

**Dakota College at Bottineau**  
**Course Syllabus**  
**Clinical Procedures – AH 136**  
**16-week Course**

**Credits:** 3

**Course Prefix/Number/Title:** AH 136 – Clinical Procedures

**Course Description:** This course is designed to introduce the student to the duties and responsibilities of Medical Assistants in clinical practice. Course content includes data collection and documentation, legal issues, physical exams, laboratory and other diagnostic studies, treatment modalities, emergencies, vital signs, and infection control.

**Prerequisites:**

- AH 134 – Medical Disorders
- AH 171 – Medical Terminology

**Course Objectives:**

- Identify the role, including legal and ethical aspects of the Medical Assistant in the health care setting.
- Illustrate and apply principles of aseptic technique and infection control.
- Describe and demonstrate basic collection of specimens.
- Demonstrate the ability to obtain patient history, height and weight, and vital signs.
- Demonstrate proper documentation of patient information in the patient's medical record.
- List the basics of the patient physical assessment, prepare patients for examinations, and demonstrate knowledge of assisting with various patient procedures.
- Demonstrate preparation and administration of medications.
- Describe patient emergencies and appropriate interventions.
- State appropriate protocols and patient care coordination information with other health care providers.

**Instructor:** Susan Indvik BSN, RN

**Office:** Online

**Office Hours:** Online

**Phone:** (701) 871-5342

**E-mail:** [susan.e.indvik@dakotacollege.edu](mailto:susan.e.indvik@dakotacollege.edu) I will respond within 24 hours.

**Lecture/Lab Schedule:** The chapters must be completed in the order they are listed in the syllabus. All assignments/discussions must be completed prior to 11:59 PM CST on the Sunday of the week in which they are assigned. All exams need to be taken in order and are timed.

**Textbook(s):**

- Comprehensive Medical Assisting, Lindh et al, 6<sup>th</sup> ed. (ISBN: 978-1-305-96479-2) - **REQUIRED**

- Study Guide to Accompany Comprehensive Medical Assisting, Lindh et al, 6<sup>th</sup> ed. (ISBN: 978-1-305-96485-3) – **REQUIRED**
- Medical Dictionary of your choice – recommended
- Medical Assisting Tote – only available at the DCB bookstore – **REQUIRED**
- Bundle for the text and study guide (cost effective option at the DCB bookstore) (ISBN: 978-1-337-74015-9)

### **Course Requirements:**

- The student is expected to read the assigned chapters, as well as any lecture notes and slides posted by the instructor.
- The student is expected to participate and provide feedback on all discussion questions within the week they are assigned. This is not option and is a part of the grade for the course.
- All discussions must be well thought out and contain relevant content, including responses to other students' discussion threads.
- Students are expected to practice clinical skills until they are comfortable doing them.
  1. Skills demonstration is required and consists of video recordings of the student performing the skill(s) requested.
  2. Student videos will be uploaded within the course as assigned.
  3. Failure to submit ANY of the required videos will result in a failing grade for the entire course.
  4. The student may also make a video appointment (via Skype) with the instructor, if he/she has questions about specific skills.
- Students are expected to behave in a professional manner. Inappropriate communication will not be tolerated.
- The instructor reserves the right to give assignments that may not be listed in this syllabus.

### **Tentative Course Outline:**

#### Week 1:

- Chapter 1 – The Medical Assisting Profession
- Chapter 2 – Health Care Settings and the Health Care Team
- **Quiz 1** (Ch. 1-2)

#### Week 2:

- Chapter 3 – Coping Skills for the Medical Assistant
- Chapter 4 – Therapeutic Communication Skills

#### Week 3:

- Chapter 5 – The Therapeutic Approach to the Patient with a Life-Threatening Illness
- **Exam 1** (Ch. 3-5)

#### Week 4:

- Chapter 6 – Legal Considerations
- Chapter 7 – Ethical Considerations

#### Week 5:

- Chapter 8 – Emergency Procedures and First Aid
- **Exam 2** (Ch. 6-8)

