



22 Spring Semester

MA Clinical Procedures I

MED225

Number of Credits: 4

Days Class Meets: Thursday

Meeting Times: 9:00am to 4:00pm

Location/Venue: HLC201

Instructor: Melissa Pena

Contact Phone: (734) 707-7169

Contact Email: penamelissal@jccmi.edu

Online Office Hours: Available Upon Request

Course Description

This course will provide students with the clinical skills necessary to work in a medical practice. Topics will include preparing for exams, patient screening and assessment, cardiology and radiography procedures, physician office lab procedures, and phlebotomy.

Prerequisite(s)

HOC115 or MED132 or CENA License

Course Goals

Students will learn and demonstrate skills related to a primary care physician practice through a combination of simulation and face to face labs

Course Objectives

- Explain the purpose of each of the exam positions.
- Prepare the examination and treatment areas
- Identify items/surfaces to disinfect following a patient exam
- Explain the role of the MA in the physical exam process
- Explain the reasons for performing an electrocardiogram
- Identify the 12 leads and describe which area of the heart each represents
- Identify and describe causes of an abnormal ECG
- Perform electrocardiography

Explain the purpose of various specialty examinations
Perform pulse oximetry
Perform pulmonary function testing
Perform diabetic foot screening
Perform vision screening
Perform ear irrigation
Identify patient preparation needed for various radiologic procedures
Identify the needs and requirements of a POL
Complete Lab Safety Training
Identify CLIA waived tests associated with common diseases
Identify quality assurance practices in healthcare
Discuss fire safety issues in an ambulatory healthcare environment
Describe the purpose of the Safety Data Sheets in a healthcare setting
Explain the proper procedure of venipuncture
Explain the proper protocol regarding unforeseen circumstances when drawing blood
Perform venipuncture
Perform capillary puncture
Describe common immunology tests used in diagnoses
Perform quality control measures
Perform CLIA waived testing

Textbook – All materials already obtained in MED132

- **Blesi - Bundle: Medical Assisting: Administrative & Clinical Competencies (Update), 8th + MindTap Medical Assisting, 2 terms (12 months) Printed Access Card**
- **Simtics Online Learning**
- **MA Notes – FA Davis**

Digital Format: This text is available in a digital format to rent or purchase through the JC Bookstore. Please see the links posted on your class JetNet site.

Please review the cost of your required materials to determine the best option for you to purchase your materials.

Please note, your opt out selection is for your *entire* semester schedule. You cannot opt out/opt into individual courses. And you must opt out by the due date of your first class, which is the 3rd day after the start of your earliest course.

[Learn about the new textbook program at JC](#)

For account billing questions, please contact the Jackson College Cashier at jccashier@jccmi.edu

Extras

Ceil Blue, Navy Blue, or Black Scrubs. See Program Handbook for other requirements.

Exam Process- Respondus

To protect the fairness and integrity of the exams, students will be required to take exams using Respondus Lockdown Browser and Monitor. This is an online test proctoring software that requires a download to your computer. Training and practice of Respondus technology will be provided in advance of the first exam. A Mac or PC that has a webcam and microphone is required to use Respondus. If you do not have this technology, please contact your instructor right away. Students are expected to complete

the Respondus Practice quiz on time. This is to give our IT department time to help troubleshoot issues **before** exam 1 begins. Failure to complete the Respondus quiz on time may result in instructor-initiated drop.

Grading Procedure

Your grade will be calculated based on the following percentages:

20% - MindTap

30% - Final Exam

20% - Quizzes

20% - Assignments/Projects

10% - Other (Simtics, JetNet Participation)

Grading Scale

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

Failure

See program handbook for program reentry process.

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

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

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

Accessibility

Jackson College understands that cultivating a broadly diverse community is crucial to our educational mission and to our foundational commitment to leadership and service. Jackson College is fully committed to ensuring our courses are accessible to everyone including those with disabilities. We are currently working to increase accessibility and usability of our course materials in order to meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and Web Content Accessibility Guidelines (WCAG) 2.0. For more information about Jackson College's efforts to ensure accessibility please visit the [Jackson College accessibility web page](#).

Support

At the Center for Student Success (CSS), we are committed to providing all students the opportunity to achieve academic success by providing a variety of support services free of charge to Jackson College students. This includes, but is not limited to, peer and faculty tutoring, mental health referral, temporary assistance with transportation, various workshops/seminars, and the TRIO program.

In addition, the CSS staff is committed to adapting the College's general services to meet the individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs and facilities.

Oasis Center

During a student's college experience, one might encounter situations that impact their learning environment. When these situations occur, support from the Oasis Center is available to provide short-term assistance. If the situation requires ongoing support, the Oasis Center staff can provide that level of support or will assist the individual in securing an outside agency to provide it.

For more information visit the Jackson College Oasis Center webpage <https://www.jccmi.edu/the-oasis-center/>

Health Clinic

Jackson College has partnered with Henry Ford Allegiance Health to offer healthcare to Jackson College students and employees. The Jackson College Health Clinic (JCHC) is located on Central Campus in the Justin Whiting Hall, Room 111. The caring and professional staff at the JCHC provides quality healthcare, including annual exams (physicals, program physicals and sports physicals), acute and chronic illness care and preventative health care (It's Your Life).

