

MOA214 – 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: HOC132, LPN132 or NUR121 (2.0), MOA114 (2.5), MOA116 (2.5)

Course Description: MOA 214 provides students with skills to be successful in specialty practices and settings. Topics will include 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. (2013). Comprehensive medical assisting. (4th ed). Lippincott, Williams, & Wilkins.

Kroenberger, J., Southard-Durham, L., & Woodson, D. (2013). Comprehensive medical assisting – Study Guide. (4th ed). Lippincott, Williams, & Wilkins.

MA Notes. FA Davis.

Medical Dictionary.

Nursing Drug Guide.

Other learning materials : www.jccmi.edu Online class: JetNet MOA 214

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.
5. All assignments are expected to be turned in on time. Late assignments will not be accepted.
6. There will be quizzes throughout the term along with a final exam. Quizzes must be completed online prior to the next lecture or you will receive a zero.
7. Clinical competency will be evaluated through performance skills checklists. All competencies must be achieved with 85% accuracy or better with two attempts maximum. If a competency must be repeated, a score of 100% is required.

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

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

40% - Tests/quizzes

30% - Final Exam

20% - Other (Homework, Assignments, Professionalism, Participation)

10% - Final Practical Exam

** You must achieve a minimum of 2.5 overall on the lecture portion (Tests/Final Exam/Other) and 85% on the Final Practical Exam (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.

Grading Scale:

4.0 100-94%

3.5 93-89%

3.0 88-85%

2.5 84-80% (REQUIRED PASSING GRADE FOR COURSE)

2.0 79-75%

1.5 74-70%

1.0 69-65%

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
- Pharmacology and dosaging
- Administration of Medications

Skill Based Competencies

- Maintain Medication and Immunization Records (VAR)
- Write a Prescription
- Create drug cards
- 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 a Pediatric Injection
- 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. 23 – Introduction to Pharmacology (Read on your own to “refresh”) Ch. 24 – Preparing and Administering Medications	Discuss Top 50 Drugs & Quizzes. Dosage Calculations Practice Dosage Calculations w/ Math worksheet Fill out Rx Forms & Perform Maintain Medication Records
Homework	Ch. 23 & 23 & 24: Study Guide **Create 1 Procedure for IM, ID, & SubQ and how 1 for how to administer O2 (p.583)	Complete Math worksheet
WEEK 2	Ch. 23 & 23& 24 HW DUE Math Worksheet Due Complete Test Ch. 23 & Ch. 23 & 24 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 Drug Quiz Begin Ch. 35 – Obstetrics and Gynecology	Practice Administering Parenteral Medications Practice Assisting with a Gynecological Exam
Homework	Create BSE Brochure Ch. 35: Study Guide	
WEEK 4	Ch. 35 HW Due Continue Ch. 35 – OB/GYN Complete Test Ch. 35 online prior to next lecture	Continue practice of previous skills
Homework	Immunization Assignment (V-7)	

	LECTURE	LAB
WEEK 5	Immunization Assignment Due <i>Drug Quiz</i> Ch. 37 – Pediatrics Discuss Recommended Schedule of Imms & future quiz	Complete Vaccine Administration Record using Immunization Assignment VIS Sheets
Homework	Ch. 37: Study Guide Complete EHR Case 6 – Pediatric Patient	
WEEK 6	BSE Brochure DUE Ch. 37 HW Due Complete Test Ch. 37 prior to next lecture Practice Growth Charts	Continue practice of Administering Parenteral Medications Practice Well Child Exam & measurements
Homework	Growth Chart Competency (II-3) Take Home TSE Teaching Tool Ch. 34: Study Guide	
WEEK 7	<i>Drug Quiz</i> Ch. 34 HW Due Ch. 34 – Urology Complete Test Ch. 34 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. Ch. 38: Study Guide	

WEEK 8	<p><i>Drug Quiz</i></p> <p>Ch. 38 HW Due</p> <p>Ch. 38 – Geriatrics</p> <p>MOVIE</p> <p>Write a reflection paper of the movie discussing what you saw and how you can apply it to your position as an MA. (ADO-10)</p> <p>Complete Test Ch. 38 online prior to next lecture</p>	Continue practice of previous skills
Homework	Complete EHR Case 8 – Gerontology Pt. Ch. 27: Study Guide	
WEEK 9	<p><i>Drug Quiz</i></p> <p>Reflection Paper Due</p> <p>Ch. 27 HW Due</p> <p>Ch. 27 - Dermatology</p> <p>Complete Test Ch. 27 online prior to next lecture</p>	<p>Continue practice of previous skills</p> <p>Practice bandaging.</p>
Homework	Ch. 28: Study Guide	
WEEK 10	<p><i>Drug Quiz</i></p> <p>Ch. 28 – Orthopedics</p>	Practice Assisting a patient with a walker, a cane, and crutches & other orthopedic procedures
Homework	Complete EHR Case 9 – Urgent Care Pt.	

