|  |  |
| --- | --- |
| S:\All Share\College Logos\logos\STC_Logo_RGB_Logo_final web small.jpg | **MAST 1090 – Medical Assisting Skills II****COURSE SYLLABUS****Summer Semester 2015** |

|  |  |
| --- | --- |
| **Semester: Summer 2015** | **Instructor: Kimberly Brown, BSHS, CHES, CMA(AAMA), CCS-P** |
| **Course Title: Medical Assisting Skills II** | **Office Hours: 4:00 pm – 6:00 pm M-R** |
| **Course Number: MAST 1090** | **Office Location: 8168, Building 8** |
| **Credit Hours/ Minutes: 4 / 3750** | **Email Address:** **kbrown@southeasterntech.edu** |
| **Class Location: 8166** | **Phone: 478-289-2243** |
| **Class Meets: 8:00 – 11:10 am Monday - Thursday** | **Fax Number:**  |
| **CRN: 60178** |  |

REQUIRED TEXT: **: Comprehensive Medical Assisting: Administrative & Clinical Competencies, book, study guide, & competency manual package Lindh, Pooler, Tamparo, Dahl, & Morris**



REQUIRED SUPPLIES & SOFTWARE: Flash drive, watch with a second hand, stethoscope, 3 ring notebook and paper, black ink pens, highlighters, 5x7 index cards and any other supplies deemed necessary throughout the semester.

COURSE DESCRIPTION: Furthers student knowledge of the more complex activities in a physician's office. Topics include: collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture; hematology and chemistry evaluations; advanced reagent testing (Strep Test, Hcg etc); administration of medications; medical office emergency procedures and emergency preparedness; respiratory evaluations; principles of IV administration; rehabilitative therapy procedures; principles of radiology safety and maintenance of medication and immunization records.

MAJOR COURSE COMPETENCIES

1. Collection/Examination of Specimens and CLIA Regulations/Risk Management
2. Urinalysis
3. Venipuncture
4. Hematology and Chemistry Evaluations
5. Applied Clinical Microbiology
6. Administration of Medications
7. Medical Office Emergency Procedures/Emergency Preparedness
8. Respiratory Evaluations
9. Rehabilitative Therapy Procedures
10. Principles of Radiologic Safety

|  |
| --- |
|  |

PREREQUISITE(S): ENGL 1010, MATH 1012, PSYC 1010, ALHS 1011, ALHS 1040, ALHS 1090, COMP 1000, MAST 1080, MAST 1100, MAST 1120

COURSE OUTLINE:

**Learning Outcomes**

**Collection/Examination of Specimens and CLIA Regulations/Risk Management**

1. Demonstrate collection of specimens for diagnostic testing.
2. Demonstrate correct labeling of specimens for diagnostic testing.
3. Perform processing of specimens for diagnostic testing.
4. Perform the tracking of and reporting of test results to practitioner.
5. Demonstrate the collection of specimens, examination processes, tracking and reporting of tests according to CLIA regulations.
6. Demonstrate screening test results.
7. Demonstrate maintenance of laboratory test results using flow sheets.
8. Perform quality control measures.

**Urinalysis**

1. Perform routine biochemical tests using appropriate dipsticks, tapes, and/or tablets to test a urine specimen.
2. Perform CLIA waived tests including urine Hcg, specific gravity, dipstick chemical analysis.
3. Perform urinalysis.
4. Instruct patients in clean catch specimen collection.
5. Identify parts of the microscope.
6. Demonstrate use of microscope.
7. Demonstrate preparation of urine specimens for microscopy.

**Venipuncture**

1. Establish sites for venipuncture.
2. Perform a single and double draw venipuncture with a vacuum tube system.
3. Perform venipuncture with a syringe/butterfly.
4. Perform capillary puncture.

**Hematology and Chemistry Evaluations**

1. Perform control testing on equipment.
2. Perform hematology testing.
3. Perform chemistry testing.
4. Perform immunology testing.
5. Perform various hematological studies to include elements of a CBC.
6. Perform various blood chemistry tests such as cholesterol screening.
7. Perform other CLIA waived tests such as rapid strep and monospot.
8. Consider differences between normal and abnormal test results.

