

CLASS NUMBER AND NAME:	MDN162B INTRODUCTION TO MEDICAL ASSISTING II	
TOTAL HOURS/UNITS:	24 HOURS	1.0 UNIT
PREREQUISITES:	Completion or concurrent enrollment in MDN161B–Medical Terminology II and MDN162A–Introduction to Medical Assisting I.	
TEXTS AND MATERIALS:	<i>Delmar’s Comprehensive Medical Assisting; Administrative and Clinical competencies 6th Edition, Lindh, Tamparo, Dahl, Morris, & Correa 2017 Text (ISBN-978-1-305-96479-2), Workbook (ISBN-978-1-3059-6485-3)</i> Study guides (provided by instructor)	
CLASS DESCRIPTION:	This course is a continuation of MDN162A, Introduction to Medical Assisting I. Having learned basic vital signs, students will be able to gain confidence in their skills with additional practice. Additional skills such as Eye Exams, Height and Weight, and Pulse Oximetry will be included. Pediatric exams (well and sick visits) with accurate growth charting for height, weight, and head circumference are included. Actual Patient simulations will allow the student to practice rooming a patient, obtaining a medical history, and anticipating the doctor’s needs depending on the patient’s chief complaint. Charting will be addressed as well as the proper handling of biohazardous waste.	
CLASS OBJECTIVES:	To demonstrate appropriate rooming techniques for the pediatric patient. To demonstrate appropriate rooming techniques for the geriatric patient. To demonstrate accurate techniques for orthostatic BP To explain purpose and normal ranges for BMI To assess Visual Acuity using the Snellen eye charts and Ishihara Color Vision books. 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: It is expected that each student will be in class when class begins. Should the student come in later than five minutes after class 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.

It will be the student’s responsibility to learn of any assignments given in class when absent.

80% attendance is mandatory;
90% or above is mandatory for those who are in a full program and qualify for the externship.

TESTING: The student must satisfactorily complete all tests, exercises, and homework with a passing grade of 70% or better. **Homework will not be accepted later than the date due.** Lab procedures are grades PASS OR FAIL. 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 and clinical skills. Tests on cumulative points

90 – 100%	A
80 – 89%	B
70 – 79%	C
BELOW 70%	F

All hands on skills must be completed before check-offs and will include: 15 full sets of vital signs (10 manual, 5 by machine), 5 Height & Weight Measurements, 2 Orthostatic BP’s, 2 Snellen Eye Exams, 2 Ishihara Eye Exams.

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. In a clinical class the student is subject to be sent home.

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 3 minutes with 100% accuracy of the instructor.
2. Given the proper equipment, demonstrate taking and recording a blood pressure within 2mm Hg +/- in 2 minutes with 100% accuracy of the instructor.
3. Assess a patient's Visual Acuity using the Snellen Eye Chart to 100% accuracy of the instructor.
4. Measure a patient's Height, Weight to 100% accuracy of the instructor.
5. Complete a charting check off scenario within three minutes to 100% accuracy of the instructor.

MDN162BV Intro to Medical Assisting

Weekly Schedule

Assignments	Monday	Tuesday	Wednesday	Thursday
Week1: DUE Ch 26 Wkbk Pg 217-223 Charting #1 done together in class	Class Introduction Blood Borne Pathogens Video Assignment: Read Ch 26	Pediatric Lecture Assignments: Read Ch 26 Charting practice	Pediatric Lecture Continued Growth Charts	In Class Assign: Growth Charts Ch 26 HW Due
Week 2: DUE Ch 28 Wkbk Pages 231-235 Charting #2	Geriatric Lecture Assignment: Read Ch 28	Quiz Review Skills Practice	Skills Practice	Quiz # 1 Timed Charting Ch 28 Homework Due Charting Practice #2 Due
Week 3: DUE Ch 33 Wkbk pgs 281-288 Charting #3	Nutrition Lecture Assignment: Read Ch 33 & 29	BMI Skills Practice	Pulmonary Respiratory Lecture	Skills Practice Ch 33 Homework Due Charting Practice #3 Due
Week 4: DUE Ch 29 Wkbk Pages 239-245, Charting #4	Skills Practice Orthostatic Blood Pressure	Skills Practice 3 minute timed charting	Quiz Review	Quiz # 2 Timed Charting Practice Charting #4 due Ch 29 homework Due
Week 5	Skills Practice	Finish Skills Begin Check Offs	Continue Check Offs Final Exam Review	Continue check Offs
Week 6	Continue Check Offs	Continue Check Offs	Final	Continue Check Offs (if needed)

HW: homework for each assignment.

This schedule is subject to change at the discretion of the instructor to meet the learning objectives of the course. 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.