WEEK 11	Practical Final Exam – By Appt. All Day Immunization Schedule Test (will take after you complete final practical)	Practical Final Exam
WEEK 12	Final Exam – In Class	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 Dress Code Check-off

Name _____

Points _____

Area of Conduct or Dress Code	Desired	Not Appropriate	Compliant		Comments
			Yes	No	
Uniform- top & pants	Clean & pressed		Yes	No	
	Program Designated Scrubs		Yes	No	
			Not worn		
Socks	White Socks that covers ankles		Yes	No	
	Clean		Yes	No	
Shoes	White Leather Shoes Nursing type must have backs	Sling backs, sandal type, Crocs	Yes	No	
	Clean & polish		Yes	No	
Shoe Laces	Clean		Yes	No	
Hair					
	Clean		Yes	No	
Styled appropriately	Off collar; does not fall in face, or has loose ends or flyways strands		Yes	No	
Hair accessories	Hair band, barrette	Scarves, hats, large decorative hairpieces or ornaments are not allowed	Yes	No	
Beard, sideburn, mustaches	Clean, neat, and trimmed		Yes	No	
Facial piercing	Not allowed		None	No	
Tattoos	Not allowed; Should not be visible		None	No	
Jewelry					
Rings	Only wedding & engagement rings allowed		Yes	No	
			None worn		
Earrings	Only one set allowed on lower lobe		Yes	No	
			None worn		
Watch	With second hand		Yes	No	
Necklaces	Simple, subtle	Large or choker type	Yes	No	
Bracelets	Not allowed		None worn	No	

Nails	Clean		Yes	No		
	Trimmed to appropriate length		Yes	No		
	Polish clear or neutral color; no chipping		Yes	No		
		None worn				
Makeup						
	Used appropriately; sparingly; should be natural looking		Yes	No		
			None worn			
Perfume/ Cologne	Not allowed		None worn	No		
Gum chewing	Not allowed		None	No		
Name Tag			Yes	No		
Original check-off						
	Date	In full compliance		Needs a few minor corrections	Needs private conversation with instructor	
		Yes	No	Yes	See below	Yes
Areas that need correction						
Comments						
Follow-up Corrections made	Date	In full compliance		Needs correction	What areas	
		Yes	No	Yes		
Follow-up Corrections made	Date	In full compliance		Needs correction	What areas	
		Yes	No	Yes		
Comments						

Compliance of dress code is worth 50pts. This will be conducted twice per term at the instructor’s discretion.

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.

Medical Assistant Participation & Professionalism

Behavioral Warning

Name _____

Points _____

Demonstrates Professional Conduct	Non Compliant	Comments Regarding Infraction
On time to class/ Stayed entire class		
Verbal & non verbal language		
Mannerisms		
Preparedness		
Attitude		
Cooperation		
Confidentiality		
Caring personality		
Willingness to help others		
Flexibility		

Participation is worth 10pts per week (5pts per class if two days a week, 10pts per class if one day a week).

Students will receive the full ten points unless any of the above are not met. This form will only be used if deductions are made.

COURSE OUTCOMES

MOA214 – Specialty Examinations and Treatments

This class will meet the accreditation requirements that follow.

