HEARTLAND TECHNICAL EDUCATION CENTER
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Adult Education
Medical Assisting
Medical Assisting Skills
Syllabus
2026 – 2027
197.5 Hours

Instructor
Jamie Krabill BSN, RN krabillj@heartlandtech.org 419-289-3313 (ext. 2239)
- 19+ years nursing experience
- 13+ years nursing / medical education experience

Supplies
Notebook, pens, pencils, highlighters, etc. provided by student

Course Description:
Medical Skills provides students with the foundational clinical competencies required for entry-level medical assisting practice. The course combines classroom instruction with hands-on laboratory experiences to develop skills in patient care, infection control, vital signs, medical asepsis, specimen collection, medication administration, documentation, diagnostic testing, and emergency procedures. Emphasis is placed on patient safety, professionalism, communication, ethical behavior, and compliance with healthcare regulations and standards.

Course Objectives:
Upon successful completion of this course, students will be able to demonstrate proficiency in essential medical assisting skills; apply principles of medical asepsis and infection control; accurately obtain and document patient information and vital signs; perform basic laboratory and diagnostic procedures; administer medications safely within the scope of practice; utilize proper communication and professional behaviors in healthcare settings; comply with OSHA and safety standards; and provide safe, effective, and compassionate patient care in ambulatory and clinical environments.

Required Text
Today's Medical Assistant, 5th Edition by Kathy Bonewit-West and Sue A. Hunt
Today's Medical Assistant Study Guide, 5th Edition by Kathy Bonewit-West and Sue A. Hunt

Program Policies
Chapter reading and written assignments are to be completed *before* class. Class time will be devoted to discussing content, presenting enrichment materials, answering student questions, taking exams, and additional learning activities.

Student Assessment Grading
Students will be graded on the following weight system
50% Exams
25% Assignments/Quizzes/Projects/Midterms
25% Final Exam

Percent Grade	Letter Grade	Point Value
97 to 100	A+	4.0
93 – 96	A	4.0
90 – 92	A-	3.7
87 – 89	B+	3.3
83 – 86	B	3.0
80 – 82	B-	2.7
77 – 79	C+	2.3
73 – 76	C	2.0
70 – 72	C-	1.7
67 – 69	D+	1.3
63 – 66	D	1.0
60 – 62	D-	0.7
0 - 59	F	0

Course Schedule/Outline/Calendar of Events (subject to change)

Date and Material Covered	Content Objectives	Related Learning Experiences & Assessments
Week of September 21, 2026 Chapter 17: Medical Asepsis and the OSHA Standard	• Define microorganism and give examples of microorganisms • Explain the differences between pathogen and nonpathogen • List the six basic requirements for growth and multiplication of microorganisms • Outline the infection cycle from the time a pathogen enters the body, means of transmission to others, ad means of exit from the body • List protective mechanisms the body uses to prevent the entrance of microorganisms • Explain the differences between surgical gloves and clean exam gloves and when each should be worn • State when you should wash your hands vs using alcohol-based hand sanitizer vs antiseptic handwashing • Explain importance of selecting correct glove size • Identify medical aseptic practices that should be followed in the medical office • Explain the purpose of the Occupational Safety and Health Administration (OSHA) • Explain purpose of following OSHA requirements such as labeling requirements and the sharps injury log • Explain proper sequence of donning and doffing PPE • Identify guidelines for use of personal protective equipment • List examples of regulated medical waste (RMW) and explain how to discard each type of waste • Explain how to handle and dispose of RMW • Explain differences between acute and chronic hepatitis B, and hepatitis C and know the treatment of each • Explain the means of transmission for HIV and what occurs when it gains entrance into the body • List and describe the three types of HIV tests • Describe the treatment for HIV-infected individuals	Read • Ch 17 Study Guide Assignment • Ch 17 Assessment • Ch 17 Exam Procedures • Demonstrate proper handwashing • Demonstrate proper use of alcohol-based hand sanitizer • Determine proper glove size • Properly donning and doffing of clean, disposable gloves • Proper application and removal of mask • Adhere to OSHA Bloodborne Pathogens Standards • Donning and Doffing PPE in correct order
Date and Material Covered	**Content Objectives**	**Related Learning Experiences & Assessments**
Week of September 28, 2026 and Week of October 5, 2026 Chapter 18: Sterilization and Disinfection Chapter 19: Vital Signs	• Explain the purpose of the Hazard Communication Standard • List information included on hazardous chemical label • List information included in a safety date sheet (SDS) • State purpose of sanitization • State advantages of ultrasonic cleaner • List and describe guidelines for sanitizing instruments • Describe high, intermediate, and low levels of disinfection and when to use each • Describe critical, semi critical, and non-critical items	Read • Ch 18 • Ch 19 Study Guide Assignment • Ch 18 • Ch 19

