



MA 83 – Foundations of Medical Practice for MA's

Basic Course Information

Semester:	Fall 2021	Instructor Name:	Rebecca Agundez RN MSN CNE
Course Title & #:	MA 83 – Foundations of Medical Practice for MA's	Email:	Rebecca.agundez@imperial.edu
CRN #:	10911	Webpage (optional):	
Classroom:	3109	Office #:	2130
Class Dates:	August 17 to December 10, 2021	Office Hours:	Tue and Thurs: 4:30 – 5:30 pm
Class Days:	Tue and Thu: 6:00 – 8:05 pm Friday 6:00 – 9:10 pm	Office Phone #:	760-550-9206
Class Times:	Tue and Thu: 6:00 – 8:05 pm Friday 6:00 – 9:10 pm	Emergency Contact:	Beatriz Trillas-Martinez 760-355-6468
Units:	5 units	Class Format:	Face-to-face

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) (Nontransferable, AA/AS degree only)

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

MA 081 with a grade of "C" or better, or concurrent enrollment in MA 081.

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 appropriate administration of medication by 3 separate routes.
2. Demonstrate correct assessment of vital signs on a classmate.

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. 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,)

6. 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)
7. List major types of infectious agents (III.C.1)
8. Describe the infection cycle including the infectious agent, reservoir, susceptible host, means of transmission, portals of entry and portals of exit (III.C.2)
9. Define medical asepsis and surgical asepsis as practices within the ambulatory care setting (III.C.3)
10. Identify methods of controlling the growth of microorganisms (III.C.4)
11. Define the principles of standard precautions (III.C.5,6,7)
12. Describe dietary nutrients including a. carbohydrates, fat, protein, mineral, electrolytes, vitamins, fiber, and water (IV.C.1)
13. Define the function of dietary supplements (IV.C.2)
14. 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)
15. 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)
16. 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- 3rd Ed. Elsevier. ISBN 978-0-323-31127-4
Bonewit-West, Kathy 2016. Study Guide for Today's Medical Assistant Clinical and Administrative Procedures- 3rd Ed. Elsevier. ISBN 978-0-323-31128-1

Course Requirements and Instructional Methods

Class Activity

My Plate activity demonstrating correct food selection for patients with different dietary needs

Mid-Term/Final Exam(s)

Problem Solving Exercise

Medication Math calculations will be required during medication administration check off.

Quizzes

Skill Demonstration

Infection control skills such as proper handwashing, donning and doffing personal protective equipment, correct assessment of vital signs, medication administration by various routes will be demonstrated by student

Instructional Methods:

Written Assignments

Audio Visual

Computer Assisted Instruction

Demonstration

Discussion

Group Activity

Individual Assistance

Lab Activity

Lecture

Simulation/Case Study

Course Grading Based on Course Objectives

Total points possible for the class: 230 points

6 quizzes – 20 points each = 120

3 quizzes – 10 points each = 30

Midterm exam = 30 points

Final exam= 30 points

Completed skills check off for 1st 8 weeks = 10 points

Chapter 19 study guide pages= 5 points

Chapter 26 study guide pages= 5 points

Grading Criteria: Letter grade only

A= 207 – 230 points

B= 184 – 206 points

C= 161 – 183 points

D= 160 or fewer points = Fail

- **Students must pass the week 8 medication administration final check off with a grade of 8 out of 10 or higher in order to continue in the course. Less than 8/10 represents an unsatisfactory grade and student must withdraw from MA 83.**
- **Students must pass the MA 83 theory final with 70% (21 points out of 30) in order to pass the course, regardless of overall passing grade going in to the final.**
- **There are no make ups for missed exams.**

Course Policies

- 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.
- 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 3rd absence, the student may be dropped.

As soon as you are aware that you will be late or absent, you need to contact the instructor by email or phone (760-550-9206) and leave a message with your name, date and that you will be late or absent.

- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.
- 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.

Other Course Information

Academic Honesty

- 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.