Demonstrate the ability to complete the following Psychomotor Skills - will be evaluated through some form of work product:

<u>Foundations for Clinical Practice—Psychomotor (Skills)</u>	<u>Standard</u>
Anatomy and Physiology	
Select proper sites for administering parenteral medications	I.P.7.
Administer oral medications	I.P.8.
Administer parenteral (excluding IV) medications	I.P.9.
Assist physician with patient care	I.P.10.
Applied Mathematics	
Prepare proper dosages of medication for administration	II.P.1.
Maintain growth charts	II.P.3.
Applied Microbiology / Infection Control	
Practice Standard Precautions.	III.P.2.
Select appropriate barrier/personal protective equipment (PPE) for potentially infectious situations	III.P.3.
Perform handwashing	III.P.4.
<u>Applied Communications—Psychomotor (Skills)</u>	
Concepts of Effective Communication	
Report relevant information to others succinctly and accurately	IV.P.2.
Use medical terminology, pronouncing medical terms correctly, to communicate information, patient history, data and observations	IV.P.3.
Instruct patients according to their needs to promote health maintenance and disease prevention	IV.P.5.
Prepare a patient for procedures and/or treatments	IV.P.6.
Document patient care	IV.P.8.
Document patient education	IV.P.9.
Advocate on behalf of patients	IV.P.13.

Medical Business Practices—Psychomotor (Skills)**Administrative Functions**

Use internet to access information related to the medical office V.P.7.

Medical Law and Ethics—Psychomotor (Skills)**Legal Implications**

Respond to issues of confidentiality IX.P.1.

Perform within scope of practice IX.P.2.

Practice within the standard of care for a medical assistant IX.P.4.

Document accurately in the patient record IX.P.7.

Apply local, state and federal health care legislation and regulation appropriate to the medical assisting practice setting IX.P.8.

Safety and Emergency Practices—Psychomotor (Skills)**Protective Practices**

Demonstrate proper use of the following equipment: XI.P.5.

c. Sharps disposal container XI.P.5.c.

Use proper body mechanics XI.P.11.

Demonstrate Cognitive (Knowledge Base) and Affective (Behavior) mastery - will be evaluated through written testing and/or observation:

Foundations for Clinical Practice**Standard****Anatomy and Physiology—Affective (Behavior)**

Apply critical thinking skills in performing patient assessment and care I.A.1.

Use language/verbal skills that enable patients' understanding I.A.2.

Demonstrate respect for diversity in approaching patients and families I.A.3.

Identify the classifications of medications, including desired effects, side effects and adverse reactions I.C.1.

Describe the relationship between anatomy and physiology of all body systems and medications used for treatment in each I.C.2.

Applied Mathematics— Cognitive (Knowledge Base)

Demonstrate knowledge of basic math II.C.1.

Apply mathematical computations to solve equations II.C.2.

Identify measurement systems II.C.3.

Define basic units of measurement in metric, apothecary, and household systems II.C.4.

Convert among measurement systems II.C.5.

Identify both abbreviations and symbols used in calculating medication dosages II.C.6.

Applied Mathematics – Affective (Behavior)

Verify ordered doses/dosages prior to administration II.A.1.

Applied Communications**Concepts of Effective Communication— Cognitive (Knowledge Base)**

Identify the role of self boundaries in the health care environment IV.C.13.

Concepts of Effective Communication—Affective (Behavior)

Demonstrate empathy in communicating with patients, family and staff IV.A.1.

Apply active listening skills IV.A.2.

Use appropriate body language and other nonverbal skills in communicating with patients, family and staff IV.A.3.

Demonstrate awareness of the territorial boundaries of the person with whom communicating IV.A.4.

Demonstrate sensitivity appropriate to the message being delivered IV.A.5.

Demonstrate awareness of how an individual’s personal appearance affects anticipated responses IV.A.6.

Demonstrate recognition of the patient’s level of understanding in communications IV.A.7.

Analyze communications in providing appropriate responses/ feedback IV.A.8.

Recognize and protect personal boundaries in communicating with others IV.A.9.

Demonstrate respect for individual diversity, incorporating awareness of one’s own biases in areas including gender, race, religion, age and economic status IV.A.10.

Legal Implications— Affective (Behavior)

Demonstrate sensitivity to patient rights IX.A.1.

Ethical Considerations— Cognitive (Knowledge Base)

Identify where to report illegal and/or unsafe activities and behaviors that affect health, safety and welfare of others. X.C.4.

Ethical Considerations— Affective (Behavior)

Apply ethical behaviors, including honesty/integrity in performance of medical assisting practice X.A.1.

The preceding are the Core Curriculum Standards of the Medical Assisting Education Review Board (MAERB) that pertain to the class above. These standards will be met through psychomotor, cognitive, and/or affective tasks performed by the student and evaluated by the instructor. Blank copies of all tests, competencies, and assignments will be provided to the program director by the instructor. Student work does NOT need to be kept, however, students will not be allowed to keep their tests.

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

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