Spring 2-1-2024

AHMA 201.50: Medical Assistance and Clinical Procedures I

Andrea E. Gyuriza
University of Montana, Missoula, andrea.gyuriza@umontana.edu

Follow this and additional works at: https://scholarworks.umt.edu/syllabi2021-2025

Let us know how access to this document benefits you.

Recommended Citation
Gyuriza, Andrea E., "AHMA 201.50: Medical Assistance and Clinical Procedures I" (2024). University of Montana Course Syllabi, 2021-2025. 2415.
https://scholarworks.umt.edu/syllabi2021-2025/2415

This Syllabus is brought to you for free and open access by ScholarWorks at University of Montana. It has been accepted for inclusion in University of Montana Course Syllabi, 2021-2025 by an authorized administrator of ScholarWorks at University of Montana. For more information, please contact scholarworks@mso.umt.edu.
Course Number and Title: AHMA 201 Certified Medical Assisting (CMA)
Semester Credits: 4
Class Meeting: Online
Faculty: Andrea Gyuricza, RMA-C, CMA-C, RPT-C, AMT Certified Instructor
Contact: andrea.gyuricza@umont.edu
Office: Room MC311  Lab: 132
Office Hours: By Appointment

Course Description: This course introduces the student to the basic skills of medical assisting. Included in this course are standard procedures, aseptic and sterilization procedures, vital signs, assisting with general exams, urinalysis, and medication administration.

Relationship to Medical Assisting/CMA Certification: This clinical course will allow students to develop the basic skills required to perform competently as a Medical Assistant by textbook content and preceptorship.

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

Method of Delivery: Online instruction via PowerPoints, instructor videos, group forums and interactive learning modules.

Attendance Policy: Students are expected to complete clinic hours as scheduled and submit assignments on time.
Required Text:
Today’s Medical Assistant, 4th edition
By Kathy Bonewit-West and Sue Hunt
ISBN: 9780323639859

Today’s Medical Assistant Study Guide, 4th edition
By Kathy Bonewit-West and Sue Hunt
ISBN: 9780323639866

Procedures in Phlebotomy, 4th edition
By John C. Flynn
ISBN: 9781455701056

Required Equipment:
High-quality single lumen stethoscope with bell and diaphragm, maroon scrubs, watch with second hand, student ID visibly displayed while participating in clinicals.

Student Performance Outcomes
This syllabus constitutes a contract between the student and instructor. Participation in this course assumes acceptance of the course expectations as stated below. The following course outcomes are aligned and approved UAA Course Content guidelines.

Upon completion of the course the student will be able to:
1. Practice Therapeutic Communication
2. Display an understanding of legal and ethical principles as it relates to healthcare.
3. Demonstrate proper handwashing techniques and infection control.
4. Demonstrate proper technique for obtaining vital signs. Accurately perform and chart vital sign measurements.
5. Prepare the patient and exam room for the examination.
6. Demonstrate skill in pacing patients in the appropriate position in the exam room for the type of exam ordered.
7. Obtain patient information and record on the patient record.
8. Provide patient teaching with an understanding of anatomy and medical terminology.
9. Basic understanding of pharmacology and pharmacology math skills
10. Display an understanding of Medical Emergency Procedures
11. Perform medication administration using assessment skills.
13. Demonstrate correct technique in performing CLIA-waived urinalysis and report results accurately.

Grades are calculated as follows:
94-100    A
88-93     B
80-87     C
79 or less D-F

Grading Scale:
- 50% Skills Assessments (to be assessed by your clinical preceptor) Each skill must be passed with an 80% or better. The requirements will be listed on your Trajecys app.

- 50% Participation. This includes participation in group forums, completion of assignments including a 2 day phlebotomy course and engagement at your preceptorship.
  *25 documented successful blood draws will be required for the phlebotomy course. I will arrange for you to complete these in a local lab.

- Late work will be deducted 20% (all assignments are due every Sunday by midnight)

Students must develop a professional demeanor at preceptorship site as well as online interaction. All core courses account for professionalism in grading. Any disruptive behavior, inappropriate or aggressive behavior, or evidence of drug or alcohol use while at preceptorship site will be grounds for dismissal from course
and referral to counseling. Dismissal from a clinical site during practicum is grounds for dismissal from the program.

• **Attendance**-The student shall arrive at clinical site promptly and stay as scheduled.
• **Appearance**- The student will be neat, clean, and professional in appearance. Scrubs are required while at clinical site.
• **Ability**- The student will follow instructions and adhere to clinical site policies.
• **Interest**-The student will show a high degree of interest.
• **Attitude**-The student will display a positive image and attitude at all times during preceptorship.
• **Initiative**-The student is self-motivated and pursues additional work as needed.
• **Organization**-The student will work efficiently as well as with precision.
• **Performance**- The student performs effectively, even under stress and normal interruptions.
• **Interpersonal**-The student relates to classmates, faculty, patients, clinical staff courteously professionally and tactfully.
• **Communication**- The student communicates effectively including being tactful, professional, and respectful to all.
• **Response**- The student is willingly to accept constructive comments, corrections, and suggestions.

**Note:** ALL MA courses must be passed with a ‘C’ or better. MA courses may be attempted a maximum of two (2) times. If the student does not pass the course on the second attempt, the student will not be able to continue in the MA program.

**ACCOMMODATIONS:** Office for Disability Equity

The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and the Office for Disability Equity (ODE). If you anticipate or experience barriers based on disability, please contact the ODE at: (406) 243-2243, ode@umontana.edu, or visit www.umt.edu/disability for more information. Retroactive accommodation requests will not be honored, so please, do not
delay. As your instructor, I will work with you and the ODE to implement an effective accommodation, and you are welcome to contact me privately if you wish.

ACADEMIC CONDUCT
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 the Student Conduct Code, which can be accessed at the webpage:

CORE CURRICULUM OBJECTIVES AND COMPETNCIES
In accordance with the requirements of accreditation, we must identify the cognitive objectives, and psychomotor (skills) and affective (behavioral) competencies covered by a course. Please note that 100% of all psychomotor and affective competencies must be passed to pass the course. The list that applies to this will be available in class.