



## MA 83 – Foundations of Medical Practice for MA's

### Basic Course Information

Semester:	<b>Spring 2024</b>	Instructor Name:	<b>Alicia Ortega, MSN, RN, FNP, OCN</b>
Course Title & #:	<b>MA 83 - Foundations of Medical Practice for Medical Assistants</b>	Email:	<b>Alicia.ortega@imperial.edu</b>
CRN #:	<b>20748</b>	Webpage (optional):	
Classroom:	<b>2110</b>	Office #:	<b>2119</b>
Class Dates:	<b>02/10/2024-06/04/2024</b>	Office Hours:	<b>Tuesday 0900-1300</b>
Class Days:	<b>Mon and Wed</b>	Office Phone #:	<b>760-355-5736</b>
Class Times:	<b>Lecture 15:30pm – 1735pm Lab 17:40pm-19:05</b>	Emergency Contact:	<b>Beatriz Trillas-Martinez Beatriz.trillas@imperial.edu</b>
Units:	<b>5</b>	Class Format:	<b>Face to face</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)

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 Link

**Textbook:** Today's Medical Assistant, 4th Edition (paperback) by Kathy Bonewit-West, BS, MEd and Sue Hunt, MA, RN, CMA (AAMA)

ISBN: 9780323581271

Copyright: 2021

Imprint: Saunders

**Study guide:** Study Guide for Today's Medical Assistant, 4th Edition (paperback) by Kathy Bonewit-West, BS, MEd and Sue Hunt, MA, RN, CMA (AAMA)

ISBN: 9780323639866

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Imprint: Saunders

### 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.

## Course Grading Based on Course Objectives

### Total points possible for the class: 250 points

6 quizzes – 20 points each = 120

3 quizzes – 10 points each = 30

Final Medication check off = 10 points

Midterm exam = 30 points

Final exam= 30 points

Venipuncture Check off= 10 points

Chapter 19 study guide pages= 5 points

Chapter 26 study guide pages= 5 points

Chapter 35 study guide pages = 10 points

### Grading Criteria: Letter grade only

A= 225 – 250 points

B= 200 – 224 points

C= 175– 199 points

### 175 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) 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 (760-442-7688) 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.*

### 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
<b>Week 1</b> Feb 10-12	Syllabus & Introduction <b>Chap. 10</b> – Eye and Ear A & P and disorders Skills: <b>Chap. 21</b> – Ear/ Eye Assessment Audiometry, Ear irrigation, Ear instillation Snellen chart, Eye instillation	CO 1, 2, 4, 11, 16
<b>Week 2</b> Feb 17-19 No school Monday- Feb 17	<u>Quiz # 1</u> – Ear and Eye assessment and procedures (10 points) <b>Chap. 19</b> – Vital Signs Skills: Handwashing, apply and remove gloves, vital signs *Turn in Chapter 19 Study Guide pages 279 – 288, 292 B and C, 296 and 297 I	SLO #2 CO 4, 15
<b>Week 3</b> Feb 24-26 Ticketing for parking without a permit begins Monday Feb 24	<u>Quiz # 2</u> – Vital Signs (20 points) <b>Chapter 26</b> – Oral Medications (proc. 26-1) Skills: Oral medication administration	CO 4, 15



