

Dakota College at Bottineau 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:

Joanne Vandal, BSN, RN

Office Hours: Bottineau: By appointment

Phone: 701-263-5116 (text or phone call)

Email: joanne.vandal@dakotacollege.edu

Lecture/Lab Schedule

MWF 12:00-12:50

Textbook(s)

*Clinical Medical Assisting (2010) Lindh, W., Pooler, M.S., Tamparo, C.D., Dahl, B.M. 4th Ed.).
Thompson Delmar Learning*

Workbook to accompany Clinical Medical Assisting, 4th Ed. Thompson Delmar Learning

CMA/RMA Exam Review Book

Medical Assisting Tote – purchase at Bookstore

Medical Assistant reference pocket book

Course Requirements:

Exams	75%
Assignments	25%
Clinical Skills	Pass or Fail

Grading:

A (89.5 – 100%)

B (79.5 – 89.4%)

C (69.5 – 79.4%)

D (59.5 – 69.4%)

F (0 – 59.4%)

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, guest speakers.

ASSIGNMENTS/CLASS ATTENDANCE:

- The exams are multiple choice questions.
- The instructor reserves the right to give assignments that may not be listed in this syllabus.
- 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.

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.

Course Outline

*****Schedule subject to change**

WEEK ONE

1. **Chapter 1 – The Medical Assisting Profession**

WEEK TWO

1. **Chapter 3 – History of Medicine**
2. **Chapter 4- Therapeutic Communication Skills**
3. **Chapter 5- Coping Skills for the Medical Assistant**

WEEK THREE

1. **TEST ONE (Chapter 1,3,4 & 5)**
2. **Chapter 6- The Therapeutic Approach to the Patient with a Life- Threatening Illness**

WEEK FOUR

1. **Chapter 7- Legal Considerations**
2. **Chapter 8- Ethical Considerations**
3. **Chapter 9 – Emergency Procedures and First Aid**

WEEK FIVE

1. **EXAM TWO** (Chapters 7-8- 9)
2. **Speakers**

WEEK SIX

1. **Chapter 10 – Infection Control and Medical Asepsis**

WEEK SEVEN

1. **EXAM THREE** (Chapter 10).
2. **Chapter 11 – The Patient History and Documentation**

WEEK EIGHT

1. **Chapter 13 – The Physical Examination**
2. **EXAM FOUR** (Chapters 11, 13)

WEEK NINE

1. **Chapter 12 – Vital Signs and Measurements**
2. **Chapter 18- Examinations and Procedures of Body Systems**
3. **Chapter 19- Assisting with Office/Ambulatory Surgery**

WEEK TEN

- 1 **EXAM FIVE** (Chapter 12 -18-19).

WEEK ELEVEN

1. **Chapter 23 – Basic Pharmacology**
2. **Chapter 24- Calculation of Medication Dosage and Medication Administration**

WEEK TWELVE

1. **EXAM SIX** (Chapter 23- 24).

WEEK THIRTEEN

1. **Chapter 28 – Phlebotomy: Venipuncture and Capillary Puncture**
2. **Chapter 30 – Urinalysis**

WEEK FOURTEEN

1. **Chapter 32 – Specialty Laboratory Tests**
2. **Chapter 35- Preparing for Medical Assisting Credentials**

WEEK FIFTEEN

1. **EXAM SEVEN** (Chapters 28, 30, 32, 35).

WEEK SIXTEEN

Final Tests