	• List commonly used disinfectants used in the medical office • Explain how an autoclave works • Describe types of sterilization indicators • Identify advantages of sterilization paper and sterilization pouches • List guidelines for loading the autoclave • Identify the steps in autoclave cycle • Explain how to handle sterilized instruments • Identify daily, weekly, and monthly autoclave maintained • State primary use of dry heat, ethylene oxide gas, chemicals, and radiation sterilization methods • Define vital sign and reasons for taking vital signs • Explain how body temperature is maintained • List how heat is produced and how heat is lost in the body • State the normal body temperature range and the average body temperature • List and describe three stages of fever • List sites for taking body temperature and how and when to use each site • Explain pulse and factors that affect pulse • Identify eight pulse sites • State normal pulse range for each age group • Explain differences between pulse rhythm and volume • Explain purpose of respiration and what occurs during inhalation and exhalation • List factors that affect respiratory rate • Explain the difference between rhythm and depth of respiration • State normal respiratory rate for each age group • Describe the following abnormal breath sounds: crackles, rhonchi, wheezing, pleural friction rub • Explain purpose of pulse oximetry and normal oxygen saturation level of a healthy individual • Explain proper use of a pulse oximetry • List and describe factors that may interfere with pulse oximeter reading • Define blood pressure and factors that can affect blood pressure • Identify blood pressure categories for an adult • Explain the differences between hypertension and hypotension, symptoms of each, and treatment of each • Describe different parts of a sphygmomanometer • Describe methods for determining proper BP cuff size • Describe what the Korotkoff sounds are • Describe advantages and disadvantages of automatic BP machine • Explain how to prevent BP measurement errors	Assessment • Ch 18 Exam • Ch 19 Exam Procedures • Read and interpret SDS sheet • Properly sanitize instruments • Wrap and item with sterilization paper • Wrap an item with a sterilization pouch • Measure oral body temperature • Measure axillary body temperature • Measure rectal body temperature • Measure inferred gun body temperature • Measure temporal artery body temperature • Measure radial and apical pulse • Measure respirations • Perform pulse oximetry • Palpate brachial artery before measuring blood pressure • Determine systolic pressure by palpation

Date and Material Covered	Content Objectives	Related Learning Experiences & Assessments
Week of October 12, 2026 Chapter 20: The Physical Examination	• Identify the three components of a complete patient examination • List the guidelines that should be followed in preparing the examining room • Identify equipment and instruments used during the physical examination • Explain the purpose of measuring weight and height • List the guidelines that should be followed when measuring weight and height • Explain benefits of proper body mechanics • Identify the basic principles that should be followed related to body mechanics • Explain the purposes of positioning and draping • List one use of each patient position • Explain the purpose of a wheelchair • Describe the purpose of a transfer belt • List and define the four techniques of examining the patient • State an example of the use of each examination technique • Describe the responsibilities of the medical assistant during the physical examination	Read • Ch 20 Study Guide Assignment • Ch 20 Assessment • Ch 20 Exam Procedures • Prepare the examination room • Operate and care for items used during the physical examination according to manufacturers' instructions • Prepare a patient for a physical examination • Measure weight and height • Demonstrate proper body mechanics when standing, sitting, and lifting an object • Position and drape the patient in the following positions: sitting, supine, prone, dorsal recumbent, lithotomy, modified left lateral recumbent, knee chest, flower • Transfer a patient from a wheelchair to the exam table and back to the wheelchair • Assist the provider during an examination
Date and Material Covered	**Content Objectives**	**Related Learning Experiences & Assessments**
Week of October 19, 2026 Chapter 24: The Pediatric Examination	• List the components of a well-child visit • State the usual schedule for well-child visits • Explain the purpose of the sick-child visit • List procedures performed by the medical assistant during a pediatric office visit • Explain why it is important to develop a rapport with the pediatric patient • State the importance of measuring the child's weight, height (or length), and head	Read • Ch 24 Study Guide Assignment • Ch 24

