

MED215 – Specialty Examinations and Treatments

INSTRUCTOR:

OFFICE: **PHONE:** **Email:**

Lab Instructor:

Schools closings for inclement weather postings of where to listen : <http://www.jccmi.edu/info/closings.htm>

Pre-requisites: MOA112, MED115 (2.5), MED116 (2.5)

Course Description: Through 2 hours of lecture and 3 hours of lab per week, the student will learn clinical practices, procedures, and routines including; well child examinations and immunizations, OB/GYN, male health, geriatrics, orthopedics, and administration of medications.

Required Textbooks and Learning Tools:

Kroenberger, J., Southard-Durham, L., & Woodson, D. (2016). Comprehensive medical assisting. (5th ed). Lippincott, Williams, & Wilkins.

Kroenberger, J., Southard-Durham, L., & Woodson, D. (2016). Comprehensive medical assisting – Study Guide. (5th ed). Lippincott, Williams, & Wilkins.

MA Notes. FA Davis.

Medical Dictionary.

Nursing Drug Guide.

Other learning materials : www.jccmi.edu Online class: JetNet MED 215

Course Outcomes and Associate Degree Outcomes Assessment

Course outcomes will be assessed on the theory/lecture portion of the course requiring an 80% or higher and on the skill based competencies which will require an 85% or higher each. Associate Degree Outcomes for this course are shown below. Instructor will use corresponding rubric to report assessment. This is a course assessment and does not affect individual student grade assignment but, looks at the class as a whole.

**ADO 10 Diversity – Proficient.
Tool: Reflection Paper**

Course Requirements/Evaluation:

1. Students must attend each class session. You will fall behind quickly if you miss this class. This class includes a large “lab” component requiring use of equipment and practice skills. It is your responsibility to schedule a make up lab for missed work.
2. Students are expected to conduct themselves in a professional manner and utilize lab time efficiently for practicing skills or completing assigned work.
3. Students are expected to adhere to the department dress code (copy attached).
4. Students are required to read the textbook and answer questions in the workbook. It is to your advantage to use the workbook as a study guide to reinforce reading from the text. All workbook homework is due at the beginning of class or you will receive a zero.
5. All assignments are expected to be turned in on time. Even if an assignment is late, it is still required to be completed and handed in, but you will only receive a grade of “1” to demonstrate that it has been completed.
6. All quizzing will be completed through Prep-U. Each quiz will be worth 5 points which will be determined by your Mastery Level at the time that the quiz is due which will be the next week of class, PRIOR to the beginning of class. You must earn a Mastery Level of 5 to obtain a 100% for that quiz. No points will be given after the day it is due. It is suggested to continue to practice the quizzes throughout the semester to prepare for the final exam and strive for a Mastery Level of 8 to ensure you are well prepared for the final exam.
7. Clinical competency will be evaluated through performance skills checklists which must be achieved with 85% accuracy or better with two attempts maximum. If prior problems are not corrected, you will not receive a passing grade.

NOTE: Repeat competencies may have to be scheduled outside of class time.

Grading: Your grade will be calculated based on the following percentages:

15% - Quizzes

35% - Final Exam

30% - Assignments/Projects

10% - Other (Study Guide HW, Professionalism, Participation)

10% - Final Practical Exam/Competencies

** You must achieve a minimum of 2.5 overall on the lecture portion (Quizzes/Final Exam/Assignments/Other) and 85% on the Final Practical Exam/Competencies (with a max of two attempts) in order to pass the class! If you do not achieve the required percentage on the theory (lecture) portion of the class, you must repeat the class, regardless of your total overall average for the course. You must also pass ALL items listed on the Affective Evaluation/Professional Behavior form to receive a passing grade in the course.

Grading Scale:

4.0	100-94%	2.0	79-75%
3.5	93-89%	1.5	74-70%
3.0	88-85%	1.0	69-65%
2.5	84-80% (REQUIRED PASSING GRADE FOR COURSE)	0.5	64-60%
		0.0	below 60%

Course Content:

The following topics will be covered in this course. This will include a combination of didactic material (lecture and Testing) and competency based evaluations (competencies performed in lab). A detailed description of the accreditation standards being met in this course can be found at the back of the syllabus. Any ADOs met in this course are also detailed in the standards section.

