- Ø 13-7 Positioning Patient in the Sims' Position
- Ø 13-8 Assisting with a Complete Physical Examination

## **Module 4**

Chapter 18: Examinations and Procedures of Body Systems

### **Outside of Class**

- € Pre-Test(s) from the workbook (***Do pretests and read outlines before reading textbook to help you focus on the most important points in your reading.***)
- € Read chapter content & perform workbook exercises
- € “Key Terms” are listed at the front of each chapter: Look up in your dictionary to reinforce your vocabulary
- € Read and perform exercises in Medical Terminology Part IV – *The Muscular System*
- € Review Fractions: Addition & Subtraction—refer to Math Handout at [www.bostonreed.com](http://www.bostonreed.com) also reference [www.aaamath.com](http://www.aaamath.com) and [www.math.com](http://www.math.com)

- € Review end of chapter case studies to prepare for in-class discussion
- € Post-Test(s) from your workbook
- € Review Questions at end of textbook reading
- € Circle any terms / concepts you did not understand on all of your returned quizzes. Look up each and write it down on your quiz to use as a study tool.
- € Practice greeting patients and using proper communication skills in person and on the phone

### **On-Line / Computer Learning:**

Review activities on the Thomson Delmar Learning's Clinical Medical Assisting Student Software CD from your textbook, including medical terminology in the audio library.

On-line:

- § Search Engines can be used to assist you in looking up terms, viewing pictures, or reviewing subjects in the current module. The following Search Engines may be helpful for you:
  - € [www.google.com](http://www.google.com)
  - € [www.looksmart.com/r?l&](http://www.looksmart.com/r?l&)
  - € [www.yahoo.com](http://www.yahoo.com)
- § Specific Web-Sites that may be helpful in researching information presented in this module may include:
  - € Page 480 do part 1 and answer questions
  - € Choose 2 sites from Web Activities and be ready to share in class

### **The learner will review the following skills in order to be prepared for possible in-class demonstration (or verbalize when a demonstration is not possible):**

- € 18- 1 Perform a Drug screen with proper instructions to patient for correct collection.
- € 18 -2 Demonstrate/Verbalize the proper way to check for Occult Blood in stool
- € 18-3 Perform a Visual Acuity Test and demonstrate use of the Snellen chart
- € 18-4 – Perform and demonstrate how to determine if patient is Color Blind using the Ishihara Plates.
- € 18-5 Verbalize understanding of Performing Eye Irrigation
- € 18-6 Verbalize performing a hearing test
- € 18-7 Verbalize performing ear irrigation to remove cerumen/wax
- € 18-8 Verbalize how to instill ear drops
- € 18-9 Instruct patient in the use of the metered dose inhaler (MDI).
- € 18-10 Instruct patient in using the peak flow spirometer
- € 18-11 Perform Pulse Oximetry
- € 18-12 Verbalize and identify equipment used to assist with applying plaster cast.
- € 18-13 Verbalize assisting with cast removal
- € 18-14 Verbalize proper way of how to assist practitioner with a lumbar puncture

- € 18-15 Verbalize understanding of how to assist practitioner with Neurology Screening.

## **Module 5**

Chapter 19: Assisting with Minor Surgery

Chapter 21: Rehabilitation and Therapeutic Modalities

### **Outside of Class:**

- € Pre-Test(s) from the workbook (***Do pretests and read outlines before reading textbook to help you focus on the most important points in your reading.***)
- € Read chapter content & perform workbook exercises
- € Key Medical Terms are highlighted in brown text in each chapter: make a mental note while reading
- € Look up in your dictionary the 'key terms' from first page of textbook chapter to reinforce your vocabulary
- € Circle any terms / concepts you did not understand on all of your returned quizzes. Look up each and write it down on your quiz to use as a study tool.
- € Post-Test(s) from your workbook
- € Read and perform exercises in Medical Terminology Part V – *The Skeletal System*
- € Math Focus review Fractions: Multiplication & Division
- € Review Questions at end of textbook reading.
- € Practice bandaging.

### **On-Line / Computer Learning:**

Review activities on the Thomson Delmar Learning's Clinical Medical Assisting Student Software CD from your textbook, including medical terminology in the audio library.

