Course Prefix/Number/Title: AH 137 Clinical Specialties

Number of Credits: 2

Course Description: Knowledge in the clinical specialty area giving basic understanding of terminology, exams, diagnostic testing, and procedures in these areas. Knowledge and procedures related to specialty areas in the clinical setting including geriatrics, OB-GYN, male reproductive system, pediatrics, general body systems, minor surgery, rehabilitation, emergencies, and cardiology.

Pre-/Co-requisites: AH 171 & AH 134

Course Objectives:

- Describe the principles of aseptic technique and infection control.
- Demonstrate principles of confidentiality.
- Describe the collection process for specimens according to policy and procedures.
- Describe the steps to prepare the patient for examination, procedures, and/or treatments.
- Obtain a patient history.
- Demonstrate knowledge of how to perform 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: Heidi Hauf

Office: Old Main, 201A

Office Hours: Use Starfish Calendar to Schedule Appointments and view Available Office Hours

Phone: 701-228-5453

Email: Course Messages feature within Blackboard is preferred. heidi.hauf@dakotacollege.edu

Lecture/Lab Schedule: Asynchronous - Online

Textbook(s):
    Kinn's The Medical Assistant. 14th Edition. by Niedzwiecki, et al.
        ISBN: 978-0-323-58126-4
    Kinn's The Medical Assistant Study Guide. 14th Edition. Niedzwiecki, et al.
        ISBN: 978-0-323-60869-5

Course Requirements:

Independent Practice: Read each chapter. Review the chapter scenarios and critical thinking provided in each chapter.

Participation: Regular attendance is required. In class activities will be graded. Students are expected to engage in meaningful class discussions when appropriate. The medical field requires professionalism, confidentiality, privacy, & honesty. It is important that students showcase these characteristics, especially while in class.

Workbook: Each chapter has assignments from the workbook. Unsubmitted or incomplete pages will be counted as incorrect; therefore, double-check your uploaded files before submitting them. These can be uploaded as pictures or scanned. You **MUST** purchase the workbook.

Discussions: You will need to create a thread with your answer to the questions asked by Wednesday of each week of a discussion. Responses must be well thought out.

Assignments: Chapter assignments should be completed prior to tests.

Exams: Exams allow for one attempt only. They are timed as shown in the course. Please plan accordingly. Failure to submit the exam prior to completion may result in a zero.

Tentative Course Outline:
- Therapeutic Communication
- Technology
- Written Communication
- Telephone Techniques
- Scheduling Appointments and Patient Processing
- Health Records
- Daily Operations & Safety
- Patient Accounts and Practice Management
- Advanced Roles in Administration
- Ophthalmology and Otolaryngology
- Dermatology
- Allergy and Infectious Disease
- Gastroenterology
- Orthopedics and Rheumatology
- Neurology
- Behavioral Health
- Endocrinology
- Cardiology
- Pulmonology
- Urology and Male Reproduction
- Obstetrics and Gynecology
- Pediatrics
- Geriatrics
- Skills & Strategies
- Final Project

Follow Due Dates on Blackboard Calendar

Academic Calendar: Please review https://www.dakotacollege.edu/academics/academic-calendar/8-week-sessions for important dates.

Grading Scale:

100-90%	A
89-80%	B
79-70%	C
69-60%	D
Less than 60%	F

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s): Employs industry-specific skills in preparation for workplace readiness.

Relationship to Campus Focus: The purpose of this course is to provide the student with a basic understanding of common medical disorders and appropriate interventions to enable them to function competently in the healthcare setting.

Classroom Policies:
- Use of AI is Prohibited
- All students have 16 weeks to complete the course. The course ends at 11:59 p.m. central time on the last Friday of the term.
- Assignments are indicated within the course contents and are mandatory. All assignments must be submitted by the due date listed within the course (usually Friday nights at 11:59 p.m. CST) or a grade of zero will be given for the uncompleted and/or late assignments.
- **Late assignments will be docked 10% per day late.** 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.
- All exams are timed. When time has expired, the exam will shut off and be automatically submitted. Students should properly prepare for each exam and allow plenty of time to complete and submit the exam prior to the due date (generally 11:59 p.m. Friday night). Anything received after 11:59 p.m. the night of the due date will be considered a late submission, and a grade of zero will be awarded. No exceptions. Students are not allowed to "preview" an exam.
- The student may not use the textbook, notes, or other resources when taking exams, this includes receiving assistance from other students, family, friends or acquaintances. This is considered cheating and will be handled according to the *Academic Integrity* policy.
- All students are expected to complete an evaluation (survey) at the end of the course.

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.

AI Student Policy:
Unless otherwise indicated in the course syllabus, or in individual instructions for course assignments, or in the absence of the express consent of the course instructor, students are not allowed to utilize generative AI to help produce any of their academic work. Any violation of this policy will be considered an act of academic dishonesty as outlined within the Dakota College Code of Student Life.

RESPONSIBILITIES

Students	- Responsible to follow the syllabus and assignment instructions regarding use of generative AI for all academic work. - Obtain permission of the instructor prior to the use of generative AI that is outside of the syllabus or assignment instructions. Provide appropriate rationale for how the use of generative AI will enhance the learning experience for the assignment. - In instances where generative AI is permissible, appropriately cite the generative AI program used and indicate where in the assignment it was used, in a brief submission statement.
Faculty	- Determine if the use of generative AI could enhance student learning in any assignment of project. - Clearly indicate in all course syllabi if generative AI is allowable for any academic work. - If allowable, give specific parameters for how and when generative AI may be used. - If a violation of generative AI for the individual course/syllabus is suspected, discuss the concern with the student. If violation is still suspected, inform the appropriate semester coordinator/program director.