



Physical Exams and Diagnostic Testing

MED116

Fall 2018

Number of Credits: 3

Days Class Meets: Friday

Meeting Times: Friday 9.30-11.48; 1-4.38

Location: HLC201

Instructor: Jean Davis

Office: N/A

Contact Phone: 517-740-3919

Contact Email: DavisJeanA@jccmi.edu

Office Hours: By Appointment

Online: MindTap and JetNet courses

Course Description

Through two hours of lecture and three hours of lab per week, students will learn clinical practices that will include: assisting patients with special needs, assisting with the physical exam, eye and ear procedures, EKG, pulmonary testing, FOBT/Colonoscopy, diagnostic imaging, patient education and community resources.

Prerequisite(s)

CIS095, ENG131, MAT030 or higher, MOA120, MOA141 or LPN141 or BIO132 or BIO254

Course/Program Goals

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 and future courses in the program.

Textbook

Lindh, W., Tamparo, C., et.al (2018). Comprehensive Medical Assisting. With Study Guide and MindTap Access. 6th ed. Cengage Learning. ISBN: 9781337755610

Text Book Zero - This textbook is available in a digital format and may be purchased in the bookstore.

MindTap Medical Assisting for Lindh/Tamparo/Dahl/Morris/Correa Comprehensive Medical Assisting: Administrative and Clinical Competencies, 6th Edition, Instant Access, 2 terms (12 months). ISBN: 9781305964891

Required Extras

MA Notes. FA Davis, Medical Dictionary, Nursing Drug Guide, Ceil Blue or Black Scrubs. See Program Handbook for other requirements.

Grading Procedure

Your grade will be calculated based on the following percentages:

- 10% - Other (Study Guide HW, Professionalism [Affective Eval], Participation)
- 30% - Assignments/Projects
- 20% - MindTap
- 30% - Final Exam
- 10% - Final Practical Exam/Competencies/Drug Quizzes

**** You must achieve a minimum of 2.5 overall on the lecture portion (MindTap/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

GPA	GRADE RANGE		
4.0	94-100%	2.0	75-79%
3.5	89-93%	1.5	70-74%
3.0	85-88%	1.0	65-69%
2.5	80-84%	0.5	60-64%
		0.0	0-59%

Course Objectives/Competencies

The following outcomes will be met in this course. This will include a combination of didactic material (lecture/testing) and competency based evaluations (competencies performed in lab).

Cognitive Objectives/Competencies

I.C Anatomy & Physiology
I.C.1. Describe structural organization of the human body
I.C.2. Identify body systems
a. I.C.3. Describe:
b. Body planes
c. Directional terms
d. Quadrants
e. Body cavities

I.C.4. List major organs in each body system
I.C.5. Identify the anatomical location of major organs in each body system
a. I.C.7. Describe the normal function of each body system
b. I.C.8. Identify common pathology related to each body system including:
c. Signs
d. Symptoms
e. c. Etiology
I.C.9. Analyze pathology for each body system including:
a. Diagnostic measures
b. Treatment modalities
IV.C Nutrition
IV.C.1. Describe dietary nutrients including:
a. carbohydrates
b. fat
c. protein
d. minerals
e. electrolytes
f. vitamins
g. fiber
h. water
IV.C.2. Define the function of dietary supplements
IV.C.3. Identify the special dietary needs for:
a. weight control
b. diabetes
c. cardiovascular disease
d. hypertension
e. cancer
f. lactose sensitivity
g. gluten-free
h. food allergies
XII.C Protective Practices
XII.C.7. Identify principles of:
a. Body mechanics
b. ergonomics

Psychomotor and Affective Competencies

I Anatomy & Physiology
I.P.1. Measure and record:
i. pulse oximetry

I.P.2. Perform:
a. electrocardiography
d. pulmonary function testing
I.P.3. Perform patient screening using established protocols
I.P.8. Instruct and prepare a patient for a procedure or a treatment
IV Nutrition
IV.P.1. Instruct a patient according to patient's special dietary needs
IV.A.1. Show awareness of patient's concerns regarding a dietary change
V Concepts of Effective Communication
V.P.4. Coach patients regarding:
b. health maintenance
c. disease prevention
d. treatment plan
V.P.9. Develop a current list of community resources related to patients' healthcare needs
X Legal Implications
X.A.1. Demonstrate sensitivity to patient rights
X.A.2. Protect the integrity of the medical record

Student Responsibilities

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 chapter quizzing and additional activities will be completed through MindTap.
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.