	circumference during each office visit • State the functions served by a growth chart • State the importance of measuring a child's blood pressure • List the three factors that determine whether a child has hypertension • List the reasons for collecting a urine specimen from a child • State the range for the gauge and length of needles used for intramuscular and subcutaneous pediatric injections • Explain the use of each of the following pediatric injection sites: vastus lateralis and deltoid • Describe the schedule for immunization of children and adolescents recommended by the CDC • State the information that must be provided to parents as required by the National Childhood Vaccine Injury Act • List the information that must be documented in the medical record after administering a vaccine • Explain the purpose of a newborn screening test • List the symptoms of phenylketonuria • State what occurs if phenylketonuria is left untreated	Assessment • Ch 24 Exam Procedures • Carry an infant using the cradle and the upright position • Measure weight and length of an infant • Measure head and chest circumference of an infant • Measure the blood pressure of a child • Plot a pediatric growth value on a growth chart • Properly place and explain proper technique in using a pediatric urine collector • Locate the following pediatric intramuscular injection sites: vastus lateralis and deltoid • Administer an intramuscular injection to an infant • Administer a subcutaneous injection to an infant • Read and interpret a vaccine information statement (VIS) • Document information on an immunization administration record • Explain how a specimen is collected for a newborn screening test
Date and Material Covered	**Content Objectives**	**Related Learning Experiences & Assessments**
Week of October 23, 2026 Chapter 23: The Gynecologic Examination and Prenatal Care	• State the purpose of the gynecologic examination • List and define the terms associated with the female reproductive system • Explain what is assessed during a clinical breast examination • Identify the breast cancer screening guidelines recommended by the American Cancer Society • Explain the purpose of a pelvic examination • List and describe the four parts of the pelvic examination • State the purpose of cervical cancer screening • Identify the cervical cancer screening guidelines recommended by the American College of Obstetricians and Gynecologists	Read • Ch 23 Study Guide Assignment • Ch 23 Assessment • Ch 23 Exam

	• Explain the purpose of the Pap test and the HPV test • List and describe the patient preparation recommended for cervical cancer screening • List and describe each category on a cytology request for a Pap test • List and describe the procedures that may be performed as a result of an abnormal Pap test result • Identify the symptoms, diagnosis, and treatment of each of the following gynecologic infections: bacterial vaginosis, vulvovaginal candidiasis, trichomoniasis, chlamydia, gonorrhea, genital herpes, human papillomavirus infection • Explain the purpose of each part of the prenatal record • List and explain each part of the initial prenatal examination • List and explain the purpose of each prenatal laboratory test • Explain the purpose of return prenatal visits • Explain the purpose of each of the following: carrier screening, first trimester prenatal screening test, noninvasive prenatal test, multiple marker test, obstetric ultrasound scan, amniocentesis, fetal heart rate monitoring	Procedures • Coach a patient on breast self-awareness • Prepare a patient for a gynecologic examination • Assist the provider with a gynecologic examination • Complete a cytology requisition • Instruct a patient in the procedure for a patient-collected vaginal specimen • Assist in collection of a specimen for the detection of a vaginal infection or sexually transmitted infection • Calculate the expected date of delivery (EDD) • Complete a prenatal health history • Assist the provider with an initial prenatal examination • Assist the provider with a return prenatal examination
Date and Material Covered	**Content Objectives**	**Related Learning Experiences & Assessments**
<u>Week of November 2, 2026</u> Chapter 30: Urinalysis BLC Cardiopulmonary Resuscitation	• State the function of the urinary system • Identify the structures making up the urinary system • Identify the composition of urine • List conditions that may cause polyuria and oliguria • List and define the terms used to describe symptoms associated with the urinary system • Explain why a first-voided morning specimen is often preferred for urinalysis • Explain the purpose for collecting a clean-catch midstream specimen, a first-voided morning specimen, and a first-catch specimen • Explain the purpose for collecting a 24-hour urine specimen • List changes that may occur if urine is allowed to remain standing for longer than 1 hour • Identify the purpose of a urinalysis • List factors that may cause urine to have an unusual color or become cloudy • List and describe the various tests included in a physical and chemical examination of urine • Explain the basis for urine pregnancy tests • List the guidelines that must be followed during a urine pregnancy test to ensure accurate test results	Read • Ch 30 Study Guide Assignment • Ch 30 Assessment • Ch 30 Exam Procedures • Instruct a patient in the collection of a clean-catch midstream urine specimen • Instruct a patient in the collection of a 24-hour urine specimen • Assess the color and appearance of a urine specimen • Perform a chemical assessment

