

Basic Course Information

Semester:	Spring 2020	Instructor Name:	Rebecca Agundez RN BSN
Course Title & #:	MA 85 Exam Room and Special Procedures	Email:	Rebecca.agundez@imperial.edu
CRN #:	21544	Webpage (optional):	
Classroom:	2139	Office #:	2130
Class Dates:	April 20 to June 12, 2020	Office Hours:	Mon & Wed 2:00 – 3:30 pm and Tue & Thurs 4:00 – 6:30 pm
Class Days:	Tue, Thurs, Fri	Office Phone #:	760-355-6176
Class Times:	Tuesday and Thursday 6:30 – 9:05 pm Friday 8:00 – 1:10 pm	Emergency Contact:	Beatriz Trillas-Martinez Staff Support Technician 760-355-6468
Units:	3		

Course Description

This course is designed to prepare students in the principles of minor surgery and specialty procedures such as exams of the eyes and ears, positioning and draping, assisting physician. Pre-operative and post-operative process is also presented and practiced. Instrument identification and usage, aseptic technique, diagnostic tests and procedures, and medical emergencies are explored. (Nontransferable, AA/AS degree only)

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

Pre-requisite MA 81 with a grade of “C” or better

Co-requisite MA 83

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 a physician. (ILO 2, ILO 3)
2. Demonstrate telephone and live screening and follow-up with patient lab results. (ILO 1, ILO 2, ILO 3)
3. Perform selected tests that assist with diagnosis and treatment using quality control and infection control measures. (ILO 2, ILO 3, ILO 4)

Course Objectives

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

1. Apply the principles of Aseptic Technique/Infection Control
2. Take and record vital signs (I.P.1)

3. Demonstrate competency in administration of diagnostic procedures such as Electrocardiography (EKG), venipuncture, capillary puncture, pulmonary function testing and other test in a simulated environment (I.P.2,3)
4. Recognize emergencies
5. Perform first aid
6. Prepare and maintain examination and treatment area
7. Demonstrate interview techniques and take patient history
8. Prepare patients for procedures
9. Select appropriate exam room for patient needs
10. Demonstrate assisting physician with examinations and treatments (I.P.9)
11. Demonstrate use of quality control (I.P.10)
12. Perform selected tests that assist with diagnosis and treatment
13. Demonstrate screening and follow-up with patient lab results
14. Maintain medical records
15. Respond to medical emergencies (I.P.13)
16. Demonstrate the use of appropriate guidelines when releasing records or information
17. Instruct the patients who have special medical needs
18. Teach patients methods of health promotion and disease prevention
19. Demonstrate competency by producing a quality electrocardiogram, using skills learned in regards to patient preparation and post care

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

Lecture Outline

1. Principles of Aseptic Technique/Infection Control
2. Vital Signs Procedures
3. Medical office emergencies
4. Examination and treatment area
5. Patient Interview and History taking
6. Identify preparation of patients for procedures
7. Describe proper procedure to assist physician with examinations and treatments
8. Describe quality control measures in clinic and physician office settings
9. Identify tests that assist with diagnosis and treatment
10. Describe proper technique, including HIPPA regulations, for a patient follow-up
11. Describe medical records and maintenance
12. Describe appropriate guidelines for releasing records or information
13. Describe patient teaching for special needs
14. Identify patient teaching methods of health promotion and disease prevention.
15. Describe how to perform an Electrocardiogram including patient preparation and post care
16. Describe how to record patient history in a patient chart.

Lab Outline

1. Demonstrate proper infection control during patient care in a simulated environment
2. Demonstrate proper assessment of patient vital signs
3. Perform emergency procedures in a simulated physician office or clinical setting
4. Demonstrate proper set-up of an exam room and treatment area. Assist the physician or provider during an exam or treatment.
5. Demonstrate appropriate patient interview and history assessment.
6. Demonstrate appropriate technique when setting up for a procedure in a physician office and/or clinic setting.
7. Demonstrate proper techniques in assisting a physician or other health care provider during an exam or treatment.
8. Demonstrate how to maintain quality control in a simulated medical setting.
9. Perform a diagnostic test on a patient in a simulated environment.
10. Demonstrate proper technique when conducting a follow-up call to a patient during simulation.
11. Demonstrate how to update and maintain a patient record using appropriate technique.
12. Demonstrate appropriate ethical and legal aspects of releasing medical records.
13. Demonstrate patient teaching for special needs including but not limited to, aids for mobility (crutch walking, use of a walker and wheelchair).
14. Perform patient teaching and health promotion in a clinical simulation.
15. Conduct an Electrocardiogram during a simulation.
16. Conduct a patient history and demonstrate how to record the history in a patient chart.

