

Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title

AH 136- Clinical Procedures

Course Description

This class will introduce the learner to the entry-level competencies identified as essential to entering the medical workforce as a Medical Assistant by reviewing various anatomical structures, the diseases associated with those structures, the tests to diagnose these diseases, and the Medical Assistant's role in the clinical setting.

Course Objective

This course will lay the groundwork for understanding the role and responsibilities of the multi-skilled medical assistant. The students will learn select clinical procedures, professional procedures, the importance of patient education, and correct and thorough documentation in the clinical setting.

Instructor:

Diane Sjol

Office:

Thatcher 213

Office Hours: Bottineau: M and W: 1:30-2:30pm or by appointment
Minot: F 1:00-2:00 pm or by appointment

Phone:

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Email: (this is usually the best way to get hold of me)

diane.sjol@dakotacollege.edu

Lecture/Lab Schedule

MWF 12:00-12:50

Textbook(s)

*Clinical Medical Assisting (2010) Lindh, W., Pooler, M.S., Tamparo, C.D., Dahl, B.M. 4th Ed.).
Thompson Delmar Learning*

Workbook to accompany Clinical Medical Assisting, 4th Ed. Thompson Delmar Learning
CMA/RMA Exam Review Book
Medical Assisting Tote – purchase at Bookstore
Medical Assistant reference pocket book

Course Requirements:

Exams	50%
Assignments	15%
Final	35%
Clinical Skills	Pass or Fail

Grading:

94-100%	A
86-93%	B
76-85%	C
66-75%	D
< 66%	F

Course Goal:

To provide the student with basic clinical knowledge and skills enabling them to function in the role of a Medical Assistant meeting the minimum entry level competencies.

Course Objectives:

Upon completion of this course the student will:

1. Understand the role, including legal and ethical aspects, of the MA in the health care setting.
Understand NDBON rules and regulations relating to unlicensed assistive personnel (UAP).
 - Assessment method: Written exam
2. Understand and apply principles of aseptic technique and infection control
 - Assessment method: Return demonstrations, Clinical skills checklist, Student observation in the clinical setting, Course exams
3. Collect basic specimens
 - Assessment method: Return demonstrations, Clinical skills checklist, Student observation in the clinical setting, Course exams- medical assisting video
4. Obtain patient history, vital signs, documentation of patient information
 - Assessment method: Return demonstrations, Clinical skills checklist, Student observation in the clinical setting, Course exams
5. Prepare and maintain examination and treatment areas prepare patients assist with the exam and procedures.
 - Assessment method: Return demonstrations, Clinical skills checklist, Student observation in the clinical setting (Course exams)
6. Prepare and administer medications.
 - Assessment method: Return demonstrations, Clinical skills checklist, Student observation in the clinical setting adhering to facility policy, Course exams
7. Recognize and respond to emergencies
 - Course exams

8. Coordinate patient care information with other health care providers (Course exams)

TEACHING/LEARNING STRATEGIES: medical assisting video tape series to correspond with the skills that are taught, CD ROM that accompanies the text book, in class discussion, guest speakers, semester exams, drop quizzes, class presentations/ discussions.

COURSE POLICIES:

- The student must maintain a 2.5 GPA to be eligible to complete internship
- A checklist will be used to show competency of skills both in the practice area and the clinical setting
- Clinical skills will be demonstrated and the student will be expected to do return demonstrations. Students are expected to practice each skill and be prepared to do the return demonstration.
- A grade of pass/fail is used in the clinical portion of this course
- The student must receive a passing grade both in the clinical skills and course exams in order to receive a passing grade for the course.
- The student will not be allowed to start/continue/complete internship if they receive a failing grade in the clinical skills.
- The instructor will inform the class of the internship site(s) and dates
- Any unprofessional conduct by the student in the clinical setting may result in a written notice or dismissal from the course.
- If at any time the instructor or clinic personnel feel a student is unsafe to practice or a critical error is made regarding a patient the student will not be allowed to start and/or continue their internship and may be dismissed from the program.
- If at any time a student breaches confidentiality and/or fails to follow appropriate program or clinic policy they may be dismissed from the program.
- The following could result in a written warning and/or dismissal from the program depending on the severity of the incidence.
 - Performing a skill without adequate preparation and knowledge
 - Performing a skill without supervision
 - Insubordination to faculty or staff
 - Failure to report important data to the appropriate person
 - Failure to follow university/healthcare facility policies
 - Suspected or found to be under the influence of alcohol and/or drugs

- If a student receives 2 written warnings they will be dismissed from the program.