On-line:

- š Search Engines can be used to assist you in looking up terms, viewing pictures, or reviewing subjects in the current module. The following Search Engines may be helpful for you:
  - € [www.google.com](http://www.google.com)
  - € [www.yahoo.com](http://www.yahoo.com)
- š Specific Web-Sites that may be helpful in researching information presented in this module may include:
  - € Search the Internet to explore the most current ambulatory surgical procedures for hemorrhoids, cataracts, and cholelithiasis.

**The learner will review the following skills in order to be prepared for possible in-class demonstration (or verbalize when a demonstration is not possible):**

- € 19-1 Applying sterile gloves.
- € 19-2 Setting up and covering a sterile field.

- € 19-3 Opening sterile package of instruments and supplies and applying them to a sterile field
- € 19-4 Pouring a sterile solution into a cup on a sterile field.
- € 19-5 Assisting with office/ambulatory surgery
- € 19-6 Dressing change
- € 19-7 Wound irrigation
- € 19-8 Preparation of patient skin before surgery
- € 19-14 Suture/staple removal
- € 19-15 Application of sterile adhesive skin closure strips
- € 21-1 Transferring patient from wheelchair to examination table
- € 21-2 Transferring patient from examination table to wheelchair
- € 21-3 Assisting the patient to stand or walk
- € 21-4 Care of the falling patient
- € 21-5 Assisting a patient to ambulate with a walker
- € 21-6 Teaching the patient to ambulate with crutches.
- € 21-7 Assisting a patient to ambulate with a cane.

**EKG Module** – is a floating module and will be scheduled during the semester.  
 Chapter 25 Electrocardiography (Instructor will specify the dates for this module)

- € Read text and workbook in preparation and complete workbook assignment
- € Review case study at the end of the chapter
- € Read and perform exercises in Medical Terminology Handout Part VI – *The Cardiovascular System*

**On-Line / Computer Learning**

- Review activities on the Thompson Delmar Learning's Clinical Medical Assisting Student Software CD from your textbook
- On-Line:
  - š Use this site to search for Heart and Blood vessel disorders
    - € <http://www.merck.com/mmhe/index.html>
    - € [http://www.mbscachter.com/heart\\_and\\_blood\\_vessel\\_disorders.html](http://www.mbscachter.com/heart_and_blood_vessel_disorders.html)
    - € <http://www.nhlbi.nih.gov/health/dci/browse/heart.html>

**The learner will review the following skills in order to be prepared for possible in-class demonstration (or verbalize when a demonstration is not possible):**

- € 25-1 Perform Single Channel or Multi-channel Electrocardiogram. (each student to perform two)
  - understand proper lead placement
  - perform accurate EKG tracing
  - understand proper monitoring technique
- € 25-2 Describe patient teaching for the Holter Monitor Application

## **Module 6**

Chapter 26: Laboratory Safety & Regulatory Guidelines

Chapter 30: Urinalysis

Chapter 31 Basic Microbiology

### **Outside of Class:**

- € Pre-Test(s) from the workbook (*Do pretests and read outlines before reading textbook to help you focus on the most important points in your reading.*)
- € Read chapter content & perform workbook exercises
- € Key Medical Terms are highlighted in brown text in each chapter: make a mental note while reading
- € Look up in your dictionary the 'key terms' from first page of textbook chapter to reinforce your vocabulary
- € Circle any terms / concepts you did not understand on all of your returned quizzes. Look up each and write it down on your quiz to use as a study tool.
- € Post-Test(s) from your workbook.
- € Review Questions at end of textbook reading.
- € Review for Medical Terminology for midterm, read and perform exercises in Part VII – *The Urinary System*
- € Math Focus: Review percentages & all math to date

### **On-Line / Computer Learning:**

Review activities on the Thomson Delmar Learning's Clinical Medical Assisting Student Software CD from your textbook, including medical terminology in the audio library.