Course Topics

- Well child examinations and immunizations
- OB/GYN, birth control, breast self exam
- Male health and Testicular self exam
- Geriatrics
- Understanding diversity in the elderly population (ADO-10)
- Orthopedics
- Dermatology
- Dosage calculations & Pharmacology
- Administration of Medications
- Pediatric Injections/Immunizations

Skill Based Competencies

- Maintain Medication and Immunization Records (VAR)
- Write a Prescription
- Perform dosage calculations (with a 90% minimum – max two attempts)
- Administer an Oral Medication
- Withdraw a Medication from a Vial
- Reconstitute a Powdered-Base Medication
- Mix Two Medications into One Syringe
- Administer IM, SubQ, ID, and Z-Track Injections
- Assist with a GYN Exam and Pap Test
- Instruct the Patient in Breast Self-Exam (brochure)
- Complete an OB Intake form
- Create an instruction tool for TSE
- Obtain Length & Weight of an Infant and document on growth chart
- Obtain Head and Chest Circumference of an Infant
- Perform tasks in EHR

**You must receive an 85% or higher on EVERY competency and complete EVERY skill based competency in order to pass this class. If you do not achieve this on the lab portion of the class, you must repeat the class, regardless of your total overall average for the course.

Course Schedule: Assignments

Additional assignments may be given that are not listed here. Weekly assignments listed under homework are taken from the workbook. Homework will be checked for completion at the beginning of class and if completed, you will receive full credit. If not completed or you are late, you will receive a zero. Each week complete all EXCEPT Case Studies for Critical Thinking which will be done in class the next week.

	LECTURE	LAB
WEEK 1	Discuss Syllabus, Dress Code, and Professionalism Ch. 24 – Preparing and Administering Medications Dosage Calculations Made Easy!	Dosage Calculations Practice Dosage Calculations w/ Math worksheet Fill out Rx Forms & Perform Maintain Medication Records
Homework	Ch. 24: Study Guide **Create 1 Procedure for IM, ID, & SubQ	Complete Math worksheet
WEEK 2	Ch. 24 HW DUE Math Worksheet Due Complete Prep U Ch. 24 online prior to next lecture	Practice Administering an Oral Med (I-8), Withdrawing Medications from a Vial, Reconstitute a Powdered Medication, Mix Two Meds in One Syringe
Homework		
WEEK 3	Procedure Pages Due Begin Ch. 36 – Obstetrics and Gynecology	Practice Administering Parenteral Medications Practice Assisting with a Gynecological Exam
Homework	Create BSE Brochure Ch. 36: Study Guide	
WEEK 4	Ch. 36 HW Due Continue Ch. 36 – OB/GYN Complete Prep U Ch. 36 online prior to next lecture	Continue practice of previous skills
Homework	Immunization Assignment (V-7)	

	LECTURE	LAB
WEEK 5	Immunization Assignment Due Ch. 38 – Pediatrics Discuss Recommended Schedule of Imms & future quiz	Complete Vaccine Administration Record using Immunization Assignment VIS Sheets
Homework	Ch. 38: Study Guide Complete EHR Case 6 – Pediatric Patient	
WEEK 6	BSE Brochure DUE Ch. 38 HW Due Complete Prep U Ch. 38 prior to next lecture Practice Growth Charts	Continue practice of Administering Parenteral Medications Practice Well Child Exam & measurements
Homework	Growth Chart Competency Take Home TSE Teaching Tool Ch. 35 Study Guide	
WEEK 7	Ch. 35 HW Due Ch. 35 – Urology Complete Prep U Ch. 35 online prior to next lecture TSE Teaching Tool Due (present to class – continue in lab if needed)	Continue Administering Parenteral Medications Continue Assisting with a Gynecological Exam
Homework	Complete EHR Case 7 – Cardiovascular Pt.	
WEEK 8	Ch. 39 – Geriatrics MOVIE - Write a reflection paper of the movie discussing what you saw and how you can apply it to your position as an MA.	Continue Administering Parenteral Medications Continue practice of previous skills
Homework	Complete EHR Case 8 – Gerontology Pt. Ch. 39 Study Guide	