Week 6:

- Chapter 21 – Infection Control and Medical Asepsis
- Chapter 22 – The Patient History and Documentation

Week 7:

- Chapter 23 – Vital Signs and Measurements
- Chapter 24 – The Physical Examination
- **Exam 3** (Ch. 21-24)

Week 8:

- Chapter 29: Examinations and Procedures of Body Systems
- **Quiz 2** (Ch. 29)

Week 9:

- Chapter 30 – Assisting with Minor Surgery
- Chapter 33 – Nutrition in Health and Disease

Week 10:

- Chapter 34 – Basic Pharmacology
- Chapter 35 – Calculation of Medication Dosage and Medication Administration
- **Exam 4** (Ch. 30, 33-35)

Week 11:

- Chapter 37 – Regulatory Guidelines for Safety and Quality in the Medical Laboratory
- Chapter 38 – Introduction to Medical Laboratory

Week 12:

- Chapter 39 – Phlebotomy: Venipuncture and Capillary Puncture
- Chapter 40 – Hematology

Week 13:

- Chapter 41 – Urinalysis
- Chapter 42 – Basic Microbiology

Week 14:

- Chapter 43 – Specialty Laboratory Tests
- **Exam 5** (Ch. 37-43)

Week 15:

- Chapter 46 – Preparing for Medical Assisting Credentials
- Chapter 47 – Employment Strategies
- **Quiz 3** (Ch. 46-47)

Week 16:

- **Final Exam** (Comprehensive, not including Ch. 46-47)
- Course Evaluation

**General Education Goals/Objectives:** General education exists on the DCB campus to provide students with an opportunity to develop knowledge and skills to become life-long learners in a dynamic, global community that will continue to change.

**Relationship to Campus Theme:**

*Nature*

- Explains the relationship between humans and our environment and the role of science in our lives

- Works collaboratively with others
- Identifies the differences between healthy life choices and consequences of negative behaviors

### ***Technology***

- Demonstrates knowledge and application of technology in the medical assistant field
- Uses electronic resources for course related assignments and information
- Relates to the ever-changing technology in the health care arena

### ***And Beyond***

- Demonstrates effective communication
- Employs the principles of wellness
- Demonstrates the ability to create and analyze; synthesize relationships among society

### **Classroom Policies:**

- Students are encouraged to use the publisher's website. The access code for the website can be found in the front of each new textbook.
- Students will be required to purchase a webcam if they do not have a built-in webcam on their computer. If a student desires a video meeting with the instructor, there will be a link available in the blackboard.
- The student will not be allowed to start/continue/complete internship if they receive a failing grade in the course.
- Any unprofessional conduct by the student may result in dismissal from the course.

**Student E-mail Policy:** Dakota College at Bottineau is increasingly dependent upon e-mail as an official form of communication. A student's campus-assigned e-mail address will be the only one recognized by the campus for official meetings. The liability for missing or not acting upon important information conveyed via campus e-mail rests with the student.

**Course Evaluation Method:** Final grades are based on the total number of points received for the course.

- There are several exams throughout the course.
- Each exam will be 60 questions each.
- Clinical skills practice and return demonstrations via video uploads are required and will receive a pass or fail grade.
- All students must pass the online portion of the course as well as receive a "pass" in the demonstration of clinical skills to receive a passing grade for the course.

### **Grading Scale:**

- A (94% - 100%)
- B (85% - 93%)
- C (75% - 84%)
- D (65% - 74%)
- F (0% - 64%)

**Academic Integrity:** All students are expected to adhere to the highest standards of academic integrity. Students must complete all work themselves. Cheating or plagiarism is a serious offense and is subject to disciplinary action by the instructor and the college administration. Please see campus policies online. All references used must be properly cited.

**Disabilities and Special Need:** If you have a disability for which you need accommodations, you are encouraged to contact Jacalyn Migler of Disability Support Services at (701) 228-5672 and then your instructor to request disability support services as early as possible.