**Applied Clinical Microbiology**

1. Demonstrate obtaining specimens for microbiological testing.
2. Perform CLIA waived microbiology tests.

**Administration of Medications**

1. Use proper health and safety precautions of both the patient and self when administering medications.
2. Identify the most commonly used syringes and needles and explain their basic use.
3. Demonstrate preparation of the patient for administration of each type of medication including oral, topical, subcutaneous, intramuscular, and intradermal.
4. Demonstrate accurate documentation of the administration of medications.
5. Perform verification of ordered doses/dosages prior to administration.
6. Perform administration of parenteral (excluding IV) medications.
7. Perform administration of oral medications.
8. Demonstrate correct documentation and maintenance of medication and immunization records.
9. Demonstrate selection of proper sites for administering parenteral medication.
10. Demonstrate preparation of proper dosages of medication for administration.

**Medical Office Emergency Procedures/Emergency Preparedness**

1. Identify safety techniques that can be used to prevent accidents and maintain a safe work environment.\
2. Demonstrate evaluation of the work environment to identify save vs. unsafe working conditions.
3. Describe the important of Material Safety Data Sheets (MSDS) in a health care setting.
4. Identify safety signs, symbols, and labels.
5. Demonstrate compliance with safety signs, symbols, and labels.
6. Describe fundamental principles for evacuation of a healthcare setting.
7. Discuss fire safety issues in a healthcare environment.
8. Discuss requirements for responding to hazardous material disposal.
9. Identify principles of body mechanics and ergonomics.
10. Discuss critical elements of an emergency plan for response to a natural disaster or other emergency.
11. Identify emergency preparedness plans in your community.
12. Establish a personal (patient and employee) safety plan.
13. Establish an environmental safety plan.
14. Discuss potential role(s) of the medical assistant in emergency.
15. Display recognition of the effects of stress on all persons involved in emergency situations.
16. Display self awareness in responding to emergency situations.
17. Identify signs, symptoms and treatment of anaphylaxis.
18. Demonstrate proper use of the following equipment: a. eyewash, b. fire extinguishers, c. sharps disposal containers.
19. Demonstrate participation in a mock environmental exposure event with documentation of steps taken.
20. Explain an evacuation plan for a physician’s office.
21. Demonstrate methods of fire prevention in the healthcare setting.
22. Use proper body mechanics.
23. Demonstrate maintenance of a current list of community resources for emergency preparedness.

**Respiratory Evaluations**

1. Describe diagnostic studies for respiratory disorders.
2. Perform throat culture procedures.
3. Demonstrate patient instruction on proper sputum collection.
4. Demonstrate patient in the instruction of the use of metered dose inhaler.
5. Perform spirometry procedures.
6. Perform pulmonary function testing.

**Rehabilitative Therapy Procedures**

1. Demonstrate identification, explanation and application of appropriate rehabilitative therapy equipment and procedures (eg. Crutches, heat & cold therapy).
2. Describe avenues to restore independent living and improvement in activities of daily living.

**Principles of Radiologic Safety**

1. Describe the role of the medical assistant as related to radiologic procedures.
2. Articulate the components of patient preparation for a radiologic procedure.
3. Explain the components of patient preparation for radiologic procedures.
4. Discuss common patient positions used in basic radiology procedures.
5. Explain precautions related to radiology procedures.

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

STUDENT REQUIREMENTS: Tests and assignments must be completed on the specified date (see lesson plan). No late assignments are accepted. Students are also responsible for policies and procedures in the *STC-E* *Catalog and Student Handbook.*

Students must satisfactorily complete each skill competency area successfully. Failure to complete a competency area successfully will result in dismissal from the course (regardless of overall grade average) and a final grade of “WF” or “F”. Students will be given three (3) opportunities to demonstrate each skill competency.

