



**Course Prefix/Number/Title:**

AH 258-Practical Skills Lab

**Number of Credits: 2**

**Course Description:**

Students will see, practice, and perform demonstrations of basic medical assistant skills and procedures in a supervised setting. Includes the study of math and medical terminology and use of the medical assisting process and critical thinking skills to organize and provide safe and effective client care under the direct supervision of a licensed professional.

**Pre-/Co-requisites:** AH 136 & AH 266

AH 258 – Practical Skills Lab

**Course Objectives:**

- Recognize effective verbal and written communication skills used as member of the interdisciplinary healthcare team.
- 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, with respect to lifestyle choices, age, gender, cultural, and spiritual diversity.
- Demonstrate proper documentation of patient information in the patient's medical record and maintains confidentiality of information related to client care.
- 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.
- Infection Control
- Understand Nutrition and Health Promotion
- Understand Clinical Diagnostic and Laboratory
- Recognize effective verbal and written communication skills used as member of the interdisciplinary healthcare team.
- Demonstrate safe and appropriate client care as a beginning nursing student within the ethical and legal framework of the nursing profession.
- Describe values, beliefs, and attitudes related to health and wellness.

**Instructor:** Susan Indvik, MSN, RN

**Office:** Online

**Office Hours:** Online

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**Lecture/Lab Schedule:** Online

**Textbook(s):** Niedzwiecki, B., Pepper, J., Weaver, A.P (2020)(*Kinn's The Medical Assistant: An Applied Learning Approach(14th edition)*) (ISBN: 978-0-323-58126-4)

**Course Requirements: Pre-Test/Post Test**

- General
- Administrative
- Clinical

**Tentative Course Outline:**

- **Asepsis-** Medical/Surgical asepsis procedure
- **Sterilization-** Sanitization, disinfection, and sterilization procedures
- **Instruments-** Care and handling of disposable and reusable instruments.
- **Vital Signs / Mensurations -** Blood pressure, pulse, respiration, measurements, height, weight, circumference measurements, various temperature measurements, recognize normal and abnormal measurement results
- **Physical Examinations -** Patient history information, proper charting procedures, patient positions for examinations, methods of examinations, specialty examinations, visual acuity / ishihara (color blindness)measurements, allergy testing procedures, and normal / abnormal results
- **Clinical Pharmacology -** Various routes of medication administration, parenteral administration of medications(Subcutaneous, Intramuscular, Intradermal,Z-Tract)
- **Minor Surgery -**Surgical supplies and instruments, asepsis in surgical procedures, surgical tray preparation and sterile field respect, assisting physician with minor surgery including set-up, dressing and bandaging techniques, suture and staple removal, and biohazard waste disposal procedures
- **Therapeutic Modalities –** Instruct patient in assistive devices and body mechanics and home care
- **Laboratory Procedures -** Operate and maintain laboratory equipment, capillary, dermal and venipuncture procedures, office specimen collection such, urine, throat, vaginal, wound cultures – stool, sputum, etc, and specimen handling and preparation

**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:**

Regular participation is expected.

- The student is expected to proficiently perform all skills
- Late assignments are not allowed. 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 (class participation)
- All skills must be performed and passed, no partial credit

**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)