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AHMA 262.01: Medical Assistant Lab Procedures II

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MISSOULA COLLEGE/UNIVERSITY OF MONTANA
AHMA 203 Medical Assisting Lab II
Fall 2018
Course Syllabus

Contact Information

INSTRUCTOR: Robin MacMillan, CST

DAYS: F 9:00 am – 10:50 am
Nursing Lab RM: 116

OFFICE HOURS: Monday 9:00 am- 12:00 pm RM: 114

TELEPHONE: (406) 243-7855

EMAIL: robin.clason@mso.umt.edu

Course description:

Skill development necessary to assist health care practitioners in all aspects of patient care in the medical office clinical setting. This course builds from the skills learned in AHMA 201 and moves into areas of greater specialization. Included in this are Pulmonary ECG, assisting with surgical procedures, wound care, and specialty health related issues.

Relationship to program:

This is the second lab course and will introduce the student to more advanced skills needed in the medical assisting field. This lab will prepare the student for the subsequent hands on practicum.

REQUIRED TEXTBOOK: No books required for lab

NOTE: *Course Instructor reserves the right to modify syllabi and course outline as needed based on instructor, student, and/or environmental circumstances.*

ATTENDANCE POLICY: Attendance is a strong indicator of an individual's commitment to the health care profession. If you need to miss a class ensure to notify as soon as possible in order to make up any missed work. The final grade will reflect attendance.

CELL PHONES: ALL PHONES MUST BE TURNED OFF DURING LECTURES, CLASS PRESENTATIONS, AND EXAMS.

Course Objective: Demonstrate ability to apply all skills associated with the clinical lecture teachings.

- Utilize efficient, proper technique while performing an ECG/EKG
- Demonstrate correct technique and patient education skills while performing peak flow procedures and nebulizer treatments.
- Be able to explain procedures to patients while validating the patient's needs, cultural diversity, and level of understanding.
- Demonstrate understanding of, and the ability to function while utilizing surgical aseptic technique with such skills as sterile gloving, setting up a sterile field, skin prep, and wound care.
- Learn the different specialty surgical procedures and how to set up and assist the providers with minor surgical procedures.

Upon completion of this course you will be able to perform and pass all competencies noted in the weekly schedule.

Student Performance Assessment Methods and Grading:

Letter Grades are assigned to percentages as follows:

100-93% A	86-83% B	76-73% C	66-63% D
92-90% A-	80-82% B-	72-70% C-	62-60% D-
89-87% B+	79-77% C+	69-67% D+	<60% F

You must earn at least a C (73%) to progress through the medical assisting program. Students are allowed to retake this class once.

Students will be assessed using pop quizzes, attendance, and professionalism.

Scores will be weighted by the following categories:

Attendance	10%
Professionalism	<u>10%</u>
Pop Quizzes	30%
<u>Final</u>	<u>50%</u>
Total:	100%

Academic Integrity: All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. All students need to be familiar with Student Conduct Code. The code is available for review online at http://life.umt.edu/vpsa/student_conduct.php.

Disability Accommodation: Eligible students with disabilities will receive appropriate accommodations in the course when requested in a ***timely way***. Please speak with me after class or in my office. Please be prepared to provide a letter from your DSS Coordinator. For

more information, visit the Disabilities Services website at <http://www.umt.edu/dds/> or call (406)243-2243.

Note: Instructor reserves right to modify syllabi and assignments as needed based on faculty, student, and/or environmental circumstances.

Technical Requirements: Content may include PDF files, videos and external links. Some of these files require special programs to allow you to view them. If you do not have the needed application on your computer hard drive, you can download plug-ins (or free viewers) from the UMOonline web site.

Course Policies and Other Information

1. Attendance: Attendance will be taken. There are two reasons for doing this. One, you need to be in class to learn and practice skills. If you are absent this can put you behind. Secondly, future employers are always looking to see if a student is reliable and on-time. It just so happens that people who are late or absent from class repeat the same behavior on the job. Develop good habits now!

Points for Class Attendance:

<u>Score</u>	<u>Description</u>
10	Full participation in class
8	Late to class
5	Poor participation
0	Absent

2. Professionalism: Developing the attitude and behaviors of a professional is part of your education and is crucial on the job. Included in professionalism is being reliable, respectful, adhering to rules and expectations, teamwork, and growing a strong work ethic

3. Pop quizzes: Pop quizzes will be taken within an allotted amount of time in lab. These quizzes **do not** contribute to your final grade. You are encouraged to keep them for future study references. **Your final will be a simulated scenario.**

4. Computers: Computers and electronic devices are for academic purposes only. Cell phones must be turned on vibrate. If you are expecting an important call, please tell me at the beginning of class, sit near the door, so class disruption is minimized.

Be aware that cell phones are not allowed on the job. Consequently, you cannot use them in class. Please remove yourself if you have to use your phone.