Critical thinking is also a necessary part of the learning process in this course. The student is expected to complete all critical thinking assignments prior to class. Situations will be included on tests in order to test critical thinking ability.

Proper heading must be included on all materials handed in. This includes first and last name, date, course, assignment name. Failure to include this information will result in a five (5) point deduction.

Learning activities will include quizzes, worksheets, and any special projects that the instructor assigns throughout the course. A final unit test average of 75 or above is required to sit for the final exam. Grades of 74.9 will not be rounded up. If you have below a 75 average, you will receive a “0” for your final test grade.

Students must pass a drug calculation exam with 100% accuracy to complete the course. Students will be given 3 opportunities to achieve 100% on the exam. Students that do not pass the drug calculation exam with 100% accuracy will receive a grade of “0” for the course.

Use of proper grammar, correct spelling, and writing principles is expected in all work. Full credit will not be granted for work that contains grammar or spelling errors.

**ATTENDANCE GUIDELINES:** Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

**Additional ATTENDANCE Provisions
*Health Sciences***
Requirements for instructional hours within Health Science and Cosmetology programs reflect the rules of respective licensure boards and/or accrediting agencies. Therefore, these programs have stringent attendance policies. Each program’s attendance policy is published in the program’s handbook and/or syllabus which specify the number of allowable absences. All provisions for required make-up work in the classroom or clinical experiences are at the discretion of the instructor.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. Time and/or work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time (90%) may be dropped from the course as stated below in the Withdrawal Procedure.

Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course.

**For this class, which meets 4 days a week for 9 weeks, the maximum number of days a student may miss is 4 days during the semester.**

**SPECIAL NEEDS:** Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

**Specific Absences**: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

**PREGNANCY:** Southeastern Technical College does not discriminate on the basis of pregnancy.  However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course.  If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office.  Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274  -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

**Withdrawal Procedure:** Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of “W” is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a “W” for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course.  (Please note:  A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students’ eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be accessed due to the withdrawal. All grades, including grades of ‘W’, will count in attempted hour calculations for the purpose of Financial Aid.

**Remember** - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

**MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc…):**  If an exam is missed, the student will be allowed to take make-up exams during one day at the end of the semester (date to be scheduled by the instructor) with proper documentation for the absence. There will be NO exceptions to this policy. It you are absent on the day a pop quiz is given, you will receive a “0” for that grade.

If a skills check—off is missed, the student is completely responsible for arranging make-up lab time at the instructor’s convenience. Lowest exam grades are not dropped. Students are responsible for keeping up with their grades. Do not ask instructor for grades during the semester.

**ACADEMIC DISHONESTY POLICY:** The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook.*

**Procedure for Academic Misconduct**
The procedure for dealing with academic misconduct and dishonesty is as follows:

**--First Offense--**
Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

**--Second Offense--**
Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

**--Third Offense--**
Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

**STATEMENT OF NON-DISCRIMINATION:** Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

**GRIEVANCE PROCEDURES:** Grievance procedures can be found in the Catalog and Handbook located on STC’s website.

**ACCESS TO TECHNOLOGY:** Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at [www.southeasterntech.edu](http://www.southeasterntech.edu).

|  |  |  |
| --- | --- | --- |
| **GRADING POLICY**Tests 60%Quizzes 10%Workbook 5%Final Exam 25%Total 100%Skills Comp. Pass/FailDrug Calculations Pass/Fail | **GRADING SCALE**A: 90-100B: 80-89C: 70-79D: 60-69F: 0-59 | **TCSG GUARANTEE/WARRANTY STATEMENT**: *The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.* |

