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Fall 9-1-2017

### AHMA 262.01: Medical Assistant Lab Procedures II

Pamela Christianson

*The University Of Montana*

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## SYLLABUS

**INSTITUTION:** Great Falls College Montana State University  
(in conjunction with Missoula College)

**COURSE TITLE:** Medical Assistant Lab Procedures II

**COURSE NUMBER:** AHMA 262

**NUMBER OF CREDITS:** 4

**SEMESTER/YEAR:** Fall 2017

**INSTRUCTOR:** Pamela Christianson

Phone: (406) 771-4411 Email: [pamela.christianson@gfcmsu.edu](mailto:pamela.christianson@gfcmsu.edu)

**Office Hours:**

### I. COURSE DESCRIPTION:

This course is a continuation of the medical assistant's duties and responsibilities in the clinical area of the ambulatory office. The following clinical duties are presented and performed: Learning the different specialty areas and how to set up for certain procedures, continuation of aseptic techniques, instrument identification and sterilization, assisting the physician with minor procedures, medication administration, and electrocardiography.

Upon successful completion of this course you will be able to: Perform and pass all Competencies (Procedure skills) noted in the weekly schedule.

Competencies (procedures) covered in this course (Kinn's Comp.) from Chapters 5,27, 28,30,31,37-43,49, and 50

**Students must have completed all competencies (procedures) for this course and with 85% accuracy or higher within 3 attempts in order to pass this course and go forward with next semester MA courses. You will not be able to go out on your practicum until you pass this course first.**

### II. COURSE MATERIALS:

Kinn's The Medical Assistant Bundle (textbook/study guide and procedures), 13<sup>th</sup> Edition, Publisher: Elsevier (2017)



### **III. Course Outcomes (CAAHEP/MAERB 2015 Standards)**

- a. I.C.4 List major organs in each body system
- b. I.C.5 Identify the anatomical location of major organs in each body system
- c. I.C.6 Compare structure and function of the human body across the life span
- d. I.C.7 Describe the normal function of each body system.
- e. I.C. 8 Identify common pathology related to each body system including:
  - i. A. signs
  - ii. B. symptoms
  - iii. C. Etiology
- f. I.C.9 Analyze pathology for each body system including:
  - i. A. Diagnostic measures
  - ii. B. Treatment modalities
- g. I.C. 11 Identify the classification of medications including:
  - i. A. indication for use
  - ii. B. desired effects
  - iii. C. side effects
  - iv. D. adverse reactions
- h. I.P.2 Perform: a. EKG/ECG and d. pulmonary function testing
- i. I.P.4 Verify the rules of medication administration
  - i. A. Right patient
  - ii. B. right medication
  - iii. C. right dose
  - iv. D. right route
  - v. E. right time
  - vi. F. right documentation
- j. I.P.5 Select proper sites for administering parenteral medication
- k. I.P.6 Administer oral medications
- l. I.P.7 Administer parenteral (excluding IV) medications
- m. I.P.8 Instruct and prepare a patient for a procedure or a treatment.
- n. II.P. 1 Calculate proper dosages of medication for administration.
- o. III.P.4 Prepare items for autoclaving
- p. III.P.5 Perform sterilization procedures
- q. III.P.6 Prepare a sterile field
- r. III.P.7 Perform within a sterile field
- s. III.P.8 Perform wound care
- t. III.P.9 Perform dressing change
- u. VI.P. 8 Perform routine maintenance of administrative or clinical equipment
- v. VI.P.9 Perform an inventory with documentation
- w. VI.C.9 Explain the purpose of routine maintenance of administrative and clinical equipment
- x. VI.C. 10 List steps involved in completing an inventory.
- y. X.C.1 Differentiate between scope of practice and standards of care for medical assistants