Attendance Policy

See MA Program Handbook for program attendance policy

Additionally, in compliance with Federal Title IV funding requirements, as well as college initiatives, reporting of student participation in classes will occur at three designated times each semester. Instructors will assign one of three non-transcribed letter symbols to each student during each reporting period (see below). Students identified as no longer participating will be dropped or administratively withdrawn from the class, and students identified as needing academic assistance will be contacted.

Participation/Progress Symbols

- H – The student is not doing acceptable work and needs **H**elp to be successful.
- Q – The student has not participated and the instructor believes they have unofficially withdrawn (**Q**uit). These students will be dropped/withdrawn from the class.
- V – The instructor **V**erifies that the student is participating and doing acceptable work.

Caveat

If for some reason the college is closed on a class day, we will need to make up the material as necessary.

Schools closings for inclement weather postings of where to listen :

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

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 laboratory areas.

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.

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.

INTERNET USE

- Students are expected to use the internet during class time only for MED116 assignments.
- Students are not permitted to use the internet while classmates are giving presentations to the class.
 - Students using the internet to work on other course assignments, or “surfing the web” during class time will lose their participating points for that day

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.

COLLABORATION

- Students are expected to work on assignments and homework on their own unless they are given as group projects. If it is found or suspected that students are working together on assignments, a zero will be given. If it continues, the student may be given a failing grade in the class.

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.

Failure of Course

See program handbook for program reentry process.

Additional Course/Program Requirements

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**
- **MAMOS Dress Code Check-Off**
- **MAMOS Professional Standards**
- **Program Attendance Policy**

Academic Honesty Policy

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

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

Plagiarism includes but is not limited to:

- Submitting other's work as your own

- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

Cheating is defined as obtaining answers/material from an outside source without authorization.

Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books/electronic material 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
- Allowing your work to be submitted by others

Course Management and Makeup Policy

If a student feels they are struggling or may be unable to complete the course, they must contact the instructor/program director as soon as possible to discuss options for moving forward in the program.

Help

It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester.

<https://www.jccmi.edu/center-for-student-success/accommodations-for-students-with-disabilities/>

Important Dates: Fall 2018

DATE	EVENT
SEPT. 4, 2018	DAY AND EVENING CLASSES BEGIN
SEPT. 4 – DEC. 20, 2018	SEMESTER DATES
SEPT. 18, 2018	IN-SERVICE DAY. NO CLASSES
OCT. 5, 2018	PATHWAY SHOWCASES DAY. NO CLASSES
NOV. 21 – 25, 2018	THANKSGIVING BREAK. NO CLASSES
DEC. 20, 2018	END OF FALL SEMESTER
DEC. 22, 2018	GRADES DUE

Course Calendar/Schedule

See attached schedule which is subject to change.

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 all required assignments in MindTap.
- 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.

Student

Date

Student Copy

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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.
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- 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.

Student

Date

Instructor Copy

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MED116 Assignment Schedule

Additional assignments may be given that are not listed here.

You will also be assigned additional tasks to complete, including individual and group projects.

All homework, projects, and assignments will be checked for completion at the beginning of the class. If completed, you will receive full credit. **If not completed**, or you are late to class, you will receive a zero.

MindTap is due at 8 am on the due date.

All project assignments must be completed with an 85%. 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 the assignment has been completed.

It is your responsibility to complete and submit your assignments on time.

Changes to syllabus may be made at instructor discretion.