EXAMS/ASSIGNMENTS/CLASS ATTENDANCE:

- The exams are multiple choice. The final exam is comprehensive.
- The instructor reserves the right to give assignments that may not be listed in this syllabus.
- Students will complete the assignments in the workbook that correspond with the lecture material. Assignments will be handed in weekly.
- Class attendance is required to practice clinical skills
- If a student misses more than one class where clinical skills are practiced they will not be eligible to start/ continue the internship.
- All students are expected to be in class the day of an exam. Students are allowed to miss only one exam if the instructor has been notified in advance. It is the student's responsibility to make arrangements to make-up the exam within that same week.
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CLINICAL INTERNSHIP/COOPERATIVE EDUCATION:

- All students will register for 2 credits of cooperative education which is equal to 180 hours of internship.
- The student may register for 1 credit of internship in the fall and 1 in the spring
- Internship packets will be completed by each student. Obtain packets online. The procedure will be reviewed during class prior to intership.
- A contract must be in place with the clinical facility prior to internship
- Students may start the office portion of the internship before the clinical portion. Refer to the coop packet for specific number of hours required in each department.
- At no time will a student perform a task/skill in the clinic setting until they have been taught that skill and have done a return demonstration with the instructor of the course.
- The student will contact the facility and set up an appointment with the contact person to schedule clinical hours and begin the internship
- Students are required to schedule 6-8 hour blocks of time in the clinic setting. Do not schedule 2-4 hour blocks of time.
- Once you have started the internship it is the responsibility of the student to notify the clinic manager if you cannot work your scheduled hours. Those hours will have to be made up. If a

student does not show up for the scheduled internship hours, that will be grounds for dismissal from the program and the internship rotation.

- Internship Contacts: Joan Mortenson, Clinic manager, St. Andrew's Clinic, Bottineau ND, Bonnie Mattern, Johnson Clinic, Rugby, ND.; Wanda Ohly, Medical Arts Clinic, Minot, ND
- All students MUST register with the NDBON BEFORE starting the internship. You must register as an unlicensed assistive personnel (UAP) on the SBON website. There is a fee for registering and a fee for the required background check. After completion of the medical assistant program the student will then register again with the SBON as a medication aide III in order to pass medications and give injections. If you fail to register with the SBON there will be disciplinary action taken as this is the law. This registration can also be done online by going to the NDBON website.

INTERNSHIP DRESS CODE/SUPPLIES:

- Casual dress clothes or scrubs are required in the clinic setting. Check with your facility.
- White lab coat
- Name pin to be worn at all times- if needed you can order name badges from Northern Trophy in Minot ND. The DCB logo will be on the name badge along with your first name and last initial and then Medical Assistant Student
- Watch with a second hand
- Scrub suits may be worn if appropriate in that facility- ask the clinic manager
- No piercings in clinical other than small earrings. All other piercings must be removed.
- No body jewelry. Tattoos must be covered.
- Do not wear perfume in the clinic setting due to allergies of clients.
- No excessive hair colors, make-up, nail polish. Hair longer than shoulder length must be pulled back.
- Personal cleanliness is essential.

The clinical supervisor or course instructor reserve the right to determine whether a student's appearance is appropriate for the clinic setting and the student may be sent home if appearance is not appropriate.

TUBERCULIN TESTING:

- All students will have an up to date TB test before starting the internship

- Public Health, clinics, or the college nurse is appropriate places to have this done. The cost is generally about \$ 5.00. Students must provide written verification to the instructor of their TB status.

BACKGROUND CHECKS: Students may be required to have a background check done before they start their internship as many of the clinics require this. You will register for the background check on the NDBON website when registering as a UAP. The cost must be paid for by the student.

STUDENT RESPONSIBILITIES:

- It is expected that assignments will be read prior to coming to class
- Students are expected to be prepared to discuss the assigned material
- Students are expected to turn in assignments on the due date
- Students are expected to be in class the day of an exam as well as for the practice sessions in this course. Students are expected to practice skills in the classroom settings as well as on their own to prepare for the check off.
- It is mandatory that all students are in class for all skills demonstrations and return demonstrations
- Students are expected to act in a professional manner at all times.

GRADING:

Semester Exams: 50%

Final Exam: 35%

Clinical Skills: Pass/Fail

Assignments and Quizzes: 15%

EXAMS/ASSIGNMENTS/CLASS ATTENDANCE:

- Exams may be multiple choice, completion, matching and essay. The final exam is comprehensive.
- The instructor reserves the right to give assignments that may not be listed in this syllabus.
- Students will complete the assignments in the workbook that correspond with the lecture material. Assignments will be handed in weekly.
- Class attendance is required to practice clinical skills
- If a student misses more than one class where clinical skills are practiced they will not be eligible to start/ continue the internship.

