

### Basic Course Information

Semester:	<b>Spring 2020</b>	Instructor Name:	<b>Rebecca Agundez RN BSN</b>
Course Title & #:	<b>Foundations of Medical Practice for Medical Assistants – MA 83</b>	Email:	<b>Rebecca.agundez@imperial.edu</b>
CRN #:	<b>21543</b>	Webpage (optional):	
Classroom:	<b>2139</b>	Office #:	<b>2130</b>
Class Dates:	<b>02/19/2020 – 06/12/2020</b>	Office Hours:	<b>Mon &amp; Wed 2:00 – 3:30 and Tue &amp; Thurs 4:00 – 6:30 pm</b>
Class Days:	<b>Monday and Wednesday</b>	Office Phone #:	<b>760-355-6176</b>
Class Times:	<b>3:30 – 7:05 pm</b>	Emergency Contact:	<b>Beatriz Trillas-Martinez Staff Support Technician 760-355-6468</b>
Units:	<b>5</b>		

### Course Description

This course examines common disease processes effecting different anatomy and physiology, infection control and protective practice associated with medical assisting in an ambulatory care setting. Exam room procedures and specimen collection including obtainment of capillary and venous blood samples are explored. Assisting the physician with minor invasive procedures and minor surgery are discussed. (Nontransferable, AA/AS degree only)

### Course Prerequisite(s) and/or Corequisite(s)

Pre-requisite MA 77 and BIO 90 (or higher-level Anatomy and Physiology class) with a grade of “C” or better

Co-requisite MA 81

### Student Learning Outcomes

*Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:*

1. Demonstrate preparation of patient and room for an examination or treatment by the physician. (ILO 2,3)
2. Perform selected test (s) that assist with diagnosis and treatment using quality control and infection control measures. (ILO 2,3,4)
3. Identify regulations related to blood withdrawal and disposal of used lab equipment (ILO 2,3)
4. Describe appropriate steps for obtaining specimens via capillary and venous sampling (ILO 2,3)
5. Demonstrate correct utilization of lab microscope and other lab equipment (ILO 2,3)

### Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Identify common pathology related to each body system including: a. signs; b. symptoms; c. etiology (I.C.8)
2. Analyze pathology for each body system including: a. diagnostic measures; b. treatment modalities (I.C.9)
3. Identify CLIA waived test associated with common diseases (I.C.10)
4. Identify the classification of medications including: indication for use; desired effects; side effects and adverse reactions (I.C.11)
5. Identify regulations related to blood withdrawal and disposal of used lab equipment
6. Describe appropriate steps for obtaining specimens via capillary and venous sampling
7. Identify quality assurance practices in health care (I.C.12)
8. Describe basic principles of first aid and safety issues as they pertain to the ambulatory healthcare setting (I.C.14, XII.C 1, 3,4,)
9. Identify safety techniques that can be used in responding to accidental exposure to: a. blood; b. other body fluids; c. needle sticks; d. chemicals (XII.C.2)
10. List major types of infectious agents (III.C.1)
11. Describe the infection cycle including the infectious agent, reservoir, susceptible host, means of transmission, portals of entry and portals of exit (III.C.2)
12. Define medical asepsis and surgical asepsis as practices within the ambulatory care setting, (III.C.3)
13. Identify methods of controlling the growth of microorganisms (III.C.4)
14. Define the principles of standard precautions (III.C.5,6,7)
15. Describe dietary nutrients including a. carbohydrates, fat, protein, mineral, electrolytes, vitamins, fiber, and water (IV.C.1)
16. Define the function of dietary supplements (IV.C.2)
17. Identify the special dietary needs for: a. weight control; b. diabetes; c. cardiovascular disease; d. hypertension; e. cancer; f. lactose sensitivity; g. gluten-free; h. food allergies (IV.C.3)
18. Define coaching a patient as it relates to: a. health maintenance; b. disease prevention; c. compliance with treatment plan; d. community resources; e. adaptations relevant to individual patient needs. (V.C.6)
19. Demonstrate initial basic patient assessment techniques for patients at various stages of development.

### Textbooks & Other Resources or Links

- Bonewit-West, Kathy 2016. Today's Medical Assistant Clinical and Administrative Procedures- 3<sup>rd</sup> Ed. Elsevier. ISBN 978-0-323-31127-4
- Bonewit-West, Kathy 2016. Study Guide for Today's Medical Assistant Clinical and Administrative Procedures- 3<sup>rd</sup> Ed. Elsevier. ISBN 978-0-323-31128-1

### Course Requirements and Instructional Methods

Class Activity, individually and in groups (group presentations)  
Mid-Term/Final Exam(s)  
Oral Assignments  
Problem Solving Exercise  
Quizzes  
Skill Demonstration  
Written Assignments

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

### Course Grading Based on Course Objectives

**Total points possible for the class: 230 points**

5 quizzes – **20 points each = 100**

5 quizzes – **10 points each = 50**

Midterm exam – **30 points**

Final exam – **30 points**

Completed skills check off for 1<sup>st</sup> 8 weeks = **10 points**

Completed skills check off for 2<sup>nd</sup> 8 weeks = **10 points**

Grading Criteria: Letter grade only

A= 207 – 230 points

B= 184 – 206 points

C= 161 – 183 points

D= 160 or fewer points = Fail

- ***There are no make ups for missed exams***

### Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. **It is the student's responsibility to drop or officially withdraw from the class.** See [General Catalog](#) for details.
- As soon as you are aware that you will be late or absent, you need to contact the instructor by email or phone (760-355-6176 or 760-960-1165) and leave a message with your name, date and that you will be late or absent.