***** ALL MindTap assignments will be due by 8 am, on the Friday due date.***

Week	Lecture Topics & Assignments	Lab	Assignments (Reading, Homework, Projects)
Wk 1 14-Sep	Discuss Course Policies (Syllabus, Dress Code, Professionalism, Attendance Policy, Homework Course Materials) Ch. 24 The Physical Examination	Practice physical exam and patient positioning Positioning Competency, both Written & practical, Wk 3	Ch. 24 Study Guide Ch. 24 Mindtap, due by 8 am day of class Begin Hlth Wellness Project Patient Education Package, due Wk 2 Read EKG Package Handouts

	<p>Project Assignments</p> <p>Health and Wellness Project - select topic Brochure due Wk 5 Pt Coaching due Wk 10 Trifold Board due Wk 10</p>		<p>Read Ch. 36</p>
<p>Wk 2 21-Sep</p>	<p>DUE: Ch. 24 Study Guide Ch. 24 Mindtap, due by 8 am day of class</p> <p>Patient Education Package</p> <p>Ch. 36 Cardiac Procedures</p> <p>Project Assignments EKG Procedure Page, Sections 1-2, due Wk 3 Nutrition Topic to Teach, present Wk 4</p>	<p>Demonstrate EKGs Holter monitors Continue positioning practice</p>	<p>Ch. 36 Study Guide Ch. 36 Mindtap, due by 8 am day of class</p> <p>EKG Procedure Page, Sections 1-2, due Wk 3 Nutrition Topic to Teach, present Wk 4 Study for Positioning Competency</p> <p>Read Ch. 33</p>
<p>Wk 3 28-Sep</p>	<p>DUE: Ch. 36 Study Guide Ch. 36 Mindtap, due by 8 am</p> <p>EKG Procedure Page, Sections 1-2</p> <p>Ch. 33 Nutrition in Health and Disease</p> <p>Project Assignments EKG Procedure Page, Sections 3-7, due Wk 4 Dietary Special Needs Worksheet, due Wk 5</p>	<p>Positioning Competency both Written & Practical Continue practice of previous skills: EKG</p>	<p>Ch. 33 Study Guide Ch. 33 Mindtap, due by 8 am day of class</p> <p>EKG Procedure Page, Sections 3-7, due Wk 4 Nutrition Topic to Teach, present Wk 4 Dietary Special Needs Worksheet, due Wk 5 Diabetes Unit Package, due Wk 5</p>

Wk 4	<u>DUE:</u> Ch. 33 Study Guide	Demonstrate Diabetic Foot Exam EKGs	Complete Health and Wellness Brochure
5-Oct	Ch. 33 Mindtap due by 8 am		Dietary Special Needs Worksheet
Yes, we have class on this date day	EKG Procedure Page, Sections 3-7		Diabetes Unit Package, due Wk 5
	Nutrition Topic Presentation		EKG Procedure Page, Section 8, due Wk 5
	Ch. 33 Nutrition in Health and Disease (cont'd)		Diabetic Foot Care Patient Brochure, due Wk 6
	Project Assignments		Endocrinology Package, due Wk 7
	EKG Procedure Page, Section 8, due Wk 5	Read Ch. 29 Sections Prt 1:	
	Diabetic Foot Care Patient Brochure, due Wk 6	Integumentary pg 776-78 Neurological pg 778-794 Respiratory pg. 825-838	
Wk 5	<u>DUE:</u>	Demonstrate O2 and PFT Continue practice of previous skills: EKG & Diabetic Foot Exam	Ch. 29 Study Guide, due Wk 8
12-Oct	EKG Procedure Page, Section 8		Ch. 29 Mindtap, due Wk 8
	Dietary Special Needs Worksheet		Physiology Worksheets Prt 1
	Diabetes Unit Package		Diabetic Foot Care Brochure, due Wk 6
	Health and Wellness Brochure		EKG Procedure Page, Section 9, due Wk 6
	Ch. 29 Exams & Proc of Body Systems Prt 1: (Integumentary, Neurological, & Respiratory)		Read Ch. 29 Sections Prt 2:
	Project Assignments	Circulation pg. 839-847; Musculoskeletal pg. 844-853; Urinary pg. 881-891	
	EKG Procedure Page, Section 9, due Wk 6		
	Endocrine Gland Activity Presentation, due Wk 7		
Wk 6	<u>DUE:</u>	Practice Competency --	Physiology Worksheets Prt 2

