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AHMA 203.01: Medical Assistant Clinical Procedures II

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MISSOULA COLLEGE/UNIVERSITY OF MONTANA

AHMA 203 Clinical Procedures 2

Fall 2017

Course Syllabus

Contact Information

INSTRUCTOR: Sally G. Mischke, RMA, CSM

DAYS: W 2-4PM

RM: 115

OFFICE HOURS: By appointment

TELEPHONE: (406) 243-7907

EMAIL: sally.mischke@mso.umt.edu

PRE-REQUISITES: AHMA201

Course description: This course builds on skills in AHMA201 and moves into areas of greater specialization. Included in this are Pulmonary ECG, assisting with surgical procedures, wound care, and specialty exams.

Relationship to program: This is the second clinical course which will introduce the student to more advanced skills needed in the medical assisting field. This course will prepare the student for the subsequent practicum.

Text: Kinn's The Medical Assistant Bundle (textbook/study guide and procedures), 13th edition, Publisher: Elsevier (2017)

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.

Course Objective:

Demonstrate ability to apply all skills associated with following clinical procedures:

- Utilize efficient, proper technique while performing an ECG/EKG (electrocardiogram)
- Demonstrate correct technique and patient education skills in performing peak flow procedures and nebulizer treatments.
- Be able to explain procedures to patients while demonstrating sensitivity to patient's needs, cultural diversity, and level of understanding.
- Demonstrate understanding of, and the ability to function utilizing surgical aseptic technique with such skills as sterile gloving, setting up a sterile field, skin prep, and wound care.
- Learn the different specialty areas and how to set up for certain procedures and assisting providers with minor surgical procedures.
- Utilize correct medical terminology in writing and verbally.

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

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-	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 assignments, tests, attendance, and professionalism.

Scores will be weighted by the following categories:

Tests	60%
Practices	20%
Attendance	10%
Professionalism	<u>10%</u>
Total:	100%

Academic Integrity: All students must practice academic honesty. Academic misconduct is subject 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 UOnline 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 of a 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 ability. Each week you will earn 10 points for being fully professional. If you lack professionalism you will learn 0 points.

3. Procedure practice sheet: The procedure practice sheet is the minimum required 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 invasive procedures such as capillary punctures and venipunctures, but all other additional practice can be done on your own.

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

The practice sheet is due on November 30th. *All practices must be completed prior to testing.*

Be sure your name and date is on your assignment.

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, do not sign off your partner if they didn't perform the procedure properly. You are not 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!

4. Skills Tests: The final competencies will be a combination of verbal and demonstration. These will be from the Kinns's Student Guide book. Each week will assess what was learned the previous week.

You must pass of each skill at 85%. If you do not 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.

6. 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 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.