

**Course Prefix/Number/Title:**

AH 136/Clinical Procedures

**Number of Credits:** 3

**Course Description:**

This course is 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.

**Pre-/Co-requisites:**

AH 171 Medical Terminology

AH 134 Medical Disorders

**Course Objectives:**

- 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, 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 and patient care coordination information with other health care providers.

**Instructor:** Susan Indvik, MS, RN

**Office:** Online

**Office Hours:** Online

**Phone:** (701)777-4548

**Email:** [susan.e.indvik@ndus.edu](mailto:susan.e.indvik@ndus.edu)

**Lecture/Lab Schedule:** Online

**REQUIRED**

**Textbook(s):**

*Kinn's The Medical Assistant (14th Editio)n* Niedzwiecki et al (ISBN: 978-0-323-60869-5)

**Study Guide(s):**

*Kinn's The Medical Assistant (14th Editio)n* Niedzwiecki et al (ISBN: 978-0-323-58126-4)

**Medical Assisting Tote – only available at the DCB bookstore – REQUIRED**

Students are also required to purchase Medical Dictionary of your choice. Recommended Bundle for the text and study guide (cost effective option at the DCB bookstore) (ISBN: 978-1-337-74015-9)

**Course Requirements:**

- The student is expected to read the assigned chapters, as well as any lecture notes and slides posted by the instructor.
- 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 part of the grade for the course.
- All discussions must be well thought out and contain relevant content, including responses to other students' discussion threads.
- Students are expected to practice clinical skills until they are comfortable doing them.
  1. Skills demonstration I required and consists of video recording of the student performing the skill(s) requested.
  2. Student videos will be uploaded within the course as assigned.
  3. Failure to submit ANY of the required videos will result in a failing grade for the entire courses.
  4. The student may also make a video appointment (via Microsoft Teams) with the instructor if the student has questions about specific skills.

**Tentative Course Outline:**

(Subject to change at the instructor's discretion)

Week 1:

- Chapter 1 – The Medical Assisting Profession
- Chapter 2 – Health Care Settings and the Health Care Team
- **Quiz 1** (Ch. 1-2)

Week 2:

- Chapter 3 – Coping Skills for the Medical Assistant
- Chapter 4 – Therapeutic Communication Skills

Week 3:

- Chapter 5 – The Therapeutic Approach to the Patient with a Life-Threatening Illness

- **Exam 1** (Ch. 3-5)

Week 4:

- Chapter 6 – Legal Considerations
- Chapter 7 – Ethical Considerations

Week 5:

- Chapter 8 – Emergency Procedures and First Aid

Week 6:

- Chapter 21 – Infection Control and Medical Asepsis
- Chapter 22 – The Patient History and Documentation
- **Exam 2**

Week 7:

- Chapter 23 – Vital Signs and Measurements
- Chapter 24 – The Physical Examination
- **Exam 3** (Ch. 21-24)

Week 8:

- Chapter 29: Examinations and Procedures of Body Systems
- **Quiz 2** (Ch. 29)

Week 9:

- Chapter 30 – Assisting with Minor Surgery
- Chapter 33 – Nutrition in Health and Disease

Week 10:

- Chapter 34 – Basic Pharmacology
- Chapter 35 – Calculation of Medication Dosage and Medication Administration
- **Exam 4** (Ch. 30, 33-35)

Week 11:

- Chapter 37 – Regulatory Guidelines for Safety and Quality in the Medical Laboratory
- Chapter 38 – Introduction to Medical Laboratory

Week 12:

- Chapter 39 – Phlebotomy: Venipuncture and Capillary Puncture
- Chapter 40 – Hematology

Week 13:

- Chapter 41 – Urinalysis
- Chapter 42 – Basic Microbiology

Week 14:

- Chapter 43 – Specialty Laboratory Tests
- **Exam 5** (Ch. 37-43)

Week 15:

- Chapter 46 – Preparing for Medical Assisting Credentials
- Chapter 47 – Employment Strategies
- **Quiz 3** (Ch. 46-47)

Week 16:

- Post Exam (NOT Graded)
- **Final Exam** (Comprehensive)

Course Evaluation

Grading Scale:

A (94% - 100%)

B (85% - 93%)

C (75% - 84%)

D (65% - 74%)

F (0% - 64%)

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

1. Employ industry-specific skills in preparation for workplace readiness
2. Combine general education and vocational skills curriculum

**Relationship to Campus Focus:**

This course specifically relates to the *Technology* aspect of the campus' focus students will demonstrate knowledge and application of technology in the medical assistant field, use electronic resources for course related assignments and information, and relates to the ever-changing technology in the health care arena.

**Classroom Policies:**

1. Students are encouraged to use the publisher's website. The access code for the website can be found in the front of each new textbook.
2. Students will be required to purchase a webcam if they do not have a built-in webcam on their computer. If a student desires a video meeting with the instructor, Microsoft Teams will need to be downloaded onto his/her computer.
3. The student will not be allowed to start/continue/complete internship if they receive a failing grade in the course.
4. Any unprofessional conduct by the student may result in dismissal from the course.
5. Students must respond and post each week with 1 other students' discussion board.

**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. [www.dakotacollege.edu/student-life/safety/title-ix](http://www.dakotacollege.edu/student-life/safety/title-ix)