All students are expected to be in class the day of an exam. Students are allowed to miss only one exam if the instructor has been notified in advance. It is the student's responsibility to make arrangements to make-up the exam within that same week

COURSE SCHEDULE

August 25	<p>Introduction to the Course Review syllabus & tests Course Policies Communication between students and faculty – email addresses Clinical Internship requirements – internship information is on the DCB website. Clinical internship sites and contact persons listed above. Cooperative Education (internship) information packets and required completed forms.</p>
August 27	<p>Chapter 1: The Medical Assisting Profession Licensed vs Unlicensed Healthcare Personnel, RMA & CMA certification, UAP registration with NDBON, AMT & AAMA curriculum guidelines Assignment: Research website for AMT & AAMA; write a professional letter to the AMT requesting information and register as a UAP with the NDBON</p>
August 30	<p>Chapter 2: Healthcare Settings & the Healthcare Team Assignment: Workbook</p>
September 1	<p>Chapter 4: Therapeutic Communication Skills Assignment: Workbook</p>
September 3	<p>Chapter 4: Classroom Activity Chapter 5: Coping Skills for the Medical Assistant</p>
September 6	<p>LABOR DAY....NO SCHOOL</p>
September-8	<p>EXAM: Chapters 1, 2,4,5</p>
September 10	<p>Chapter 7: Legal Considerations Assignment: complete the workbook chapters and bring article to class regarding legal or ethical issue in healthcare</p>
September 13	<p>Review articles, Discussion</p>
September 15	<p>Chapter 8: Ethical Considerations</p>
September 17	<p>Chapter 10: Infection Control, Medical Asepsis & Sterilization Assignment: DVD Infection Control Procedures, Workbook</p>

September 20	Chapter 10: continued
September 22	BRING TOTES: Demo Handwashing, Gowning and Gloving
September 24	Return Demo
September 27	Chapter 11: Patient's History, Patient's Chart, & Methods of Documentation Assignment: DVD: Taking a Patient History, workbook Take partner's history, document and hand in on October 4
September 29	Exam II: Ch 7,8,10,11
October 1	Chapter 12: Vital Signs & Measurements DVD: Taking Measurements and Vital Signs Assignment: Workbook chapters
October 4	Chapter 12: Demo Vital Signs...BRING TOTES
October 6	Chapter 13: The Physical Examination Assignment: DVD: Medical Assessment in the Physician's Office, Workbook
October 8	Chapter 23: Basic Pharmacology
October 11	Chapter 23: Continued
October 13	Chapter 24: Calculation of Medication Dosages and Medication Administration Assignment: Medication Calculations and Abbreviations
October 15	Chapter 24: work on calculations Assignment: DVD Administering Non-Parenteral Drugs and DVD Preparing and Administering Parenteral Medications
October 18	Chapter 24 Abbreviation and Drug Calculation Quiz Demonstration of Medication Administration, Oral, Sub-Q, IM, ID Practice Skills and Checklists
October 20	Exam III (Chapters 12, 13, 23, 24)
October 22	BRING TOTE BAG: Practice and Redemo Medication Administration.

October 25	Chapter 18: Examinations and Procedures of Body Systems Assignment: Student Reports
October 27	Chapter 18: Student Reports
October 28	Chapter 19: Assisting with Office Surgery Assignment: DVD Minot Surgical Procedures in the Medical Office, Workbook
November 1	Chapter 19: Demonstration of Sterile Techniques, Sterile gloves, Setting up sterile field, Suture and Staple Removal
November 3	Chapter 27: pp. 826-827 Specimen Collection Assignment: DVD: Specimen Collection and Processing Procedures, Workbook
November 5	BRING TOTE BAG : Redemo Sterile Techniques, Sterile gloves, setting up sterile field
November 8	Exam III: 18, 19, 27
November 10	Chapter 9: Emergency Procedures and First Aid Assignment: DVD Emergencies and First Aid Procedures, Workbook
November 12	Class Activity
November 15	Chapter 26: OSHA Regulations , pp. 800-808 HIPPA Video and test
November 17	Chapter 6: Therapeutic Approach to Patient with a Life Threatening Illness
November 19	Chapter 35: Preparing for Medical Assisting Credentials Assignment: DVD Professionalism and Career Planning
November 22, 24	No Class.....Practice Week
November 25-26	Thanksgiving
November 29-December 3	Return Demonstrations for Skills – time and location to be announced BRING TOTE BAG
December 8-10	Chapter 36 Employment Strategies Review for National Exam Review for Final Exam Set up Co-Op Education
December 13	Final Exam