**Critical Thinking Core Curriculum for Medical Assistants (MAERB) 2008 Curriculum Plan**

**Foundations for Clinical Practice**

|  |  |  |
| --- | --- | --- |
| **I.C Cognitive (Knowledge Base)** |  **I. P Psychomotor (Skills)** | **I. A Affective (Behavior)** |
| 1. **Anatomy & Physiology**
2. **Compare body structure and function of the human body across the life span.**
3. **Identify the classifications of medications, including desired effects, side effects and adverse reactions.**
4. **Describe the relationship between anatomy and physiology of all body systems and medications used for treatment in each.**
 | 1. **Anatomy & Physiology**
2. **Perform venipuncture.**
3. **Perform capillary puncture.**
4. **Perform patient screening using established protocols.**
5. **Select proper sites for administering parenteral medication.**
6. **Administer oral medications.**
7. **Administer parenteral (excluding IV) medications.**
8. **Assist physician with patient care.**
9. **Perform quality control measures.**
10. **Perform hematology testing.**
11. **Perform chemistry testing.**
12. **Perform urinalysis.**
13. **Perform immunology testing.**
14. **Screen test results.**
 | 1. **Anatomy & Physiology**
2. **Apply critical thinking skills in performing patient assessment and care.**
3. **Use language/verbal skills that enable patients’ understanding.**
4. **Demonstrate respect for diversity in approaching families.**
 |
| **II.C Cognitive (Knowledge Base)** | **II.P Psychomotor (Skills)** | **II.A Affective (Behavior)** |
| 1. **Applied Mathematics**
2. **Demonstrate knowledge of basic math computations.**
3. **Apply mathematical computation to solve equations.**
4. **Identify measurement systems.**
5. **Define basic units of measurement in metric, apothecary, and household systems.**
6. **Convert among measurement systems.**
7. **Identify both abbreviations and symbols used in calculating medication dosages.**
8. **Analyze charts, graphs and/or tables in the interpretation of healthcare results.**
 | 1. **Applied Mathematics**
2. **Prepare proper dosages of medication for administration.**
3. **Maintain laboratory test results using flow sheets.**
 | 1. **Applied Mathematics**
2. **Verify ordered doses/dosages prior to administration.**
 |
| **III.C Cognitive (Knowledge Base)** | **III.P Psychomotor (Skills)** | **III.A Affective (Behavior)** |
| 1. **Applied Microbiology/ Infection Control**
2. **Discuss infection control procedures.**
3. **Identify personal safety precautions as established by the Occupational Safety and Health Administration (OSHA).**
4. **Compare different methods of controlling the growth of microorganisms.**
5. **Match types and uses of personal protective equipment (PPE).**
6. **Discuss quality control issues related to handling microbiological specimens.**
7. **Identify disease processes that are indications for CLIA waived tests.**
8. **Discuss the application of Standard Precautions with regard to:**
9. **All body fluids, secretions and excretions.**
10. **Blood**
11. **Non intact skin**
12. **Mucous membranes**
13. **Identify the role of the Center for Disease Control (CDC) regulations in healthcare settings.**
 | 1. **Applied Microbiology/ Infection Control**
2. **Participate in training on Standard Precautions.**
3. **Practice Standard Precautions.**
4. **Select appropriate barrier/personal protective equipment (PPE) for potentially infectious situations.**
5. **Perform handwashing.**
6. **Obtain specimens for microbiological testing.**
7. **Perform CLIA waived microbiology testing.**
 | 1. **Applied Microbiology/ Infection Control**
2. **Display sensitivity to patient rights and feelings in collecting specimens.**
3. **Explain the rationale for performance of a procedure to the patient.**
4. **Show awareness of patients’ concerns regarding their perceptions related to the procedure being performed.**
 |

