

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

**COURSE:** AH 165 Clinical Procedures II                      Winter 2018

**QUARTER HOURS:** 4 quarter hours                      **METHOD OF DELIVERY:** Classroom

**COURSE DESCRIPTION:**

The student will learn the theory, techniques, legal and safe practices for CPR, electrocardiography, special x-ray procedures, and procedures applicable to medical specialties such as pediatrics, obstetrics and gynecology, and urology. Course includes information on bandaging, application of heat and cold therapies, urinary devices, ambulation equipment, sigmoidoscopy, & nebulizers.

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

**TEXT:**                      1. Today's Medical Assistant Clinical and Administrative Procedures ISBN-13:  
9780323312073

                                    2. SimChart for the Medical Office: Learning the Medical Office Workflow, 1<sup>st</sup> Ed. ISBN-  
13: 9780323394239

**AUTHOR:**                      1. Bonewit-West, Hunt, Applegate  
                                    2. Elsevier

**PUBLISHER:**                      1. Elsevier  
                                    2. Elsevier

**REQUIREMENTS FOR COMPLETING 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 AH165 exams. Department policy prohibits extra credit.

Required Competencies for AH 165:

1. I.p.2a Perform electrocardiography
2. I.p.3 Perform patient screening using established protocols
3. I.p.12 Produce up to date documentation of provider/professional level CPR
4. I.a.1 Incorporate critical thinking skills when performing patient assessment
5. I.a.2 Incorporate critical thinking skills when performing patient care
6. I.a.3 Show awareness of a patients concerns related to the procedure being performed
7. II.p.2 Differentiate between normal and abnormal test results
8. II.a.1 Reassure a patient of the accuracy of the test results.
9. III.p.2 Select appropriate barrier/personal protective equipment
10. III.p.10b Demonstrate proper disposal of biohazardous material regulated waste
11. V.p.3 Use medical terminology correctly and pronounced accurately to communicate information to providers and patients
12. V.p.11 Report relevant information concisely and accurately
13. V.a.1a Demonstrate empathy
14. V.a.1b Demonstrate active listening
15. V.a.1c Demonstrate nonverbal communication

16. V.a.4 Explain to a patient the rationale for performance of a procedure
17. X.p.3 Document patient care accurately in the medical record
18. X.a.2 Protect the integrity of the medical record

Required curriculum topics are preceded by numerical mapping to MAERB core curriculum 2015.

**TOPICS:** Providing medical care for respiratory patients, urology patients, gastro-intestinal patients, pediatrics, men, women & elderly, Discuss types of thermal & physical therapy, commonly used diagnostic testing and screening procedures.

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

1. I.c.13 List principles and steps of professional/provider CPR (w)
2. V.c.9 Identify medical terms labeling and word parts (t)
3. V.c.10 Identify medical terms and abbreviations related to all body systems (t)
4. MSC Perform EKG, hemocult, prep patient for pap smear, chart vaccinations, discuss diagnostic testing and screening procedures, communicate effectively, demonstrate professionalism. (w)

**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	

**Academic Integrity:**

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following (plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

**Plagiarism:**

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of Turnitin 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 and Tutoring:**

Contact Student Success: Room 110; (309) 692-4092, ext. 1100; studentsuccess@midstate.edu;

The Office of Student Success offers help in the following areas:

- Tutoring: Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- Writing assignment assistance: This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.
- Math, accounting, and computer skills (including file management).
- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management.

Instructor: Dr. Amber Schappaugh DM-HCML, AHI, MA, RMA  
Midstate email: aschappaugh@midstate.edu

Room/phone: 205/692-4092  
Office Hours: M 3-6pm or by appt.

**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. As an arranged class, this will count if you miss a scheduled time to meet with the instructor.

### **Policies and Procedures:**

1. All work must be 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. If work is not made up prior to the next class, your grade on that work **may** be lowered by 10% for each week that it is not done and turned in.
2. You must follow the dress code when you come for competencies. You will be given information as to what the requirements are in the syllabus. Dress is part of your professionalism competency and failure to follow will affect your overall grade. Dress for clinical class will start Week 3.
3. Academic dishonesty is not tolerated in any situation 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.
4. 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. You will be graded on spelling, grammar, and presentation.
5. Please make sure that your phone is on "vibrate" if you are expecting a phone call that you must take. Leave class quietly and take your phone call. Do not text message during

class. This is the same as talking on the phone. You cannot “be” at class and on the phone at the same time. If you are doing this it will affect your professionalism grade.

