



CLASS NUMBER AND NAME: MDN163A INJECTIONS AND SURGICAL ASSISTING

TOTAL HOURS/UNITS: 24 HOURS 2 UNITS

PREREQUISITES: MDN162BV Introduction to Medical Assisting II, completion or concurrent enrollment in MDN161B-Medical Terminology II and MDN150 or MDN151 or MDN152-Anatomy & Physiology I,II, or III.

TEXTS AND MATERIALS: *Delmar's Comprehensive Medical Assisting; Administrative and Clinical competencies 5<sup>th</sup> Edition*, Lindh, Pooler, Tamparo, Dahl & Morris 2014  
Text /Workbook package (ISBN-13:978-1-133-60286-6)

Study guides (provided by instructor), E-Library and internet

CLASS DESCRIPTION: The student is given a more in-depth look at the duties of the back office medical assistant. Skills taught will include assisting with a physical examination, patient positioning as well as the medical assistant's role during the exam, proper documentation and cleanup following the procedures. The patient's care will also be emphasized. Injections will be introduced. The importance of proper equipment, various site objectives, techniques, and safety precautions following OSHA rules and guidelines are stressed. Proper dose calculation methods will also be reviewed.

CLASS OBJECTIVES:

- To explain set-up and equipment needed to assist with a physical exam.
- To explain the medical assistant's role before, during, and after a complete physical examination as well as specialty exams.
- To instruct the student in proper safety procedures when giving an injection. (Intramuscular, subcutaneous, and intradermal).
- To explain under what circumstances each is used.
- Identify a sterile field and how to work in and around it without compromising patient care.
- Explain basic knowledge of pharmacology and identify various drugs according to classification and action on body.

CLASS FORMAT OVERVIEW: The class is a combination of lecture and student participation. Each topic is discussed thoroughly.

METHODS OF INSTRUCTION:

As lecture is used as the principal means of instruction, it will be expected that all students will be present every day to take part in class. Work will be assigned from the workbook, which accompanies the text. Workbook pages will be turned in to the instructor and they are mandatory to complete the class. (graded pass/fail)

Medical instruction videos as well as guest speakers will supplement written material.

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 Internship.**

TESTING:

The student must satisfactorily complete all tests, exercises, with a passing grade of **70%** or better. **Late homework will not be accepted**

Lab procedures are graded **PASS OR FAIL**. Such procedures must be passed in order to successfully complete the course regardless of a passing grade in this class.

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”)

GRADING POLICY:

The final grade for the lecture portion is computed based on total points of written tests and final examination.  
Mandatory workbook assignments completed (Pass/Fail)  
Mandatory completion of homework assignments (Pass/Fail)  
Lab portion must be completed and passed to receive a final grade in this class.

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 OR COMPLETE REQUIRED PROCEDURES 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. Identify the correct position for various types of physical examinations.
2. Identify on a diagram the correct sites for the different types of injections.
3. Identify proper angles and maximum medication amounts for intradermal, subcutaneous, and intramuscular injections.
4. Recognize the proper role of a medical assistant before, during and after an examination.
5. Recognize the importance of safe clinical techniques using standard precautions.

# Injections & Surgical Assisting

	Monday	Tuesday	Wednesday	Thursday
Week 1	Introduction Pharmacology Vocabulary	Drug forms & administration Parts of a syringe & safety	demo TB testing Universal Precautions	Lecture on Subcutaneous and IM injections
Week 2 Homework Due: Chapters 25 & 36 Pharmacology Charting Vocabulary	Assisting with the physical exam  Quiz review Homework due	<b>QUIZ 1 (46 points)</b>	Surgical instruments & their care	Surgical Packs Autoclaving
Week 3 Homework Due: Pharmacology Charting	Sterilization  Homework Due	Sterile Procedures	Suturing  Quiz Review	<b>QUIZ 2 (30 points)</b>
Week 4 Homework Due: Chapter 31 Pharmacology	Testicular & rectal exam Colorectal care Homework Due	Gynecological procedures Self breast exam	Specialty Exam lecture continued	Quiz Review
Week 5 Homework Due: Chapters 26 & 28 Pharmacology	<b>QUIZ 3 (40 points)</b> Homework Due	Check off Preparation	Begin check offs	Check-offs continued
Week 6 Homework Due: Chapter 35	Continue Skills Check offs  Homework Due	Continue Skills Check offs	Final Exam Review	<b>FINAL EXAM (65 points)</b>

This is an approximate schedule and is subject to change at the instructor's discretion. The student is responsible for any missed information and handouts due to absence.

Homework includes familiarizing yourself with the Calendar and Syllabus, textbook reading assignments, and study guide homework plus reviewing skills videos at [www.empirestudent.com](http://www.empirestudent.com), as well as completing quiz reviews when appropriate to augment learning. Expect homework study time to vary but it will be at least two hours per week for every credit hour. The 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 materials and ¼ hour outside of class for each hour of structured lab time.