**Applied communications**

|  |  |  |
| --- | --- | --- |
| **IV.C Cognitive (Knowledge Base)** |  **IV. P Psychomotor (Skills)** | **IV. A Affective (Behavior)** |
| 1. **Concepts of Effective Recognize the role of patient advocacy in the practice of medical assisting.**
2. **Discuss the role of assertiveness in effective professional communication.**
 | 1. **Concepts of Effective Communication**
2. **Report relevant information to others succinctly and accurately.**
3. **Use medical terminology, pronouncing medical terms correctly, to communicate information, patient history, data and observations.**
4. **Instruct patients according to their needs to promote health maintenance and disease prevention.**
5. **Prepare a patient for procedures and/or treatments.**
6. **Document patient care.**
7. **Document patient education.**
8. **Respond to nonverbal communication.**
9. **Advocate on behalf of patients.**
 | 1. **Concepts of Effective Communication**
2. **Demonstrate empathy in communicating with patients, family, and staff.**
3. **Apply active listening skills.**
4. **Use appropriate body language and other nonverbal skills in communicating with patients, family, and staff.**
5. **Demonstrate awareness of the territorial boundaries of the person with whom communicating.**
6. **Demonstrate sensitivity appropriate to the message being delivered.**
7. **Demonstrate awareness of how an individual’s personal appearance affects anticipated responses.**
8. **Demonstrate recognition of the patient’s level of understanding in communications.**
9. **Analyze communications in providing appropriate responses/feedback.**
10. **Recognize and protect personal boundaries in communicating with others.**
11. **Demonstrate respect for individual diversity, incorporating awareness of one’s own biases in areas including gender, race, religion, age, and economic status.**
 |

**Medical Law & Ethics**

|  |  |  |
| --- | --- | --- |
| **IX.C Cognitive (Knowledge Base)** |  **IX. P Psychomotor (Skills)** | **IX. A Affective (Behavior)** |
| 1. **Legal Implications**
2. **Explore issue of confidentiality as it applies to the medical assistant.**
3. **Discuss licensure and certification as it applies to healthcare providers.**
4. **Discuss all levels of governmental legislation and regulation as they apply to medical assisting practice, including FDA and DEA regulations.**
5. **Describe the process to follow if an error is made in patient care.**
 | 1. **Legal Implications**
2. **Respond to issues of confidentiality.**
3. **Perform within scope of practice.**
4. **Apply HIPAA rules in regard to privacy/release of information.**
5. **Practice within the standard of care for a medical assistant.**
6. **Incorporate the Patient’s Bill of Rights into personal practice and medical office policies and procedures.**
7. **Complete an incident report.**
8. **Document accurately in the patient record.**
9. **Apply local, state, and federal health care legislation and regulation appropriate to the medical assisting practice setting.**
 | 1. **Legal Implications**
2. **Demonstrate sensitivity to patient rights.**
3. **Demonstrate awareness of the consequences of not working within the legal scope of practice.**
4. **Recognize the importance of local, state, and federal legislation and regulations in the practice setting.**
 |
| **X.C Cognitive (Knowledge Base)** | **X.P Psychomotor (Skills)** | **X.A Affective (Behavior)** |
| 1. **Ethical Considerations**
2. **Discuss the role of cultural, social, and ethnic diversity in ethical performance of medical assisting practice.**
3. **Identify where to report illegal and/or unsafe activities and behaviors that affect health, safety, and welfare of others,**
4. **Identify the effect personal ethics may have on professional performance.**
 | 1. **Ethical Considerations**
2. **Report illegal and/or unsafe activities and behaviors that affect health, safety, and welfare of others to proper authorities.**
3. **Develop a plan for separation of personal and professional ethics.**
 | 1. **Ethical Considerations**
2. **Apply ethical behaviors, including honesty/integrity in performance of medical assisting practice.**
3. **Examine the impact personal ethics and morals have on the individual’s practice.**
4. **Demonstrate awareness of diversity in providing patient care.**
 |

