

**MIDSTATE COLLEGE**  
411 W. Northmoor Road  
Peoria, Illinois 61614  
(309) 692-4092 (800) 251-4299  
(Summer 2017)

**COURSE:** AH 145 Clinical Procedures I

**CREDIT HOURS:** 4 quarter hours

**METHOD OF DELIVERY:** Classroom

**COURSE DESCRIPTION:** The student will learn the theory and basic techniques utilized in a physician's office and other health care facilities. Emphasis is placed on theory, performance of competencies, and role play. Communication techniques employed in assisting with general patient examinations including vital signs, positioning and draping, obtaining chief complaint, subjective and objective symptoms, & preparing the patient for the physical examination. Specialty procedures for respiration & vision are performed. Nutritional counseling and wellness teaching are included.

**PREREQUISITE:** AH 110 Medical Terminology and AH 120 Human Anatomy and Disease, or permission of Department Director

**TEXT:**

1. Today's Medical Assistant: Clinical and Administrative Procedures 3<sup>rd</sup> ed. ISBN: 9780323312073
2. What Language Does Your Patient Hurt In? ISBN 9780763283337
3. SimChart for the Medical Office: Learning the Medical Office Workflow, 1<sup>st</sup> Edition ISBN: 9780323394239

**AUTHOR:**

1. Bonewit-West, Hunt, Applegate
2. Suzanne Salimbene
3. Elsevier

**PUBLISHER:**

1. Elsevier
2. EMC Paradigm
3. Elsevier

**MATERIALS NEEDED:** Blood Pressure Kit from Bookstore or sphygmomanometer and stethoscope is required.

**REQUIREMENTS FOR COMPLETING THE COURSE:** All competencies must be passed at 70% or better to pass this course regardless of classroom grades. Attendance at 75% or greater and compliance with dress code is required to pass the professionalism competency. Skill competencies may not be attempted more than 3 times. After the first attempt, the best grade attainable will be 70% for that competency. Students must complete assessment tools to the satisfaction of the instructor and standard departmental AH145 exams.

**Failure of any competency including attendance is an automatic failure for the class.**  
**Department policy prohibits extra credit work.**

Required Competencies for AH 145:

1. V.A.3a,b,c,d,e,f,g Demonstrate respect for individual diversity including: gender, race, religion, age, economic status, and appearance.
2. IV.A.1 Show awareness of patient concern regarding dietary change.
3. I.P.1a,b,c,d,e,f,g,h,i Measure and record: blood pressure, temperature, pulse, respirations, height, weight, length (infant), head circumference (infant), pulse oximetry, pulmonary function testing.
4. I.P.2d Perform pulmonary function testing
5. II.P.4 Document on a growth chart
6. III.P.3 Perform handwashing
7. IV.P.1 Instruct a patient according to patient's special dietary needs.
8. V.P.1 a,b,c Use feedback techniques to obtain patient information including reflection, restatement, clarification
9. V.P.11 Report relevant information concisely and accurately
10. XII.P.2a Demonstrate proper use of eyewash equipment
11. MSC Using active listening demonstrate use of Snellen chart/eye exam
12. MSC Instruct patient according to need on health and wellness
13. MSC Using verbal skills assist patient to correct exam position

**LEARNING OBJECTIVES:** Upon completion of the course, the student will be able to:

1. III.C.1 List major types of infectious agents
2. III.C.2a,b,c,d,e,f Describe the infection cycle including the infectious agent, reservoir, susceptible host, means of transmission, portals of entry, portals of exit,
3. III.C.3a,b Define the following as practiced within an ambulatory care setting, medical asepsis, surgical asepsis
4. III.C.4 Identify the methods of controlling the growth of microorganisms.
5. III.C.6a,b,c,d Define personal protective equipment for all body fluids, secretions, excretions; blood, non-intact skin, mucous membranes
6. IV.C.1a,b,c,d,e,f,g,h Describe dietary nutrients including carbohydrates, fat, protein, minerals, electrolytes, vitamins, fiber, water
7. IV.C.2 Define the function of dietary supplements
8. IV.C.3a,b,c,d,e,f,g,h Identify the special dietary needs for weight control, diabetes, cardiovascular disease, hypertension, cancer, lactose sensitivity, gluten free, food allergies
9. V.C.16 Differentiate between subjective and objective information
10. V.C.18a,b,c Discuss examples of diversity cultural, social, ethnic
11. XII.C.2a,b Identify safety techniques that can be used in responding to accidental exposure to blood, other body fluids
12. XII.c.6 Discuss protocols for disposal of biological chemical materials
13. MSC: Perform basic assessment skills, obtain and record a medical history, teach wellness skills, demonstrate professionalism

