**High Plains Technology Center**

**Health Careers**

**Learning Activity Packet (LAP) for Basic Medical Assistant**

**Related unit of instruction:**

Introduction to Medical Office Clinical Procedures (Part 2)

**Approximate Completion time:**

12 hours

**Rationale for the Lap:**

This LAP is designed to introduce, prepare and ensure student competency in clinical skills required at an entry level position for a medical assistant. Students learn aseptic techniques, minor office procedures, basic diagnostic testing techniques, phlebotomy, patient assessment techniques and applications, along with various other techniques involving assisting a physician within the parameters of a medical office.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheet for Chapter 27 in Kinn’s

*The Medical Assistant* book

1. Pass the test for this chapter

**Learning Objective:**

1. Define, spell and pronounce the terms listed in the vocabulary.
2. Apply critical thinking skills in performing patient assessment and care.
3. Describe the characteristics of pathogenic microorganisms and the diseases they cause.
4. Apply the chain-of-infection process to healthcare practice.
5. Compare viral and bacterial cell invasion.
6. Differentiate between humoral and cell-mediated immunity.
7. Summarize the impact of the inflammatory response on the body’s ability to defend itself against infection.
8. Analyze the differences among acute, chronic, latent and opportunistic infections.
9. Specify potentially infectious body fluids.
10. Integrate OSHA’s requirement for a site-based Exposure Control Plan into office management procedures.
11. Explain the major areas included in the OSHA Compliance Guidelines.
12. Remove contaminated gloves while following Standard Precautions principles.
13. Perform an eye wash procedure to remove contaminated material.
14. Summarize the management of post exposure evaluation and follow-up.
15. Participate in a mock environmental exposure event with documentation of the steps taken.
16. Apply the concepts of medical and surgical asepsis to the healthcare setting.
17. Demonstrate the proper hand-washing technique for medical asepsis.
18. Differentiate among sanitization, disinfection, and sterilization procedures.
19. Demonstrate the correct procedure for sanitizing contaminated instruments.
20. Apply patient education concepts to infection control.
21. Discuss legal and ethical concerns regarding medical asepsis and infection control.

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**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheet for Chapter 51 in Kinn’s

*The Medical Assistant* book

1. Pass the test for this chapter

**Learning Objective:**

1. Define, spell and pronounce the terms listed in the vocabulary.
2. Apply critical thinking skills performing the patient assessment and patient care.
3. Discuss the role of the clinical laboratory in patient care and the medical assistant’s role in coordinating laboratory tests and results.
4. Describe the divisions of the clinical laboratory and give an example of a test performed in each division.
5. Describe the Clinical Laboratory Improvement Amendments (CLIA) and how they influence laboratory testing.
6. Explain the three CLIA regulatory categories.
7. Compare and contrast the agencies that govern or influence practice in the clinical laboratory, including the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA), the Clinical and Laboratory Standards Institute (CLSI) and the College of American Pathologists (CAP).
8. Summarize techniques to minimize physical, chemical and biologic risks in the clinical laboratory.
9. Describe the essential elements of a laboratory requisition.
10. Display sensitivity to patients’ rights and feelings in collecting specimens.
11. Explain chain of custody and illustrate why it is important.
12. Compare and contrast quality assurance and quality control.
13. Describe the differences between Greenwich time and military time.
14. Identify the Fahrenheit temperature and Celsius temperature of common laboratory equipment.
15. Name the metric units used for measuring liquid volume, distance and mass.
16. Describe the proper use of pipets.
17. Explain how dilutions are prepared.
18. Name the parts of a microscope and describe their functions.
19. Summarize selected microscopy tests that can be performed in the ambulatory care setting.
20. Demonstrate the proper use of the microscope.
21. Describe the safe use of a centrifuge.

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**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheet for Chapter 52 in Kinn’s

*The Medical Assistant* book

1. Pass the test for this chapter

**Learning Objective:**

1. Define, spell and pronounce the terms listed in the vocabulary.
2. Apply critical thinking skills in performing the patient assessment and patient care.
3. Understand the purpose of routine urinalysis.
4. Describe the physiology of urine formation.
5. Explain the various means and methods used to collect urine specimens.
6. Display sensitivity to patients’ rights and feelings when collecting specimens.
7. Instruct a patient in the collection of a 24-hour urine specimen.
8. Instruct a patient in the collection of a clean-catch midstream urine specimen.
9. Describe the components of the physical and chemical examination of urine.
10. Measure the urine specific gravity.
11. Perform a complete urinalysis using a chemical reagent strip.
12. Recognize and correctly identify the formed elements found in a microscopic examination of urine sediment.
13. Prepare a urine specimen for microscopic examination.
14. Perform quality control measures to determine the reliability of chemical reagent strips.
15. Conduct glucose testing using the Clinitest method.
16. Explain the principle of lateral flow technology in pregnancy testing.
17. Perform a pregnancy test.
18. Describe methods for determining fertility and menopause using Clinical Laboratory Improvement Amendments (CLIA) waived urine tests.
19. Explain the principle of lateral flow technology in drug testing on urine.
20. Demonstrate a method of drug testing on a urine specimen.
21. List means by which urine could be adulterated before drug testing.
22. Demonstrate a method of detecting adulterating substances in a urine sample for drug testing.

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**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheet for Chapter 56 in Kinn’s

*The Medical Assistant* book

1. Pass the test for this chapter

**Learning Objective:**

1. Define, spell and pronounce the terms listed in the vocabulary.
2. Apply critical thinking skills in performing the patient assessment and patient care.
3. Describe typical solutions and medications used in minor surgical procedures.
4. Summarize methods for identifying surgical instruments used in minor office surgery.
5. Outline the general classifications of surgical instruments.
6. Describe the care of surgical instruments.
7. Identify types of sutures and surgical needles.
8. Explain the medical assistant’s responsibility to help ease patients’ concerns about procedures.

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**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheet for Chapter 57 in Kinn’s

*The Medical Assistant* book

1. Pass the test for this chapter

**Learning Objective:**

1. Define, spell and pronounce the terms listed in the vocabulary.
2. Apply critical thinking skills in performing the patient assessment and patient care.
3. Define the concepts of aseptic technique.
4. Explain the differences among sanitization, disinfection and sterilization.
5. Summarize tips for improving autoclave techniques.
6. Demonstrate how to wrap instrument packs for autoclave sterilization.
7. Explain the types and uses of sterilization indicators.
8. Summarize the correct methods of loading, operating and unloading an autoclave.
9. Demonstrate how to operate an autoclave.
10. Summarize common minor surgical procedures.
11. Detail the medical assistant’s role in minor office surgery.
12. Perform a skin prep for surgery.
13. Perform a surgical hand scrub.
14. Outline the rules for setting up and maintaining a sterile field.
15. Open a sterile pack to create a sterile field.
16. Transfer sterile instruments and pour solutions into a sterile field.
17. Apply sterile gloves without contaminating them.
18. Demonstrate how to assist with a minor surgical procedure and suturing.
19. Summarize postoperative instructions and care of wounds.
20. Demonstrate how to remove sutures and the technique of surgical staple removal.
21. Explain the process of wound healing.
22. Properly apply dressings and bandages to surgical sites.
23. Conduct patient education in aseptic technique and surgical procedures.
24. Discuss the legal and ethical concerns regarding surgical asepsis and infection control.