**Safety and Emergency Practices**

|  |  |  |
| --- | --- | --- |
| **XI.C Cognitive (Knowledge Base)** |  **XI. P Psychomotor (Skills)** | **XI. A Affective (Behavior)** |
| 1. **Protective Practices**
2. **Describe personal protective equipment.**
3. **Identify safety techniques that can be used to prevent accidents and maintain a safe work environment.**
4. **Describe the importance of Materials Safety Data Sheets (MSDS) in a healthcare setting.**
5. **Identify safety signs, symbols, and labels.**
6. **State principles and steps of professional/provider CPR.**
7. **Describe basic principles of first aid.**
8. **Describe fundamental principles for evacuation of a healthcare setting.**
9. **Discuss fire safety issues in a healthcare environment.**
10. **Discuss requirements for responding to hazardous material disposal.**
11. **Identify principles of body mechanics and ergonomics.**
12. **Discuss critical elements of an emergency plan for response to a natural disaster or other emergency.**
13. **Identify emergency preparedness plans in your community.**
14. **Discuss potential role(s) of the medical assistant in emergency preparedness.**
 | 1. **Protective Practices**
2. **Comply with safety signs, symbols, and labels.**
3. **Evaluate the work environment to identify safe vs. unsafe working conditions.**
4. **Develop a personal (patient and employee) safety plan.**
5. **Develop an environmental safety plan.**
6. **Demonstrate proper use of the following equipment:**
7. **Eyewash**
8. **Fire extinguishers**
9. **Sharps disposal containers**
10. **Participate in a mock environmental exposure event with documentation of steps taken.**
11. **Explain an evacuation plan for a physician’s office.**
12. **Demonstrate methods of fire prevention in the healthcare setting.**
13. **Maintain provider/professional level CPR certification.**
14. **Perform first aid procedures.**
15. **Use proper body mechanics.**
16. **Maintain a current list of community resources for emergency preparedness.**
 | 1. **Protective Practices**
2. **Recognize the effects of stress on all persons involved in emergency situations.**
3. **Demonstrate self awareness in responding to emergency situations.**
 |