WEEK 9	Ch 39 HW Due Reflection Paper Due Complete Prep U Ch. 39 online prior to next lecture <i>DOSAGE QUIZ – must earn 90% or retake last week of semester</i>	Continue practice of previous skills Orthostatic BP Ankle-Brachial Test
Homework	Ch. 28 & 29 Study Guide Complete EHR Case 9 – Urgent Care Pt.	
WEEK 10	Ch. 28 & 29 HW Due Complete Prep U Ch. 28 & 29 online prior to next lecture	Perform bandaging Practice Assisting a patient with a walker, a cane, and crutches
Homework	Study for Tests and Final Exam	
WEEK 11	Practical Final Exam – By Appt. All Day Immunization Schedule Test (will take after you complete final practical)	
WEEK 12	Final Exam – In Class Rh/Genetics Test Dosage Quiz Retakes (must earn 90% if not earned previously)	Practical Final Exam Retakes By Appt.

DRESS CODE FOR MEDICAL LAB STUDENTS

Your career in the medical field is one of importance and prestige. People will seek you out for help with their problems and also look to you as a representative of the health care field. You are becoming part of a team, and along with this responsibility, there are rules you will be expected to follow in the lab in preparation for your career in health care.

1. A white or ceil blue warm up jacket or lab coat is the only item that can be worn over your scrubs. No Hoodies!
2. Under your lab coat, you must wear the required colored scrubs for your program. Please purchase these ASAP. Tennis shoes must be worn. No open toe shoes are allowed. Shoes must be clean and free from mud and dirt, white shoes are preferred. Socks must also be worn.
3. Good personal hygiene is imperative.
4. Hair should be neat and clean. If you have long hair, it should be fixed so that it does not fall forward around your face and it should be up and off the collar.
5. **NAILS MUST BE CLEAN AND NEATLY TRIMMED!** You will be applying gloves frequently and long nails will tear the gloves. You will not be allowed to keep long nails working in a medical setting due to harboring of microorganisms under the nails. Nail polish must be light or neutral shades!
6. Jewelry should be discreet: no dangling earrings, chains around the neck, or multiple rings on hands. A wedding/engagement ring is acceptable. Jewelry has to be removed when washing hands and there is a risk of losing it – so please just don't wear it!
7. Use good discretion and moderation with make-up: perfumes are not allowed – no smoke smell either.
8. Gum chewing is prohibited in medical classes as well as food and drinks.
9. A watch with a second hand, stethoscope, and BP cuff is required.
10. **A “Dress Code Check-Off” will be conducted twice in the term – please see attached.**

Medical Assistant/MOS Dress Code Check-off

Name _____ Date _____

ITEM	REQUIREMENT	PASS	FAIL
Uniform	Clean & pressed, Program Designated Scrubs - MOS- Any scrubs No Hoodie – any jacket must be coordinating		
Socks	Wearing coordinating socks, Clean		
Shoes	Coordinating shoes – white or black – no bright colors – Clean Shoes & Laces		
Hair	Neutral color (blonde, brunette, red). Clean, Off collar; does not fall in face, using hair band, barrette. No large items in hair.		
Male Facial Hair	Beard neatly trimmed		
Facial piercing	Not allowed		
Tattoos	Should not be visible		
Rings	Only one ring on each hand		
Earrings	Only one set allowed on lower lobe		
Necklaces	Simple, subtle		
Bracelets	Not allowed		
Nails	Clean, Trimmed to appropriate length, Polish clear or neutral color; no chipping		
Make Up	Used appropriately; sparingly; should be natural looking		
Perfume/ Cologne	Not allowed		
Gum chewing	Not allowed		
Name Tag	Visible		
Watch	Must have second hand (<i>clinical classes only</i>)		

Dress code is Pass/Fail. This will be conducted twice per term at the instructor's discretion.

Pass _____ Fail _____ Instructor Signature _____

Comments:

MA PROFESSIONAL STANDARDS

BEHAVIOR

- Any behavior that is distracting, disrespectful, or inconsiderate to others will not be tolerated and may result in dismissal from the course or expulsion from the College.
- Food is not allowed in the classroom. You are allowed to bring water or any closed drink container to classrooms, but drinks are NOT permitted in laboratories.
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LATE ASSIGNMENTS

- Assignments are due at the beginning of class.
- Late assignments will NOT be accepted. If you know you will be absent, please hand in homework early.

