

Spring 1-2016

AHMA 191.01: Special Topics - Laboratory Procedures 1

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MISSOULA COLLEGE/UNIVERSITY OF MONTANA

AHMA 260 Laboratory Procedures 1

Spring 2016

Course Syllabus

Contact Information

INSTRUCTOR: Paula L. Criman, RMA, RRT

OFFICE: Griz House 4

OFFICE HOURS: T/W 1:00-3:00

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EMAIL: paula.criman@mso.umt.edu

DAYS: M 1:10-3:00

T 10:10-12:00

LOCATION: HB15

PRE-REQUISITES: AHMS 144, BIOH 112

CO-REQUISITES: AHMA 201

Course Description: This course introduces the student to basic skills of medical assisting. Included in this course are standard procedures, aseptic and sterilization procedures, vital signs, assisting with general exams, urinalysis, and drug administration. Be aware that students will be practicing on each other.

Relationship to program: This is the first laboratory course which will introduce the student to the basic skills needed in the medical assisting field. This course will prepare the student for the subsequent laboratory class and practicum.

Text: Medical Assisting: Administrative & Clinical Procedures with Anatomy & Physiology, 5th Edition. Booth, Kathryn A., Whicker, Leesa G.; McGraw Hill, 2014.

Student Workbook for Use with Medical Assisting: Administrative & Clinical Procedures with Anatomy & Physiology, 5th Edition. Booth, Kathryn A., Whicker, Leesa G., Wyman, Terri D.; McGraw Hill, 2014.

Suggested Resources: A good medical dictionary is strongly recommended; Mosby's and Taber's are both particularly good.

Supplies: A watch for timing purposes is strongly recommended. Tote bag of supplies.

Course Objectives:

- Demonstrate skill in standard and safety precautions.
- Demonstrate proper technique for obtaining vital signs.
- Utilize correct techniques in preparing and administering medications orally and parenterally.
- Demonstrate correct technique in performing CLIA-waived urinalysis and report results accurately.
- Demonstrate ability to apply quality control methods
- Be able to explain procedures to patients while demonstrating sensitivity to patient's needs, cultural diversity, and level of understanding.

Student Performance Assessment Methods and Grading:

Passing on skills testing is 85%.

Letter grades are assigned to percentages as follows:

100-93%	A	86-83%	B	76-73%	C	66-63%	D
92-90%	A-	82-80%	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 assignments, tests, attendance, and professionalism.

Scores will be weighted by the following categories:

Tests	60%
Practices	15%
Vital Signs	15%
Attendance	5%
Professionalism	5%
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 the 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 this 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/dss/> or call (406) 243-2243 (voice/text). Note: Instructor reserves the 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 (links that take you to websites outside of Moodle). Some of these files require special programs to allow you to view them. If you don't have the needed application on your computer hard drive, you can download plug-ins (or free viewers) from the UMOnline web site.

Course Policies and Other Information

1. Attendance: Attendance will be taken. There are two reasons for doing so. One, you need to be in class to learn and practice skills. If you are absent inconveniences everyone, including classmates, and puts you behind. Second, future employers are always asking me about attendance and tardiness. It just so happens that people who are habitually late or absent from class repeat the same behavior on the job. Develop good habits now!

Points for Attendance:

<u>Acronym</u>	<u>Score</u>	<u>Description</u>
P	10	Full participation in class
T	8	Late to class
IN	5	Poor participation
A	0	Absent

2. Professionalism: Developing the attitude of professionalism is a part of your schooling and crucial on the job. Included in professionalism is being reliable, respectful, adhering to rules, teamwork, and having work done on time to the best of your ability. Each week you will earn 10 points for being fully professional. If you lack professionalism you will earn 0 points.

3. Vital Signs Assignment: When we cover vital signs I will provide you with a vital signs assignment sheet. You will be required to obtain a total of 50 vital signs from 50 different people. The first 25 are due on _____, and the second 25 are due on _____ at the beginning of lab. *I will NOT accept them late. If you do not complete all 25* you will receive 0 points. If you earn 0 on the first half of the assignment, you will be allowed to earn partial credit if all 50 are completed by the second due date.

If you lose the assignment sheet, you will be required to start over.

