



**BAKER COLLEGE**  
**STUDENT LEARNING OUTCOMES**

**MA1010 Basic Clinical and Administrative Skills**

**4 Semester Hours**

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**Student Learning Outcomes & Enabling Objectives**

**1. Apply anatomy and physiology concepts to the medical office**

- a. Accurately measure and record:
  - i. Blood pressure (I.P.1.a.)
  - ii. Temperature (I.P.1.b.)
  - iii. Pulse (I.P.1.c.)
  - iv. Respirations (I.P.1.d.)
  - v. Height (I.P.1.e.)
  - vi. Weight, adult and infant (I.P.1.f.)
  - vii. Length, infant (I.P.1.g.)
  - viii. Head circumference, infant (I.P.1.h.)
  - ix. Oxygen saturation (I.P.1.i.)
- b. Perform patient screening using established protocols (I.P.3.)
- c. Document on a growth chart (II.P.3)
- d. Identify structural organization of the human body (I.C.1.)
- e. Identify body systems (I.C.2.)
- f. Identify:
  - i. Body Planes (I.C.3.a.)
  - ii. Directional Terms (I.C.3.b.)
  - iii. Quadrants (I.C.3.c.)
  - iv. Body Cavities (I.C.3.d.)
- g. Identify major organs in select body systems\* (I.C.4.)
- h. Identify the anatomical location of major organs in select body systems\* (I.C.5.)
- i. Identify the structure and function of the human body across the lifespan (I.C.6.)
- j. Identify the normal function of each body system\* (I.C.7.)

**2. Participate in infection control practices**

- a. Participate in bloodborne pathogen training (III.P.1.)
- b. Select appropriate barrier/personal protective equipment (PPE) (III.P.2.)
- c. Perform handwashing (III.P.3.)
- d. Identify major types of infectious agents (III.C.1.)
- e. Identify the infection cycle including:
  - i. The infectious agent (III.C.2.a.)
  - ii. Reservoir (III.C.2.b.)
  - iii. Susceptible host (III.C.2.c.)
  - iv. Means of transmission (III.C.2.d.)

- v. Portals of entry (III.C.2.e.)
- vi. Portals of exit (III.C.2.f.)
- f. Identify the following as practices within an ambulatory care setting:
  - i. Medical Asepsis (III.C.3.a.)
- g. Identify methods of controlling the growth of microorganisms (III.C.4.)
- h. Identify the principles of standard precautions (III.C.5.)
- i. Identify personal protective equipment (PPE) (III.C.6)
- j. Identify the implications for failure to comply with Center of Disease Control (CDC) regulations in healthcare settings (III.C.7.)

### **3. Analyze concepts of effective communication in the medical office**

- a. Coach patients regarding:
  - i. office policies (V.P.3.a)
- b. Participate in a telehealth interaction with a patient (V.P.8)
- c. Identify the following related to body systems\*
  - i. medical terms (V.C.8.a)
  - ii. abbreviations (V.C.8.b)
- d. Identify subjective and objective information (V.C.12.)
- e. Identify the medical assistant's role in telehealth (V.C.15)

### **4. Discover the legal implications in regards to healthcare**

- a. Apply HIPAA rules in regard to:
  - i. Privacy (X.P.2.a.)
  - ii. Release of information (X.P.2.b.)
- b. Document patient care accurately in the medical record (X.P.3.)

### **5. Identify protective practices used in ambulatory care**

- a. Comply with safety practices (XI.P.1)
- b. Demonstrate proper use of:
  - i. eyewash equipment (XI.P.2.a)
  - ii. fire extinguishers (XI.P.2.b)
- c. Use proper body mechanics (XII.P.3.)
- d. Evaluate an environment to identify unsafe conditions (XII.P.4)
- e. Identify workplace safeguards (XII.C.1)
- f. Identify safety techniques that can be used in responding to accidental exposure to:
  - i. Blood (XII.C.2.a.)
  - ii. Other body fluids (XII.C.2.b)
  - iii. Needle sticks (XII.C.2.c)
  - iv. Chemicals (XI.C.2.d)
- g. Identify fire safety issues in an ambulatory healthcare environment (XII.C.3)
- h. Identify emergency practices for evacuation of a healthcare setting (XII.C.4)
- i. Identify principles of:
  - i. Body mechanics (XII.C.7.a.)
  - ii. Ergonomics (XII.C.7.b.)
- j. Identify critical elements of an emergency plan for response to a natural disaster or other emergency (XII.C.8)

- k. Identify the physical manifestations and emotional behaviors on persons involved in an emergency (XII.C.9)

\*Body Systems covered in the course - Integumentary, Muscular, Skeletal, Nervous and Sensory

## **Big Ideas and Essential Questions**

### **Big Ideas**

- Foundation of understanding anatomy and physiology principles
- Introductory skills for the administrative assistant
- Basic skills for the clinical medical assistant
- Identify the medical assistant's role in emergency response

### **Essential Questions**

1. What is the role of the medical assistant in ambulatory care?
2. How does an understanding of anatomy and physiology contribute to patient care?
3. How does a medical assistant participate in infection control practices?
4. Why is it important for a medical assistant to understand basic administrative skills?

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*SLOs developed from the CAAHEP established 2022 Standards and Guidelines for Medical Assisting and formatted by the Baker College System Medical Assisting Program Directors*

These SLOs are not approved for experiential credit.

**Effective: Fall 2023**