- z. X.C.2 Compare and contrast provider and medical assistant roles in terms of standard of care
- aa. X.C.3 Describe components of the Health Insurance Portability and Accountability Act (HIPAA)
- bb. X.C.4 Summarize the Patient Bill of Rights
- cc. X.C.5 Discuss licensure and certification as they apply to healthcare providers
- dd. X.C.6 Compare criminal and civil law as they apply to the practicing medical assistant
- ee. X.C.7 Define:
  - i. A. negligence
  - ii. B. malpractice
  - iii. C. statute of limitations
  - iv. D. Good Samaritan Act (s)
  - v. E. Uniform Anatomical Gift Act
  - vi. F. living will/advanced directives
  - vii. G. medical durable power of attorney
  - viii. H. Patient Self Determination Act (PSDA)
  - ix. i. risk management
- ff. X. C.8 Describe the following types of insurance:
  - i. A. liability
  - ii. B. professional (malpractice)
  - iii. C. Personal injury
- gg. X.C.9 List and discuss legal and illegal applicant interview questions
- hh. X.C.10 Identify:
  - i. A. HITECH Act
  - ii. B. Genetic information
  - iii. C. ADAAA
- ii. X.C.11 Describe the process in compliance reporting:
  - i. A. unsafe activities
  - ii. B. errors in patient care
  - iii. C. conflicts of interest
  - iv. D. incident reports
- jj. X.C.12 Describe compliance with public health statutes:
  - i. B. abuse, neglect, and exploitation
  - ii. C. wounds of violence
- kk. X.C.13 Define the following medical legal terms:
  - i. A. informed consent
  - ii. B. implied consent
  - iii. C. expressed consent
  - iv. D. patient incompetence
  - v. E. emancipated minor
  - vi. F. mature minor
  - vii. G. subpoena duces tecum
  - viii. H. respondent superior
  - ix. i. res ipsa loquitor
  - x. J. locum tenens

- xi. K. defendant-plaintiff
- xii. L. deposition
- xiii. M. arbitration-mediation
- xiv. N. Good Samaritan Laws
- ll. X.P.1 Locate a state’s legal scope of practice for medical assistants
- mm. X.P.2 Apply HIPAA rules in regard to:
  - 1. A. privacy
  - 2. B. release of information
- nn. X.P.4 Apply the Patient’s Bill of Rights as it relates to:
  - i. A. choice of treatment
  - ii. B. consent of treatment
  - iii. C. refusal of treatment
- oo. X.P.5 Perform compliance reporting based on public health statutes
- pp. X.P.6 Report an illegal activity in the healthcare setting following proper protocol
- qq. X.P.7 Complete an incident report related to an error in patient care.
- rr. X.A.1 Demonstrate sensitivity to patient rights

**IV. COURSE OBJECTIVES**

1. Understanding Medicine and Law (7) as it applies to Ambulatory, Statute, and Scope of Practice
2. Learning Basic Pharmacology Math (34) Working with conversions
3. Administrating Medication procedures (35) Oral, Injections, and mixing of meds using vials and ampules.
4. Learning how to assist in different Medical Specialties (38,44,45,46,47,48); Suturing, setting up sterile field, and assisting the physician in minor surgical procedures
5. Geriatrics skills. Learning to work with the older patient and how to assist the physician. Learning motor and sensory skills.
6. Performing EKG and Radiology Procedures-Learning about operator’s license and how MA can assist.

**V. COURSE CALENDAR**

*Week	Reading/Lecture/Lab
<b>Week 1</b>	Introduction, Review MOPS, CPI, go over syllabus and Information on practicum (packet)
<b>Week 2 and 3</b>	Chapter 5 Medicine and Law Skills Chapter 31 Assisting in Dermatology
<b>Week 4 and 5</b>	Chapter 28 Administering Medications
<b>Week 6</b>	Chapter 30 Assisting in Ophthalmology and Otolaryngology Procedures:

<b>Week 7</b>	Chapter 27 Pharmacology Math
<b>Week 8</b>	Chapter 37 Assisting with Neuro and Mental Health Chapter 38 Assisting with Endocrinology
<b>Week 9</b>	Chapter 39 Assisting with Pulmonary Meds Chapter 40 Assisting in Cardiology
<b>Week 10</b>	Chapter 42 ECG Chapter 43 Diagnostic Imaging Chapter 41 Assisting in Geriatrics
<b>Week 11</b>	Chapter 49 Assisting with Surgeries
<b>Week 12 and 13</b>	Chapter 50 Surgical Asepsis and Assisting with surgical procedures.
<b>Week 14</b>	Final Exam: Face to Face Practicum (classroom) Tuesday and Thursday will be scheduled for the face to face exam
<b>Week 15</b>	Final Exam on D2L. 100 Multiple Choice Questions (Include Chapters from CPI, LabI, LabII, MOPS, and CPII)

**This schedule is subject to change at the discretion of the course instructor to accommodate instructional and/or student needs.**

## **VI. COURSE EVALUATION:**

### **Examinations:**

There will be weekly quizzes and final exam Week 16 (100 pts.) will consist of true/false, multiple choice, and fill in the blank and short answer.