On-line:

- § Search Engines can be used to assist you in looking up terms, viewing pictures, or reviewing subjects in the current module. The following Search Engines may be helpful for you:
  - € [www.google.com](http://www.google.com)
  - € [www.yahoo.com](http://www.yahoo.com)
- § Specific Web-Sites that may be helpful in researching information presented in this module may include:
  - € FDA'S WEBSITE <http://www.fda.gov>

**The learner will review the following skills in order to be prepared for possible in-class demonstration (or verbalize when a demonstration is not possible):**

- Ø Identify governmental regulatory agencies responsible for setting standards
- Ø Recognize categories of testing and CLIA '88 requirements
- Ø Be familiar with MSDS manuals and their purpose.
- Ø Identify situation of potential risk for exposure to hazards in the ambulatory settings

- Ø Understand items to be covered in the safety training program regarding OSHA laws and exposure to chemicals, blood, body fluids, or other potentially infectious materials
- Ø 30-1 Assessing urine volume, color, and clarity
- Ø 30-3 Performing a urinalysis chemical examination
- Ø 30-7 Instruct a patient in the collection of a clean catch, midstream urine specimen
- Ø 31-1 Procedure for obtaining a throat specimen for culture

## **Module 7**

Chapter 36: Employment Strategies – Develop Resume  
Midterm Review

### **Outside of Class**

- € Pre-Test(s) from the workbook (*Do pretests and read outlines before reading textbook to help you focus on the most important points in your reading.*)
- € Read chapter content & perform workbook exercises
- € “Key Terms” are listed at the front of each chapter: Look up in your dictionary to reinforce your vocabulary
- € Read chapter 36 and complete workbook
- € Note terms you do not understand while reading chapter content, look up those terms to reinforce your vocabulary and increase your comprehension
- € Review end of chapter case studies
- € Post-Test(s) from your workbook
- € Create a resume using one of the three types introduced in the chapter: chronologic, functional, and targeted
- € Create a cover letter
- € Review Questions at end of textbook reading
- € Circle any terms / concepts you did not understand on all of your returned quizzes. Look up each and write it down on your quiz to use as a study tool
- € Develop study group for midterm and study guide
- € Review course material to date

### **On-Line / Computer Learning:**

- Review activities on the Thomson Delmar Learning’s Clinical Medical Assisting Student Software CD from your textbook, including medical terminology in the audio library.
- Review Web Activities found on page 998 of the text
- Be prepared to share information concerning illegal interview questions
- On-line:

- § Search Engines can be used to assist you in looking up terms, viewing pictures, or reviewing subjects in the current module. The following Search Engines may be helpful for you:
  - € [www.google.com](http://www.google.com)
  - € [www.looksmart.com/r?l&](http://www.looksmart.com/r?l&)
  - € [www.yahoo.com](http://www.yahoo.com)
- § Specific Web-Sites that may be helpful in researching information presented in this module may include:
  - € Visit <http://resumes.com>

**The learner will review the following skills in order to be prepared for possible in-class demonstration (or verbalize when a demonstration is not possible):**

- Ø Identify resources used to look for employment.
- Ø Demonstrate the understanding of writing a clear, concise resume that the future employer will want to read.
- Ø Demonstrate in writing or verbalization what is needed in a cover letter.
- Ø Demonstrate or verbalize knowledge of different resume styles – including the electronic resume
- Ø Practice learned skills in preparation of the midterm

## **Module 8**

MIDTERM EXAMS Clinical and Written

## **Module 9**

Chapter 22: Nutrition in Health and Disease

Chapter 23: Pharmacology

### **Outside of Class:**

Pre-Test(s) from the workbook (*Do pretests and read outlines before reading textbook to help you focus on the most important points in your reading.*)

Read chapter content & perform workbook exercises

Post-Test(s) from your workbook

Practice good technique of process of inserting a needle for the various types of injections (no needle for home practice). Practice will help you to remember what to do when you are actually administering an injection. Find site, cleanse site & allow to dry, “insert” needle, stabilize, aspirate (for IM or SQ), inject, safely remove needle.

Practice how to find the various injection sites. Make sure to be familiar with the anatomy of the area being injected

Read and perform exercises in Medical Terminology Part VIII – *The Digestive System*

Math Focus: Converting from one type of unit to another

### **On-Line / Computer Learning:**

Review activities on the Thomson Delmar Learning's Clinical Medical Assisting Student Software CD from your textbook, including medical terminology in the audio library.