	• Identify the signs of cardiac arrest, respiratory arrest, and foreign-body airway obstruction in adults and children • Demonstrate high-quality chest compressions with appropriate depth, rate, and recoil for adult, and child cardiac arrest victims. • Deliver effective ventilation using a barrier device and a bag-mask device for patients in respiratory or cardiac arrest • Operate an automated external defibrillator (AED) correctly and safely within a single-rescuer or multi-rescuer scenario • Execute multi-rescuer team dynamics efficiently during high-performance • resuscitation attempts • Perform foreign-body airway obstruction relief techniques for conscious and unconscious adult and pediatric victims	of a urine specimen using a CLIA-waived reagent strip • Prepare a urine specimen for microscopic examination by the provider • Perform a CLIA-waived urine pregnancy test • Complete online course and videos • Written assessment • Adult CPR and AED hands-on competency demonstration • Infant CPR hands-on competency demonstration
Date and Material Covered	**Content Objectives**	**Related Learning Experiences & Assessments**
<u>Week of November 30, 2026</u> Chapter 29: Introduction to the Clinical Laboratory	• Identify the use of laboratory test results • Explain what occurs when the body is not in homeostasis • Explain the purpose of a physician's office laboratory (POL) • List and describe the components of POL • Identify the purpose of an emergency eyewash station • Describe an outside laboratory • List and describe information included in a laboratory test directory • Explain the purpose of laboratory testing • List examples of specimens collected for laboratory analysis • Explain the meaning of a reference range • Explain the use of laboratory test results • Identify the purpose of a laboratory request • Identify the purpose of a laboratory report • List and describe information included on a laboratory report • Explain the purpose of patient preparation for a laboratory test • Explain the procedure of proper patient identification • Describe two methods for labeling a specimen • Describe the guidelines to follow when handling and storing specimens for transport to an outside laboratory • Describe the following CLIA test categories: waived, moderate complexity, and high complexity • List and describe information included in a package insert that accompanies a CLIA-waved automated analyzer • Explain the purpose of quality control in the laboratory • Describe the guidelines to follow for CLIA-waived tests • Explain the difference between an internal control and an external control • Explain the difference between a qualitative and quantitative test result	Read • Ch 29 Study Guide Assignment • Ch 29 Assessment • Ch 29 Exam Procedures • Operate an emergency eyewash station • Inspect an emergency eyewash station • Complete a laboratory request • Review a laboratory report • Instruct a patient in the preparation necessary for a laboratory test that requires fasting • Collect a specimen for transport to an outside laboratory • Handle and store a specimen for transport to an outside laboratory • Perform quality control procedures on a quality control test system