**MIDSTATE GRADING SCALE:**

90 -100	A	
80 - 89	B	
70 - 79	C*	*Students must have a grade of 70% or better on all competencies to pass this course.
60 - 69	D	
0 - 59	F	

**MIDSTATE PLAGIARISM POLICY:**

Plagiarism is using another person's words without giving credit to the author. Original speeches, publications, and artistic creations are sources for research. If students use the author's words in a paper or assignment, they must acknowledge the source. Plagiarism is strictly against the academic policy of the college and is grounds for failing the course. If repeated, plagiarism may result in suspension from the college. (See the Midstate College catalog and/or Student Handbook for additional information.)

In courses containing writing assignments, the college promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web

pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

### **Student Success:**

The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Room 218 (in person); (309) 692-4092, extension 2180 (phone); studentsuccess@midstate.edu (email).

This is a standardized syllabus for AH 145. All modifications must be made by the program director to maintain consistency. REV 7/16 aec

**Instructor Information:** Amber Schappaugh

**Office:** 205

**Office Hours:** Posted

**Email:** [aschappaugh@midstate.edu](mailto:aschappaugh@midstate.edu)

Participation Requirements: This is a clinical class. You may not miss more than 25% of the total class time in order to complete this class. This is three classes. Missing more time than this will cause you to receive a failing grade on the Professionalism Competency and you will not be able to pass the class. Coming to class late or leaving before class is over will count towards the overall absence time. You must call or E-mail the instructor if you will not be at class or you know you will be late.

Policies and Procedures:

1. This is a clinical class; attendance is required to pass the class! **You must not exceed 3 absences after the 3<sup>rd</sup> absence you will have to repeat the course.**
2. **All work must completed on time. If you miss a class, you are expected to use your course outline to determine what you have missed. You must make up anything that was due prior to the next class.**

LATE ASSIGNMENT = LOSS OF POINTS

**COMPETENCIES MUST BE TURNED IN ON TIME! MORE THAN ONE WEEK**

**LATE= FAILURE OF COMPETENCY AND THE COURSE!**

**Failure of ANY competency will result in FAILURE for the entire class!**

3. All work turned in should be professionally written and presented. Check spelling and grammar. Do not hand in ragged edge papers or use ink other than black ink for clinical work.
4. All quizzes are to be completed on the scheduled date. If class is missed, students are expected to use the course outline to determine what quiz was missed and be prepared to make it up **within one week**. If it takes longer than one week points will be deducted at 10 points per week. Students are also expected to be prepared for what it scheduled for class on the day of return.
5. **You must follow the dress code.** You will be given information on the first day of class as to what the requirements are. Dress is part of your professionalism competency and failure to follow will affect your overall grade.
6. You are expected to be on time. Class is like a job excessive absence will hurt your performance. Coming late and leaving early will affect your professionalism grade and count against time missed.
7. **Academic dishonesty is never tolerated and will be referred to the dean.**

Please refer to the Plagiarism policy for any written work and ask questions if you have any concerns about this.

8. Make sure that your phone is on vibrate or off. If you must take a call please excuse yourself to the hall. I reserve the right to have your phone left at the front of the classroom in needed. Phones are not to be used during class time.
9. **ABSOLUTELY NO TEXTING DURING CLASS TIME.**
10. Unprofessional, rude, or disrespectful behaviors will not be tolerated and you will be asked to leave the class. You will not be allowed to return to class until a meeting between instructor, dean, and student can be completed. If this causes you to have more absences than allowed you will fail the course. You are responsible for your actions. Actions that inhibit the classroom will not be tolerated. Respectful behavior is expected.

Methods of Evaluation: Tests, quizzes, nutrition project, teaching project, virtual classroom exercises.

#### **INSTRUCTOR GRADING SCALE**

Homework	336 pts.
Competencies	Pass/Fail
Exams (100 pts. Each)	500 pts.