On-line:

- § Search Engines can be used to assist you in looking up terms, viewing pictures, or reviewing subjects in the current module. The following Search Engines may be helpful for you:
  - € [www.google.com](http://www.google.com)
  - € [www.looksmart.com/r?l&](http://www.looksmart.com/r?l&)
  - € [www.yahoo.com](http://www.yahoo.com)
- § Specific Web-Sites that may be helpful in researching information presented in this module may include:
  - € <http://www.bemedwise.org/index.htm> Excellent Information on Basic Medication Facts
  - € <http://www.law.cornell.edu/wex/index.php/Alcohol> Overview of controlled substance laws
  - € <http://www.drugdigest.org/DD/Home> Compare drugs and their side effects, or read about the causes and treatments of allergies, cancer, heart disease and depression.
  - € <http://www.looksmart.com/eus317837/eus317920/eus65240/r?l&>
  - € <http://neonatal.tuhsc.edu/lact/> Breast feeding and pharmacology
  - € <http://www.medicinenet.com/script/main/art.asp?articlekey=53075> Antibiotics 101
  - € <http://www.medicinenet.com/script/main/art.asp?articlekey=17712> Prescriptions...Complying With The Doctor's Orders
  - € <http://www.medicinenet.com/script/main/art.asp?articlekey=17192> What are the effects of antibiotics on birth control pills?
  - € [http://dmoz.org/Health/Pharmacy/Drugs\\_and\\_Medications/](http://dmoz.org/Health/Pharmacy/Drugs_and_Medications/) Open Directory Project (Look up medication by type)
  - € Boston Reed College [www.bostonreed.com](http://www.bostonreed.com)

**The learner will review the following skills in order to be prepared for possible in-class demonstration (or verbalize when a demonstration is not possible):**

- Administration of oral medication
- Capillary puncture by finger stick
- Measure blood glucose
- Continue vital sign practice

## **Module 10**

Chapter 24 calculating Dosages pages 633-647

### **Outside of Class:**

Read class content for this module

Pre-Test(s) from the workbook

Note terms you do not understand while reading chapter content, look up those terms to reinforce your vocabulary and increase your comprehension

Review tables 24-1 requirements for controlled substances and 24-2 common prescription abbreviations

Review tables 24-3 Common household measurements and 24-4

Approximate equivalents among metric and household measurements and look for measurements at home on normal items

Review page 644 Figure 24-3 sites and rotation for insulin-administration

Read and perform exercises Medical Terminology Part X – *The Nervous System*

Math Focus: Dosage Calculation: Math formulas for dosage calculations

### **On-Line / Computer Learning:**

Review activities on the Thomson Delmar Learning's Clinical Medical Assisting Student Software CD from your textbook, including medical terminology in the audio library.

§ Specific Web-Sites that may be helpful in researching information presented in this module may include:

- € <http://www.bemedwise.org/index.htm> Excellent Information on Basic Medication Facts
- € <http://www.law.cornell.edu/wex/index.php/Alcohol> Overview of controlled substance laws
- € <http://www.drugdigest.org/DD/Home> Compare drugs and their side effects, or read about the causes and treatments of allergies, cancer, heart disease and depression.
- € <http://www.looksmart.com/eus317837/eus317920/eus65240/r?l&>
- € <http://neonatal.ttuhscc.edu/lact/> Breast feeding and pharmacology
- € <http://www.accd.edu/sac/nursing/math/default.html> Dose Calc and Explanations
- € <http://www.medicinenet.com/script/main/art.asp?articlekey=53075> Antibiotics 101

- € <http://www.medicinenet.com/script/main/art.asp?articlekey=17712> Prescriptions...Complying With The Doctor's Orders
- € <http://www.medicinenet.com/script/main/art.asp?articlekey=17192> What are the effects of antibiotics on birth control pills?
- € [http://dmoz.org/Health/Pharmacy/Drugs\\_and\\_Medications/](http://dmoz.org/Health/Pharmacy/Drugs_and_Medications/) Open Directory Project (Look up medication by type)
- € Boston Reed College [www.bostonreed.com](http://www.bostonreed.com)

**The learner will review the following skills in order to be prepared for possible in-class demonstration (or verbalize when a demonstration is not possible):**

- Ø 24-2 Withdrawing Medication from a Vial
- Ø 24-3 Withdrawing Medication from an Ampule
- Ø 24-8 Reconstituting a Powder Medication for Administration
- Ø 24-9 Z-Track Intramuscular Injection Technique

## **Module 11**

Chapter 24: Medication Administration (pages 647-685)

### **Outside of Class:**

Read course content for this portion

Note terms you do not understand while reading chapter content, look up those terms to reinforce your vocabulary and increase your comprehension

Post-Test(s) from your workbook

Review Questions and case study at end of textbook reading

Medical Terminology

Math Focus: Dosage Calculation: Liquid Formulas

Practice good technique of process of inserting a needle for the various types of injections (no needle for home practice). Practice will help you to remember what to do when you are actually administering an injection.