- Regular attendance in all classes is expected of all students. A student whose continuous absences exceed the number of hours the class is scheduled to meet per week (**7 hours for MA 83**) will lose points on final exam; after 3<sup>rd</sup> absence, the student may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

### Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor. Students will not be allowed to have cell phones or smart watches on their person during testing.
- Recorders will not be allowed in the classroom due to HIPAA laws.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class, **such as students who come in late, leave and enter the class several times or are repeatedly talking during lecture** may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- Children in the classroom: Due to college rules and state laws, only students enrolled in the class may attend; children are not allowed.

### Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

### Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and

preparing written materials. If you do not understand how to “cite a source” correctly, you must ask for help.

- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

### **Additional Student Services**

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

### **Disabled Student Programs and Services (DSPS)**

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services \(DSP&S\)](#) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations. **You are responsible for turning in the Faculty Notification of Accommodation Sheet to your Instructor.**

### **Student Counseling and Health Services**

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **Student Health Center.** A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.

- **Mental Health Counseling Services.** Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information.

### **Veteran's Center**

The mission of the **IVC Military and Veteran Success Center** is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

### **Extended Opportunity Program and Services (EOPS)**

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, [lourdes.mercado@imperial.edu](mailto:lourdes.mercado@imperial.edu).

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, [alexis.ayala@imperial.edu](mailto:alexis.ayala@imperial.edu).

### **Student Equity Program**

- The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides

insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.

- The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

### Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

### Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

### Anticipated Class Schedule/Calendar

Date or Week	Activity, Assignment, and/or Topic	Course Objective or SLO
Week 1 February 18 - 21	*Syllabus & Introduction to class *Chapter 17 – Medical Asepsis. Discuss bloodborne pathogens: HIV, Hep B, Hep C, compared to Hep A *Infection Control, antibiotic resistance and Healthcare Associated Infections (power point) *Selected Reportable diseases and Vaccine Preventable diseases (group presentation)	CO 9, 10, 11, 12, 13, 14
Week 2 February 24 - 28	*Chapter 19 – Vital Signs *Quiz 1 – Chap. 17: Medical asepsis *Performing Eye and Ear instillation Chap. 21(Proc. 21-4 and 21-6)	CO 7, 18, 19 SLO 2
Week 3 March 2 – 6 <b>PARKING PASS REQUIRED</b>	*Chapter 26 – Medication administration: oral preparations (Proc. 26-1) Quiz 2 – Chap. 19 and Healthcare Associated Infections, Antibiotic resistance and bloodborne pathogens	CO 4

Date or Week	Activity, Assignment, and/or Topic	Course Objective or SLO
Week 4 March 9 - 13	*Chap. 26 – Medication administration: Reconstituting meds (Proc. 26 - 3) *Quiz 3 – Eye, Ear instillations; oral preparations	CO 4
Week 5 March 16 – 20	*Chap. 26 – Medication administration: Subcutaneous medications and technique, adult and pediatric (Proc. 26-4)	CO 4, 19
Week 6 March 23 – 27	*Chap. 26- Medication administration: Intramuscular medications and technique, adult and pediatric (Proc. 26-5) *Quiz 4 – Reconstitution, Subcutaneous and IM injections	CO 4, 19
Week 7 March 30 – April 3	*Chap. 26 – Medication administration: Intradermal medications and technique (Proc. 26-6) *Allergic and Anaphylactic response, vasovagal syncope *Quiz 5 – Allergic and Anaphylactic response	CO 4, 8
Week 8 April 6 - 10	Midterm exam *Supervised practice for medication check off's *Final Medication administration check offs.	CO 4
April 13 - 17	<b>SPRING BREAK!</b>	
Week 9 April 20 - 24	*Growth and Development (page 70), Chap. 24 – Pediatric exam, vaccines *Chap. 10 – Physiology of eyes and ears *Chap. 21 – Eye and ear assessment	CO 19
Week 10 April 27 – May 1	*Chap. 18 and 25 -Minor office surgery (Proc. 25 – 1, 25-2, 25-3, 25-5) (Proc. 18 – 2) Setting up sterile field, pouring sterile solution, wrapping instruments, apply and remove sterile gloves *Quiz 6 – Growth and Development	CO 12, 13
Week 11 May 4 – 8	*Chap. 29 – Introduction to clinical laboratory (Proc. 28 – 1, 28-2, 30-1, 30-2, 30-4, 33-1, 34-2)	CO 3, 5, 6 SLO 3, 4, 5
Week 12 May 11 – 15 Deadline to drop with a "W"	*Chap. 32 and 33 – Hematology and Blood Chemistry *Chap. 12 – Circulatory system *Quiz 7 – Clinical laboratory and specimen collection	CO 1, 2, 18
Week 13 May 18 – 27	*Chap. 13 – Pulmonary physiology *Chap. 15 – Urinary physiology *Quiz 8 – Hematology and Cardiac function	CO 1, 2, 18
Week 14 May 25 – 29 No Class on Monday May 25	*Chapter 35 – Nutrition: Dietary needs for special populations (ADA diet, DASH, food allergies) *My Plate" activity *Quiz 9 – Pulmonary and Urinary functions	CO 15, 16, 17, 18
Week 15 June 1 - 5	*Chap. 16 - Reproductive system *Quiz 10 - Nutrition	CO 1, 2, 18 SLO 1
Week 16 June 8 - 12	*Chap, 28 – Radiology and Diagnostic Testing *FINAL EXAM	CO 2

\*\*\*Tentative, subject to change without prior notice\*\*\*