

**Common Course Outline**  
**OFAD 153**  
**Pre-Clinical Concepts and Applications**  
**3 Credits**

**The Community College of Baltimore County**

**Description**

**OFAD 153 – 3 credits – Pre-Clinical Concepts and Applications** transitions medical assisting students from academic curriculum to core clinical courses that require a high level of skills training. This course introduces Universal and Standard Precautions and physicians' office laboratory testing procedures. Students are advised of the requirements and documentation necessary to participate in core clinical courses and practicum. Requirements include a physician medical exam with proof of immunizations, background check and drug screen, and current documentation of cardiopulmonary resuscitation (CPR).

**3 Credits:** 3 lecture hours; 1 laboratory hour

**Prerequisites:** OFAD 141, OFAD 146, and MATH 082 (Must have a "C" or better in all prerequisites)

**Overall Course Objectives**

Upon completion of this course students will be able to:

1. provide a physician's medical report allowing student to perform medical assistant duties;
2. provide proof of immunizations;
3. obtain CPR for Health Care Providers certification;
4. obtain a background check and drug screen;
5. examine the certification requirements of the two most popular medical assistant professional organizations;
6. demonstrate math proficiency in adding, subtracting, multiplying, and dividing fractions; decimals; ratio and proportion; and metrics by earning no less than 95% on a written exam;
7. demonstrate proficiency in breaking the cycle of disease transmission;
8. demonstrate proficiency in the use of Universal and Standard Precautions concepts;
9. demonstrate proficiency in the Health Insurance Portability and Accountability Act (HIPAA) by earning no less than 80% on a written exam;
10. identify the Clinical Laboratory Improvement Act (CLIA) waived tests;
11. perform an aseptic handwash;
12. apply non-sterile gloves using standard procedure;
13. apply sterile gloves using standard procedure; and,
14. apply personal protective equipment using Universal and Standard Precautions.

## **Major Topics**

- I. Requirements for clinical courses and practicum
  - A. Physician medical report
  - B. Proof of immunizations
  - C. CPR certification
  - D. Background check and drug screen
  - E. Resume
  - F. Uniforms and equipment
  - G. Practicum policies – handbook
  - H. Practicum sites
- II. Medical assistant credentials
- III. Math review
  - A. Fractions
  - B. Decimals
  - C. Ratio and proportion
  - D. Metric measurements
- IV. Disease transmission
  - A. Chain of infection
  - B. Infectious agent
  - C. Reservoir or source
  - D. Portal of exit
  - E. Means of transmission
  - F. Portal of entry
  - G. Susceptible host
- V. Breaking the transmission cycle
  - A. Centers for Disease Control and Prevention
  - B. Blood and body fluids
  - C. Respiratory and droplets
  - D. Handwashing
  - E. Gloving
  - F. Masks
  - G. Gowns
- VI. HIPAA
- VII. CLIA
  - A. Definition/regulation guidelines
  - B. CLIA waived tests
  - C. Medical laboratory education constrictions
  - D. Physician office laboratory regulations
- VIII. Skill practice
  - A. Handwashing
  - B. Non-sterile and sterile gloving
  - C. Donning isolation garb
  - D. Disposal of biohazard waste

## **Course Requirements**

Grading procedures will be determined by the individual faculty member but will include the following:

### **Grading/exams**

1. Four written proficiency tests that must be passed with 80% or better and one math proficiency test that must be passed with 90% or better are included in this course:
  - Basic math for medication dosing
  - CLIA laboratory regulations
  - HIPAA regulations
  - Universal and Standard Precautions
  - Disease transmission
  
2. Skills proficiency testing in the following competencies:
  - Handwashing
  - Applying and removing non-sterile gloves
  - Applying and removing sterile gloves
  - Donning PPE – gowns, gloves, masks, glasses
  - Perform CLIA waived tests: strep, urinalysis, blood glucose, blood count, sedimentation rate

### **Other Course Information**

It is expected that students gather the required documentation for preparation into clinical courses during this class. All documentation will be placed in student chart along with a master skills checklist that will follow students through all clinical courses and the practicum.

This course requires skills and concepts proficiency testing standards. Students will be allowed 2 retests on each proficiency exam.

Skills must be performed with 100% accuracy. Accuracy is performed when student performs the skill 3 consecutive times without error.