Find site, cleanse site & allow to dry, “insert” needle, stabilize, aspirate (for IM or SQ), inject, safely remove needle.

Practice how to find the various injection sites. Make sure to be familiar with the anatomy of the area being injected.

### **On-Line / Computer Learning:**

Review activities on the Thomson Delmar Learning’s Clinical Medical Assisting Student Software CD from your textbook, including medical terminology in the audio library.

- š Specific Web-Sites that may be helpful in researching information presented in this module may include:

- € <http://www.bemedwise.org/index.htm> Excellent Information on Basic Medication Facts
- € <http://www.law.cornell.edu/wex/index.php/Alcohol> Overview of controlled substance laws
- € <http://www.drugdigest.org/DD/Home> Compare drugs and their side effects, or read about the causes and treatments of allergies, cancer, heart disease and depression.
- € <http://www.looksmart.com/eus317837/eus317920/eus65240/r?l&>
- € <http://neonatal.ttuhscc.edu/lact/> Breast feeding and pharmacology
- € <http://www.accd.edu/sac/nursing/math/default.html> Dose Calc and Explanations
- € <http://www.medicinenet.com/script/main/art.asp?articlekey=53075> Antibiotics 101
- € <http://www.medicinenet.com/script/main/art.asp?articlekey=17712> Prescriptions...Complying With The Doctor's Orders
- € <http://www.medicinenet.com/script/main/art.asp?articlekey=17192> What are the effects of antibiotics on birth control pills?
- € [http://dmoz.org/Health/Pharmacy/Drugs\\_and\\_Medications/](http://dmoz.org/Health/Pharmacy/Drugs_and_Medications/) Open Directory Project (Look up medication by type)
- € Boston Reed College [www.bostonreed.com](http://www.bostonreed.com)

**The learner will review the following skills in order to be prepared for possible in-class demonstration (or verbalize when a demonstration is not possible):**

- Ø 24-1 Administration of Oral Medications
- Ø 24-4 Administration of Subcutaneous, Intramuscular, and Intradermal Injections
- Ø 24-5 Administering a Subcutaneous Injection
- Ø 24-6 Administering an Intramuscular Injection
- Ø 24-7 Administering an Intradermal Injection of Purified Protein Derivative (PPD)

## **Module 12**

- Chapter 7: Legal Considerations
- Chapter 8: Ethical Considerations  
HIPAA Regulations

### Outside of Class:

Pre-Test(s) from the workbook (*Do pretests and read outlines before reading textbook to help you focus on the most important points in your reading.*)

Review Chapter outline(s)

Post-Test(s) from your workbook

Review Questions at end of textbook reading

Read and perform exercises in Medical Terminology Part XI – *The Skeletal System*

Math Focus: Dosage Calculations: review all math & weight related RX orders

Circle any terms / concepts you did not understand on all of your returned quizzes. Look up each and write it down on your quiz to use as a study tool.

Practice VS at home (Please do not use Adult cuffs on children).

Practice taking Apical Pulse on infants, children, & elderly.

### On-Line / Computer Learning:

Review activities on the Thomson Delmar Learning's Clinical Medical Assisting Student Software CD from your textbook, including medical terminology in the audio library.

On-line:

§ Search Engines can be used to assist you in looking up terms, viewing pictures, or reviewing subjects in the current module. The following Search Engines may be helpful for you:

€ [www.google.com](http://www.google.com)

€ [www.looksmart.com/r?!&](http://www.looksmart.com/r?!&)

€ [www.yahoo.com](http://www.yahoo.com)

§ Specific Web-Sites that may be helpful in researching information presented in this module may include:

€ [www.aama.com](http://www.aama.com)

€ [www.ama.com](http://www.ama.com)

**The learner will review the following skills in order to be prepared for possible in-class demonstration (or verbalize when a demonstration is not possible):**

- Ø Be impartial and show empathy when dealing with patients.
- Ø Project a positive attitude.
- Ø Be a “Team Player”
- Ø Recognize and respond to verbal and nonverbal communication.
- Ø Perform within legal and ethical boundaries.

