DAKOTA COLLEGE AT BOTTINEAU

COURSE SYLLABUS

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:

- 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.

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):

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 chaper & 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:

- Vital Signs
- Physical Exams
- Sterile Technique
- Sterile Dressing Change
- Suture & Staple Removal
- Drawing Medication from a Vial
- Administering Intradermal Injections
- Subcutaneous & Intramuscular Injections
- Urine Specimen Collection
- Throat Culture
- Final Exam

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:

- 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.

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.