For more information visit the Jackson College Health Clinic webpage <https://www.jccmi.edu/health-clinic/>

Dental Clinic

Community members may utilize Jackson College Dental Hygiene Clinic, which offers dental hygiene services while helping students gain experience. Students work under the supervision of license dental hygiene instructor and dentist as they offer preventative services.

For more information visit the Jackson College Dental Clinic webpage <https://www.jccmi.edu/dental-hygiene/dental-hygiene-dental-clinic/>

Course Management

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.

Makeup Policy

If you know you are going to have a problem getting something handed in on time or for some reason are unable to attend lab, you need to notify your instructor via email asap.

Help

If you need assistance with your assignments, etc. please reach out to the instructor.

Academic Advising

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. Please e-mail JCCSS@jccmi.edu or visit the [Accommodations for Students with Disabilities](#) web page

Student Responsibilities

1. Students must attend each lab session. You will fall behind quickly if you miss.
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. Cell phones must be turned off or on silent during class. Students making or accepting calls or text messages will be asked to leave. Exceptions to the phone policy will be considered by the instructor on a case by case basis.
4. 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.
5. 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.
6. All email must come from your Jackson College assigned email. Other email addresses will not receive a response.
7. The student is responsible for information and assignments given in class even if they were not present.
8. 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.

Attendance- Participation Policy

Regular class participation and keeping up on the reading and assignments is strongly correlated with survival in college. It is my recommendation that you plan to do your assignments and take your exams BEFORE the last day they are due. If problems occur, there is time to fix them before the deadline.

In compliance with Federal Title IV funding requirements, as well as college initiatives, I will be monitoring student participation on a regular basis and officially reporting student activity throughout the term to assure compliance with college policy and federal regulations. It is imperative that you log in to the course and actively participate within the first couple of days of the term to validate your enrollment in the course. After that, not actively participating in class may result in you being withdrawn from the course. Being withdrawn from a course can have an impact on financial aid, billing, athletic eligibility, and housing status. As a college student you are responsible for how your participation impacts your academic progress; the accountability lies with you.

Caveat

Please note: The format and timing of this course may need to change due to unforeseen circumstances. In particular: school closings, instructor illness, weather, or other situations that may arise. If you are taking an in-person class, you will be required to complete a Reintegration Video Training course in JetNet prior to being admitted to campus. All COVID safety protocols in place are based on current guidelines and will be enforced while students are on campus.

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 MED132. 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 Dress Code Check-Off**
- **MA Professional Standards**
- **Program Attendance Policy**

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- Exhibiting other behaviors generally considered unethical

Allowing your work to be submitted by others

Calendar

Please see below for course schedule. JetNet is set up so you can follow each week to ensure you meet the due dates and deadlines. The schedule is subject to change.

Important Dates:

MONDAY 03/07/2022- FRIDAY 03/11/2022	MID-SEMESTER BREAK-NO CLASSES
SUNDAY 04/30/2022	END OF FALL SEMESTER

Syllabus/Course Agreement

- I have received the syllabus for this course 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 “1” grade on that assignment to demonstrate required completion.
- 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, or do not submit CrossBraining final video by the due date, that will be considered my first attempt and that I will have only one attempt left and must earn an 85% or higher or will not pass the course.
- I have been told and understand that if I miss more than one lab day TOTAL during the semester 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.

You will agree to the contents of the syllabus in the forum on JetNet. This must be done no later than Wednesday to ensure you are not dropped from the course.

MED225 – Tentative Schedule

Assignments are due by 11:59pm

Week	Due Wed	Lab Tasks	Due Sunday
1	Chapter 34 & 35 Mind Tap Positioning Flash Cards Watch videos	Positioning T, P, R, BP Disinfect Table / Room	Complete CB Disinfect an Exam Table Quiz Chapter 34 and 35
2	Chapter 43 & 45 Mind Tap Watch Cardiac Cycle Video Simtics: ECG & Venipuncture	EKG Phlebotomy	ECG Tracings ECG Procedure Page Draft Watch Virtual Lab Tour View Order of Draw document Quiz Chapter 43 and 45
3	Chapter 36 Mind Tap Watch videos Simtics: Nebulizer and peakflow	EKG Phlebotomy Pulse Ox Spirometry Peak Flow	ECG Procedure Page Final Complete CB Pulse Ox Lab Safety Training Fire extinguisher Training Quiz Chapter 36
4	Simtics: Irrigate eyes & instill meds, Irrigate ears & instill meds Watch Diabetic Foot video	EKG Phlebotomy Eye & Ear Procedures Diabetic Foot Screening	Complete CB Diabetic Foot Exam Chapter 41 Mind Tap CDC Training
5	Chapter 42 Mind Tap Simtics: UA & Obtain Swab	EKG Phlebotomy Perform Quality Control Urinalysis Urine Pregnancy Rapid Strep	Lab Testing Worksheet Complete CB Quality Control Quiz Chapter 41 and 42
6	Chapter 44 Mind Tap Simtics: Capillary & hematology Rapid Strep, Mono Test	EKG Phlebotomy HCT/HGB PT/INR Rapid Mono Glucose	Chapter 46 Mind Tap Radiography Assignment Departments and Lab Testing Complete CB Glucose Testing and Venipuncture Quiz Chapter 44
7	Radiographic Presentation	EKG Phlebotomy Can practice any other skills	Quiz Chapter 46 Responses to Presentations