

5211-S

5211-S - MEDICAL ASSISTANTSHIP									
Teaching Schedule Per Week			Progressive Assessment		Examination Schedule (Marks)				
Lectures	Practical	Credits			Theory		Practical Ex.	Total	
3	2	5	25	25	3 Hrs	100	-	150	
Pre-requisite		Source	Semester		Theory	Test	Total	TW	PR
Nil		MEX			-	-	-	50	50
								100	

Rationale: This course prepares individuals to perform the duties and functions of an administrative assistant or secretary for physicians or healthcare professionals. The students of this course could find employment in hospitals, nursing homes, pharmacies and other companies.

COURSE CONTENTS		Hrs	Mks
1. BASIC LABORATORY AND DIAGNOSTIC PROCEDURES		??	??
2. HEMATOLOGY AND URINALYSIS Routine tests on blood and urine.		??	??
3. ELECTROCARDIOGRAPHY AND RADIOLOGY Recording ECG, maintaining ECG machines, operation and maintenance of X-ray machines, ultrasonography, etc. Processing and developing films.		??	??
4. INJECTION TECHNIQUES & CARDIO-PULMONARY RESUSCITATION Injection techniques and basic first aid.		??	??
5. ADMINISTRATIVE SKILLS Office administration, computer procedures, bookkeeping, telephone etiquette, filing accounts, insurance billings		??	??
6. RECORDING PATIENT HISTORIES Recording patient histories, patient health education and first aid.		??	??

PRACTICALS:

1. Injection techniques and Cardiopulmonary Resuscitation.
2. Microscope and microscopy.
3. Urine Examination: Collection and preservation, physical examination and chemical examination.
4. Hematology: Routine tests in hematology.
5. Proper recording of electrocardiograms.
6. Diagnostic imaging using radiographs, equipment operation, maintenance, patient preparation and record keeping.
7. Performing tests for visual acuity and procedure for removing and inserting contact lenses.

PROJECT:

The students will have to get attached to a pathology or radiology clinic every weekend and maintain a daily diary of the work done at the clinic.

REFERENCE BOOKS:

1. Clinical Pathology and Bacteriology, by K. N. Sachdeva, Jaypee Publishers.
2. Medical Laboratory Technology by Ramnik Sood.

