

MED115 – Fundamentals of Clinical Practice

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

Pre-requisites: CIS095, ENG131, MAT030 or higher, MOA120, MOA141 or LPN141 or BIO132 or BIO254

Course Description: This course provides students with an introduction to the medical assistant profession along with instruction on basic clinical skills such as aseptic techniques and handwashing, OSHA & blood borne pathogen training, documentation, patient interviews and patient history, vitals, performing inventory and equipment maintenance, using the electronic health record, and an overview of pharmacology with a focus on the top 50 prescribed 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.

Prep U Access Code.

Nursing Drug Guide.

Other learning materials : www.jccmi.edu Online class: JetNet MED115

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 program dress code.
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/practicals 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 Outcomes:

The following outcomes will be met 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 (Didactic Outcomes)

- Overview of the profession
- Aseptic Techniques/Handwashing
- OSHA & Blood Borne Pathogen Training
- Fireextinguisher & eye wash use
- Documentation
- Therapeutic Communication and Patient Interviews
- Cultural Diversity
- Taking a Patient History
- Vitals
- Inventory and Equipment Maintenance
- EMR
- Pharmacology & Top 50 Prescribed Drugs

Skill Based Competencies (Performance Outcomes)

- Perform Routine Maintenance on Clinical Equipment (to be completed toward end of course)
- Create and Maintain the EMR Using Software
- Conduct a Patient Interview and Complete a Patient History
- Perform Medically Aseptic Handwashing
- Perform an Alcohol-Based Hand Rub
- Remove Contaminated Gloves
- Obtain an Oral Body Temperature (will also learn aural, axillary, and temporal body temperature, but will only be tested on Oral)
- Obtain a Radial Pulse Rate and a Respiration Rate (will also learn apical pulse rate)
- Obtain a Blood Pressure Measurement
- Recognize class and brand name of the top 50 prescribed drugs when given generic name.

*The above competencies will be done in lab. Quizzes will be in lecture or online.

**If you do not achieve an 85% on the final practical, you must repeat the class, regardless of your total overall average/grade 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.

	LECTURE	LAB
WEEK 1 9-6	Discuss Syllabus, Dress Code, and Professionalism Ch. 1 Medicine and MA *Discuss AAMA Chapter Meeting Assign.	Discussion of AAMA Student Membership Discuss Lab Inventory & Equip. and Maintenance Schedule Discuss Typing Test
Homework	Ch. 1 Study Guide Each week complete all EXCEPT Case Studies for Critical Thinking	Do Blood Bourne Pathogen Training on JetNet and bring in results next week to lecture
WEEK 2 9-13	Ch. 1 HW DUE Learning Assessment and Typing Test DUE Blood Bourne Pathogen DUE Ch. 17 – Medical Asepsis (posters)	Practice Handwashing & donning gloves
Homework	Complete Prep U (Ch. 1) Fire Extinguisher Training – online Ch. 17 Study Guide	Blood Spill Incident Report Read Lab Safety PPT on JetNet and do Lab Safety Quiz (print out and bring to next class)
WEEK 3 9-27	Ch. 17 HW DUE Lab Safety Quiz DUE Blood Spill Incident Report DUE (will make changes before lab) Begin Ch. 23 - Pharmacology	Mock blood spill clean up
Homework	Complete Prep U (Ch. 17) Ch. 23 Study Guide	

	LECTURE	LAB
WEEK 4 10-4	Ch. 23 HW DUE Ch. 19 – Anthropometric measurements & vital signs (VIDEOS)	Practice performing Ht./Wt./TPR/BP and Doppler
Homework	Complete Prep U (Ch. 23) Ch. 19 Study Guide	
WEEK 5 10-11	Ch. 19 HW DUE Lab Packet Answers DUE	Continue practice of previous skills
Homework	Complete Prep U (Ch. 19) Look up Abbreviations listed on JetNet and start to memorize	
WEEK 6 10-18	Drug Cards DUE #1 Ch. 3 – Communication Ch. 18 – Medical Hx/Patient Interviews	Practice of patient interviews
Homework	Ch. 3 & 18 Study Guide	
WEEK 7 10-25	Drug Quiz #1 Ch. 3 & 18 HW DUE	Continue practice of previous skills
Homework	Complete Prep U (Ch. 3 & 18) Birth Control Methods Assignment	
WEEK 8 11-1	Cultural Diversity Movie Drug Cards DUE #2 Fire Extinguisher Certificate DUE	Continue practice of previous skills
Homework	Begin working on Cultural Diversity Assignment	

	LECTURE	LAB
WEEK 9 11-8	Drug Quiz #2 Drug Cards DUE #3 Retake Typing Timing DUE – Must have over 45 wpm Begin EHR - Will do others in MED215	Continue practice of previous skills
Homework	You may need to work on the EHR on your own to ensure you complete all Case Studies.	
WEEK 10 11-15	Drug Quiz #3 Drug Cards DUE #4 Birth Control Assignment DUE Continue EHR	Inventory & Equipment Maintenance DUE
Homework		
WEEK 11 11-22	Drug Quiz #4 Drug Cards DUE #5 Continue EHR	Revised Equipment Maintenance DUE
Homework		
WEEK 12 11-29	EHR DUE Drug Quiz #5 Cultural Diversity Presentations	Last chance to practice before practical! Perform Equipment Maintenance
Homework		
WEEK 13 12-6	Final Practical will be all day. The following must be handed in at your appt. time: 25 BPs AAMA Meeting Report Office Observation Report	
Homework	Study for Final!	
WEEK 14 12-13	Discussion of Office Observations Final Exam – In Class	Practical Final Retakes 2nd Attempts By Appt.