| **MAST 1090: MEDICAL ASSISTING SKILLS II****SUMMER 2015 LESSON PLAN** |
| --- |
| **Date** | **Chapter /****Lesson** | **Content** | **Assignments****Tests** | **\*Competency Area** |
| May 20 | SemesterBegins | **First day of class: Introduction to course-syllabi,**  | Read Chapter 34Study for Quiz 1 - Chapter 34 |  |
| May 21 | Ch. 34 | Nutrition in Health and Disease**Quiz 1 - Chapter 34** | Do workbook assignmentsRead Chapter 32Study for Quiz 2 Chapter 32 | A, C |
| May 25 |  | **HOLIDAY** |  |  |
| May 26 | Ch. 32 | **Diagnostic Imaging****Quiz 2 - Chapter 32**  | Do workbook assignments | A, C |
| May 27 | 34 & 32 | **Test 1 – Chapter 34 & 32** | Workbook DueCheck Offs DueRead Chapter 38Study for Quiz 3 - Chapter 38 | A, C |
| May 28 | Ch. 38 | Regulatory Guidelines in the Medical Laboratory**Quiz 3 - Chapter 38** | Do workbook assignmentsRead chapter 39Study for Quiz 4 - Chapter 39 | A, C |
| June 1 | Ch. 39 | Introduction to the Medical Laboratory**Quiz 4 - Chapter 39** | Do workbook assignments | A, C |
| June 2 | 38, 39 | **Microscope Quiz****Video/Lab/Workbook** | Study for Test | A, C |
| June 3 | 38, 39 | **Test 2 – Chapters 38 & 39** | Workbook DueCheck OffsRead Chapter 43Study for Quiz 5 - Chapter 43 | A, C |
| June 4 | Ch. 43 | Basic Microbiology**Quiz 5 - Chapter 43** | Do workbook assignments | A, C |
| June 8  | Ch. 43 | **Video/Lab/Workbook** | Read Chapter 42Study for Quiz 6 - Chapter 42 |  |
| June 9 | Ch. 42 | Urinalysis**Quiz 6 - Chapter 42** | Do workbook assignments | A, C |
| June 10 | 42 | **Video/Lab/Workbook** | Do workbook assignmentsStudy for test | A, C |
| June 11 | 42, 43 | **Test 3 – Chapters 43 & 42** | Do workbook assignmentsCheck Offs DueRead Chapter 41Study for Quiz 7 - Chapter 41 |  |
| June 15 | Ch. 41 | Hematology**Quiz 7 – Chapter 41** | Do workbook assignmentsRead Chapter 44Study for Quiz 8 - Chapter 44 | A, C |
| June 16 | Ch. 44 | Specialty Laboratory Tests**Quiz 8 – Chapter 44** | Do workbook assignments | A, C |
| June 17 |  41 | **Video/Lab/Workbook** | Do workbook assignmentsStudy for test | A, C |
| June 18 | 41, 44 | **Test 4 – Chapters 41 & 44** | Workbooks DueJob Skills DueRead Chapter 9Study for Quiz 9 - Chapter 9 |  A, C |
| June 22 | Ch. 9 | **Emergency Medical Procedures****Quiz 9 - Chapter 9****Assign Project for Emergency Preparedness** | Do workbook assignmentsRead Chapters in Emergency Preparedness BookGo to [www.nova.edu/allhazards/](http://www.nova.edu/allhazards/) and enroll in National Incident Command System completing 100A & 700A | A, C |
| June 23 | EmergencyPrep | **Emergency Preparedness****Chapters 1- 6** | Complete exercises at end of chapters and Exercise 2 (Ch. 1), Exercise 2 (Ch. 2), Exercise 2 (Ch. 3), Exercise 1 (Ch. 5) under “Exploring Preparedness Issues”For Ch. 6, prepare an evacuation plan for your home.Study for Test | A, C |
| June 24 |  | **Test 5 Ch. 9 and EP Ch. 1-6** | Workbooks DueJob Skills Due | A, C |
| June 25 |  | **Work on Project Presentations** |  | A, C |
| June 29 –July 2 |  | **SUMMER BREAK** |  |  |
| July 6 |  | **Project Presentations** | Read Chapter 40Study for Quiz 10 - Chapter 40 | A, C |
| July 7 | Ch. 40 | **Phlebotomy, Venipuncture, & Capillary Puncture****Quiz 10 - Chapter 40** | Do workbook assignments | A, C |
| July 8 | Ch. 40 | **Chapter 40****Video** | Do workbook assignments | A, C |
| July 9 | Ch. 40 | **Lab/Workbook** | Do workbook assignments | A, C |
| July 13 | Ch. 40 | **Lab/Workbook** | Do workbook assignmentsStudy for Test | A, C |
| July 14 | 40 | **Test 6 Chapter 40** | Workbook DueCheck Offs DueRead Chapter 36Study for Quiz 11 - Chapter 36Bring Orange to Class | A, C |
| July 15 | Ch. 36 | **Calculation of Medication Dosage and Medication Administration****Quiz 11 – Chapter 36** | Do workbook assignments | A, C |
| July 16 |  | **Video** | Do workbook assignments | A, C |
| July 20 |  | **Drug Calculations Review** | Do workbook assignmentsPractice Drug Calculations | A, B, C |
| July 21 |  | **Drug Calculations Test** | Do workbook assignments | A, B, C |
| July 22 |  | **Drug Calculations Test** | Do workbook assignments | A, B, C |
| July 23 |  | **Lab/Workbook** | Do workbook assignments | A, B, C |
| July 27 |  | **Lab/Workbook** | Study for Test | A, B, C |
| July 28 | 11 | **Test 7 Chapter 36** | Workbook DueCheck Offs Due | A, B, C |
| July 29 |  | Study for Finals |  |  |
| Aug 3 |  | **FINALS** |  | A, B, C |
| Aug 4 |  | **FINALS** |  | A, B, C |

**\* Competency Areas: (will vary for each course/taken from state standards)**

1. 1. Collection/Examination of Specimens and CLIA Regulations/Risk Management
2. Urinalysis
3. Venipuncture
4. Hematology and Chemistry Evaluations
5. Applied Clinical Microbiology
6. Administration of Medications
7. Medical Office Emergency Procedures/Emergency Preparedness
8. Respiratory Evaluations
9. Rehabilitative Therapy Procedures
10. Principles of Radiologic Safety

**\*\*General Core Educational Competencies**

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.