



MAST 1080 – Medical Assisting Skills I COURSE SYLLABUS Fall Semester 2016

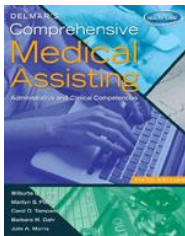
Semester: Fall 2016
Course Title: Medical Assisting Skills I
Course Number: MAST 1080
Credit Hours/ Minutes: 4/6750
Class Location: Building 8 Room 8166
Class Meets: 8:00-10:05 M-R
CRN: 20227

Instructor: Kimberly Brown, BSHS, CMA(AAMA), CCS-P
Office Hours: M-R 2-5:30
Office Location: Building 8 Room 8168
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Phone: 478-289-2243
Fax Number: 478-289-2336
Tutoring Hours: By Appointment

REQUIRED TEXT: Delmar's Comprehensive Medical Assisting: Administrative & Clinical Competencies 5th Edition – ISBN 9781133602866

Study Guide to accompany Comprehensive Medical Assisting – ISBN 9781133603016

Competency Manual to accompany Comprehensive Medical Assisting – ISBN 9781133603221



REQUIRED SUPPLIES & SOFTWARE:

- Activsim for Medical Assisting by McGraw Hill
- MindTap to accompany Comprehensive Medical Assisting
- Watch with a second hand
- Stethoscope
- 3 ring binder, paper, pens, highlighters, 5x7 index cards
- Other supplies deemed necessary throughout the semester

RECOMMENDED TEXT: Taber's Cyclopedic Medical Dictionary

COURSE DESCRIPTION: MAST 1080 introduces the skills necessary for assisting the physician with a complete history and physical in all types of medical practices. The course includes skills necessary for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include: infection control and related OSHA guidelines, prepare patients/assist physician with age and gender-specific examinations and diagnostic procedures, vital signs/mensuration; medical office surgical procedures, and electrocardiography.

MAJOR COURSE COMPETENCIES:

1. Infection Control and Related OSHA Guidelines
2. Prepare Patients/Assist Physician with Age and Gender Specific Examinations and Diagnostic Procedure
3. Vital Signs/Mensuration
4. Medical Office Surgical Procedures
5. Cardiopulmonary

PREREQUISITE(S): ALHS 1011, ALHS 1090

COURSE OUTLINE:

Infection Control and Related OSHA Guidelines

1. Define asepsis.
2. Use and maintain aseptic techniques.
3. Discuss infection control procedures.
4. Prepare items for autoclaving. (III.P.4)
5. Perform sanitizing procedures.
6. Perform sterilization procedures. (III.P.5)
7. Identify chemical sterilizing agents.
8. Establish set up for any procedure requiring knowledge of aseptic techniques and sterilization of instruments and equipment.
9. Define the following as practiced with an ambulatory care setting: a. medical asepsis, b. surgical asepsis. (III.C.3)
10. Identify personal safety precautions as established by the Occupational Safety and Health Administration. (OSHA.)
11. Select appropriate barrier/personal protective equipment (PPE). (III.P.2)
12. Perform handwashing. (III.P.3)
13. Perform gloving techniques.
14. List major types of infectious agents. (III.C.1)
15. Describe the infection cycle including: a. the infectious agent, b. reservoir, c. susceptible host, d. means of transmission, e. portals of entry, f. portals of exit. (III.C.2)
16. Identify methods of controlling the growth of microorganisms. (III.C.4)
17. Define the principles of standard precautions. (III.C.5)
18. Define personal protective equipment (PPE) for: a. all body fluids, secretions, and excretions, b. blood, c. non-intact skin, d. mucous membranes. (III.P.1)
19. Participate in bloodborne pathogen training. (III.P.1)
20. Identify the Center for Disease Control (CDC) regulations that impact healthcare practices. (III.C.7)
21. Recognize the implications for failure to comply with the CDC regulations in healthcare settings. (III.A.1)

Prepare Patients/Assist Physician with Age and Gender Specific Examinations and Diagnostic Procedure

