

# **Dakota College Bottineau**

## **Course Syllabus – Fall 2012**

### **Course Prefix/Number/Title:**

AH 136 – Clinical Procedures

### **Number of credits:**

3 Credits

### **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.

**Course Goal:** To provide the student with basic clinical knowledge and skills preparing them to meet the minimum entry requirements as a medical assistant to practice competently in the clinical setting.

### **Prerequisites:**

AH 134 – Medical Disorders

AH 171 – Medical Terminology

### **Course Objectives:**

Upon completion of this course the student should be able to:

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

### **Instructor:**

Kim McDaniel RN

### **Office:**

Virtual

### **Office Hours:**

Students may contact the instructor via telephone or course email as needed.

### **Phone:**

Cell #: (480) 216-9652

If I am unavailable to take your call please be sure to leave a brief message as well as a return phone number and I will get back to you as soon as I can.

**Email:**

Please contact me via the email within the course. If for some reason you are experiencing technological problems you may send an email to my personal email account which is [kimd.mcd@gmail.com](mailto:kimd.mcd@gmail.com).

**Lecture/Lab Schedule:**

The chapters need to be completed in the order they are listed in the syllabus. All chapters must be read in sequence with the assignments/discussions completed for that chapter in the week they are assigned. Assignments will need to be placed in the drop box to be graded. 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 they are timed; therefore, it is important for you to know the material in the chapters as well as the exam reviews before taking the exams to ensure you are well prepared for the exams.

**Textbook(s):**

- Delmar's Clinical Medical Assisting, Lindh et al, 4<sup>nd</sup> ed.
- Delmar's Clinical Medical Assisting Workbook, Lindh et al, 4<sup>nd</sup> ed.
- Saunders Medical Assisting Exam Review, Holmes, D., 3<sup>rd</sup> ed
- Medical Assisting Tote- purchase at the MSU-B bookstore
- Stedman's Medical Dictionary

**Course Requirements:**

Student Responsibilities:

1. The student is expected to read the assigned chapters for the week as well as any lecture notes that are posted by the instructor.
2. 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 WORD document (no other programs or formats can be used or I will not be able to read the assignment) and sent as an attachment. Any assignments you will need to complete will be clearly listed within the course.
3. Remember to check the email and the announcements daily for any new emails or postings.
4. It is the student's responsibility to participate and provide feedback on all discussion questions. This is not optional and is a part of the grade for the course. Students are required to post to the questions each week.
5. Students are expected to post an answer to the initial question plus one other response to at least one other student post to receive the total points for the discussion
6. All discussions need to contain relevant content and need to be well thought out responses
7. Each initial post is worth 10 points and your second post is worth 5 points if the post is of relevant content
8. It is the student's responsibility to read ALL of the posted discussions for each unit and be familiar with the content as they may appear on student exams.
9. It is the student's responsibility to pay close attention to the end of the chapter review questions in the text as they may also appear on student exams.
10. It is the student's responsibility to read/print other resources that are posted within the course as the information may be included in student exams.
11. Students are expected to practice their clinical skills until they are comfortable in doing them.
12. Students are expected to act in a professional manner at all times. Inappropriate communication will not be tolerated
13. The instructor reserves the right to give assignments that may not be listed in this syllabus.

### **Course Evaluation Method:**

1. The chapter exams are multiple choice and the final exam is comprehensive.
2. Each exam will generally be 40-50 questions. The final exam will be worth 100 points
3. Clinical skills practice and return demonstrations are required.
4. Chapter Exams, assignments, discussions will be worth 50% of your final grade.
5. The Final Exam is 50% of your final grade.
6. The Clinical Skills are pass or fail.
7. 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.
8. In- state students will be required to come on campus (at a date to be determined) to complete the clinical skills checklist with the instructor. Students living out of state will be required to purchase a web cam and download Skype. This will be the method the instructor will use to observe the student performing the required clinical skills.

### **Grading Scale:**

A (94 - 100)

B (85 - 93)

C (75 - 84)

D (65 - 74)

F (0 - 64)

**Course Outline:** This may be subject to change if there are unforeseen circumstances)

### **WEEK ONE**

1. **Chapter 1 – The Medical Assisting Profession**
2. **Chapter 2- Health Care Settings and the Health Care Team**
3. Post to the questions on the DB ( discussion board)
4. Please note: In every week there will be discussion questions you will be required to post answers to. These discussions are considered your assignments for the week; however, there may be an additional assignment from time to time. If there are no assignments other than the discussion questions for that week then no other assignments is due. Please always pay attention to what discussions/ assignments/ exams are listed each week as that is what you will be expected to complete.

