

**Dakota College at Bottineau**  
**Course Syllabus**  
**Clinical Procedures – AH136**

**Credits:** 3

**Course Prefix/Number/Title:** AH 136 – Clinical Procedures

**Course Description:** This course has been designed to introduce the student to the duties and responsibilities of Medical Assistants in clinical practice. Course content includes data collection and documentation, legal issues, physical exams, laboratory and other diagnostic studies, treatment modalities, emergencies, vital signs, and infection control.

**Prerequisites:**

- AH 134 – Medical Disorders
- AH 171 – Medical Terminology

**Course Objectives:**

- Identify the role, including legal and ethical aspects of the Medical Assistant in the health care setting.
- State the boards of nursing rules and regulations relating to unlicensed assistive personnel (UAP).
- Illustrate and apply principles of aseptic technique and infection control.
- Describe and demonstrate basic collections of specimens.
- Demonstrate the ability to obtain patient history, height and weight, and vital signs.
- Demonstrate proper documentation of patient information in the patient's medical record using the SOAP format.
- List the basics of the patient examination, prepare patients for examinations, and demonstrate knowledge of assisting with various patient procedures.
- Demonstrate preparation and administration of medications.
- Describe patient emergencies and appropriate interventions
- State appropriate protocols of patient care coordination information with other health care providers.

**Instructor:** Kim McDaniel BSN, RN

**Office:** Online

**Office Hours:** Online

**Phone:** Call or text 480-216-9652

**Email:** Use the course email. The instructor checks course email at least once a day Monday through Friday, excluding holidays. A response can be expected within 24 hours, except on weekends. The instructor will respond to weekend emails on Mondays.

**Lecture/Lab Schedule:** The chapters need to be completed in the order they are listed in the syllabus. All assignments/discussions should be completed for that chapter in the week they are assigned. Any assignments you need to complete will be clearly listed on the home page under the specified week. If no assignments are listed, no assignments are due. The majority of the assignments will be in the form of discussions on the discussion board. All exams need to be taken in order and are timed.

**Textbook(s):**

- Delmar's Clinical Medical Assisting, Lindh et al, 4<sup>th</sup> ed. (ISBN-13: 978-1-4354-1925-4, ISBN-10: 1-4354-1925-1)
- Delmar's Clinical Medical Assisting Workbook, Lindh et al, 4<sup>th</sup> ed. (ISBN-13: 978-1-4354-1926-1, ISBN-10: 1-4354-1926-X)
- Saunders Medical Assisting Exam Review, Holmes, D., 4<sup>th</sup> ed. (ISBN: 978-1-4557-4500-5)
- Stedman's Medical Dictionary, 28<sup>th</sup> ed. (ISBN: 978-0-7817-3390-8) or you may subscribe online at <http://stedmansonline.com> for an annual fee.
- Medical Assisting Tote – only available at the DCB bookstore

**Course Requirements:**

- The student is expected to read the assigned chapters for the week as well as any lecture notes that are posted by the instructor.
- The assignments will be sent to the instructor via email attachments to the instructor's email within the course. They must be typed in a MS Word document or a PDF document and sent as an attachment.
- Remember to check the email and the announcements daily for any new emails or postings.
- The student is expected to participate and provide feedback on all discussion questions within the week they are assigned. This is not optional and is a part of the grade for the course.
- Students are expected to post an answer to the initial question and comment on at least one other student post to receive the total points for the discussion.
- All discussions need to be well thought out and contain relevant content.
- The student is expected to pay close attention to the end of the chapter review questions in the text as they may appear on exams.
- The student is expected to read/print other resources that are posted within the course as the information may be included in exams.
- Students are expected to practice clinical skills until they are comfortable doing them. It is the student's responsibility to contact the instructor to set a video appointment time for skills demonstration.
- Students are expected to act in a professional manner at all times. Inappropriate communication will not be tolerated
- The instructor reserves the right to give assignments that may not be listed in this syllabus.