1. Demonstrate assisting the physician in all aspects of age and gender specific history and physical examination.
2. Use feedback techniques to obtain patient information including: a. reflection, b. restatement, c. clarification. (V.P.1)
3. Use medical terminology correctly and pronounced accurately to communicate information to providers and patients. (V.P.3)
4. Assist the provider with patient exam. (I.P.9)
5. Obtain and record patient data.
6. Define coaching a patient as it related 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)
7. Coach patients regarding: a. office policies, b. health maintenance, c. disease prevention, d. treatment plan. (V.C.6)
8. Demonstrate patient positioning.
9. Instruct and prepare a patient for a procedure and/or treatment. (I.P.8)
10. Prepare the examination room for a procedure.
11. Prepare an exam table.
12. Perform patient screening using established protocols. (I.P.3)
13. Incorporate critical thinking skills when performing patient assessment (I.A.1) and patient care. (I.A.2)

14. Explain to a patient the rationale for performance of a procedure. (V.A.4)
15. Show awareness of a patient's concern related to the procedure being performed. (I.A.3)
16. Demonstrate documentation of patient care accurately in the medical record. (X.P.3)
17. Demonstrate documentation of patient education.
18. Document patient care accurately in the medical record. (X.P.3)

Vital Signs/Mensuration

1. Explain the importance of vital signs and know normal limits.
2. Measure and record: a. blood pressure, b. temperature, c. pulse, d. respirations, e. height, f. weight, g. length (infant), h. head circumference (infant), i. pulse oximetry. (I.P.1)
3. Document on a growth chart. (II.P.4)
4. Analyze healthcare results as reported in: a. graphs, b. tables. (II.C.6)

Medical Office Surgical Procedures

1. Explain the importance of vital signs and know normal limits.
2. Prepare a sterile field. (III.P.6)
3. Demonstrate assisting the physician with minor surgical procedures.
4. Perform within a sterile field. (III.P.7)
5. Perform wound care. (III.P.8)
6. Perform a dressing change. (III.P.9)

Cardiopulmonary

1. Explain the conduction system of the heart.
2. Describe the electrocardiograph cycle as related to heart function.
3. Demonstrate preparation of a patient for the EKG procedure.
4. Perform electrocardiography. (I.P.2a)
5. Apply problem solving techniques associated with the EKG procedure.
6. Perform pulmonary procedures. (eg. MDI use, sputum collection, oxygen therapy, nebulizer)
7. Perform pulmonary function testing. (I.P.2d)

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.

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.

ASSIGNMENTS: This lesson plan is subject to change at instructor’s discretion. Late assignments are assessed ten-points each day. Three days past the due date, the assignments are not accepted; a grade of zero is assigned. It is the student’s responsibility to make sure all assignments are completed and submitted by these due dates. **Points will be deducted for failure to follow directions. **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 point reduction.**

Every student is expected to be present on lab skills days and on test days. **A skill area must be made up within one week.** Failure to make up missed skills will result in failure of that skills area. If a skill is not completed, the student will not exit the course. The student must satisfactorily prove competency in each skills area in order to pass the course, regardless of academic standing on tests.

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 final grade of “WF” or “F”. Students will be given three opportunities to demonstrate each skill competency.*

Activsim activities (passing scores) and check off sheets for skills competencies are due on the day designated by the instructor; if these are not turned in on the specified day, you will be deducted 10 points from your next scheduled test.

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 check critical thinking ability.

CLASSROOM RULES

All cell phones will be turned off at the beginning of class time. Any cell phone that rings during class will become property of the instructor until further notice. This is not only a distraction to the instructor, but to other students as well. If you have an emergency, please discuss options with me prior to class. There will be **no eating or drinking** in the classroom.

SAFETY: Compliance with STC’s Infection Control Policy. Each student must consistently and correctly practice universal precautions when applicable. If not, the student may be failed for violation of this important principle!

Fingernails must be short and well-manicured. Clear nail polish only. No artificial nails or tips.

Long hair must be pulled up and away from face.