MAKE-UPS QUIZZES & EXAMS

- Only one exam or quiz may be taken outside of the scheduled time with a 10% deduction. Students will receive a zero for all other missed exams or quizzes.
- Students arriving late on exam/quiz days may begin the exam when they arrive, but must turn it in along with the remainder of the class. If, for example, the quiz is scheduled from 10:00-10:30, ALL quizzes will be collected at 10:30, even if you did not arrive until 10:15.

CELL PHONES

- Cell phones must be turned OFF during class.
 - Students whose phone rings or vibrates during a quiz or exam will have 2% subtracted from their grade on the quiz/exam.
- Students making or accepting calls or text messages during class will be asked to leave.
- Exceptions to the phone policy will be considered by the instructor on an individual basis.

HONOR CODE VIOLATIONS

- Students caught plagiarizing or cheating on an assignment, quiz, or exam will receive a zero for the assignment, quiz, or exam. Cheating a second time or on the final exam will result in failure of the class and could result in expulsion from the College.

PARTICIPATION

- A large portion of your grade is based on your participation in the course. This includes adhering to the dress code, *actively* participating in the class, handing assignments in on time, and acting in a professional manner. If any of these course requirements are not met, participation points will be deducted at the discretion of the instructor.

OTHER POLICIES

- The student is responsible for information and assignments given in class even if they were not present.
- The instructor will reconsider any question that was marked incorrect if the student can demonstrate that the answer is correct, based either on what was presented in class or in the textbook. Appeals of this nature must be made no later than the class period after the item has been returned to the student.

MED215
Core Curriculum for Medical Assistants
Medical Assisting Education Review Board (MAERB)
2015 Curriculum Requirements

Individuals graduating from Medical Assisting programs accredited by CAAHEP must demonstrate knowledge of the subject matters required for competence in the profession. They must incorporate the cognitive (C) knowledge in performance of the psychomotor (P) and affective (A) competencies in this class or future courses in the program.

The following Cognitive (Knowledge) requirements are covered in this course.

FOUNDATIONS FOR CLINICAL PRACTICE
CONTENT AREAS I-IV

CONTENT AREA I: Anatomy and Physiology Cognitive (Knowledge) I.C Anatomy & Physiology
1. Describe the structural organization of the human body
2. Identify body systems
4. List the major organs in each body system
5. Identify the anatomical location of major organs in each body system
6. Compare structure and function of the human body across the life span
7. Describe the normal function of each body system
8. Identify common pathology related to each body system including: <ul style="list-style-type: none"> a. Signs b. Symptoms c. etiology
9. Analyze pathology for each body system including: <ul style="list-style-type: none"> a. Diagnostic measures b. Treatment modalities
CONTENT AREA II: Applied Mathematics Cognitive (Knowledge) II.C Applied Mathematics
1. Demonstrate knowledge of basic math computations
2. Apply mathematical computations to solve equations
3. Define basic units of measurement in: <ul style="list-style-type: none"> a. The metric system b. The household system
4. Convert among measurement systems
5. Identify abbreviations and symbols used in calculating medication dosages
6. Analyze healthcare results as reported in: <ul style="list-style-type: none"> a. Graphs b. Tables

**APPLIED COMMUNICATIONS
CONTENT AREA V**

CONTENT AREA V: Concepts of Effective Communication Cognitive (Knowledge) V.C Concepts of Effective Communication
1. Discuss the theories of: b. Erikson

The following Psychomotor (Skills) requirements are covered in this course.

These skills will be evaluated through, and/or will be included in, various competencies performed throughout the class. All skill based competencies will require earning an 85% or higher with two attempts max.