Be sure your name, the class, and the date is on your assignment.

4. Procedure Practice Sheet: The procedure practice sheet is the minimum required number of practices for the listed skills. If you feel you need more practice in order to pass the competency exam, you may put in extra practice time. Your instructor or a nursing faculty member must be present for injection practice, but all other practices can be done on your own.

Only classmates or your instructor may sign you off on the practice sheet.

If you lose the procedure practice sheet, you will have to start over. Be sure your name is on it!!

The practice sheet is due on April 12. All practices must be completed.

Because you learn and retain how you practice, be mindful of how you practice. Follow proper procedures, including patient identification. If you are posing as a patient, don't sign off your partner if they didn't perform the procedure properly. You aren't doing them any favors by letting them "get away" with poorly performed procedures. The classmate who is the toughest to pass things off with is the classmate who is helping you the most for finals...and for your future job!

5. Tests: The final competencies will be a combination of verbal and demonstration. For example, for a pulse I may ask you what the normal range is. For medication administration I will ask you at some point for the 7 Rights.

When we get closer to the time for finals, I will explain more about the process.

You must pass off each skill at 85%. If you don't achieve that, you will have to retake it at a date to be determined by your instructor. One retake is allowed for the purpose of this class.

Important note: EVERY skill must be passed off satisfactorily prior to beginning your practicum, or you will not be allowed to start the practicum.

5. Computers: Computers and electronic devices are for academic purposes only. Cell phones must be turned off and kept in your backpack. If you are expecting an important call, please tell me at the beginning of class, sit near the door, and put your phone on vibrate so class disruption can be minimized.

Be aware that cell phones are not allowed on the job. Consequently, you cannot use your cell for timing purposes.

6. Core Curriculum Objectives & Competencies: In accordance with the requirements of accreditation, we must identify the cognitive objectives, and psychomotor (skills) & affective (behavioral) competencies covered by a course. Please note that 100% of all psychomotor and affective (behavioral) competencies must be passed in order to pass the course. The list that applies to this course is included at the end of this syllabus.

**Medical Assisting Education Review Board (MAERB)
2015 Curriculum Domain Requirements
Cognitive Objectives, Affective (Behavioral) & Psychomotor (Skills) Competencies
AHMA 260 Laboratory Procedures 1**

I. Anatomy & Physiology

I.P Psychomotor

1. Measure and record blood pressure, temperature, pulse, respirations, height, weight, length (infant), head circumference (infant), pulse oximetry
3. Perform patient screening using established protocols
4. Verify the 7 rules of medication administration: right patient, right drug, right dose, right route, right technique, right time, right documentation
5. Select proper sites for administering parenteral medication
6. Administer oral medications
7. Administer parenteral (excluding IV) medications
8. Instruct and prepare a patient for a procedure or a treatment
9. Assist provider with a patient exam
10. Perform a quality control measure
11. Obtain specimens and perform CLIA waived urinalysis

I.A. Affective

1. Incorporate critical thinking skills when performing patient assessment
2. Incorporate critical thinking skills when performing patient care
3. Show awareness of a patient's concerns related to the procedure being performed

II: Applied Mathematics

II.P: Psychomotor

3. Maintain lab test results using flow sheets

II.A: Affective

1. Reassure a patient of the accuracy of the test results

III: Infection Control

III.P: Psychomotor

2. Select appropriate barrier/personal protective equipment (PPE)
3. Perform handwashing
4. Prepare items for autoclaving
5. Perform sterilization procedures

7. Perform within a sterile field

10. Demonstrate proper disposal of biohazardous material: sharps & regulated wastes

V. Effective Communication

V. Psychomotor

3. Use medical terminology correctly and pronounced accurately to communicate information to providers and patients

4. Coach patients regarding: health maintenance, disease prevention, treatment plan

11. Report relevant information concisely and accurately

XII: Safety & Emergency Practices

XII.P: Psychomotor

1. Comply with safety signs, symbols, labels

2. Demonstrate proper use of: eyewash equipment, fire extinguishers, sharps disposal containers

XII.A: Affective

1. Recognize the physical and emotional Effects on persons involved in an emergency situation

2. Demonstrate self-awareness in responding to an emergency situation