**Note: It is your responsibility to read your textbook as we will not always review the material in detail. This class has a lab component and will be taught through a mixed-method approach that incorporates hands-on learning activities, case studies and simulations from your SimChart textbook.**

## Class Schedule Winter 2016

### Class Outline Subject to Change!

Date	Topics	Objectives	Class assignments and Homework	Due Today
Week 1	Introduction to class, Syllabus review, lab consent, Professionalism, Pretest, Lecture Chapter 4 Interacting with Patients	Discuss examples of diversity, cultural, social, ethnic	Reading assignment: Chapter 4 Workbook pg. 45 & 46. Pre/Posttest, Key Term Assessment, Word Parts (52 pts.)	
Week 2	<b>NO CLASS Memorial Day</b>			
Week 3	Lecture Chapter 17 – Medical Asepsis and the OSHA Standard	List major types of infectious agents Describe the infection cycle including the infectious agent, reservoir, susceptible host, means of transmission, portals of entry, portals of exit identify the methods of controlling the growth of microorganisms Define personal protective equipment for all body fluids, excretions; blood, non-intact skin, mucous membranes Identify safety techniques that can be used in responding to accidental exposure to blood, other body fluids discuss protocols for disposal of biological chemical materials	Read Chapters 17  Workbook pg. 239 & 240. Pretest/Posttest, Key Term Assessment (44 pts.) Read materials in handouts and <i>What language Does my patient hurt in</i>	
Week 4	Lecture Chapter 19 – Vital Signs and Chapter 38 – The Medical Record Lecture Chapter 20 – The Physical Examination	Practice for competencies Perform handwashing measure and record: blood pressure, temperature, pulse, respirations, height, weight, length (infant), head circumference (infant), pulse oximetry, pulmonary function test, Document growth chart	<b><i>Infection Control Test</i></b> Read Chapter 19, 38 And 20 Workbook pg. 304 & 305. Key Term Assessment, Pulse, Respiration & Pulse Oximetry, and Blood Pressure (55 pts.) Workbook pg. 368. 373-375. Key Term Assessment, Reading Weight Measurements, Reading Height Measurement, Calculating Body Mass Index. (53 pts.)	
Week 5	Exam/Competencies	Perform handwashing measure and record: blood pressure, temperature, pulse, respirations, height, weight, length (infant), head circumference (infant), pulse oximetry, pulmonary function test, Document growth chart	<b><i>Vital Signs Test</i></b>	

Week 6	Lecture Chapter 21 – Eye and Ear Assessment and Procedures Competencies	Demonstrate proper use of eyewash equipment Using active listening, demonstrate use of Snellen chart/eye exam Use feedback techniques to obtain patient information including reflection, restatement, clarification Using verbal skills, assist patient to correct exam position	Read Chapter 21 Workbook pg. 425 & 426. Pretest, Posttest, Key Term Assessment (33 pts.)	
Week 7	<b>NO CLASS July 4th</b>			
Week 8	Lecture Chapter 24 Pediatrics.  Competencies	Measure and record: length (infant), head circumference (infant)	Read Chapter 24 Workbook pg. 564, 568, & 569. Key Term Assessment, Growth Chart, Motor and Social Development (43 pts.) <b>Physician Office Test</b>	
Week 9	Lecture Chapter 35 Nutrition	Describe dietary nutrients including carbohydrates, fat, protein, minerals, electrolytes, vitamins, fiber, water Define the function of dietary supplements Identify the special dietary needs for weight control, diabetes, cardiovascular disease, hypertension, cancer, lactose sensitivity, gluten free, food allergies Show awareness of patient concern regarding dietary change Instruct a patient according to patients' special dietary needs	Read Chapter 35  Workbook pg. 1002, 1016, & 1019. Key Term Assessment, My Plate, Nutrition Facts Panel Analysis (56 pts.)	
Week 10	Rooming Patients	Use feedback techniques to obtain patient information including reflection, restatement, clarification Using verbal skills, assist patient to correct exam position Perform handwashing measure and record: blood pressure, temperature, pulse, respirations, height, weight, length (infant), head circumference (infant), pulse oximetry, pulmonary function test, Document growth chart		
Week 11	Competencies Instructing patients	Dress and perform in a professional manner.		Nutrition Project Book Report and Teaching Projects <b>Nutrition Test</b>
Week 12	<b>Final Exam</b>	Dress and perform in a professional manner.		Final