

Dakota College at Course Syllabus

Course Prefix/Number/Title

AH 136- Clinical Procedures

Course Description

This class will introduce the learner to the entry-level competencies identified as essential to entering the medical workforce as a Medical Assistant by reviewing various anatomical structures, the diseases associated with those structures, the tests to diagnose these diseases, and the Medical Assistant's role in the clinical setting.

Course Objective

This course will lay the groundwork for understanding the role and responsibilities of the multi-skilled medical assistant. The students will learn select clinical procedures, professional procedures, the importance of patient education, and correct and thorough documentation in the clinical setting.

Instructor:

Joann M. Kveum

Office:

Thatcher 210

Office Hours:

MWF 9:00-10:00

Phone:

701-228-5417

Email:

Joann.kveum@dakotacollege.edu

Lecture/Lab Schedule

MW 11:00-11:50

Textbook(s)

Clinical Medical Assisting (2006) Lindh, W., Pooler, M.S., Tamparo, C.D., Dahl, B.M. (3rd Ed.).
Thompson Delmar Learning

Workbook to accompany Clinical Medical Assisting, 3rd Ed. Thompson Delmar Learning

Course Requirements:

3 Exams (non-cumulative), 50 points

3-4 presentations (grading rubric to be handed out with assignment), 50 points per presentation

Correlating workbook chapters, 10 points per chapter

Grading:

90-100% A

80-90% B

70-80% C

60-70% D

< 59% F

- No incompletes will be given.
- Exams will be multiple choice with matching
- They are not cumulative
- The final test will be cumulative

Course Goal:

To provide the student with basic clinical knowledge and skills enabling them to function in the role of a Medical Assistant meeting the minimum entry level competencies.

Course Objectives:

Upon completion of this course the student will:

1. Understand the role, including legal and ethical aspects, of the MA in the health care setting.
Understand NDBON rules and regulations relating to unlicensed assistive personnel (UAP).
 - Assessment method: Written exam
2. Understand and apply principles of aseptic technique and infection control
 - Assessment method: Return demonstrations, Clinical skills checklist, Student observation in the clinical setting, Course exams
3. Collect basic specimens
 - Assessment method: Return demonstrations, Clinical skills checklist, Student observation in the clinical setting, Course exams- medical assisting video
4. Obtain patient history, vital signs, documentation of patient information

- Assessment method: Return demonstrations, Clinical skills checklist, Student observation in the clinical setting, Course exams
- 5. Prepare and maintain examination and treatment areas prepare patients assist with the exam and procedures.
 - Assessment method: Return demonstrations, Clinical skills checklist, Student observation in the clinical setting (Course exams)
- 6. Prepare and administer medications.
 - Assessment method: Return demonstrations, Clinical skills checklist, Student observation in the clinical setting adhering to facility policy, Course exams
- 7. Recognize and respond to emergencies
 - Course exams
- 8. Coordinate patient care information with other health care providers (Course exams)

TEACHING/LEARNING STRATEGIES: medical assisting video tape series to correspond with the skills that are taught, CD ROM that accompanies the text book, in class discussion, quest speakers, semester exams, drop quizzes, class presentations/ discussions.

COURSE POLICIES:

- The student must maintain a 2.5 GPA to be eligible to complete internship
- A checklist will be used to show competency of skills both in the practice area and the clinical setting
- Clinical skills will be demonstrated and the student will be expected to do return demonstrations. Students are expected to practice each skill and be prepared to do the return demonstration.
- A grade of pass/fail is used in the clinical portion of this course
- The student must receive a passing grade both in the clinical skills and course exams in order to receive a passing grade for the course.
- The student will not be allowed to start/continue/complete internship if they receive a failing grade in the clinical skills.
- The instructor will inform the class of the internship site(s) and dates
- Any unprofessional conduct by the student in the clinical setting may result in a written notice or dismissal from the course.
- If at any time the instructor or clinic personnel feel a student is unsafe to practice or a critical error is made regarding a patient the student will not be allowed to start and/or continue their internship and may be dismissed from the program.
- If at any time a student breaches confidentiality and/or fails to follow appropriate program or clinic policy they may be dismissed from the program.

- The following could result in a written warning and/or dismissal from the program depending on the severity of the incidence.
 - Performing a skill without adequate preparation and knowledge
 - Performing a skill without supervision
 - Insubordination to faculty or staff
 - Failure to report important data to the appropriate person
 - Failure to follow university/healthcare facility policies
 - Suspected or found to be under the influence of alcohol and/or drugs
 - If a student receives 2 written warnings they will be dismissed from the program.

