

CLASS NUMBER AND NAME: MDN163C INJECTIONS AND SURGICAL ASSISTING SKILLS LAB B

TOTAL HOURS/UNITS: 24 HOURS 1.0 UNIT

PREREQUISITES: Completion or concurrent enrollment in MDN163A – Injections and Surgical Assisting.

TEXTS AND MATERIALS: *Delmar's Comprehensive Medical Assisting; Administrative and Clinical competencies 5th 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 introduced to surgical assisting as applicable to minor surgery in the medical office. Identification, proper care, and usage of basic medical instruments are taught. Instruction and demonstration in the techniques of disinfecting, wrapping, and sterilization of instruments using various methods including the autoclave method is emphasized. The student is instructed in the, proper sterile techniques as well as suture removal, and set up of specialty exam equipment trays including proctologic exams and pelvic and pap trays.

CLASS OBJECTIVES: To demonstrate the identification, care and usage of basic medical instruments.

To introduce the student to techniques of setting up a sterile field, maintaining its sterility while assisting with minor surgery.

To demonstrate proper cleaning and sterilization of instruments using the autoclave.

To demonstrate the proper procedure of sterile gloving.

To demonstrate the various types of suture removal and proper wound care.

To demonstrate the proper set up of a pelvic and pap tray.

- CLASS FORMAT OVERVIEW:** The class is a combination of lecture, lab and student participation. During the lab portion, the instructor will demonstrate skills and the students will “check-off” on required skills
- METHODS OF INSTRUCTION:** As demonstration by the instructor and supervising and assisting students with practicing skills is the principal means of instruction, it will be expected that all students will be present every day to take part in class. Each topic is discussed thoroughly. Videos and live demos, 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, and homework with a passing grade of 70% or better. Written tests are given periodically, and there is a final examination.
- Lab procedures are graded PASS OR FAIL. Such procedures must be passed in order to successfully complete the course. Student charts will be audited to ensure all procedures have been thoroughly documented.
- 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”, or, minus 10 %) Late homework will receive 1% off the final grade per class period that it is late.

GRADING POLICIES:

All skills must be demonstrated and checked off by an instructor to 100% accuracy as shown. Students earning a passing letter grade in MD163A that have completed all skills and skills check offs satisfactorily will receive a passing grade for this Lab class.

Students failing to complete all skills and/or all check offs will fail this Lab class.

ANTICIPATED LEARNING OUTCOMES:

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

1. Inject a patient using the intradermal, subcutaneous, and intramuscular routes.
2. Identify basic instruments to 100% accuracy of the instructor.
3. Properly wrap and sterilize instruments to 100% accuracy of the instructor.
4. Properly set up a pelvic and pap tray.
5. Properly don and doff with sterile gloves to 100% accuracy of the instructor.
6. Demonstrate proper use of transfer forceps by opening a sterile pack and manipulating the instruments on the sterile field.
7. Demonstrate the procedure of pouring onto a sterile field without contamination.
8. Complete a charting simulation to 100% accuracy within three minutes.
9. Perform vital signs such as Temperature, Pulse, Respiration, and Blood Pressure or mensuration or Visual Acuity.
10. Explain the function of the autoclave.

Injections & Surgical Assisting

Week 1	OSHA Protocol	OSHA Protocol	Handling a Syringe	Injection Demonstration
Week 2	Injection Practice	Injection Practice	Injection Practice	Injection Practice
Week 3	Surgical Packs	Surgical Packs	Surgical Packs	Surgical Packs
Week 4	Sterile Field	Sterile Field	Autoclaving	Autoclaving
Week 4	Pap Tray Set up	Pap Tray Set up	Check off Preparation	Check off Preparation
Week 5	Skills Check Off	Skills Check Off	Skills Check-off	Skills Check-off
Week 6	Final Review Finish Skills Check-off	Final Review Finish Skills Check-off	Final Grad Skills	Final Grad Skills

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, 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.