

MIDSTATE COLLEGE
411 W. NORTHMOOR RD.
PEORIA, IL 61614
(309) 692-4092 (800) 251-4299
(Summer 2017)

COURSE: AH 248 CLINICAL SKILLS REVIEW

CREDIT HOURS: 4 quarter credit hours **METHOD OF DELIVERY:** Arranged

TEXT: 1. Today's Medical Assistant Clinical and Administrative Procedures ISBN-13: 978-0-323-31127-4

2. Workbook to Accompany Text ISBN-13: 978-0-323-31128-1

AUTHOR: 1. Bonewit-West, Hunt, Applegate

2. Bonewit-West, Hunt, Applegate

PUBLISHER: 1. Elsevier

2. Elsevier

COURSE DESCRIPTION:

PREREQUISITES: AH145, AH165, AH205, AH225, or permission of Director of Allied Health Department.

This is a review of the theory and skills taught in clinical procedures classes to prepare the student to practice safely in the outpatient office and successfully pass the medical assisting certification exam. The student will perform clinical procedures and meet predetermined competencies in any of the clinical areas.

COURSE REQUIREMENTS: All competencies required by the program director must be passed with a C or better to pass this course.

TOPICS COVERED: This class will be specifically designed to meet the needs of a student who requires review and verification of previously competencies and skills.

LEARNING OBJECTIVES: Upon completion of the course, the student will be able to meet any of the following objectives based on identified needs:

COGNITIVE:

- (1) Identify personal safety precautions as established by the Occupational Safety and Health Administration (OSHA).
- (2) State principles and steps of professional/provider CPR.

PSYCHOMOTOR

- (1) Obtain vital signs.
- (2) Perform venipuncture.
- (3) Perform capillary puncture.
- (4) Perform pulmonary function testing.
- (5) Perform electrocardiography.
- (6) Perform patient screening using established protocols.
- (7) Select proper sites for administering parenteral medication.
- (8) Administer oral medications.

- (9) Administer parenteral (excluding IV) medications.
- (10) Assist physician with patient care.
- (11) Perform quality control measures.
- (12) Perform CLIA waived hematology testing.
- (13) Perform CLIA waived chemistry testing.
- (14) Perform CLIA waived urinalysis.
- (15) Perform CLIA waived immunology testing.
- (16) Screen test results.
- (17) Prepare proper dosages of medication for administration.
- (18) Maintain laboratory test results using flow sheets.
- (19) Maintain growth charts.
- (20) Practice Standard Precautions.
- (21) Select appropriate barrier/personal protective equipment (PPE) for potentially infectious situations.
- (22) Perform hand washing.
- (23) Prepare items for autoclaving.
- (24) Perform sterilization procedures.
- (25) Obtain specimens for microbiological testing.
- (26) Perform CLIA waived microbiology testing.
- (27) Prepare a patient for procedures and/or treatments.
- (28) Perform within scope of practice.
- (29) Practice within the standard of care for a medical assistant.
- (30) Document accurately in the patient record.
- (31) Maintain provider/professional level CPR certification.

AFFECTIVE:

- (1) Verify ordered doses/dosages prior to administration.
- (2) Distinguish between normal and abnormal test results.
- (3) Display sensitivity to patient rights and feelings in collecting specimens.
- (4) Explain the rationale for performance of a procedure to the patient.
- (5) Show awareness of patients' concerns regarding their perceptions related to the procedure being performed.

MIDSTATE GRADING SCALE:

90 – 100 A

80 – 89 B

70 – 79 C*

this course.

60 – 69 D

0 – 59 F

*Students must have a grade of 70% or better on all competencies to pass

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 Student Success in Room 217 (in person); (309) 692-4092, extension 2170 (phone); studentsuccess@midstate.edu (email).

This is a standardized syllabus for AH248. All modifications will be made by the program director to maintain consistency. Rev 5/17 aes

Instructor Information: Margaret Markley

Office 204 Phone: 309-692-4092 ext. 2040

Office Hours: Tuesday 4-6, Wednesday 4-6

E-mail: mmarkley@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. 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. This class meets ten weeks so this means you may not miss more than two and one half class periods. If you are more than 30 minutes late or leave before the class is done this will be counted as half a class period. 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. 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

	a professional manner.		
Week 3	Dress and perform in a professional manner.	Clinical One Competencies	Vital Signs, Standard Precautions, Growth Charts,
Week 4	Dress and perform in a professional manner.	Clinical One Competencies	Pulmonary Function Testing, Hand Washing
Week 5	Dress and perform in a professional manner.	Clinical Two Competencies	CPR, EKG
Week 6	Dress and perform in a professional manner.	Clinical Two Competencies	Testing and Patient Preparation
Week 7	Dress and perform in a professional manner.	Clinical Two Competencies	First Aid and Bandaging.
Week 8	Dress and perform in a professional manner.	Clinical Three Competencies	Medication Administration
Week 9	Dress and perform in a professional manner.	Clinical Three Competencies	Injections
Week 10	Dress and perform in a professional manner.	Clinical Three Competencies	Sterilization
Week 11	Dress and perform in a professional manner.	Clinical Four Competencies	Blood Drawing

Week 12	Dress and perform in a professional manner.	Clinical Four Competencies	CLIA Waived Testing
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