## **Module 13**

Chapter 14: Female Reproductive System

Chapter 16: Male Reproductive System

### **Outside of Class:**

- š Read chapters 14 and 16 in the textbook and perform work book exercises. Be prepared to discuss the critical thinking questions in class.
- š Review notes and/or flashcards from The Male Reproductive System, and The Female Reproductive System.
- š Review and perform exercises in Medical Terminology Part XIII – *The Endocrine System*
- š Math Focus: Dosage Calculations
- š Practice instructing a Patient Testicular Self-examination
- š Practice instructing a Patient Self Breast Self-examination
- š Look up “Key Terms” from chapters 14 and 16 in medical dictionary to reinforce vocabulary
- š Discuss with your instructor any problems you feel you do not understand completely
- š Continue to practice and review content from previous modules

### **On-Line / Computer Learning**

- Review activities on Thompson Delmar Learning Medical Assistant Software CD from textbook
- Specific websites that may be helpful in researching information presented in the module:
  - € Male and female reproductive systems, Anatomy & Physiology  
[www.innerbody.com](http://www.innerbody.com)
  - € Breast, prostate and other male/female related cancers  
[www.medterms.com](http://www.medterms.com)
  - € Sexually transmitted diseases, male and female health, and pregnancy & family  
[www.noah-health.org](http://www.noah-health.org)

**The learner will review the following skills in order to be prepared for possible in-class demonstration (or verbalize when a demonstration is not possible):**

- Ø Perform a urine pregnancy test
- Ø Set up for a pelvic examination and pap test (conventional and thin prep methods)
- Ø Instruct a patient breast self-examination
- Ø Instruct a patient testicular self-examination

## **Module 14**

Chapter 15 Pediatrics

Chapter 17 Gerontology

### Outside of Class:

- € Pre-Test(s) from the workbook (*Do pretests and read outlines before reading textbook to help you focus on the most important points in your reading.*)
- € Read chapter content & perform workbook exercises
- € Note terms you do not understand while reading chapter content, look up those terms to reinforce your vocabulary and increase your comprehension
- € Post-Test(s) from your workbook
- € Review Questions & case studies at end of textbook and in the workbook reading
- € Circle any terms / concepts you did not understand on all of your returned quizzes. Look up each and write it down on your quiz to use as a study tool.
- € Read and perform exercises in Medical Terminology Part XIII-*The Lymphatic and Immune Systems*
- € Math Focus: Continue Dosage Calculations and practice math to date
- € Practice VS at home using "patients" of all ages
- € Practice taking Apical Pulse on infants, children, & elderly

### On-Line / Computer Learning:

- Review activities on the Thomson Delmar Learning's Clinical Medical Assisting Student Software CD from your textbook
- On-line:
  - § Search Engines can be used to assist you in looking up terms, viewing pictures, or reviewing subjects in the current module. The following Search Engines may be helpful for you:
    - € [www.google.com](http://www.google.com)
    - € [www.looksmart.com/r?!&](http://www.looksmart.com/r?!&)
    - € [www.yahoo.com](http://www.yahoo.com)
  - § Read the DVD Hook-Up and maintain DVD Journal
  - § Specific Web-Sites that may be helpful in researching information presented in this module may include:
    - € Age related changes in Vital Signs  
<http://www.nlm.nih.gov/medlineplus/ency/article/004019.htm>
    - € Documentation  
<http://www.wholehealtheducation.com/assisting/curriculum.shtml>
  - § Check out web activities at end of chapter
    - € Visit the zero to three website <http://www.zerotothree.org>
    - € Visit the National network for child care website at <http://www.nncc.org>
    - € Go to the institute on aging at <http://umass.edu/aging>
    - € Go to the National Psychological Association at <http://apa.org>

**The learner will review the following skills in order to be prepared for possible in-class demonstration (or verbalize when a demonstration is not possible):**

- Ø Figure 15-3 Intramuscular injection sites for children
- Ø Figure 15-6 Growth charts for boys and girls

- Ø Tables 15-3, 15-4 & 15-5 Normal heart rate, respiratory rate, & blood pressure in children
- Ø Continue Vital Sign Practice
- Ø Continue Injection Practice
- Ø Figure 15-17 Snellen Eye Chart

## **Module 15**

Externship Overview

Final Review

### **Outside of class:**

- € Review Externship Resource Booklet
  - Review entire book to go over in class
- € Review Student Handbook
  - Read section on “All about Externships”
- € Review course work to date include math and medical terminology
- € Develop a study plan for final exam