



Course Prefix/Number/Title: AH 136 Clinical Procedures

Number of Credits: 3

Course Description: Introduce duties and responsibilities of Medical Assistants in clinical practice. Includes data collection and documentation, legal issues, physical exams, laboratory and other diagnostic studies, treatment modalities, emergencies, vital signs, and infection control.

Pre/Co -requisites: AH 134, AH 171

Course Objectives:

Students are expected to:

- Identify the role, including legal and ethical aspects, of the Medical Assistant in the health care setting.
- Illustrate and apply principles of aseptic technique and infection control.
- Describe and demonstrate basic collection 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.
- List the basics of the patient physical assessment and steps to prepare patients for examinations.
- Demonstrate knowledge of assisting with various patient procedures.
- Demonstrate preparation and administration of medications.
- Describe patient emergencies and appropriate interventions.
- State appropriate protocols and patient care coordination information with other health care providers.

Instructor: Heidi Hauf

Office: Old Main

Office Hours: MWF 11 am-12 pm
TuTh 9-10 am, 11:15-11:45 am

Phone: 1-701-228-5453

Email: Messages within Blackboard is preferred. heidi.hauf@dakotacollege.edu

Lecture/Lab Schedule: MWF 2-2:50 pm

Textbook(s):

Kinn's The Medical Assistant (14th Edition) Niedzwiecki et al (ISBN: 978-0-323-58126-4)
Study Guide and Procedure Checklist Manual for Kinn's The Medical Assistant (14th Edition)
Niedzwiecki et al (ISBN: 978-0-323-60869-5)

Course Requirements:

Independent Practice: Read each chapter & review of the course PowerPoints.

Attendance: Attendance is required.

Lectures/Presentations: Be an active listener during lectures/presentations.

Discussions: Open discussions on course-related topics are encouraged during class.

Assignments: Complete assignments on time.

Quizzes/Exams: Tests are to be proctored during class time. No books, phones, or any outside sources are allowed during test times.

Tentative Course Outline:

Week	Chapters/Exams
1	1, 2, Test
2	3, 4
3	5, Test
4	6, 7
5	8
6	21, 22, Test
7	23, 24, Test
8	29, Test, Midterm Exam
9	30, 33
10	34, 35, Test
11	37, 38
12	39, 40
13	41, 42
14	43, Test
15	46, 47, Test
16	Final Exam

Academic Calendar: Please review <https://www.dakotacollege.edu/academics/academic-calendar/8-week-sessions> for important dates.

Grading Scale:

100-90%	A
89-80%	B
79-70%	C
69-60%	D
Less than 60%	F

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s):

1. Employ industry-specific skills in preparation for workplace readiness.

Relationship to Campus Focus: The student will learn technology as it applies to

the electronic health record in the healthcare setting. These assignments will require problem solving, application of previous course materials, and interaction with other students.

Classroom Policies:

- Regular participation is expected.
- The student is expected to complete all assignments and tests .
- **Late assignments will be docked 10% per day late.** I do understand that sometimes emergencies do occur. In this case, arrangements can be made with instructor for a new due date, but **ONLY** if arrangements are made before the original due date.
- The student is expected to communicate with other students and instructor in a professional and effective manner.

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.

Academic Integrity:

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

Disabilities or Special Needs:

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

Title IX:

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.