

DCB

Course: AH 137 Clinical Procedures

Instructor: Sandra K, Sund MSN, FNP-BC

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Textbooks:

Title : Delmar's Clinical Medical Assisting

Author : Lindh et al

Publisher : Delmar's Publishing, Albany, NY.

Edition/Year : 4th.

ISBN : ISBN 1-4018-8132-7 or 978-1-4018-8132-0

Additional information : none

Title : Delmar's Clinical Medical Assisting Workbook

Author : Lindh et al

Publisher : Delmar's Publishing, Albany, NY

Edition/Year : 4th.

ISBN : ISBN -10:1-4018-8133-5 or 13:978-1-4018-

Additional information : none

Type : Required resource

Course Goal:

To provide students knowledge in clinical specialty areas which will allow them a basic understanding of terminology, exams, diagnostic testing and procedures in these areas.

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

- Understand and apply the principles of aseptic technique and infection control.
- Demonstrate principles of confidentiality.
- Demonstrate the proper procedures for the collections of laboratory specimens.
- Show proof of understanding for the proper preparation of patients for examination, procedures and treatments.
- Illustrate basic knowledge in all the specialty areas covered in this course

- List procedures used to assist the physician with minor surgery and other procedures.
- Demonstrate knowledge of properly obtaining patient history and vital signs.
- Teach methods of health promotion and disease prevention.
- Illustrate proper documentation completely and accurately.
- Demonstrate an understanding of terminology used in various procedures in specialty areas of health care

Weekly Schedule:

Week 1 and 2 Obstetrics Chapter 14

Weeks 3-4 Gynecology

Week 5 Pediatrics Chapter 15

Week 6 Immunizations

Week 7 Male Reproductive System Chapter 16

Week 5 Quiz # 1 Over Chapters 14 & 15.

Week 6 Gerontology Chapter 17

Comprehensive Exam over chapters 14,15,16,17.

Week 8 Examination of Body Systems Chapter 18

Week 9 Examination of Body Systems Chapter 18

Week 10 Assisting with Minor Surgery Chapter 19

Week 11 Assisting with Minor Surgery Chapter 19

Week 12 Rehabilitation & Therapeutic Modalities chapter 21

Week 12 Quiz # 2 over chapters 18 & 19

Week 13 Rehabilitation & Therapeutic Modalities Chapter 21

Week 14 Electrocardiography Chapter 25

Week 14 Quiz # 3 over chapter 21

Week 15 Electrocardiography Chapter 25

Comprehensive exam over chapters 18,19,21,25

Course Requirements:

The course is set up to be completed in 16 weeks. You may progress through the course at your own pace, however I do not want you to get more than a few days behind as it is hard to get, meaning try to get all of your work done that is assigned each week. Any work that is more than a week late will not be accepted. That will give you some flexibility. It may be well to schedule yourself time each week to complete a portion of the course so that you do not find yourself behind at the end of 16 weeks.

You are responsible for all online lessons, assigned textbook chapters, assignments at the end of each lesson, 3 quizzes, and 2 comprehensive exams. The quizzes and exams will be accessible to you only after designated chapters and assignments have been completed.

Follow the course online in sequence, read the assigned chapters and complete the assignments and discussion questions. Complete 3 quizzes, and 2 comprehensive exams at designated times.

Assignments are to be send to the instructor via the assignment drop box located on the homepage of the course. Check your course email daily.

Deceptive practices, including plagiarism, copying other's assignments, and cheating on tests or quizzes will be handled in accordance with Dakota College's polices on academic dishonesty. (see Dakota College Student Handbook)

Note that the following exams must be taken during the week designated:

Quizzes: Week 5, Week 12, Week 14

Comprehensive exams: Week 7 and Week 16

Grading Method :

Final grade will be based upon successful completion of exams and assignments.

Grades will be based on the total number of points in the course

Grading : Grades will be calculated using the following criteria:

A=94-100

B= 93-84

C=83-75

D=74-65

F= 0-64

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.

This course specifically relates to the following general education goals and objectives:

1. This course evaluates and applies research information as it relates to specialty areas in health care
2. This course analyzes information to determine its validity as it relates to areas of clinical specialties