DRESS: Students must dress appropriately for class each day. Follow STC’s dress code policy in your Student Handbook. When attending field trips, your attire should reflect your professionalism. No visible body piercings or tattoos *Please refer to your Student Handbook for additional rules, regulations, and policies and procedures related to STC.

FINAL EXAM: Students will take a comprehensive final exam covering the material in the textbook and workbook during the last week of class. Failure to take the exam will result in a grade of zero. No

exceptions. **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.**

EVALUATION PROCEDURES

Workbook assignments for each chapter must be completed by the date of the exam for that specific chapter or chapters. These assignments allow students to become familiar with the course material. Workbooks will be checked on test day. This will be calculated as a percentage of your final grade. If you do not have your workbook on the day of the test or it is not completed, you will receive a "0".

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 15 weeks, the maximum number of days a student may miss is 7 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 Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, 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 Helen Thomas, (912) 538-3126, hthomas@southeasterntech.edu.

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 assessed 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...): Failure to take the final exam at the end of the semester will result in a grade of zero. No make-up exams are allowed without a physician's excuse that must be provided to the instructor within three (3) days of the absence. If an exam is missed, the student will be allowed to take make-up exams during **ONE hour at the end of the semester** (date to be scheduled by instructor). There will be **NO** exceptions to this policy. If you are **absent or late** on the day a **chapter quiz** is given, you will **receive a "0"** for that grade. Lowest exam grades are not dropped.

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.

GRADING POLICY

Unit Tests	60%
Quizzes	10%
Workbook	5%
Final Exam	25%
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	100%

Skills Competency* Pass/Fail
 *All skills areas must be completed with a grade of 85% or better for passing, except for specified skills, which require 100% (psychomotor and affective domain)

Students are required to pass Unit/Chapter Tests with at least a 75% average in order to take the final exam. (cognitive domain)

GRADING SCALE

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: 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.

Core Curriculum for Medical Assistants Medical Assisting Education Review Board (MAERB) 2015 Curriculum Requirements

Cognitive (Knowledge Base) I.C Anatomy & Physiology	Psychomotor (Skills) I.P Anatomy & Physiology	Affective (Behavior) I.A Anatomy & Physiology
	<ol style="list-style-type: none"> 1. Measure and record: <ol style="list-style-type: none"> a. Blood pressure b. Temperature c. Pulse d. Respirations e. Height f. Weight g. Length (infant) h. Head circumference (infant) i. Pulse oximetry 2. Perform <ol style="list-style-type: none"> a. Electrocardiography b. c. d. Pulmonary function testing 3. Perform patient screening using established protocols. 4. 5. 6. 	<ol style="list-style-type: none"> 1. Incorporate critical thinking skills when performing patient assessment 2. Incorporate critical thinking skills when performing patient care 3. Show awareness of a patient's concerns related to the procedure being performed