EXAMS/ASSIGNMENTS/CLASS ATTENDANCE:

- The exams are multiple choice. The final exam is comprehensive.
- The instructor reserves the right to give assignments that may not be listed in this syllabus.
- Students will complete the assignments in the workbook that correspond with the lecture material. Assignments will be handed in weekly.
- Class attendance is required to practice clinical skills
- If a student misses more than one class where clinical skills are practiced they will not be eligible to start/ continue the internship.
- All students are expected to be in class the day of an exam. Students are allowed to miss only one exam if the instructor has been notified in advance. It is the student's responsibility to make arrangements to make-up the exam within that same week.
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CLINICAL INTERNSHIP/COOPERATIVE EDUCATION:

- All students will register for 2 credits of cooperative education which is equal to 180 hours of internship.
- The student may register for 1 credit of internship in the fall and 1 in the spring
- Internship packets will be completed by each student. Obtain packets from the distant education office in the learning center in Old Main- Aimee Erdman
- Students must have the clinical facility sign the contract agreement
- Students may start the office portion of the internship before the clinical portion. Refer to the coop packet for specific number of hours required in each department.

- At no time will a student perform a task/skill in the clinic setting until they have been taught that skill and have done a return demonstration with the instructor of the course.
- The student will contact the facility and set up an appointment with the contact person to schedule clinical hours and begin the internship
- Students are required to schedule 6-8 hour blocks of time in the clinic setting. Do not schedule 2-4 hour blocks of time.
- Once you have started the internship it is the responsibility of the student to notify the clinic manager if you cannot work your scheduled hours. Those hours will have to be made up. If a student does not show up for the scheduled internship hours, that will be grounds for dismissal from the program and the internship rotation.
- Internship Contacts: Joan Mortenson, Clinic manager, St. Andrew's Clinic, Bottineau ND, Bonnie Mattern, Johnson Clinic, Rugby, ND.; Wanda Ohly, Medical Arts Clinic, Minot, ND
- All students MUST register with the NDBON BEFORE starting the internship. You must register as an unlicensed assistive personnel (UAP) on the SBON website with a downloadable form. There is a minimal fee for registering. This is the law and is not optional.
- After completion of the medical assistant program the student will then register again with the SBON as a medication aide III in order to pass medications and give injections. If you fail to register with the SBON there will be disciplinary action taken as this is the law. This registration can also be done online by going to the NDBON website.

INTERNSHIP DRESS CODE/SUPPLIES:

- Casual dress clothes are required in the clinic setting, no jeans
- White lab coat
- Name pin to be worn at all times- if needed you can order name badges from Northern Trophy in Minot ND. The MSU-B logo will be on the name badge along with your first name and last initial and then Medical Assistant Student
- Watch with a second hand
- Scrub suits may be worn if appropriate in that facility- ask the clinic manager
- No excessive earrings
- No body jewelry
- Do not wear perfume in the clinic setting due to allergies
- No excessive hair colors, make-up, nail polish
- Personal cleanliness is essential.

The clinical supervisor or course instructor reserve the right to determine whether a student's appearance is appropriate for the clinic setting and the student may be sent home if appearance is not appropriate.

TUBERCULIN TESTING:

- All students will have an up to date TB test before starting the internship
- Public Health, clinics, or the college nurse is appropriate places to have this done. The cost is generally about \$ 5.00. Students must provide written verification to the instructor of their TB status.

BACKGROUND CHECKS: Students may be required to have a background check done before they start their internship as many of the clinics require this. The cost to the students is approximately \$ 25.00. It is the student's responsibility to have this done.

STUDENT RESPONSIBILITIES:

- It is expected that assignments will be read prior to coming to class
- Students are expected to be prepared to discuss the assigned material
- Students are expected to turn in assignments on the due date
- Students are expected to be in class the day of an exam as well as for the practice sessions in this course. Students are expected to practice skills in the classroom settings as well as on their own to prepare for the check off.
- It is mandatory that all students are in class for all skills demonstrations and return demonstrations
- Students are expected to act in a professional manner at all times.

GRADING:

Semester Exams: 50%

Final Exam: 35%

Clinical Skills: Pass/Fail

Assignments and Quizzes: 15%

EXAMS/ASSIGNMENTS/CLASS ATTENDANCE:

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- Class attendance is required to practice clinical skills

- If a student misses more than one class where clinical skills are practiced they will not be eligible to start/ continue the internship.