### **WEEK TWO**

1. **Chapter 3 – History of Medicine**
2. **Chapter 4- Therapeutic Communication Skills**
3. **Chapter 5- Coping Skills for the Medical Assistant**

### **WEEK THREE**

1. **Chapter 6- The Therapeutic Approach to the Patient with a Life- Threatening Illness**
2. **Chapter 7- Legal Considerations**
3. **Chapter 8- Ethical Considerations**
4. **EXAM ONE** (Chapters 1 -5 ).

### **WEEK FOUR**

1. **Chapter 9 – Emergency Procedures and First Aid**

### **WEEK FIVE**

1. **EXAM TWO** (Chapters 7-8- 9)

#### **WEEK SIX**

1. **Chapter 10 – Infection Control and Medical Asepsis**

#### **WEEK SEVEN**

1. **Take EXAM THREE** (Chapter 10).

#### **WEEK EIGHT**

1. **Chapter 11 – The Patient History and Documentation**
2. **Chapter 13 – The Physical Examination**

#### **WEEK NINE**

1. **Take EXAM FOUR** (Chapters 11, 13).

#### **WEEK TEN**

1. **Chapter 12 – Vital Signs and Measurements**
2. **Chapter 18- Examinations and Procedures of Body Systems**
3. **Chapter 19- Assisting with Office/Ambulatory Surgery**

#### **WEEK ELEVEN**

- 1 **EXAM FIVE** (Chapter 12 -18-19).

#### **WEEK TWELVE**

1. **Chapter 23 – Basic Pharmacology**
2. **Chapter 24- Calculation of Medication Dosage and Medication Administration**

#### **WEEK THIRTEEN**

1. **EXAM SIX** (Chapter 23- 24).

#### **WEEK FOURTEEN**

1. **Chapter 28 – Phlebotomy: Venipuncture and Capillary Puncture**
2. **Chapter 30 – Urinalysis**

#### **WEEK FIFTEEN**

1. **Chapter 32 – Specialty Laboratory Tests**
2. **Chapter 35- Preparing for Medical Assisting Credentials**

#### **WEEK SIXTEEN**

1. **EXAM FINAL EXAM** (Chapters 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 18, 19, 23, 24, 28, 30, 32, 35).

#### **General Education Goals/Objectives:**

##### ***According to the campus catalog:***

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.

The core of general education includes building knowledge and understanding concepts of the natural and social sciences, mathematics, communication, arts and humanities, technology, and wellness. The

specific goals of general education reflect the commitment to the campus focus of Nature, Technology, and Beyond and are as follows:

***Nature***

1. Explains the interrelationships between humans and their environment and the role of science in their lives

***Technology***

1. Demonstrates knowledge and application of technology
2. Demonstrates the ability to convert, calculate, and analyze a variety of mathematical problems

***And Beyond***

1. Demonstrates effective communication
2. Employs the principles of wellness
3. Demonstrates the knowledge of the human experience throughout history
4. Demonstrates the ability to create and analyze art; evaluate aesthetics; and synthesize interrelationships among the arts, the humanities, and society

Specifically, educated people practice and are literate in the various methods of communication. They recognize their place in the history, culture, and diverse heritages of the United States and the world. They appreciate the web of commonality of all humans in a multicultural world and are prepared for the responsibilities of engaged citizenship. They recognize the ethical demands of our common lives. They demonstrate the skills and knowledge of the social and behavioral sciences to analyze their contemporary world. They are familiar with the history and aesthetics of the fine arts. They understand and practice the scientific and mathematical views of the world. They possess critical thinking skills to analyze and develop solutions for problems.

**Classroom Policies:**

1. The student must maintain a 2.5 grade point average in order to be eligible for internship.
2. A skills checklist will be used to show competency regarding the performance of clinical procedures
3. Clinical skills will be demonstrated via the CD-ROM that accompanies your textbook and 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
4. A grade of pass or fail will be given in the clinical skills portion of this course.
5. The student must receive a passing grade both in the clinical skills and course work in order to receive a passing grade for the course.
6. The student will not be allowed to start/continue/complete internship if they receive a failing grade in the course
7. Any unprofessional conduct by the student may result in dismissal from the course.

**Academic Integrity:**

- Please refer to the student handbook

**Disabilities and Special Needs:**

The Learning Center provides a variety of academic support services for eligible students with disabilities. Eligible students with disabilities are entitled to reasonable accommodations that allow access to education and services. If you have questions regarding this please contact the learning center.

**Jan Nahinurk, Director**

Learning Disabilities Specialist

Phone: 701-228-5479

Email: [Jan.Nahinurk@dakotacollege.edu](mailto:Jan.Nahinurk@dakotacollege.edu)

**General Education Goals:**

- Uses electronic resources for course related assignments and information
- Employs problem solving and critical thinking skills in order to solve a variety of different problems
- Demonstrates effective communication
- Works collaboratively with others
- Identifies the differences between healthy life choices and consequences of negative behaviors

**Relationship to Campus Theme:**

This course relates to “technology” in the campus theme given the ever changing technology in the healthcare arena.