

AHP 082 EXAM ROOM PROCEDURES
SPRING SEMESTER 2013
(3.5 Units)

Instructor: Lidia A. Sahagun CCMA-AC

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Texts: *Today's Medical Assistant and the accompanying workbook.*

Authors: Bonewit-West, Hunt, Applegate

Publisher: Saunders

Also: American Heart Association CPR book, CPR mask and card fee.

Prerequisite: AHP 080 with a "C" or better.

This course is design to prepare students in preparing patients for various types of exams, procedures of the eyes and ears, positioning and draping, assisting the physician, language of charting by use of abbreviations and symbols, instrument identification and usage, aseptic technique, diagnostic tests and procedures. EKG, minor surgical procedures, medical emergencies, CPR health care provider level.

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 examination or treatment by a physician.
2. Demonstrate telephone and live screening and follow up with patient lab results.
3. Perform selected tests that assist with diagnosis and treatment using quality control and infection control measures.

Testing:

Every student is responsible for taking all examinations. **THERE ARE NO MAKE UPS!** Unless prior arrangements are made with the instructor, except for written final or skills final.

To be eligible for a make-up exam, you must notify me (by phone or e-mail) BEFORE THE START OF THE EXAM as to why you cannot be present for the exam. Make-up exams must be taken within ONE WEEK of the scheduled exam day.

Tests are usually given at the beginning of the lecture or laboratory period. Tardy people may attempt to complete the exam if he or she arrives before the last non-tardy student has turned his or her test. When the last non-tardy person turns in the test, all others must be turned in at that time.

Grading system:

A=90-100%

B=80-89%

C=70-79% minimal requirement to pass this class and to advance to AHP 84

D=60-69%

Attendance Policy:

Class will be held on Tuesdays, Thursdays and alternating Saturdays. However, the instructor reserves the right to change alternating Saturdays according to time constraints and the holiday schedule.

Hours: Tuesday and Thursday classes are from 6:20 PM to 9:40 PM. Saturday class is from 8 AM to 2:20 PM.

Students are required to attend all classes, and will be dropped upon the third absence. Tardiness will be counted as an absence after the third incident, regardless of time missed.

Attendance is recorded and reported with your test scores and final grades to the registrar's office at the end of the term. Attendance itself does not contribute to the calculation of the grade.

If you wish to drop, it is your responsibility to fill out the proper form in the registrar's office. Check with the registrar's office for the drop date.

Laboratory policy:

You will be responsible for conducting yourself properly and safely during lab. This includes handling supplies and equipment carefully, following instructions, putting items back where you found them, and cleaning your area before leaving.

Classroom disturbances:

Please turn off cell phones and pagers before coming to class. If your job or family situation requires constant contact, use the vibrating device on your phone or pager. Students who do not comply will be asked to leave the room for the day

Cheating policy:

Students caught cheating or attempting to cheat on exams will be given a zero for that exam. The student may also be referred to the Dean of Instruction for further discipline. Cheating includes but is not limited to looking at another student's papers, minimized cheat sheets, speaking out answers or questions, the use of open books or notes, finger spelling in sign language or by notes written on the skin.

DSP&S statement

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.

DSP&S

Room 2117

Health Sciences Building

(760) 355-6312