	• List the laboratory safety guidelines to follow to prevent accidents in the POL	• Perform a CLIA-waived laboratory test • Practice laboratory safety
Date and Material Covered	**Content Objectives**	**Related Learning Experiences & Assessments**
<u>Week of January 4, 2027</u> Chapter 32: Hematology Chapter 33: Blood Chemistry and Immunologic Testing Chapter 34: Medical Microbiology	• Identify components of blood • Describe the function of blood cells • Explain purpose of the biconcave shape of an erythrocyte • Describe the composition of hemoglobin and explain its function • Explain the function of leukocytes • Explain how leukocytes move rom the circulatory system and into the tissues • Explain the difference between granulocytes and agranulocytes • List five different types of white blood cells and identify their function • List what tests are included in a complete blood count (CBC) • Identify what can cause and increased or decreased hemoglobin in a patient • Identify conditions that can cause increased or decreased RBC or WBC count in patients • Explain the purpose of a WBC differential count • Explain how RBC indices can help diagnose different types of anemia • Explain the difference between automated and manual WBC differential count • State the purpose of a platelet count and conditions that cause increased or decreased platelets • State the symptoms of a blooding disorder and state the symptoms of a clotting disorder • Explain why the sodium citrate tube for a PT test must be filled completely • Explain why a PT/INR test is performed on patients on long-term warfarin therapy • Identify conditions for which warfarin therapy may be prescribed • List advantages of prothrombin time home testing • Explain the purpose of a blood chemistry test • State the use of a comprehensive metabolic panel (CMP) and what conditions are looked for with a CMP • Explain the purpose of the calibration and control procedures • Explain the functions of glucose and insulin in the body • Describe the difference between type 1 and type 2 diabetes and identify the risk factors for type 2 diabetes • State the purpose for each of the following tests: random blood glucose test, fasting blood glucose test, 2-hour postprandial blood glucose test • State the patient preparation for a fasting blood glucose test • Identify ADA guidelines for interpretation of FBG tests • Describe the procedure for a 2-hour postprandial blood glucose test • Describe restrictions that must be followed by the patient during an OGTT • Explain the purpose of the hemoglobin A1c test and explain the results for the non-diabetic patient vs the diabetic patient	Read • Ch 32 • Ch 33 • Ch 34 Study Guide Assignment • Ch 32 • Ch 33 • Ch 34 Assessment • Ch 32 Exam • Ch 33 Exam • Ch 34 Exam Procedures • Collect a specimen for a CBC • Perform a CLIA-waved hemoglobin and hematocrit test • Prepare a blood smear for microscopic examination • Collect a specimen for prothrombin time test • Perform a fasting blood glucose test using a CLIA-waived glucose meter • Perform a hemoglobin A1c test using a CLIA-waived analyzer • Perform a total cholesterol test using a CLIA-waived analyzer • Perform a CLIA-waived rapid mononucleosis test • Operate a microscope • Properly handle and care for a microscope • Collect a throat specimen • Collect a nasopharyngeal specimen • Perform CLIA-waived

	• List advantages of self-monitoring of blood glucose by diabetic patients • Describe the functions of LDL, HDL, and VLDL • State the ranges in total cholesterol, LDL cholesterol, and HDL cholesterol as well as triglyceride level • State patient preparation for triglyceride test • Explain the following immunologic tests: hepatitis, HIV, syphilis, rheumatoid factor, ant streptolysin O, C-reactive protein, cold agglutin's, H. pylori, and mononucleosis • List symptoms of infectious mononucleosis • Explain the purpose of the Rh antibody titer test and ABO and Rh blood typing • List and describe the three classifications of bacteria based on shape • Give examples of infectious diseases cause by the following types of cocci: staphylococci, streptococci, diplococci • State examples of infectious diseases caused by bacilli, spirilla, and viruses • Explain how droplet transmission spreads infectious respiratory diseases • List and describe the stages of an infectious disease • Explain and understand how to work the different parts of the microscope • Identify proper care of the microscope • Explain the purpose of obtaining a specimen and identify body areas from which a specimen can be taken for microbiologic examination • List ways to prevent contamination of a specimen by extraneous microorganisms • Explain the precautions that should be taken to prevent infection from pathogenic specimens • Describe the symptoms of strep throat • Explain the importance of early diagnosis of streptococcal pharyngitis • List and describe the three different types of influenza viruses • Describe symptoms, treatment, and potential complications of influenza • Explain why a new influenza vaccine must be produced each year • State the purpose of influenza viral medications • State the symptoms of COVID-19 • List the measures that can be taken to prevent the spread of COVID-19 • State the purpose of COVID-19 antiviral medications • List and describe the two types of tests used to diagnose COVID-19 • State the purpose of culturing a microbiologic specimen • Explain the difference between a mixed culture and a pure culture • Explain the purpose of and describe the procedure for a sensitivity test • List examples of methods to prevent and control infectious diseases in the community	streptococcus test • Perform CLIA-waived influenza test • Perform CLIA-waived COVID-19 test
Date and Material Covered	**Content Objectives**	**Related Learning Experiences & Assessments**
<u>Week of January 11, 2027</u> Chapter 21: Eye and Ear Procedures	• Define visual acuity • State the cause and visual difficulty of each of the following: myopia, hyperopia, astigmatism, presbyopia	Read • Ch 21