**FOUNDATIONS FOR CLINICAL PRACTICE
CONTENT AREAS I-IV**

CONTENT AREA I: Anatomy and Physiology Psychomotor (Skills) I.P Anatomy & Physiology
1. Measure and record: a. Blood pressure b. Temperature c. Pulse d. Respirations e. Height f. Weight g. Length (infant) h. Head circumference (infant)
4. Verify the rules of medication administration a. Right patient b. Right medication c. Right dose d. Right route e. Right time f. Right documentation
5. Select proper sites for administering parenteral medication
6. Administer oral medications
7. Administer parenteral (excluding IV) medications
8. Instruct and prepare a patient for a procedure or a treatment
9. Assist provider with a patient exam

<p>CONTENT AREA II: Applied Mathematics Psychomotor (Skills) II.P Applied Mathematics</p>
1. Calculate proper dosages of medication for administration
4. Document on a growth chart
<p>CONTENT AREA III: Infection Control Psychomotor (Skills) III.P Infection Control</p>
2. Select appropriate barrier/personal protective equipment (PPE)
3. Perform handwashing
10. Demonstrate proper disposal of biohazardous material <ul style="list-style-type: none"> a. Sharps b. Regulated waste

APPLIED COMMUNICATIONS

CONTENT AREA V

<p>CONTENT AREA V: Concepts of Effective Communication Psychomotor (Skills) V.P Concepts of Effective Communication</p>
1. Use feedback techniques to obtain patient information including: <ul style="list-style-type: none"> a. Reflection b. Restatement c. Clarification
2. Respond to nonverbal communication
3. Use medical terminology correction and pronounced accurately to communicate information to providers and patients
4. Coach patients regarding: <ul style="list-style-type: none"> b. Health maintenance c. Disease prevention d. Treatment plan
5. Coach patients appropriately considering: <ul style="list-style-type: none"> a. Cultural diversity b. Developmental life stage c. Communication barriers
11. Report relevant information concisely and accurately

**MEDICAL BUSINESS PRACTICES
CONTENT AREAS VI-IX**

<p>CONTENT AREA VI: Administrative Functions Psychomotor (Skills) VI.P Administrative Functions</p>
<p>6. Utilize an EMR</p>

MEDICAL LAW AND ETHICS

<p>CONTENT AREA X-XI CONTENT AREA X: Legal Implications Psychomotor (Skills) X.P Legal Implications</p>
<p>3. Document patient care accurately in the medical record</p>
<p>4. Apply the Patient’s Bill of Rights as it relates to:</p> <ul style="list-style-type: none"> a. Choice of treatment b. Consent for treatment c. Refusal of treatment
<p>5. Perform compliance reporting based on public health statutes</p>
<p>CONTENT AREA XI: Ethical Considerations Psychomotor (Skills) XI.P Ethical Considerations</p>
<p>1. Develop a plan for separation of personal and professional ethics</p>
<p>2. Demonstrate appropriate response(s) to ethical issues</p>

**SAFETY AND EMERGENCY PRACTICES
CONTENT AREA XII**

<p>CONTENT AREA XII: Protective Practices Psychomotor (Skills) XII.P Protective Practices</p>
<p>1. Comply with:</p> <ul style="list-style-type: none"> a. Safety signs b. Symbols c. Labels
<p>2. Demonstrate proper use of:</p> <ul style="list-style-type: none"> c. Sharps disposal containers

**The following Affective (Behavior) requirements are covered in this course.
All Affective items must be met (Pass/Fail) in order to pass this class.**

FOUNDATIONS FOR CLINICAL PRACTICE
CONTENT AREAS I-IV

CONTENT AREA I: Anatomy and Physiology Affective (Behavior) I.A Anatomy & Physiology
1. Incorporate critical thinking skills when performing patient assessment
2. Incorporate critical thinking skills when performing patient care
3. Show awareness of a patient's concerns related to the procedure being performed

APPLIED COMMUNICATIONS
CONTENT AREA V

CONTENT AREA V: Concepts of Effective Communication Affective (Behavior) V.A Concepts of Effective Communication
1. Demonstrate: <ul style="list-style-type: none"> a. Empathy b. Active listening c. Nonverbal communication
2. Demonstrate the principles of self-boundaries
3. Demonstrate respect for individual diversity including: <ul style="list-style-type: none"> a. Gender b. Race c. Religion d. Age e. Economic status f. Appearance
4. Explain to a patient the rationale for performance of a procedure

MEDICAL LAW AND ETHICS
CONTENT AREA X-XI

CONTENT AREA X: Legal Implications Affective (Behavior) X.A Legal Implications
1. Demonstrate sensitivity to patient rights
2. Protect the integrity of the medical record
CONTENT AREA XI: Ethical Considerations Affective (Behavior) XI.A Ethical Considerations
1. Recognize the impact personal ethics and morals have on the delivery of healthcare

JC General Policies

Grades: A 2.0 or "C" is a passing grade. Only courses with passing grades count toward graduation. Other colleges transfer in only courses with passing grades. Many financial aid sources, including most employers, require passing grades. Additionally, earning less than a 2.0 in a class results in not being able to participate in the next level of courses in a discipline, which requires this course as a pre-requisite. If you attempt to register for the next course sequence and have not passed the pre-requisite course, you will be dropped from that class.