Tentative Course Outline

- Aug. 26** Introduction to the Course
Review syllabus & tests
Course Policies
Communication between students and faculty – email addresses
Clinical Internship requirements – internship information is on the MSU-B website.
Clinical internship sites and contact persons listed above.
Cooperative Education (internship) information packets and required completed forms.
- Aug. 28** *Chapter 1: Medical Assisting as a Profession*
Licensed vs. Unlicensed Healthcare Personnel, RMA & CMA certification, UAP registration with NDBON, AMT & AAMA curriculum guidelines
- Assignment: Research website for AMT & AAMA; and register as a UAP with the NDBON**
- Aug. 31** Lecture
Chapter 2: Healthcare Settings & the Healthcare Team
- Assignment:** complete the workbook chapters
- Sept. 2-9** Sept. 7 – Labor Day- Campus closed
Chapter 12: Vital Signs & Measurements
Vital Signs demonstration
Practice Vital Signs
DVD Taking Measurements and Vital Signs
- Assignment:** complete the workbook chapters
- Sept. 11-18** Demo and practice Vital Signs
Chapter 7 & 8: Legal & Ethical Considerations
- Assignment:** complete the workbook chapters and bring article to class regarding legal or ethical issue in healthcare
- Sept. 21-25** *Chapter 8* and test review
Exam I Chapters 1,2,7,8,12
Chapter 10: Infection Control, Medical Asepsis, & Sterilization
DVD: Infection Control Procedures
- Assignment:** complete the workbook chapters
- Sept. 28-**
- Oct. 2** *Chapter 11: Patient's History, Patient's Chart, & Methods of Documentation*
DVD: Taking a Patient History
- Assignment:** Take patient history on partner
Chapter 13: The Physical Examination
DVD: Medical Assessment in the Physician's Office
- Assignment:** complete the workbook chapters
- Oct. 5-9** *Chapter 13*
Exam II chapters 10, 11, & 13
Chapter 23: Basic Pharmacology
- Assignment:** complete the workbook chapters
- Oct. 12-16** *Chapter 23 & Chapter 24: Calculation of Medication Dosages and Medication Administration*
DVD: Administering Non-Parenteral Drugs, Prescription Writing and Inventory Procedures
DVD: Preparing and Administering Parenteral Medications

Assignment: complete the workbook chapters

Assignment: Medication Calculations and Abbreviations

Oct. 19-23 Demonstration of Medication Administration **BRING TOTE BAG**
Abbreviation and Drug Calculation Quiz...Practice Skills

Demonstration of Medication Administration, Oral, Sub-Q, IM, ID
Practice Skills and Checklists

BRING TOTE BAG

Oct. 26-30 Demonstration of sterile technique

Exam III, chapters 23 & 24

Demonstration of Sterile Techniques, Sterile gloves, Dressing Changes
Practice Sterile Technique

Assignment: complete the workbook chapters 23, 24

Assignment: Oral report due Nov 5 on Snellen Eye Chart, Ear Lavage, Throat Cultures, Suture Removal,
Fecal Occult Test, Nebulizer Treatment, Staple Removal

BRING TOTE BAG

Nov. 2-6 DVD: Specimen Collection and Processing Procedures

Student Reports: Snellen Eye Chart, Ear Lavage, Throat Cultures, Suture

Removal, Staple Removal, Fecal Occult Test, Nebulizer Treatment

BRING TOTE BAG

DVD: Minor Surgical Procedures in the Medical Office

Nov. 9-13 DVD: Venipuncture, Hematology and Immunology Procedures

Assignment: complete the workbook chapter 30

Quiz on Sterile Technique; Specimen Collection

Chapter 4: Therapeutic Communication Skills

DVD: Communication Skills

Student Demonstrations of Therapeutic Communication Skills

Nov16-20 *Chapter 9: Emergency Procedures and First Aid*

DVD: Emergencies and First Aid Procedures

Assignment: Complete the workbook chapter 9

Nov. 23-25 *Chapter 6: Therapeutic Approach to Patient Life*

Chapter 19: Life Threatening Illnesses

Nov. 27 Thanksgiving break: No Class

Nov. 30-

Dec. 4 Return Demonstrations for Skills

BRING TOTE BAG

Dec.7-11 DVD Professionalism and Career Planning

Review for National Exam

Review for Final Exam

Set up Co-Op Education

Dec.14-18 Final Exams (TBA)