

Dakota College Bottineau Course Syllabus

Course Prefix/Number/Title: AH 137 Clinical Specialties

Number of Credits: 2

Course Description: This course is designed to provide students with knowledge in the clinical specialty areas giving them a basic understanding of terminology, exams, diagnostic testing and procedures in these areas. This course will focus on the knowledge and procedures related to the specialty areas in the clinical setting including geriatrics, OB-GYN, male reproductive system, pediatrics, general body systems, minor surgery, rehabilitation, emergencies and cardiology.

Prerequisites:

AH 171 – Medical Terminology
AH 134 – Medical Disorders

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

- Describe and apply the principles of aseptic technique and infection control.
- Demonstrate principles of confidentiality.
- Collect and process specimens according to policy and procedures
- Prepare the patient for examination, procedures and treatments.
- Assist the physician with minor surgery and other procedures.
- Obtain a patient history and vital signs.
- Teach methods of health promotion and disease prevention.
- Document completely and accurately.
- Demonstrate an understanding of terminology and various procedures used in specialty areas of health care

Instructor: Sandra K. Sund MSN, FNP- BC

Email: Please use the email within the course.

Instructor home phone: 701-534-0109

Instructor home email: sksund@outlook.com

Office Hours: Virtual

Textbooks: Two required

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

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-

Lecture/Lab Schedule: As outlined in this syllabus

Weekly Schedule:

Week 1 and 2: Obstetrics Chapter 14

Week 3 and 4: Gynecology Chapter 14

Week 5: Pediatrics Chapter 15

Week 6: Immunizations

Week 7: Male Reproductive System Chapter 16

Week 8: Gerontology Chapter 17

Week 9 and 10: Examination of Body Systems Chapter 18

Week 11 and 12 Assisting with Minor Surgery Chapter 19

Week 13: Rehabilitation Chapter 21

Week 14: EKG's Chapter 25

Week 15 Course Wrap-up

Course Requirements:

The course is set up to be completed in 15- 16 weeks. (We do not take a week off for spring break, however, if you wish to do that the course would be extended into week 16). 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 caught up. Try to get all of your assigned work done in the week it is due. Any work that is more than a week late will not be accepted. Please spend time in the class each week to get your work completed.

You are responsible for all online lessons, assigned textbook chapters, and 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. The three quizzes, and two comprehensive exams need to be taken when they are open unless prior arrangements have been made with the instructor.

Assignments are to be sent 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 policies on academic dishonesty. (See Dakota College Student Handbook)

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

The assignments are worth 15 points providing the content is thorough. If not, points may be deducted.

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

Classroom Policies:

- All students are expected to act in a professional manner
- All students are expected to follow the course syllabus as well as the DCB policies
- All students are expected to be tolerant of and respect cultural diversity

Relationship to Campus Theme:

According to the campus catalog:

The campus focus of “Nature, Technology and Beyond” is defined by the fact that the School of Forestry was established in 1906 and since that time, Dakota College at Bottineau has consistently utilized the biological diversity of the region via the Turtle Mountain Forest, the prairie pothole region, the J. Clark Salyer National Wildlife Refuge, the International Peace Garden, and Lake Metigoshe. Using these as natural laboratories to strengthen the educational experience and continuously expanding academic and career programming, Dakota College at Bottineau integrates technology to prepare students not only for the present but also to go beyond and to aid in improving the future. Dakota College at Bottineau’s diverse, natural surroundings provides examples of how and why everyone must care for the environment. Technology aids in

determining appropriate methods to solve problems and create the change necessary to maximize positive consequences to all life. Through these and other appropriate actions, Dakota College at Bottineau will endeavor to leave students with an ethic of concern and care for the world.

This course specifically relates to the “Technology” aspect of the campus’ focus. In the ever changing world of the technology associated with healthcare, students will recognize how that technology plays an important part in the healthcare arena. This course also relates to “Nature” which explains the interrelationships between humans and their environment and the role of science (healthcare) in their lives.

Academic Integrity:

The academic community is operated on the basis of honesty, integrity, and fair play. Occasionally, this trust is violated when cheating occurs, either inadvertently or deliberately. This Code will serve as the guideline for cases where cheating, plagiarism, or other academic improprieties have occurred.

1. The primary responsibility of the students, faculty, and administration is to create an atmosphere where the honesty of individuals will not be questioned.
 - A. Faculty members are responsible for providing guidelines concerning cheating and plagiarism at the beginning of each course, and should use precautionary measures and security in cases where cheating is likely to occur.
 - B. 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.
2. The faculty member and the administration are responsible for procedural fairness to the accused student or students in accordance with the following procedure:
 - A. Faculty members who suspect that prohibited academic conduct has occurred in their class have an initial responsibility for informing the student or students involved of their suspicion and the grounds thereof, for allowing them a fair opportunity to refute them, and for making an impartial judgment as to whether or not any prohibited academic conduct occurred only upon the basis of substantial evidence.
 - B. Faculty members have the prerogative of determining the penalty for prohibited academic conduct in their classes. Faculty members may fail the student for the particular assignment, test, or course involved, or they may recommend that the student drop the course in question, or these penalties may be varied with the gravity of the offense and the circumstances of the particular case.
 - C. In addition, to the prerogative above, or if the student is not enrolled in his or her course, the faculty member may recommend a disciplinary sanction to the Associate Dean for Academic Affairs. The Associate Dean may impose academic warning or probation or may recommend suspension or expulsion to the All College Student Conduct Committee.
 - D. If a person not currently enrolled at MSU-B is involved in prohibited academic conduct, the Associate Dean for Student Affairs shall be informed of the violation.

3. A student who has received a penalty or a disciplinary sanction for prohibited academic conduct may appeal the decision.
 - A. The student must consult with the instructor, and the Associate Dean for Academic Affairs, in sequence, to resolve the conflict.
 - B. Then, the student may request a hearing by the Academic Standards Committee.
4. A student may be suspended or expelled for prohibited academic conduct by the All College Student Conduct Committee in accordance with the following procedure:
 - A. The Associate Dean for Academic Affairs must notify the student that they will recommend suspension or expulsion to the All College Student Conduct Committee. The student must be given two school days to file a written notice of appeal with the Academic Standards Committee before the recommendation is presented to the All College Student Conduct Committee.
 - B. The student may appeal the recommendation of suspension or expulsion to the Academic Standards Committee as outlined in section 3.b above.
 - C. The All College Student Conduct Committee may impose suspension or expulsion, if an appeal with the Academic Standards Committee is not in progress.

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.

Disabilities and Special Needs:

Please refer to the course handbook regarding special needs and or disabilities. If you have questions regarding this please contact the learning center.

Welcome to the course!