Academic Honesty Policy

Academic honesty is expected of all students. It is the ethical behavior that includes producing their own work and not representing others' work as their own, either by plagiarism, by cheating, or by helping others to do so.

Plagiarism is the failure to give credit for the use of material from outside sources.

Plagiarism includes but is not limited to:

- Using data, quotations, or paraphrases from other sources without adequate documentation
- Submitting others' work as your own
- Exhibiting other behaviors generally considered unethical

Cheating means obtaining answers/material from an outside source without authorization.

Cheating includes, but not limited to:

- Plagiarizing in all forms
- Using notes/books without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical

Collaboration

While JC encourages students to collaborate in study groups, work teams, and with lab partners, each student should take responsibility for accurately representing his/her own contribution.

Consequences/Procedures

Faculty members who suspect a student of academic dishonesty may penalize the student by taking appropriate action up to and including assigning a failing grade for the paper, project, report, exam, or the course itself. Instructors must document all instances of academic dishonesty beyond those of a very minor nature, in writing to the academic dean.

The Office of the Academic Deans will record and track students who have been reported as having cheated. If the same student cheats in other courses, the dean will enact sanctions appropriate to level of infraction. The sanction will be selected in consultation with the involved faculty. The Dean can administer consequences up to and including suspension.

Student Appeal Process – See JC Student Handbook

Course Agreement

I, _____, have received the syllabus for
_____ (course name) _____ (semester/year)
and have read and understand the course requirements.

- I have also been told that no late work will be accepted and understand that it is my responsibility to get any homework, papers, assignments, etc. turned in at the beginning of class or sooner. I also understand that if any work is handed in after the beginning of class or later, that I will receive a “0” grade on that assignment.
- I have been told and understand that if I am absent on a competency day, that will be considered my first attempt and that I will have only one attempt left.
- I have been told and understand that if I miss more than two (2) classes TOTAL during the semester (lab or lecture) I will be given a failing grade in the class.
- I have been told and understand that I must perform quizzes within Prep U and earn a Mastery level of 3 for each of the chapters that correspond with this course in order to be eligible to take the final exam.
- I have been told and understand that I must receive an 85% or better on all competencies and an 80% or better on a cumulative grade of the lecture portion of the course to be given a minimum passing grade of 2.5 in the course. I also understand that I must pass all items on the Affective Evaluation to receive a passing grade in this class. If I do not meet these requirements I will be given a grade of 2.0 or my current grade in the course if my overall grade is lower than a 2.0.

Student

Date

Witness – Program Director/Instructor

Date

Course Agreement

I, _____, have received the syllabus for
 _____ (course name) _____ (semester/year)
 and have read and understand the course requirements.

- I have also been told that no late work will be accepted and understand that it is my responsibility to get any homework, papers, assignments, etc. turned in at at the beginning of class or sooner. I also understand that if any work is handed in after the beginning of class or later, that I will receive a “0” grade on that assignment.
- I have been told and understand that if I am absent on a competency day, that will be considered my first attempt and that I will have only one attempt left.
- I have been told and understand that if I miss more than two (2) classes TOTAL during the semester (lab or lecture) I will be given a failing grade in the class.
- I have been told and understand that I must perform quizzes within Prep U and earn a Mastery level of 3 for each of the chapters that correspond with this course in order to be eligible to take the final exam.
- I have been told and understand that I must receive an 85% or better on all competencies and an 80% or better on a cumulative grade of the lecture portion of the course to be given a minimum passing grade of 2.5 in the course. I also understand that I must pass all items on the Affective Evaluation to receive a passing grade in this class. If I do not meet these requirements I will be given a grade of 2.0 or my current grade in the course if my overall grade is lower than a 2.0.

 Student

 Date

 Witness – Program Director/Instructor

 Date