	• State the responsibilities of the following eye specialists: ophthalmologist, optometrist, and optician • Explain the significance of the top and bottom numbers next to each line of letters on the Snellen eye chart • Explain the difference between congenital and acquired color vision deficiencies • State the purpose of an eye irrigation and an eye instillation • Identify conditions that may cause conductive and sensorineural hearing loss • List and describe the ways in which hearing acuity can be tested • State the purpose of an ear irrigation and an ear instillation	Study Guide Assignment • Ch 21 Assessment • Ch 21 Exam Procedures • Assess distance visual acuity • Assess near visual acuity • Assess color vision • Perform an eye irrigation • Perform and eye instillation • Perform and ear irrigation • Perform an ear instillation
Date and Material Covered	**Content Objectives**	**Related Learning Experiences & Assessments**
Week of January 18, 2027 Chapter 26: Administration of Medication	• Explain the difference between administering, prescribing, and dispensing medication • State the common routes for administering medication • List and describe the categories of information included in a drug package insert • Describe the Food and Drug Administration's responsibilities with respect to drugs • List and define the four names of drugs • Classify drugs according to form • Classify drugs according to the action they have on the body • List the guidelines for writing metric notations • List and describe the five schedules for controlled drugs • List and explain the parts of a prescription • Describe the functions performed by an electronic health record (HER) prescription program • Explain the purpose of a medication record • List and describe the factors that affect the action of drugs in the body • List and describe the possible adverse effects of medication • List the guidelines for preparing and administering medication • Explain why the oral route is most frequently used to administer medication • State where the absorption of most oral medication occurs • State the advantages and disadvantages of the parenteral route of administration • Identify the parts of a needle and syringe and explain their functions • State the range of gauge and length of needles for each of the following injections: intradermal, subcutaneous, and intramuscular • State the purpose of safety-engineered syringes • Describe the dispensing units available for injectable medications • State which tissue layers of the body are used for intradermal, subcutaneous, and	Read • Ch 26 Study Guide Assignment • Ch 26 Assessment • Ch 26 Exam Procedures • Interpret a drug package insert • Calculate drug dosage • Complete a prescription using a paper form and an HER prescription program • Complete a medication record form • Prepare and administer oral medications • Withdraw medication from a vial • Withdraw medication from an ampule • Reconstitute a powered drug for parenteral administration • Locate appropriate subcutaneous injection sites