### **Course Measures:**

**All discussions, lessons, and exams are expected to reflect college level critical thinking and writing skills, and thus will be graded for appropriate grammar, spelling, and punctuation.**

### **Method of Evaluation**

<b>Exams</b>	<b>35%</b>
<b>Skills</b>	<b>35%</b>

<b>Discussions/workbook</b>	<b>15%</b>
<b>Final</b>	<b>15%</b>

### Grading Scale

<b>100-90%</b>	<b>A</b>
<b>89-80%</b>	<b>B</b>
<b>79-70%</b>	<b>C</b>
<b>69-65%</b>	<b>D</b>
<b>Below 65%</b>	<b>F</b>

## I. MIDTERM GRADES:

*A midterm grade will be posted using the letter grade scale or "S,U, or NA". Some instructors will use the traditional letter grades as well "A, A-, B+, B, B-,C+, C, C-, D+, D, D- and F or P (Pass)".*

*S - Satisfactory Progress*

*U - Unsatisfactory Progress*

*NA - Not Applicable*

*X - Not Attending*

*Please talk to the instructor if you have any questions regarding your midterm grade. The midterm grade isn't posted to your official transcript.*

## II. STUDENT SUCCESS ALERT:

*This course is participating in the Student Success Alert program designed to support students in their Great Falls College MSU experience. You are encouraged to approach your faculty member directly if you are experiencing any challenges related to the class or any other aspect of your college life. As a student, you may receive an Alert notice via email (D2L, college or personal) or phone call at any point during the semester from the Advising & Career Center if the faculty member teaching the course has concerns about your class attendance, academic performance, or any other issue related to your success as a student.*

## III. ATTENDANCE AND TARDINESS:

### 210.1 ATTENDANCE & NO SHOW

#### **Attendance Policy**

*Great Falls College recognizes the correlation between attendance and both student retention and achievement. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course.*

*Class attendance and/or participation is required in all courses, regardless of the method of delivery (face-to-face, hybrid, or online) and students are expected to attend all class sessions for which they are registered. Instructors may establish absence policies at their own discretion within their courses to conform to the educational goals and requirements of their courses; however, policies will be clearly detailed in the course syllabus, which must be provided to each student enrolled in the course. It is the responsibility of the student to arrange make up work missed because of legitimate class absences and to notify the instructor when an absence will occur. The instructor determines the effect of the absences on grades.*

*For Financial Aid purposes, faculty are required to take attendance in order to report a last known date of attendance for any student receiving a failing final grade.*

### **No Show Policy**

*In order to receive any letter grade, a student must have attended a minimum of one class meeting or the equivalent in the case of a distance learning course. In a distance learning course, initial student attendance is determined by course participation as measured by accessing and using course materials, completion of a class assignment, participation in a course discussion, or other evidence of participation.*

*Students who enroll in a course but do not attend a minimum of one class meeting or the distance learning equivalent by the end of the 15th day of fall and spring semesters (this deadline is pro-rated for the summer term(s)) will be administratively deleted from the course by Great Falls College administrative personnel. This process will only be carried out after proof of multiple attempts to contact the student is documented by faculty.*

*Students who do not attend a class prior to the end of the 15th day of fall and spring semesters (this deadline is prorated for the summer term(s)) and do not drop themselves from the course will not receive a refund of tuition in the course and will not be allowed to attend/participate in the class or submit assignments. Failure to attend or participate in a course will adversely impact a student's financial aid award and bill with the college.*

*Please see the link below for more information and the entire policy*  
[http://www.gfcmsu.edu/about/policies/PDF/200/210\\_1.pdf](http://www.gfcmsu.edu/about/policies/PDF/200/210_1.pdf)

## **IV. ACCOMMODATIONS**

*The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Kathy Meier., M. Ed., Director of Disability Services, in R 261, or call 406-771-4311 to schedule an appointment.*



## V. ACADEMIC SUCCESS CENTER

*The Academic Success Center helps students successfully complete their courses by providing free tutoring to GFC MSU students in a variety of areas, including writing, math, science, anatomy and physiology, chemistry, accounting, computers and more. The Academic Success Center also helps students improve their study skills, holds academic events intended to help student performance and increase student success. No appointment is necessary. Tutoring is available on campus in R263 and online. For more information, including a current tutoring schedule, go to <http://students.gfcmsu.edu/asc> , email us at [academicsuccess@gfcmsu.edu](mailto:academicsuccess@gfcmsu.edu), or call 406-771-5121.*

