

MARTIN COMMUNITY COLLEGE
COURSE SYLLABUS
Semester/Year: Spring 2010

COURSE NUMBER: MED 240 (5H1)	INSTRUCTOR: Marty Flynn
COURSE TITLE: Exam Room Procedures II	OFFICE NO: Building 3, Office 33
CREDIT HOURS: 5	OFFICE/VIRTUAL HOURS: Monday 1:00 pm-3:00pm Available other times upon request of the student.
CONTACT HRS/WK: 7 (3 class, 4 lab)	
PREREQUISITES: ENG 090, MAT 070, RED 090, MED 140 - Enrollment in the MA Program	PHONE NO: 252-792-1521
COREQUISITES: None	FAX: 252-792-0826
	E-MAIL: mflynn@martincc.edu

COURSE DESCRIPTION: This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competencies in selected exam room procedures.

PROGRAM LEARNING OUTCOMES:

1. Identify and apply medical terminology in the clinical setting.
2. Demonstrate administering patient care and assisting the physician.
3. Convey and teach health related information for patient education in the clinical setting.

COURSE LEARNING OUTCOMES:

1. Perform sterilization techniques.
2. Prepare patient for and assist with procedures.
3. Demonstrate pharmacology principles to prepare and administer oral and parenteral medication.

OTHER OBJECTIVES:

At the completion of this course, students should be able to:

1. Demonstrate an understanding and workable knowledge of all chapter objectives.
2. Discuss and describe six basic nutrients, food guide pyramid, diet therapy, nutrition, and the digestive process.
3. Demonstrate the understanding of different dietary recommendations.
4. Define and describe anatomy, physiology, and treatment of the respiratory system.
5. Demonstrate an understanding of surgical procedures, surgical aseptic techniques, sterilization and disinfection of equipment, informed consent, pre and post operative patient care.
6. Demonstrate medical and surgical asepsis and identify routine surgical instruments.
7. Demonstrate an understanding of medications, dosage, calculations, safety issues, categories, drug classes, controlled substances, and treatment modalities.

8. Demonstrate an understanding of methods of drug administration- oral, parenteral, topical, suppository, buccal, sublingual, Pic line, inhalation, and chemotherapy.
9. Demonstrate an understanding of injection methods with proper techniques.
10. Identify and label injection sites, muscles, needle positions and angles, and legal and ethical issues.
11. Administer oral and parenteral medications.
12. Assist the physician with direct care.
13. Apply critical thinking skills in performing patient assessment and care.
14. Perform electrocardiography.
15. Perform patient screening using protocols.
16. Prepare proper dosages of medication for administration.
17. Verify dosages prior to administration.
18. Analyze charts, graphs, and /or tables in the interpretation of healthcare results.
19. Discuss infection control procedures.
20. Identify personal safety precautions as established by the Occupational Safety and Health Administration (OSHA)
21. Differentiate between medical and surgical asepsis used in ambulatory care settings, identifying when each is appropriate.
22. Participate in training on standard precautions.
23. Practice standard precautions.
24. Select appropriate barrier/personal protective equipment for potentially infectious situations.
25. Perform handwashing.
26. Prepare items for autoclaving
27. Perform sterilization process.
28. Display sensitivity to patient rights and feelings in collecting specimens.
29. Explain the rationale for performance of a procedure to the patient.
30. Show awareness of patients' concerns regarding their perceptions related to the procedure being performed.
31. Discuss quality control issues related to handling microbiological specimens.
32. Describe Standard Precautions, including:
 - a. Transmission based precautions
 - b. Purpose
 - c. Activities regulated
33. Discuss the application of Standard Precautions with regard to:
 - a. All body fluids, secretions and excretions
 - b. Blood
 - c. Non intact skin
 - d. Mucous membranes
34. Identify the role of the Center for Disease Control (CDC) regulations in healthcare settings
35. Report relevant information to others succinctly and accurately
36. Instruct patients according to their needs to promote health maintenance and disease prevention
37. Prepare a patient for procedures and/or treatments
38. Document patient care
39. Document patient education
40. Respond to issues of confidentiality
41. Perform within scope of practice
42. Apply HIPAA rules in regard to privacy/release of information
43. Practice within the standard of care for a medical assistant
44. Document accurately in the patient record
45. Apply local, state and federal health care legislation and regulation appropriate to the

medical assisting practice setting

REQUIRED TEXTBOOKS

Lindh, W., Pooler, M., Tamparo, C., & Dahl, B. (2010). Comprehensive medical assisting (4th ed.). New York: Thomson Delmar Learning.

Lindh, W., Pooler, M., Tamparo, C., & Dahl, B. (2010). Workbook to accompany comprehensive medical assisting (4th ed.). New York: Thomson Delmar Learning.

Lindh, W., Pooler, M., Tamparo, C., & Dahl, B. (2010). Comprehensive medical assisting blackboard web tutor (4th ed.). New York: Thomson Delmar Learning.

Bundle ISBN number 978111120412. Lindh, W., Pooler, M., Tamparo, C., & Dahl, B. (2010). Comprehensive medical assisting (4th ed.). New York: Thomson Delmar Learning.

Synapse HER 1.1: An Electronic Charting Simulation-CD

SUPPLEMENTAL RESOURCES: Stethoscope, blood pressure cuff, and white lab coat are required.

LEARNING/TEACHING METHODS: Lecture, PowerPoint, Group Discussions, Reading Assignments, Outside Reading Assignments, Lab Demonstrations, and Return Demonstration NOTE (QEP): Outside Reading Assignments will include medical articles from medical magazines or medical journals. NOTE (QEP): Outside reading assignments may include researching a topic using books other than the textbook, medical journals, magazines, or NC Live resources. The student will be given a topic to research and will then present collected material to the class.