<p>19-Oct</p> <p>No class on 26-Oct</p>	<p>Physiology Worksheets Prt 1</p> <p>Diabetic Foot Care Brochure</p> <p>EKG Procedure Page, Section 9</p> <p>Ch. 29 Exams & Proc of Body Systems Prt 2: Circulation, Musculoskeletal, & Urinary</p>	<p>Use Handout to practice all skills</p>	<p>Endocrinology Unit Package, due WK 7</p> <p>Endocrine Gland Activity Presentation</p> <p>Read Ch. 29 Sections Prt 3: Digestive pg. 853-881;</p>
<p>Wk 7</p> <p>2-Nov</p>	<p>DUE:</p> <p>Physiology Worksheets Prt 2</p> <p>Endocrinology Unit Package</p> <p>Endocrine Gland Activity Presentations</p> <p>Ch. 29 Exams & Proc. Of Body Systems Prt 3: Digestive and Endocrine</p>	<p>Continue practicing for competency</p>	<p>Ch. 29 Study Guide</p> <p>Ch. 29 Mindtap, due 8 am day of class.</p> <p>EKG Final Procedure Page document</p> <p>Physiology Worksheets Prt 3</p> <p>Corrected Hlth Wellness Brochure</p> <p>Read Ch. 29 Sections Prt 4: Sensory pg 795-825</p>
<p>Wk 8</p> <p>9-Nov</p>	<p>DUE:</p> <p>Ch. 29 Study Guide</p> <p>Ch. 29 Mindtap, due 8 am day of class.</p> <p>EKG Final Procedure Page document</p> <p>Physiology Sheets Prt 3</p> <p>Hlth Wellness Brochure, CORRECTED!</p> <p>Ch. 29 Exams & Proc of Body Systems: Sensory</p> <p>Ch. 31 Diagnostic Imaging</p> <p><u>Project Assignments</u></p> <p>GI Imaging proc PP presentations, due Wk 9</p>	<p>Practice Performing: Snellen eye exam, near visual acuity, Ishihara color test, eye irrigation and instillation, tuning fork, ear irrigation and instillation</p> <p>Continue practicing for competency</p>	<p>Ch. 31 Study Guide</p> <p>Ch. 31 Mindtap, due by 8 am day of class</p> <p>Physiology Worksheet Prt 4</p> <p>GI Imaging Procedures PP Presentations</p> <p>Read Ch. 32</p>

Wk 9 16-Nov	<p><u>DUE:</u> Ch. 31 Study Guide Ch. 31 Mindtap due by 8 am</p> <p>Physiology Worksheets Prt 4</p> <p>Group GI Imaging Procedures PP presentations</p> <p>Ch. 32 Rehabilitation & Therapeutic Modalities</p>	Practice assistive devices Continue practicing for competency	<p>Ch. 32 Study Guide Ch. 32 Mindtap, due by 8 am day of class</p> <p>Complete Hlth Wellness Pt Coaching Presentation</p> <p>Complete Hlth Wellness Tri-fold Presentation</p>
Wk 10 30-Nov	<p><u>DUE:</u> Ch. 32 Study Guide Ch. 32 Mindtap due by 8 am</p> <p>Hlth Wellness Pt Coaching Presentations</p> <p>Hlth Wellness Tri-fold Presentations</p> <p>Ch. 32 Rehab. & Ther. Modalities (If necessary)</p>	Continue practicing for competency	
7-Dec	Practicals -- All day, by appointment, repeats will be by appointment after the final exam		Study for Final Exam
Wk 12 14-Dec	Final Exam Repeat Competencies		

116 schedule students 9/4

116 F18 Syllabus template
Revised 9/4/18