INSTRUCTIONAL METHODOLOGY:

Audio Visual

Computer Assisted Instruction

Demonstration

Discussion

Group Activity

Individual Assistance

Lab Activity

Lecture

Simulation/Case Study

Distance Learning

METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS:

Class Activity

Mid-Term/Final Exam(s)

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 for the class: 80 points

Midterm – 30 points

Final Exam – 30 points

Final Skills Check off Scenario – 10 points

Turn in Completed Skills check off Record (16 skills) the day of final exam- 10 points

Grading Criteria: Letter grade only

A= 80 to 72 points

B= 71 to 64 points

C= 63 to 56 points

D= Less than 56 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, unexcused absence exceed the number of hours the class is scheduled to meet per week (**10 hours a week for MA 85**) will lose points on their final exam. After their 3rd absence, the student may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and 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 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.

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.

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	Pages/Skills
Week 1 April 20 - 24	<ul style="list-style-type: none"> *Medical History taking *Assisting with Physical Exam: Height, weight, position patient for exam *Pediatric Exam: Height, weight, head circumference, growth percentiles, pediatric urine collection * Teaching patient aids for mobility (crutch walking, cane and use of a walker) 	Bonewit Chap. 38 pg 1007 – 1010, Chap. 20, 22 and Chap. 24 Audiometry, Ear irrigation (21-5) and Snellen chart (21-1) Crutches, Cane and Walker (22-7, 8, 9 and 10)
Week 2 April 27 – May 1	<ul style="list-style-type: none"> *Instruments used in office surgery (identification and use) * Wrapping instruments in muslin/paper *Assisting with Minor office surgery *Donning and doffing sterile gloves *Setting up a sterile field *Pouring solution onto a sterile field *Handing sterile packages to MD *Removing sutures and staples (25-5) 	Bonewit chap. 18 and 28 Wrapping sterile instruments for sterilization (18-2), applying and removing sterile gloves (25-1), setting up a sterile field (25-2,3)
Week 3 May 4 - 8	<ul style="list-style-type: none"> *Medical Microbiology *Introduction to clinical lab, specimen transport *Specimen collection * Demonstrate screening and follow-up with patient lab results 	Bonewit chap. 29 and 34. Using a microscope (34-1) Collecting urine/urinalysis (30-1,2), HCG pregnancy test (30-4), Glucometer (33-1), throat swab (34 – 2), testing stool for occult blood (28 – 1,2)
Week 4 May 11 - 15	<ul style="list-style-type: none"> *Hematology *Blood Chemistry *Blood smear for CBC with differential (32-2) *Phlebotomy * Circulatory system review 	Bonewit chap. 12, 31, 32 and 33 Preparing patient for EKG (27-1), Venipuncture with vacuum tube (31-1), venipuncture with butterfly (31-2)
Week 5 May 18 - 22	<ul style="list-style-type: none"> *Pulmonary system review *Urinary system review Friday: Midterm (worth 30 points)	Bonewit chap. 13, 15, 27

Date or Week	Activity, Assignment, and/or Topic	Pages/Skills
		Pulmonary function tests, spirometry, peak flow and nebulizer set up (27-2)
Week 6 May 26 – 29 Monday May 25th is Memorial Day, no school	*Digestive system review * Nutrition *Special dietary needs: DASH diet, ADA diet, Low Na, Low fat, renal diet, food allergies * Group project in class: Students create “My plate” using fake food and explain nutritional value, calories	Bonewit chap. 14, 35 Students design a meal for a patient with special dietary needs POTLUCK on Friday 😊
Week 7 June 1 – 5	*Male and Female reproductive system review *Assist with gynecologic exam *Prenatal care	Bonewit chap. 16, 23 Pap-smear set up (23-2), Breast self-exam, testicular exam, STI testing
Week 8 June 8 - 12	Final Skills Check off Scenarios Final Exam MA 85	

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