ASSESMENTS/METHODS OF EVALUATION:

1. Unit Exams	60%
2. Outside Reading Assignment, Assignments, Quizzes, Lab/Professionalism	15%
3. Final Exam/Lab Practical	25%

GRADING POLICY:

1. There will be unit exams given over the course of the semester. Students are required to make a 77 or better for their final grade in this class.
2. There will be a comprehensive and practical exam at the end of the semester.
3. The student will read and review an assigned article. A written summary with an opinion will be prepared on the article for class presentation during coverage of that unit.
4. The student will actively participate in classroom assignments, group discussions, review sessions, and other daily activities.

5. The student will score 85 or better on the administering medication test or will not be able to give injections. This will result in failure for the semester.

Grading Scale

A (93-100)

B (85-92)

C (77-84)

D (70-76)

F Below 70

COURSE OUTLINE:

Week 1	Unit 1	Review of Clinical Procedures from MED 140
	Unit 2	Advanced Techniques and Procedures
Week 2-3	Chapter 31	Assisting with Office Ambulatory Surgery
Week 4	Chapter 33	Rehabilitation and Therapeutic Modalities
Week 5	Chapter 34	Nutrition in Health and Disease
Week 6-8	Chapter 35	Basic Pharmacology
Week 9-11	Chapter 36	Calculation of Medication Dosage and Medication Administration
Week 12-13	Chapter 37	Electrocardiography
	Unit 3	Entry into the Profession
Week 14	Chapter 47	Preparing for Medical Assisting Credentials
Week 15	Chapter 48	Employment Strategies
Week 16		Review for Exams

This schedule is tentative and is subject to change.

STUDENT ATTENDANCE POLICY:

Attendance Policy

The attendance policy for all medical assisting classes is 90%. Attendance will be taken in the classroom. Therefore, you may only miss 11 hours of class. This means that you can only miss 3 classes for the whole semester! If you miss 4 classes then you will be administratively withdrawn. The instructor will evaluate extenuating circumstances such as death of an immediate family member and hospitalization. Evaluation and decisions will be made by the instructor not the student! Habitual tardiness and or early departure would include the student leaving early or arriving after the class begins. Three tardies or early departures constitutes one absence. If you are tardy 10 times you will also be administratively withdrawn. Students must be present the first ten percent (10%) of this course in order to be considered enrolled in the class. If a student has not attended at least one class by the ten percent census date, the student will be administratively withdrawn from the class. Students administratively withdrawn will receive a "WF" which is equivalent to an "F" when calculated into the student's GPA. Students may remove a "WF" by submitting appropriate paperwork for an official withdrawal by the last day to officially withdraw without receiving an "F." There are no justifiable

absences for this class once you exceed the 10% attendance requirement you will be administratively withdrawn! The last day to officially withdraw without receiving an "F" is March 14, 2011.

No make-up tests or assignments will be allowed in this course. If you are absent and miss a test, quiz, or assignment a 0 will be given. Also if you fail to turn in assignments in class or on Blackboard by the due date you will be given a 0.

REQUEST FOR EXCUSED ABSENCES FOR RELIGIOUS OBSERVANCES*

***In compliance with G.S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a minimum of two excused absences per academic year for religious observances required by the student's faith. The policy limits the excused absences to a maximum of two days per academic year.**

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) prior to the census date of each class. The *Request for Excused Absences for Religious Observances* form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

COURSE POLICIES:

Academic Integrity Policy:

Students admitted to or applying for admission to allied health field programs at Martin Community College are expected to exhibit the highest personal integrity in all academic work and behavior. Lying, cheating and plagiarism are forms of academic dishonesty that violate the integrity of any academic process and will not be tolerated.

Testing Policies

It is the responsibility of the student to be present for all announced unit exams. No make-up exams or assignments will be granted! Missed work will result in a 0! Pop tests may be given at any time.

No section on testing policies and procedures can be complete without a brief discussion on cheating and the Honor System. Cheating will not be tolerated! The Medical Assisting Program runs on the Honor System as will also be the practice in any health care facility. That simply means that it is your responsibility not to engage in cheating yourself and to report any manner of cheating to your instructor or the MA Program Director. The best example of an employment cheating situation would be with drugs within your medical facility. If, as an employee, you know that someone is taking the drugs ordered for patients, it is clearly your responsibility to report the abuse. Likewise, in the classroom you will be expected to report any cheating abuse. Therefore, anyone caught cheating will be dismissed from the Medical Assisting Program immediately and will not be allowed to apply for readmission.

Plagiarism

Webster's New World Dictionary defines the word "plagiarize" as "to take (ideas, writings, etc.) from (another) and pass them off as one's own". Plagiarism is fraud, and under US law it is theft. Almost all forms of expression are covered by some form of legal protection, as intellectual property of the originator. Using another's words or thoughts and not giving them credit appropriately will result in an "F" for the assignment for a first offense, and an "F" for the class for the second offense. You will receive detailed instructions describing how to footnote and cite information for scientific purposes before being asked to turn in written material. Failing to consult that information, and properly cite the work you have used as a reference will result in consequences.

Keep in mind that as your instructors are often asked to provide your references, Academic Integrity Violations and/or violations of the Student Governance and Conduct Code may affect your ability to get a job in the future. As future professionals in fields that require high standards of personal integrity in their practitioners, you should cultivate a professional attitude and professional conduct and behavior now. Unprofessional habits are hard to break later on!

If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252)789-0246 or (252)789-0247 by phone, pbroughton@martincc.edu by e-mail, or in person at her office in Building 2, Room 33.

To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to www.martincc.edu.

If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 789-0293.