	intramuscular injections • List the medications commonly administered through each of the following routes: intradermal, subcutaneous, and intramuscular • Explain the reason for administering medication with the Z-track method • Explain the difference between active and latent tuberculosis • Explain the purpose of tuberculosis testing • Identify the categories of individuals who should have a tuberculin test • Explain the significance of a positive reaction to a tuberculin test • List the diagnostic procedures that might be performed following a positive tuberculin test • State the guidelines that should be followed when administering an reading a Mantoux tuberculin skin test • State the advantages and disadvantages of the tuberculosis blood test • Define an allergy, and name common allergens • Explain what occurs during an allergic reaction • List the guidelines for direct skin allergy testing • State the purpose of each of the following types of allergy tests: patch testing, skin-prick testing, intradermal skin testing, and in vitro blood testing	• Administer a subcutaneous injection • Locate each of the following intramuscular injection sites: deltoid, vastus lateralis, ventrogluteal, and dorsogluteal • Administer an intramuscular injection • Administer an injection using the Z-track method • Administer an intradermal injection • Administer a Mantoux tuberculin skin test, an read the test results • Complete a tuberculosis test record card • Explain how allergy skin testing is performed and the different methods that are used
Date and Material Covered	**Content Objectives**	**Related Learning Experiences & Assessments**
<u>Week of January 25, 2027</u> Chapter 25: Minor Office Surgery	• State the characteristics of a minor surgical procedure • Identify procedures that require the use of surgical asepsis • Describe the medical assistant's responsibilities during a minor surgical procedure • List the guidelines to follow to maintain surgical asepsis during a sterile procedure • Identify surgical instruments commonly used in the medical office and explain the use and care of each instrument • Explain the differences between a closed and open wound and give examples • List and explain the three phases of the healing process • List and describe the different types of wound exudates • List the functions of a dressing • Explain the method used to measure the diameter of suturing material • Describe the tow types of sutures (absorbable and nonabsorbable) and give example of their uses • Categorize suturing needles according to type of point and shape • State the advantages and wound care instructions for each of the following wound closure methods: sutures, surgical skin staples, topical tissue adhesives, and skin closure tape • Explain the purpose of and procedure of each of the following minor surgical operations: sebaceous cyst removal, incision and drainage of a localized infection, mole removal, needle biopsy, ingrown toenail, colposcopy, cervical punch biopsy, and cryosurgery • Explain the principles underlying each step in the minor office surgery procedures	Read • Ch 25 Study Guide Assignment • Ch 25 Assessment • Ch 25 Exam Procedures • Apply an remove surgical gloves • Open a sterile package and add an item to the sterile field • Pour a sterile solution • Change a sterile dressing • Set up a tray for suture insertion • Remove sutures • Remove staples • Assist the provider with the application of a topical tissue adhesive

	• State the functions of a bandage, and list the guidelines for applying a bandage • Identify the common types of bandages used in the medical office	• Apply and remove skin closure tape • Assist the provider with an office surgery • Apply a bandage
Date and Material Covered	**Content Objectives**	**Related Learning Experiences & Assessments**
Week of February 1, 2027 Chapter 27: Cardiopulmonary Procedures (Pulmonary Section Only)	• Identify the different pulmonary function tests • List indications for performing spirometry testing • Describe patient preparation for spirometry • Explain the purpose of post-bronchodilator spirometry • Identify the symptoms of an asthma attack • List examples of asthma triggers • Explain the difference between long-term control and quick-relief asthma medications • Describe the purpose of a peak flow meter • State the purpose for a peak flow chart • Identify the information included in an asthma action plan • Explain why the body needs oxygen • Describe what occurs when the body cannot maintain an adequate blood oxygen level • Identify the conditions that may require home oxygen therapy • List and describe the three common types of oxygen delivery systems along with the advantages and disadvantages of each • List and describe the two types of devices used to administer home oxygen therapy • State the usage and safety guidelines that should be followed by a patient on home oxygen therapy	Read • Ch 27 – Pulmonary Section Only Study Guide Assignment • Ch 25 – Pulmonary Section Only Assessment • Ch 25 Exam – Pulmonary Section Only Procedures • Measure a patient's peak expiratory flow rate • Place nasal canula oxygen on a patient
Date and Material Covered	**Content Objectives**	**Related Learning Experiences & Assessments**
Week of February 22, 2027 Chapter 28: Specialty Tests and Procedures	• List the symptoms of colorectal cancer • Identify the recommended colorectal cancer screening guidelines • Identify three types of stool-based colorectal screening tests • Explain the recommended follow-up for a positive stool-based colorectal screening test • State the purpose of a guaiac fecal occult blood test (gFoBT) and identify the patient preparation required • Describe the quality control measures that should be employed with a gFOBT • State the purpose of a fecal immunochemical test (FIT) • Identify the two types of tests included in the FIT-DNA (fecal immunochemical and DNA) test	Read • Ch 28 Study Guide Assignment • Ch 28 Assessment • Ch 28 Exam Procedures • Instruct a patient in the