Work-Based Learning Activities in MA 83

Work-based learning (WBL) allows students to apply classroom content in professional settings while gaining real-world experiences. These opportunities will provide you with a deeper, more engaging, and relevant



learning environment. The following WBL activities are available to provide you with the opportunity to explore career options in Medical Assisting:

1. Unpaid Internships/ Volunteer experiences are available for MA students to help prepare them for their careers through the IVC Career Services Center. If you are interested in learning more about this opportunity, email your instructor. *Participation in the Volunteer experience is optional and is not a part of your grade for MA 83.*
2. Guest speaker from Comité Civico del Valle Health Programs (date/time TBA). *Participation in the guest speaker presentation is not optional and is part of the MA 83 course work.*

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

Date or Week	Reading Assignment and Topic; quizzes	Course Objectives and SLO
Week 1 August 17 - 20	Syllabus & Introduction Chap. 10 – Eye and Ear A & P and disorders Skills: Chap. 21 – Ear/ Eye Assessment Audiometry, Ear irrigation, Ear instillation Snellen chart, Eye instillation	CO 1, 2, 4, 11, 16
Week 2 August 24 - 27	<u>Quiz # 1</u> – Ear and Eye assessment and procedures Chap. 19 – Vital Signs Skills: Handwashing, apply and remove gloves, vital signs *Turn in Chapter 19 study guide pages 303 – 315, 318 B, 319 C, 323 and 324 I	SLO #2 CO 4, 15
Week 3 Aug. 31 - Sept. 3	* <u>Medication Math quiz</u> (does not count towards final grade) <u>Quiz # 2</u> – Vital Signs Chapter 26 – Oral Medications Skills: Oral medication administration	CO 4, 15
Week 4 Sept. 7-10	<u>Quiz #3</u> – Oral medications Chapter 26 – Reconstitution of parenteral meds, adding diluents Identifying Syringes and needles for subcut., IM, ID Skills: Medication Reconstitution, injection technique	CO 4, 15
Week 5 Sept. 14-17	*Turn in Chap. 26 study guide pages 650- 655 and 664 – 666 (Sections H, I, J, K, L) Lecture on Chap. 8 – Muscular system A & P Chap. 26 – Subcutaneous med administration in adults Pediatric subcut. sites pages 547 – 548 Skills: Subcut med administration	CO 4, 15
Week 6 Sept. 21 - 24	<u>Quiz # 4</u> – Muscular system Chap. 26 – IM med administration in adults Pediatric IM sites pages 546 – 547 Skills: IM med administration	CO 4, 15

Date or Week	Reading Assignment and Topic; quizzes	Course Objectives and SLO
Week 7 Sept. 28 – Oct. 1	<u>Quiz # 5</u> – Parenteral medication administration Chap. 26 – Intradermal PPD administration Skills: ID injection	CO 4, 15
Week 8 Oct. 5 - 8	<u>MA 83 Midterm</u> Practice for Medication check off's Final Medication check off's	SLO #1 CO 4, 15
Week 9 Oct. 11 - 15	Chap. 24 – Pediatric Exam, Vaccines Growth and Development of children	CO 15
Week 10 Oct. 18 - 22	<u>Quiz #6</u> – Growth and Development, vaccines Chap. 17 – Medical Asepsis, Bloodborne Pathogens, Healthcare Acquired Infections (HAI), Antibiotic resistance	CO 6, 7, 8, 9, 10, 16
Week 11 Oct. 25 - 29	<u>Quiz #7</u> – Medical Asepsis, bloodborne pathogens Chap. 12 – Circulatory system A & P and disorders	CO 5, 6
Week 12 Nov. 1 – 5	Chap. 32 and 33 – Hematology and Blood Chemistry <u>Quiz # 8</u> – Cardiac and blood chemistry <u>Nov. 6 Deadline to drop with a “W”</u>	CO 3, 6
Week 13 Nov. 8 – 12	Chap. 13 – Pulmonary system A & P and disorders (TB, Asthma) Canvas Assignment <u>Nov. 11 – Veterans Day, IVC Closed</u>	CO 15
Week 14 Nov. 15 - 19	Chap. 11 – Endocrine system A & P and Diabetes Chap. 14 – Digestive system A & P, and Chap. 35 - Nutrition	CO 3, 12, 13, 14
<u>Nov. 22 - 27</u>	<u>Thanksgiving break, IVC closed</u>	
Week 15 Nov. 29 – Dec. 3	<u>Quiz # 9</u> – Pulmonary, Diabetes and Nutrition Chap. 16 - Male/Female reproductive system A & P/ STD's Chap. 23 - Assisting with gynecological exam	CO 3, 15
Week 16 Dec. 6 - 10	Chap. 23 (cont.) - Prenatal development and care <u>MA 83 Final Exam</u>	

Tentative, subject to change without prior notice