## VI. PLAGIARISM AND ACADEMIC INTEGRITY

### 300.14 ACADEMIC HONESTY

*The integrity of the academic process requires credit be given where credit is due. Accordingly, it is academic misconduct to present the ideas or works of another as one's own work, or to permit another to present one's work without customary and proper acknowledgment of authorship. Students may collaborate with other students only as expressly permitted by the instructor. Students are responsible for the honest completion and representation of their work, the appropriate citation of sources and the respect and recognition of others' academic endeavors.*

### 300.42 DESCRIPTIONS AND EXAMPLES

#### *D. Plagiarism*

*This is presenting the work of another as one's own without proper acknowledgment.*

*Examples of plagiarism include submitting as one's own work the work of another student, ghost writer or commercial writing service; directly quoting from a source without acknowledgment; paraphrasing or summarizing another's work without acknowledging the source; or using facts, figures, graphs, charts or information without acknowledging the source. Plagiarism may occur orally or in writing and may involve computer programs and files, research designs, distinctive figures of speech, ideas and images or any other information that belongs to another person and is not acknowledged as such. Inadvertent or unintentional misuse or appropriation of another's work (such as relying heavily on source material that is not expressly acknowledged) is still considered plagiarism.*

*Please see the link below for more information and the entire policy. <http://www.gfcmsu.edu/about/policies/PDF/300/300.pdf>*

## VII. OUTCOMES ASSESSMENT ALIGNMENT

Course Objectives	Aligns with the Following Program/ Degree/Division Outcomes	Type of Course Objective: <i>Introductory, Reinforce, or Emphasize</i>	Assessment Tool Used to Determine if Course Objective Has Been Achieved	Great Falls College MSU College Learning Outcomes
Understanding Medicine and Law (7) as it applies to Ambulatory, Statute, and Scope of Practice	Follow legal guidelines in maintaining documentation and patient records and understand an apply HIPPA guidelines in the office setting.	<b>Reinforce</b>	Competencies, quizzes, and workbook	<b>CLO1, CLO2, and CLO3</b>
Learning Basic Pharmacology Math (34) Working with conversions	Administer medications applying pharmacology principles	<b>Reinforce</b>	Competencies, quizzes, and workbook	<b>CLO1, CLO2, and CLO3</b>
Administering Medication procedures (35) Oral, Injections, and mixing of meds using vials and ampules.	Administer medications applying pharmacology principles	<b>Introductory</b>	Competencies, quizzes, and workbook	<b>CLO4 and CLO5</b>
Learning how to assist in different Medical Specialties (38,44,45,46,47,48); Suturing, setting up sterile field, and assisting the physician in minor surgical procedures	Assist in patient care: screen patients, take vital signs, and assist with office procedures and patient exams.	<b>Introductory</b>	Competencies, quizzes, and workbook	<b>CLO4 and CLO5</b>

Course Objectives	Aligns with the Following Program/Degree/Division Outcomes	Type of Course Objective: <i>Introductory, Reinforce, or Emphasize</i>	Assessment Tool Used to Determine if Course Objective Has Been Achieved	Great Falls College MSU College Learning Outcomes
Performing Geriatrics skills. Learning to work with the older patient and how to assist the physician. Learning motor and sensory skills.	Assist in patient care: screen patients, take vital signs, and assist with office procedures and patient exams.	Introductory	Competencies, quizzes, and workbook	CLO4 and CLO5

**GFC MSU – College Learning Outcomes:**

All graduates will engage in learning activities that enhance their professional and personal lives, as well as their communities. During their academic careers at Great Falls College Montana State University, students will engage in learning activities that demonstrate:

**CLO 1 – Effective Communication:** The active expression and exchange of ideas through listening, speaking, reading, writing or other modes of non-verbal or artistic expression.

**CLO 2 – Technical Literacy:** The ability to form strategies to locate, evaluate, and apply information, and know the ethical issues surrounding information and technology.

**CLO 3 – Critical Thinking and Quantitative Reasoning:** The ability to analyze data, arguments, assumptions, and problems in order to draw conclusions.

**CLO 4 – Workforce Readiness:** The ability to exercise the skills, competencies and behaviors necessary to succeed in the workplace or at a transfer institution.

**CLO 5 – Citizenship:** The ability to apply the knowledge, skills and values individuals utilize to be effective, active citizens.