



Course Prefix/Number/Title: AH 258 Practical Skills Lab

Number of Credits: 2

Course Description: Students will see, practice, and perform demonstrations of basic medical assistant skills and procedures in a supervised setting. Includes the study of math and medical terminology and use of the medical assisting process and critical thinking skills to organize and provide safe and effective client care under the direct supervision of a licensed professional.

Pre-/Co-requisites: AH 136

Course Objectives:

Students are expected to:

- Demonstrate the ability to obtain patient history, with respect to lifestyle choices, age, gender, cultural, and spiritual diversity.
- Demonstrate proper documentation of patient information in the patient's medical record and maintains confidentiality of information related to client care.
- List the basics of the patient physical assessment, prepare patients for examinations, and demonstrate knowledge of assisting with various patient procedures.
- Demonstrate safe and appropriate client care as a student within the ethical and legal framework of the profession.
- Illustrate and apply principles of aseptic technique and infection control.
- Describe patient emergencies and appropriate interventions.
- Demonstrate preparation and administration of medications.
- Describe and demonstrate basic collection of specimens.
- State appropriate protocols and patient care coordination information with other health care providers.
- Describe values, beliefs, and attitudes related to health and wellness.

Instructor: Heidi Hauf

Office: Thatcher Hall 211

Office Hours: Appointments arranged upon request.

Phone: 701-228-5453

Email: Messages within Blackboard is preferred. [heidi.hauf@dakotacollege.edu](mailto:heidi.hauf@dakotacollege.edu)

Lecture/Lab Schedule: Online; See course outline for details

Textbook(s):

Niedzwiecki, B., Pepper, J., Weaver, A.P (2020)(*Kinn's The Medical Assistant: An Applied Learning Approach(14th edition)*) (ISBN: 978-0-323-58126-4)

Course Requirements:

**Independent Practice:** Review read each chapter & review chapter PowerPoints. You will have skills videos for each demonstration requirement. Be sure to watch and practice your demonstration skills several times before attempting your own skills video. If you have questions about any topics or need help, please contact me or another student via the course messages.

**Lectures/Presentations:** There are recorded video presentations built in to the course. Please watch and take notes as necessary.

**Discussions:** You will need to create a post with your answer to the questions asked by Wednesday. Respond to another students post with beneficial information.

**Quizzes/Exams:** Each week will have at least one graded quiz. The quizzes/exams do have time limits as published in the course. There is one final comprehensive exam.

**Skill Demonstration Video Assignments:** Each skill will have a video posted with step-by-step instructions for each skill. You can use these videos as examples to create your own skills demonstration videos. Skills are assigned weekly and should be practiced thoroughly before demonstration videos are attempted. All skill demonstrations videos must be of good picture, sound quality, and good camera angle to clearly show demonstrations of the skill. All skill demonstrations must be passed successfully to pass the class. Any failed skill without remediation will result in failure of the class. **No one is allowed to practice/perform invasive skills on a live person.**

Tentative Course Outline:

Week	Topics
1	Vital Signs & Physical Exams
2	Sterile Technique
3	Sterile Dressing Change
4	Suture & Staple Removal
5	Drawing Medication from a Vial & Administering Intradermal Injections
6	Subcutaneous & Intramuscular Injections
7	Urine Specimen Collection & Throat Culture
8	Final Exam

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

Grading Scale:

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

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s):

1. Employ industry-specific skills in preparation for workplace readiness.
2. Combine general education and vocational skills curriculum.

Relationship to Campus Focus: The course focuses on having students demonstrate appropriate skills required for students to perform safe and appropriate client care within their profession. They will use tools & technology provided to meet these demonstration skills.

Classroom Policies:

- Regular participation is expected.
- The student is expected to proficiently perform all skills
- The student is expected to complete all skills, quizzes, and exams as outlined; they should be completed in the order that they are presented.
- All weekly discussions, assignments, and tests are due on Friday at 11:59 p.m. CST.
- **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.
- The student is expected to communicate with other students and instructor via messages or discussions when it is required.
- Once a test is opened, it must be completed. It is up to students to be sure they are ready to take a test before entering it.
- All skills must be performed and passed, no partial credit.
- **Any failed skill demonstration without remediation will result in failure of the class.**

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.