The MA Program Handbook has the additional course information that you will be agreeing to in this syllabus contract which has been discussed thoroughly in MED115. Be sure to refer to the MA Program Handbook (for your specific start date) if you have any questions regarding policies of this program and the related courses. The following items/policies that you must adhere to for this class, which are found in the handbook, are listed below.

- **Dress Code Requirements**
- **MA/MOS Dress Code Check-Off**
- **MA/MOS Professional Standards**
- **JC General Policies**

The next section of this syllabus details the accreditation curriculum requirements covered in this class. You will need to meet all cognitive areas with an overall score of 80%, each psychomotor area with an 85% or higher with two attempts max, and pass all affective areas via the affective evaluation.

MED115
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: a. Signs b. Symptoms c. etiology
9. Analyze pathology for each body system including: a. Diagnostic measures b. Treatment modalities
11. Identify the classifications of medications including: a. Indications for use b. Desired effects c. Side effects d. Adverse reactions
CONTENT AREA III: Infection Control Cognitive (Knowledge) III.C Infection Control
1. List major types of infectious agents
2. Describe the infection cycle including: a. The infectious agents

<ul style="list-style-type: none"> b. Reservoir c. Susceptible host d. Means of transmission e. Portals of entry f. Portals of exit
3. Define the following as practiced within an ambulatory care setting: <ul style="list-style-type: none"> a. Medical asepsis b. Surgical asepsis
4. Identify methods of controlling the growth of microorganisms
5. Define the principles of standard precautions
6. Define personal protective equipment (PPE) for: <ul style="list-style-type: none"> a. All body fluids, secretions and excretions b. Blood c. Non-intact skin d. Mucous membranes
7. Identify Center for Disease Control (CDC) regulations that impact healthcare practices

APPLIED COMMUNICATIONS
CONTENT AREA V

<p>CONTENT AREA V: Concepts of Effective Communication Cognitive (Knowledge) V.C Concepts of Effective Communication</p>
1. Identify styles and types of verbal communication
2. Identify types of nonverbal communication
3. Recognize barriers to communication
4. Identify techniques for overcoming communication barriers
5. Recognize the elements of oral communication using a sender-receiver process
11. Define the principles of self-boundaries
12. Define the patient navigator
13. Describe the role of the medical assistant as the patient navigator
14. Relate the following behaviors to professional communication: <ul style="list-style-type: none"> a. Assertive b. Aggressive c. Passive
15. Differentiate between adaptive and non-adaptive coping mechanisms
16. Differentiate between subjective and objective information
18. Discuss examples of diversity: <ul style="list-style-type: none"> a. Cultural b. Social c. ethnic

SAFETY AND EMERGENCY PRACTICES
CONTENT AREA XII

CONTENT AREA XII: Protective Practices Cognitive (Knowledge) XII.C Protective Practices
1. Identify: <ul style="list-style-type: none"> a. Safety signs b. Symbols c. Labels
2. Identify safety techniques that can be used in responding to accidental exposure to: <ul style="list-style-type: none"> a. Blood b. Other body fluids c. Needle sticks d. Chemicals
3. Discuss fire safety issues in an ambulatory healthcare environment
6. Discuss protocols for disposal of biological chemical materials
7. Identify principles of: <ul style="list-style-type: none"> a. Body mechanics b. Ergonomics

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: <ul style="list-style-type: none"> a. Blood pressure b. Temperature c. Pulse d. Respirations e. Height f. Weight
CONTENT AREA III: Infection Control Psychomotor (Skills)

III.P Infection Control
1. Participate in bloodborne pathogen training
2. Select appropriate barrier/personal protective equipment (PPE)
3. Perform handwashing

**APPLIED COMMUNICATIONS
CONTENT AREA V**

CONTENT AREA V: Concepts of Effective Communication Psychomotor (Skills) V.P Concepts of Effective Communication
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
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**

CONTENT AREA VI: Administrative Functions Psychomotor (Skills) VI.P Administrative Functions
1. Manage appointment schedule using established priorities
2. Schedule a patient procedure
3. Create a patient's medical record
6. Utilize an EMR
7. Input patient data utilizing a practice management system
8. Perform routine maintenance of administrative or clinical equipment
9. Perform an inventory with documentation

**MEDICAL LAW AND ETHICS
CONTENT AREA X-XI**

CONTENT AREA X: Legal Implications Psychomotor (Skills) X.P Legal Implications
1. Locate a state's legal scope of practice for medical assistants
3. Document patient care accurately in the medical record
6. Report an illegal activity in the healthcare setting following proper protocol

**SAFETY AND EMERGENCY PRACTICES
CONTENT AREA XII**

CONTENT AREA XII: Protective Practices Psychomotor (Skills) XII.P Protective Practices
1. Comply with: a. Safety signs b. Symbols c. Labels
2. Demonstrate proper use of: a. Eyewash equipment b. Fire extinguishers c. Sharps disposal containers
3. Use proper body mechanics
4. Participate in a mock exposure even with documentation of specific steps
5. Evaluate the work environment to identify unsafe working conditions

**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: a. Empathy b. Active listening c. Nonverbal communication
2. Demonstrate the principles of self-boundaries
3. Demonstrate respect for individual diversity including: 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

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 assignments are to be completed on my own and that if it is found that I have worked with another student, I may receive a zero on that assignment and if it happens again, possibly a failing grade in the course.
- 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% 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.
- I have been told and understand that all drug cards must be completed in order to pass this class.

Student

Date

Student Copy

Course Agreement

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Date