**Tentative Course Outline:****Week 1**

- Chapter 1 – The Medical Assisting Profession
- Chapter 2- Health Care Settings and the Health Care Team

**Week 2**

- **EXAM I** (Chapters 1-2)

**Week 3**

- Chapter 3 – History of Medicine
- Chapter 4- Therapeutic Communication Skills
- Chapter 5- Coping Skills for the Medical Assistant
- **EXAM II** (Chapters 3-5).

**Week 4**

- Chapter 6- The Therapeutic Approach to the Patient with a Life- Threatening Illness
- Chapter 7- Legal Considerations
- Chapter 8- Ethical Considerations

**Week 5**

- Chapter 9 – Emergency Procedures and First Aid
- **EXAM III** (Chapters 7-9)

#### **Week 6**

- Chapter 10 – Infection Control and Medical Asepsis

#### **Week 7**

- **EXAM IV** (Chapter 10)

#### **Week 8**

- Chapter 11 – The Patient History and Documentation
- Chapter 13 – The Physical Examination

#### **Week 9**

- **EXAM V** (Chapters 11, 13)

#### **Week 10**

- Chapter 12 – Vital Signs and Measurements

#### **Week 11**

- **EXAM VI** (Chapters 12)

#### **Week 12**

- Chapter 23 – Basic Pharmacology
- Chapter 24 - Calculation of Medication Dosage and Medication Administration

#### **Week 13**

- **EXAM VII** (Chapter 23-24)

#### **Week 14**

- Chapter 28 – Phlebotomy: Venipuncture and Capillary Puncture
- Chapter 30 – Urinalysis

#### **Week 15**

- Chapter 32 – Specialty Laboratory Tests
- Chapter 35- Preparing for Medical Assisting Credentials

#### **Week 16**

- **FINAL EXAM** (Chapters 28, 30, 32, 35)

**General Education Goals/Objectives:** General education exists on the DCB campus to provide students with an opportunity to develop knowledge and skills to become life-long learners in a dynamic, global community that will continue to change. At DCB, general education exists within all programs.

#### **Relationship to Campus Theme:**

##### ***Nature***

- Explains the relationship between humans and our environment and the role of science in our lives
- Works collaboratively with others
- Identifies the differences between healthy life choices and consequences of negative behaviors

##### ***Technology***

- Demonstrates knowledge and application of technology in the medical assistant field
- Uses electronic resources for course related assignments and information
- Relates to the ever changing technology in the healthcare arena

##### ***And Beyond***

- Demonstrates effective communication
- Employs the principles of wellness

- Demonstrates the ability to create and analyze; synthesize relationships among society
- Identifies the differences between healthy life choices and consequences of negative behaviors

**Classroom Policies:**

- The student must maintain a 2.5 grade point average in order to be eligible for internship.
- A skills checklist will be used to show competency regarding the performance of clinical procedures
- Clinical skills will be demonstrated via the CD-ROM that accompanies your textbook as well as links that have been placed in the course. Students are expected to practice each skill to demonstrate to the instructor they are competent in the required areas
- Students will be required to purchase a web cam and download Skype. This is the method the instructor will use to observe the student performing the required clinical skills.
- The student will not be allowed to start/continue/complete internship if they receive a failing grade in the course
- Any unprofessional conduct by the student may result in dismissal from the course.

**Student Email Policy:** Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

**Course Evaluation Method:** Final grades are based on the total number of points received for the course.

- Exams are multiple-choice.
- Each exam will generally be 40-50 questions.
- Clinical skills practice and return demonstrations via video conference (Skype) are required and will receive a pass or fail grade.
- All students need to pass the didactic portion of the course as well as receive a "pass" in the demonstration of clinical skills in order to receive a passing grade for the course.

Grading Scale:

- A (94% - 100%)
- B (85% - 93%)
- C (75% - 84%)
- D (65% - 74%)
- F (0% - 64%)

**Academic Integrity:** All students are expected to adhere to the highest standards of academic integrity. Students must complete all work themselves. Cheating or plagiarism is a serious offense and is subject to disciplinary action by the instructor and the college administration. Please see campus policies online. All references used must be properly cited.

**Disabilities and Special Needs:** If you have a disability for which you need accommodations, you are encouraged to contact your instructor and the Learning Center (701-228-5479 or 1-888-918-5623) to request disability support services as early as possible.