- 6. All work for this class is due by Friday of week 12 and will not be accepted after that date. All work more than one week late will have the grade decreased by 10% per week that it is not turned in.**

Methods of evaluation: This class will have a written and oral community experience project, a book report, CPR, 4 unit tests, and a final exam. Tests are combination of multiple choice, fill-in, short answer, true/false, and matching.

4 tests and final exam @100 pts each

Community study @ 100 pts

Book report @ 100 pts

Quizzes and assignments @ 10 pts each

Lab competencies are not part of the final grade and but must be passes at 70% to pass this class

Summer 2018

Schedule subject to change due to CPR available dates.

Date	Topics	Objectives	Class Assignments and Homework	Projects Due
Week 1	Introduction to class. Syllabus review. Discussion about Chapter 6 Life Threatening Illness	Perform in a professional manner. Demonstrating empathy in communicating with patients, family and staff.	Watch videos. Read Chapter 37 for next week. Read selected areas of Chapter 22. (468-76) Take home quiz for next week	
Week 2	First Aid.	Perform in a professional manner. Demonstrate awareness of the consequences of not working within the legal scope of practice.	Discuss First Aid and do workbook assignment for next week.	Take home quiz due.
Week 3	Review First Aid in the workbook.	Dress and perform in a professional manner. Use language skills to	Exam on Chapter 37.	Test One completed this week

	Prepare for the exam.	explain rationale for performance of diagnostic tests demonstrate sensitivity appropriate to the message being delivered. Discuss medical care for special populations while demonstrating respect for individual diversity.	First Aid competency	
Week 4	CPR	Dress and perform in a professional manner. Use language skills to explain rationale for performance of diagnostic tests. Demonstrating sensitivity appropriate to the message being delivered. Discuss medical care for special populations while demonstrating respect for individual diversity. Demonstrate respect for individual diversity thru awareness of own biases and attitudes toward elderly.	Competencies	Health Provider CPR tonight in class. No assignments due.
Week 5	Discussion of the Aging person	Dress and perform in a professional manner. Demonstrating empathy in communicating with patients, family and staff. Responding to nonverbal communication.	Read pages 115, 133, 147, 167, 181, 195, 216, 230, 248, 264, and 282 about the changes in the body system with aging.	

Week 6	Discussion of the Cardiac System	Dress and perform in a professional manner. Develop and maintain a current list of community services related to patients' health care needs.	Read pages 27 on Cardiology and complete the workbook assignment. Competency EKG.	. Book report due
Week 7	Discussion cardiac system. Review workbook assignment	Dress and perform in a professional manner. Obtain an EKG.	Prepare for the cardiac exam. Read Chapter 28 Specialty Exams and do the workbook assignment.	
Week 8	Chapter 28 Specialty Exams	Dress and perform in a professional manner. use language/verbal skills that enable a patient to understand the triad of care for breast health while demonstrating awareness of diversity in providing patient care. Use language skills to explain to the patient about the preparation for a sigmoidoscopy procedure & show awareness of patients' concerns regarding their perceptions related to the procedure being done. use language skills to explain rationale for performance of diagnostic tests demonstrating sensitive appropriate to the message being delivered	Test on Cardiac System. Discuss exams and review workbook assignment. Review the Position in Chapter 20 for competencies.	

Week 9	Discussion of Gynecology and Pediatrics	Dress and perform in a professional manner. Review Dress and perform in a professional manner. prep a patient for pap smear using medical terminology terms correctly. Communicate information, patient history, data and observation. Vaccinations for children with documentation of providing appropriate responses and feedback.	Exam on Specialty examinations and positions. Competencies on exams and competencies. Homework. Read Chapter 23 and 24 and complete workbook assignment.	
Week 10	Discuss gynecology and pediatrics	Dress and perform in a professional manner. Demonstrate explaining to a patient collection of a fecal stool specimen with sensitivity to patient rights and feelings. Perform hemocult with quality control.	Review workbook assignment and study for test.	Community project due.
Week 11		Dress and perform in a professional manner.	Test on Chapter 23 and 24. Prepare for the final exam.	
Week 12	Final Exam			