

A. Division: **APPLIED PROGRAMS**

Date: **January, 1991**

B. Department: **COMMERCE & BUSINESS ADMINISTRATION**

Revised Course:

Dated: **June, 1991**

XX

0001-32

0001-0001 **CLINICAL OFFICE PROCEDURES**

E. 3

Subject & Course No.

Descriptive Title

Semester/Credits

F. Calendar Description:

Summary of Revisions:

designed to enable the Medical Office/Hospital Assistant to perform

This course is designed

Section N

G. Type of Instruction:

Hrs. Per Week	Hrs. Per Semester
Lecture 2	Laboratory 3

H. Course Prerequisites:

NIL

I. Course Corequisites:

Field Experience

Practicum	Shop
Hrs.	Hrs.

J. Courses for which this course is a Pre-requisite:

Student-Directed Learning	Other (Specify)
Hrs.	Hrs.

NIL

K. Maximum Class Size:

1.36-lecture; 1.12-lab.

L. College Credit Transfer

College Credit Non-Transfer

XX

M. Transfer Credit: Requested

Granted

(Specify Course Equivalents)

Unassigned Credit as Appropriate

U.B.C.
S.F.U.

Non-Credit

Other

Subject and Course Number

and Materials to be Purchased by Students (Use Bibliographic Form):

N. TEXTBOOKS

Benjamin K. Kistner, *Optical Properties of the Media: A Practical Approach*, IOP Publishing, Philadelphia, 1990 (ISBN 0-7504-0100-0)

Complete Form with Entries Under the Following Headings: 0. Course Objectives; 1. Course Content

0. COURSE OBJECTIVES

Subject and Course Number

O. COURSE OBJECTIVES con't

children for examination, identifying tests and procedures in baby clinics
procedures for examination of the gynecologic and obstetrical patient and
in and outside facilities.

15. discuss and demonstrate the preparation of ch
used and explain the use of
16. demonstrate and discuss procedu
communication between the offic

P. COURSE CONTENT

of microorganisms and their growth requirements
on process cycle and the body's protective mechanisms

1.1 describe the types
1.2 explain the infecti

P. COURSE CONTENT con't

7. Eye and Ear treatments. The student will:

~~basic eye testing
instilling eye drops, performing eye irrigations and instillations
performing ear instillations.~~

~~7.1 demonstrate the procedure for
7.2 demonstrate the procedure for
7.3 demonstrate the procedure for pe~~

8. X-ray examinations. The student will

~~techniques and preparation
diagnostic procedures and treatment including X-ray, lab, ECG, EEG, CAT~~

~~8.1 explain basic x-ray examination te
8.2 prepare requisitions for diagnosti~~

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Subject and Course Number

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R. COURSE EVALUATION con't

2 quizzes

1 midterm examination

1 final examination

mark defined as 67% with no more than 30% attributed to any examination or assignment

with pass mark