

## MED215 – Specialty Examinations and Treatments

INSTRUCTOR: Dr. Kristin M Spencer

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Office hours – Monday and Wednesday by appointment or we can meet before or after class.

Lab Assistant: Jean Davis

**Schools closings for inclement weather postings of where to listen :**

<https://www.jccmi.edu/about/weather-closings-cancellations/>

**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** (which you will already have from MED115):

- Kroenberger, J., Southard-Durham, L., & Woodson, D. (2016). Comprehensive medical assisting. (5<sup>th</sup> ed). Lippincott, Williams, & Wilkins.
- Kroenberger, J., Southard-Durham, L., & Woodson, D. (2016). Comprehensive medical assisting – Study Guide. (5<sup>th</sup> ed). Lippincott, Williams, & Wilkins.  
     \*\*eBook access included with paper text or can purchase eBook as standalone\*\*
- **MA Notes.** FA Davis.
- Medical Dictionary.
- Nursing Drug Guide.

**Additional Requirement for this class:**

- MED215 EHR Packet **\*Digital access available via The Point\***
- Online class: JetNet MED 215

### 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 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.
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.

## **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.

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

	<b>LECTURE</b>	<b>LAB</b>
<b>WEEK 5</b>	<b>Immunization Assignment Due</b>  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	
<b>WEEK 6</b>	BSE Brochure DUE  Ch. 38 HW Due  <b>Complete Prep U Ch. 38 prior to next lecture</b> Practice Growth Charts	<b>Continue practice of Administering Parenteral Medications</b>  Practice Well Child Exam & measurements
Homework	<b>Growth Chart Competency Take Home</b> TSE Teaching Tool Ch. 35 Study Guide	
<b>WEEK 7</b>	<b>Ch. 35 HW Due</b> Ch. 35 – Urology  <b>Complete Prep U Ch. 35 online prior to next lecture</b>  TSE Teaching Tool Due (present to class – continue in lab if needed)	<b>Continue Administering Parenteral Medications</b>  <b>Continue Assisting with a Gynecological Exam</b>
Homework	Complete EHR Case 7 – Cardiovascular Pt.	
<b>WEEK 8</b>	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.	<b>Continue Administering Parenteral Medications</b>  <b>Continue practice of previous skills</b>
Homework	Complete EHR Case 8 – Gerontology Pt. Ch. 39 Study Guide	

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

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.

**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**

<b>CONTENT AREA I: Anatomy and Physiology</b> <b>Cognitive (Knowledge)</b> <b>I.C Anatomy &amp; Physiology</b>
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"> <li>a. Signs</li> <li>b. Symptoms</li> <li>c. etiology</li> </ul>

<ul style="list-style-type: none"> <li>9. Analyze pathology for each body system including: <ul style="list-style-type: none"> <li>a. Diagnostic measures</li> <li>b. Treatment modalities</li> </ul> </li> </ul>
<p><b>CONTENT AREA II: Applied Mathematics</b>  <b>Cognitive (Knowledge)</b>  <b>II.C Applied Mathematics</b></p>
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"> <li>a. The metric system</li> <li>b. The household system</li> </ul>
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"> <li>a. Graphs</li> <li>b. Tables</li> </ul>

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

<p><b>CONTENT AREA X: Legal Implications</b>  <b>Cognitive (Knowledge)</b>  <b>X.C Legal Implications</b></p>
<ul style="list-style-type: none"> <li>1. Describe compliance with public health statutes: <ul style="list-style-type: none"> <li>a. Communicable diseases</li> <li>b. Abuse, neglect, and exploitation</li> <li>c. Wounds of violence</li> </ul> </li> </ul>

*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**

<p><b>CONTENT AREA I: Anatomy and Physiology</b>  <b>Psychomotor (Skills)</b>  <b>I.P Anatomy &amp; Physiology</b></p>
<ul style="list-style-type: none"> <li>1. Measure and record: <ul style="list-style-type: none"> <li>a. Blood pressure</li> <li>b. Temperature</li> <li>c. Pulse</li> </ul> </li> </ul>



<ul style="list-style-type: none"> <li>d. Respirations</li> <li>e. Height</li> <li>f. Weight</li> <li>g. Length (infant)</li> <li>h. Head circumference (infant)</li> </ul>
<ul style="list-style-type: none"> <li>4. Verify the rules of medication administration <ul style="list-style-type: none"> <li>a. Right patient</li> <li>b. Right medication</li> <li>c. Right dose</li> <li>d. Right route</li> <li>e. Right time</li> <li>f. Right documentation</li> </ul> </li> </ul>
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
<b>CONTENT AREA II: Applied Mathematics</b> <b>Psychomotor (Skills)</b> <b>II.P Applied Mathematics</b>
1. Calculate proper dosages of medication for administration
4. Document on a growth chart
<b>CONTENT AREA III: Infection Control</b> <b>Psychomotor (Skills)</b> <b>III.P Infection Control</b>
2. Select appropriate barrier/personal protective equipment (PPE)
3. Perform handwashing
<ul style="list-style-type: none"> <li>10. Demonstrate proper disposal of biohazardous material <ul style="list-style-type: none"> <li>a. Sharps</li> <li>b. Regulated waste</li> </ul> </li> </ul>

## APPLIED COMMUNICATIONS

### CONTENT AREA V

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

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

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

**MEDICAL LAW AND ETHICS**

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

**SAFETY AND EMERGENCY PRACTICES  
CONTENT AREA XII**

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

**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**

<b>CONTENT AREA I: Anatomy and Physiology Affective (Behavior) I.A Anatomy &amp; Physiology</b>
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**

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

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

<b>CONTENT AREA X: Legal Implications Affective (Behavior) X.A Legal Implications</b>
1. Demonstrate sensitivity to patient rights
2. Protect the integrity of the medical record
<b>CONTENT AREA XI: Ethical Considerations Affective (Behavior) XI.A Ethical Considerations</b>
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 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

Student Copy

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\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness – Program Director/Instructor

\_\_\_\_\_  
Date

Instructor Copy