<p><b>Week 4</b> Mar 35</p>	<p><u>Quiz #3</u> – Oral medications (20 points) <b>Chapter 26</b> – Reconstitution of parenteral meds, adding diluents (proc. 26-2, 3) Identifying Syringes and needles for subcut, IM, ID Skills: Medication Reconstitution, injection technique</p>	<p>CO 4, 15</p>
<p><b>Week 5</b> Mar 10-12</p>	<p>*Turn in Chap. 26 study guide pages 585 - 589 and 599 - 601 (Sections H, I, J, K, L) Lecture on <b>Chap. 8</b> – Muscular system A &amp; P <b>Chap. 26</b> – Subcutaneous med administration in adults (proc. 26-4) Pediatric subcut. sites pages 535 - 536 Skills: Subcut med administration</p>	<p>CO 4, 15</p>
<p><b>Week 6</b> March 17-19</p>	<p><u>Quiz # 4</u> – Subcutaneous medications (10 points) <b>Chap. 26</b> – IM med administration in adults (proc. 26-5 and 26-A) Pediatric IM sites page 535 Skills: IM med administration</p>	<p>CO 4, 15</p>
<p><b>Week 7</b> Mar 24-2</p>	<p><u>Quiz # 5</u> – Parenteral medication administration (20 points) <b>Chap. 26</b> – Intradermal PPD administration (proc. 26-7) Skills: ID injection</p>	<p>CO 4, 15</p>
<p><b>Week 8</b> March 30-April 2</p>	<p>MA 83 Midterm (30 points) Practice for Medication check off's Wednesday Final Medication check off's Including Oral and Injection</p>	<p>SLO #1 CO 4, 15</p>
<p><b>Week 9</b> Apr 7-9</p>	<p>Chap. 11 – Endocrine system A &amp; P and Diabetes Complete Study guide pages 149 – 152 in class Chap. 17 – Medical Asepsis, Infection cycle, Bloodborne Pathogens, Healthcare Acquired Infections (HAI), Antibiotic resistance. Safety in responding to exposure to blood, body fluids, needle sticks, etc. Chap</p>	<p>CO 15</p>
<p><b>Week 10</b> Apr 14-16</p>	<p>Quiz #6– Endocrine system and diabetes (10 points) Chap. 24 – Pediatric Exam, Vaccines, asthma plan Growth and Development of children Skills-Pediatric Vaccinations</p>	<p>CO 6, 7, 8, 9, 10, 16</p>



	<u>Spring Recess-No Classes</u>	
<b>Week 11</b> Apr 28-30	<u>Quiz #7</u> – Peds: Growth and Development, vaccines (20 points) <b>Chap 31- Phlebotomy</b> <b>Wednesday-</b> We will work on Blood Draws Every Wednesday	CO 5, 6
<b>Week 12</b> May 5-7 Last day to drop with W May 11th	<b>Chap. 14</b> – Digestive system A & P, and Chap. 35 – Nutrition * Turn in Study guide pages for Chap. 35 pages 921 – 933 <b>Wednesday-</b> We will work on Blood Draws Every Wednesday	CO 3, 6
<b>Week 13</b> May 12-14	<u>Quiz # 8</u> – GI Quiz (20points) <b>Chap. 32 and 33</b> – Hematology and Blood Chemistry and Nutrition * Turn in study guide pages for Chap. 32 pages 829 – 833 (to question 31) and Chap. 33 pages 859 – 865 (no points for this assignment) <b>Wednesday-</b> We will work on Blood Draws Every Wednesday	CO 15
<b>Week 14</b> May 19-21	<u>Quiz # 9</u> – Hematology, blood chemistry Nutrition (20 points) <b>Chap. 12</b> – Circulatory system A & P and disorders: hypertension, atherosclerosis, heart attack, stroke. <b>Chap. 38</b> pages 1004 - 1007 – Taking a health history. Pages 1012 – 1014 – documenting patient symptoms  Wednesday- We will work on Blood Draws Every Wednesday	CO 3, 12, 13, 14
<b>Week 15</b> May 26-28 No class May 26 Holiday	<b>Chap. 16</b> - Male/Female reproductive system A & P/ STD's <b>Chap. 23</b> (cont.) - Prenatal development and care History taking <b>Chap. 23</b> - Assisting with gynecological exam.	CO 3, 15
<b>Week 16</b> June 2-4	<b>Monday -Venipuncture Check Off (10points)</b>  <b>Wednesday-MA 83 Final Exam (30 points)</b>  <b>Remediation for Venipuncture if needed.</b>	



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