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Tentative Course Outline

Aug. 26 Introduction to the Course

Review syllabus & tests

Course Policies

Communication between students and faculty – email addresses

Clinical Internship requirements – internship information is on the MSU-B website.

Clinical internship sites and contact persons listed above.

Cooperative Education (internship) information packets and required completed forms.

Aug. 28 *Chapter 1: Medical Assisting as a Profession*

Licensed vs. Unlicensed Healthcare Personnel, RMA & CMA certification, UAP registration with NDBON, AMT & AAMA curriculum guidelines

Assignment: Research website for AMT & AAMA; and register as a UAP with the NDBON

Aug. 31 Lecture

Chapter 2: Healthcare Settings & the Healthcare Team

Assignment: complete the workbook chapters

Sept. 2-9 Sept. 7 – Labor Day- Campus closed

Chapter 12: Vital Signs & Measurements

Vital Signs demonstration

Practice Vital Signs

DVD Taking Measurements and Vital Signs

Assignment: complete the workbook chapters

Sept. 11-18 Demo and practice Vital Signs

Chapter 7 & 8: Legal & Ethical Considerations

Assignment: complete the workbook chapters and bring article to class regarding legal or ethical issue in healthcare

Sept. 21-25 *Chapter 8 and test review*

Exam I Chapters 1,2,7,8,12

Chapter 10: Infection Control, Medical Asepsis, & Sterilization

DVD: Infection Control Procedures

Assignment: complete the workbook chapters

Sept. 28-

Oct. 2 *Chapter 11: Patient's History, Patient's Chart, & Methods of Documentation*

DVD: Taking a Patient History

Assignment: Take patient history on partner

Chapter 13: The Physical Examination

DVD: Medical Assessment in the Physician's Office

Assignment: complete the workbook chapters

Oct. 5-9 *Chapter 13*

Exam II chapters 10, 11, & 13

Chapter 23: Basic Pharmacology

Assignment: complete the workbook chapters

Oct. 12-16 *Chapter 23 & Chapter 24: Calculation of Medication Dosages and Medication Administration*

DVD: Administering Non-Parenteral Drugs, Prescription Writing and Inventory Procedures

DVD: Preparing and Administering Parenteral Medications

Assignment: complete the workbook chapters

Assignment: Medication Calculations and Abbreviations

Oct. 19-23 Demonstration of Medication Administration **BRING TOTE BAG**

Abbreviation and Drug Calculation Quiz....Practice Skills

Demonstration of Medication Administration, Oral, Sub-Q, IM, ID

Practice Skills and Checklists

BRING TOTE BAG

Oct. 26-30 Demonstration of sterile technique

Exam III, chapters 23 & 24

Demonstration of Sterile Techniques, Sterile gloves, Dressing Changes

Practice Sterile Technique

Assignment: complete the workbook chapters 23, 24

Assignment: Oral report due Nov 5 on Snellen Eye Chart, Ear Lavage, Throat Cultures, Suture Removal, Fecal Occult Test, Nebulizer Treatment, Staple Removal

BRING TOTE BAG

Nov. 2-6 DVD: Specimen Collection and Processing Procedures

Student Reports: Snellen Eye Chart, Ear Lavage, Throat Cultures, Suture Removal, Staple Removal, Fecal Occult Test, Nebulizer Treatment

BRING TOTE BAG

DVD: Minor Surgical Procedures in the Medical Office

Nov. 9-13 DVD: Venipuncture, Hematology and Immunology Procedures

Assignment: complete the workbook chapter 30

Quiz on Sterile Technique; Specimen Collection

Chapter 4: Therapeutic Communication Skills

DVD: Communication Skills

Student Demonstrations of Therapeutic Communication Skills

Nov16-20 *Chapter 9:* Emergency Procedures and First Aid

DVD: Emergencies and First Aid Procedures

Assignment: Complete the workbook chapter 9

Nov. 23-25 *Chapter 6:* Therapeutic Approach to Patient Life

Chapter 19: Life Threatening Illnesses

Nov. 27 Thanksgiving break: No Class

Nov. 30-

Dec. 4 Return Demonstrations for Skills

BRING TOTE BAG

Dec.7-11 DVD Professionalism and Career Planning

Review for National Exam

Review for Final Exam

Set up Co-Op Education

Dec.14-18 Final Exams (TBA)