

MDN162A Introduction to Medical Assisting

Assignments				
HW: Read Ch 22 pgs. 538-566 and 23 pgs. 569-609 Workbook Ch 22 & 23 see below	Class Introduction Discuss OSHA handbook Handouts	Lecture: A Patient History and documentation Military Time	Continue lecture...	Lecture: Vital Signs and Measurements Ch 22 Homework Due
Ch 22 – pg 181-185 Stop at Learning Application Ch 23 – pg 191-196 Stop at Learning Application	Test Review Vitals Video	Demo Skills Practice	Skills Practice	TEST #1 Skills Practice Ch 23 Homework Due
HW Read: Ch 21 (read pg 473-534) : Workbook Ch 21 pg 211-216 stop at learning application pg 221 post test	Skills	Microorganisms Infection Process cycle HW: Read Ch 21 Workbook Ch 21	Skills Practice	Test Review Skills Practice
Bloodborne and Airborne Pathogens Due: Prep Kit pgs. 7, 25, 35, 48, & 52	TEST#2 Ch 21 Homework Due Ch 29 (read pgs. 795 – 812)	Lecture Visual Acuity Height and Weight No homework for Ch 29	Test Review Skills Practice	TEST #3 Skills Practice
	Skills Practice	Skills Practice	ALL SKILLS NEED TO BE FINISHED (10 full sets of vitals on 10 different people, 4 height/weight, 4 Snellen)	<u>SKILLS CHECK OFF'S BEGINS</u> OSHA Book Due
	Continue Skills check-off	Final Review Continue Skills check-off	Continue Skills check-off	FINAL

HW: indicates the amount of homework for each assignment.

This schedule is subject to change at the discretion of the instructor to meet the learning objectives of the course. Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.



CLASS NUMBER AND NAME: MDN162A INTRODUCTION TO MEDICAL ASSISTING I

TOTAL HOURS/UNITS: 24 HOURS 1.0 UNIT

PREREQUISITES: Completion or concurrent enrollment in MD161A - Medical Terminology I.

TEXTS AND MATERIALS: *Comprehensive Medical Assisting; Administrative and Clinical Competencies 6th Edition*, Lindh, Tamparo, Dahl, Morris & Correa 2017.
Text (ISBN-13:978-1-305-96479-2)
Workbook (ISBN-978-1-3059-6485-3)

Bloodborne and Airborne Pathogens 6th Edition workbook, American College of Emergency Physicians (ISBN-13: 978-1-4496-0948-1)

Study guides (provided by instructor)

CLASS DESCRIPTION: This course is an introduction to the “back office”. The student will be introduced to basic back office procedures such as vital signs (temperature, pulse, respiration, blood pressure) eye exams, measuring height and weight, hand washing techniques, following OSHA guidelines with a workbook. Students will put a patient chart together and learn accurate charting methods.
Completion of 10 vitals due at the end of this course.

CLASS OBJECTIVES:

- To demonstrate the ability to accurately weigh and measure a patient.
- To demonstrate accurate techniques in T.P.R
- To explain purpose and normal for T.P.R
- To accurately demonstrate technique in taking blood pressures.
- To explain purpose and normal for blood pressures.
- To demonstrate proper hand washing techniques.
- To demonstrate distance visual acuity exams using Snellen eye chart.
- Explain Universal precautions as prescribed by OSHA.

CLASS FORMAT OVERVIEW:	The class is a combination of lecture, question and answer discussion method, and also as a laboratory class. During the lab portion, the instructor will demonstrate skills and the students will “check-off” on required skills.
METHODS OF INSTRUCTION:	Each topic is discussed thoroughly. Videotapes will supplement written materials. As lecture and student participation are used as the principal means of instruction, it will be expected that all students will be present every day to take part in class. Along with the discussions held in class, the student will be practicing hands-on skills.
CLASS ATTENDANCE:	<p>It is expected that each student will be in class <u>when class begins</u>. Should the student come in later than <u>five minutes after class</u> begins, he or she should be certain that the instructor has noted his or her presence in class. It will then be up to the instructor to decide if the student had arrived in time to be counted as present – the instructor’s decision will be final.</p> <p>It will be the student’s responsibility to learn of any assignments given in class when absent.</p> <p><u>80% attendance is mandatory;</u> <u>90% or above is mandatory for those who are in a full program and qualify for the externship.</u></p>
TESTING:	The student must satisfactorily complete <u>all tests, exercises, and homework</u> with a passing grade of 70% or better. Lab procedures are grades <u>PASS OR FAIL</u> . Such procedures must be passed in order to successfully complete the course.
LATE TESTING:	A 10 PERCENT PENALTY WILL BE ISSUED FOR ALL LATE TESTS. If you are not present the day of the test and have not made arrangements with the instructor to take the test early, you will automatically be given the 10 percent penalty. (Late tests start with a “B” minus 10 %). Late homework will receive 1% off the final grade per class period that it is late

GRADING POLICIES:

The final grade is computed on:

Mandatory completion of homework assignments.

Tests on cumulative points

90 – 100% A

80 – 89% B

70 – 79% C

BELOW 70% F

ALL LAB TESTS MUST BE DEMONSTRATED TO 100% ACCURACY OF THE INSTRUCTOR ON FINAL CHECK-OFF AND ARE GRADED PASS OR FAIL.

IF A STUDENT FAILS TO TAKE A TEST DURING THE MODULE, THE CLASS GRADE WILL BE LOWERED BY ONE LETTER GRADE.

Students out of uniform will be subject to the uniform contract grading policy.

ANTICIPATED LEARNING OUTCOMES:

Upon completing this course, the student will be able to:

1. Given the proper equipment, demonstrate taking and recording a set of vital signs to include a temperature, pulse, respiration within 10 minutes with 100% accuracy of the instructor.
2. Given the proper equipment, demonstrate taking and recording a blood pressure within 2mm Hg +/- in 5 minutes with 100% accuracy of the instructor.
3. Demonstrate the proper handwashing procedure to 100% accuracy of the instructor.
4. Demonstrate a visual acuity test and record the reading to 100% accuracy of the instructor.