



Division:

Effective Date:

Department /  
Program Area:

Revision

New Course

If Revision, Section(s)

Revised:

Date of Previous Revision:

Date of Current Revision:

## Course Objectives / Learning Outcomes

The learner has reliably demonstrated the ability to:

1. identify the need for and apply aseptic techniques in the medical office
2. assemble equipment; ascertain and chart vital signs and height and weight
3. demonstrate the preparation of the examining room and patients for physical examination and other procedures
4. demonstrate the preparation and care of specimens for laboratory testing
5. discuss the process of infection and identify measures to prevent cross-contamination
6. demonstrate the use of sterilization and disinfection techniques for equipment decontamination.
7. discuss the therapeutic application of various forms of heat and cold
8. assemble equipment for eye and ear irrigations and instillations
9. complete and chart results of visual acuity testing using the Snellen eye chart
10. explain patient preparation for x-ray and diagnostic imaging examinations and arrange appointments with outside facilities
11. collect and prepare specimens to perform basic urinalysis and pregnancy testing and explain patient preparation for external laboratory testing procedures
12. demonstrate the procedures for hemoglobin and blood glucose testing
13. identify surgical instruments and prepare sterile trays used for minor office surgery
14. discuss the preparation of children for examination, identifying tests and procedures used and the current immunization schedule recommendations
15. demonstrate and discuss procedures for the examination of the gynecologic and obstetric patient

## Course Content:

1. Medical asepsis. The learner will:
  - 1.1 describe the types of microorganisms and their growth requirements
  - 1.2 explain the infection process cycle and the body's protective mechanisms
  - 1.3 describe the application of medical asepsis in the medical office.
2. Vital signs. The learner will:
  - 2.1 assemble the equipment for taking vital signs
  - 2.2 demonstrate the procedure for taking temperature, pulse, respirations, and blood pressure
  - 2.3 record vital signs on progress notes.
3. Physical examination. The learner will:
  - 3.1 demonstrate the procedure for taking height, weight, body draping and positioning
  - 3.2 identify and assemble the equipment, in