	• Describe the meaning of a positive FIT-DNA test • Explain the purpose of a sigmoidoscopy • Explain the importance of proper towel preparation prior to a sigmoidoscopy • Explain the purpose of a digital rectal examination (DRE) prior to sigmoidoscopy • Explain the purpose of a colonoscopy and list the conditions that it can help detect • Describe the colonoscopy procedure and patient preparation • List the symptoms of prostate cancer • Explain how the digital rectal examination (DRE) is used to screen for prostate cancer • Explain the purpose of the prostate-specific antigen (PSA) test • State the risk factors for testicular cancer • Identify the testicular cancer • Identify the testicular self-examination schedule • State the function of radiographs in medicine • Explain the importance of proper patient preparation for a radiographic examination • Explain the difference between film-based radiography and digital radiography • State the advantages of digital radiography • Explain the function of a contrast medium • Describe the purpose of a fluoroscope • Explain the purpose of each of the following types of radiographic examinations: mammography, bone density scan, upper gastrointestinal radiography, lower gastrointestinal radiography, intravenous pyelography • Explain the purpose of each of the following diagnostic imagining procedures: ultrasonography, computed tomography, magnetic resonance imagining, nuclear medicine imaging • Explain how nuclear medicine is used to produce an image of a body part • State the purpose of a bone scan • State the purpose of a nuclear cardiac stress test • Describe a PET scan	preparation requirements and the collection procedure for a gFOBT • Develop and interpret the results of a gFOBT • Instruct a patient in the preparation required for a sigmoidoscopy • Assist the provider with a sigmoidoscopy • Instruct a patient in the preparation required for a colonoscopy • Assist the provider with a digital rectal examination • Instruct a patient in the preparation for a PSA test • Teach a patient how to perform a testicular self-examination • Instruct a patient in the guidelines for the following radiographic examinations: mammography, upper gastrointestinal examination, lower gastrointestinal examination, intravenous pyelography • Instruct a patient in the guidelines for the following diagnostic imaging procedures: ultrasonography, computed tomography, magnetic resonance imaging, nuclear medicine imaging
Date and Material Covered	**Content Objectives**	**Related Learning Experiences & Assessments**
Week of March 29, 2027 Chapter 22: Physical Agents to Promote Tissue Healing	• State examples of moist and dry applications of heat and cold • State the factors to consider when applying heat and cold • List the effects of local application of heat, and state reasons for applying heat • List the effects of local application of cold, and state reasons for applying cold • List reasons for applying a cast • Explain the purpose of each step in the cast application procedure • List the guidelines that should be followed for proper cast care • Describe a splint and explain its use	Read • Ch 22 Study Guide Assignment • Ch 22 Assessment • Ch 22 Exam

	• Explain the purpose of a brace • List factors that are taken into consideration when ambulatory aids are prescribed • Explain the difference between an axillary crutch and a forearm crutch • State conditions that may result when axillary crutches are not fitted properly • List the guidelines that should be followed by the patient to ensure safe use of crutches • State the use of each of the following crutch gaits: four-point gait, two-point gait, three-point gate, swing-to gait, and swing-through gait • List and describe the three types of canes • Identify the patient conditions that warrant the use of a can or walker	Procedures • Teach a patient how to apply the following heat treatments: heating pad, hot soak, hot compress, chemical hot pack, and gel pack • Teach a patient how to apply the following cold treatments: ice bag, cold compress, chemical cold pack, and gel pack • Assist with the application of a cast • Assist with the removal of a cast • Instruct that patent on proper cast care • Apply a splint according to manufacturer's instructions • Apply a brace following the manufacturer's instructions • Measure a patient for axillary crutches • Instruct a patient in the proper use of crutches • Instruct a patient in the proper procedure for each of the following crutch gaits: four-point gait, two-point gait, three-point gate, swing-to gait, and swing-through gait • Instruct a patient in the use of a cane • Instruct a patient in the proper use of a walker