	<ol style="list-style-type: none"> 7. 8. Instruct and prepare a patient for a procedure or a treatment 9. Assist provider with a patient exam 10. 11. 12. 13. 	
Cognitive (Knowledge Base) II.C Applied Mathematics	Psychomotor (Skills) II.P Applied Mathematics	Affective (Behavior) II.A Applied Mathematics
<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. Analyze healthcare results as reported in: <ol style="list-style-type: none"> a. Graphs b. tables 	<ol style="list-style-type: none"> 1. 2. 3. 4. Document on a growth chart 	
Cognitive (Knowledge Base) III.C Infection Control	Psychomotor (Skills) III.P Infection Control	Affective (Behavior) III.A Infection Control
<ol style="list-style-type: none"> 1. List major types of infectious agents 2. Describe the infection cycle including: <ol style="list-style-type: none"> a. The infectious agent b. Reservoir c. Susceptible host d. Means of transmission e. Portals of entry f. Portals of exit 3. Define the following as practiced within an ambulatory care setting: <ol style="list-style-type: none"> a. Medical asepsis b. Surgical asepsis 4. Identify methods of controlling the growth of microorganisms 5. Define the principles of standard precautions 6. Define personal protective equipment (PPE) for: <ol style="list-style-type: none"> a. All body fluids, secretions and excretions b. Blood c. Non-intact skin d. Mucous membranes 7. Identify Center for Disease Control (CDC) regulations that impact healthcare practices 	<ol style="list-style-type: none"> 1. Participate in bloodborne pathogen training 2. Select appropriate barrier/personal protective equipment (PPE) 3. Perform handwashing 4. Prepare items for autoclaving 5. Perform sterilization procedures 6. Prepare a sterile field 7. Perform within a sterile field 8. Perform wound care 9. Perform dressing change 10. 	<ol style="list-style-type: none"> 1. Recognize the implications for failure to comply with Center for Disease Control (CDC) regulations in healthcare settings
Cognitive (Knowledge Base) V.C Concepts of Effective Communication	Psychomotor (Skills) V.C Concepts of Effective Communication	Affective (Behavior) V.C Concepts of Effective Communication
<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. Define coaching a patient as it relates to: 	<ol style="list-style-type: none"> 1. Use feedback techniques to obtain patient information including: <ol style="list-style-type: none"> a. Reflection b. Restatement c. clarification 2. 	<ol style="list-style-type: none"> 1. 2. 3. 4. Explain to a patient the rationale for performance of a procedure.

<ul style="list-style-type: none"> a. Health maintenance b. Disease prevention c. Compliance with treatment plan d. Community resources e. Adaptations relevant to individual patient needs 	<ul style="list-style-type: none"> 3. Use medical terminology correctly and pronounced accurately to communicate information to providers and patients 4. Coach patients regarding: <ul style="list-style-type: none"> a. Office policies b. Health maintenance c. Disease prevention d. Treatment plan 	
7.	5.	
8.	6.	
9.	7.	
10.	8.	
11.	9.	
12.	10.	
13.	11.	
14.		
15.		
16.		
17.		
18.		
Cognitive (Knowledge) X.C Legal Implications	Psychomotor (Skills) X.P Legal Implications	Affective (Behaviors) X.A Legal Implications
	<ul style="list-style-type: none"> 1. 2. 3. Document patient care accurately in the medical record 4. 5. 6. 7. 	

MAST 1080, MEDICAL ASSISTING SKILLS I Fall Semester 2016 - Lesson Plan – Subject to Change				
Date	Chapter/ Lesson	Content	Assignments Tests	*Competency Area
Aug 15		First Day of Class Introduction to Course Syllabi, Outline, Rules & Regulations, Completion of Forms Begin Reading Chapter 23	Read Chapter 23. Highlight objectives. Complete workbook exercises/student CD with Text. Prepare for Quiz 1 Chapter 23	2 a, c
Aug 16	Ch. 23	Quiz 1 Chapter 23 The Patient History and Documentation		2 a, c
Aug 17		Continue Chapter 23 Workbook and Competencies	23-1	2 a, c
Aug 18		Workbook Read Chapter 33	Read Chapter 33. Highlight objectives. Complete workbook exercises/student CD with Text. Prepare for Quiz 2 Chapter 33	2 a, c
Aug 22	Ch. 33	Quiz 2 Chapter 33		2

MAST 1080, MEDICAL ASSISTING SKILLS I
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Date	Chapter/ Lesson	Content	Assignments Tests	*Competency Area
		Rehabilitation and Therapeutic Modalities		a, c
Aug 23		Videos – 84, 85, 86, 87, 88, 89, 90, 91, 92		2 a, c
Aug 24		Workbook LAB CHECK-OFF	33-1, 33-2, 33-3, 33-4, 33-5, 33-6, 33-7	2 a, c
Aug 25		Workbook LAB CHECK-OFF	Study for Test 1	
Aug 29	Ch. 23 & 33	Test 1 Chapter 23 & 33 Workbooks Due	Read Chapter 22. Highlight objectives. Complete workbook exercises. Prepare for Quiz 3 Chapter 24	2 a, c
Aug 30	Ch. 24	Quiz 3 Chapter 24 Vital Signs and Measurements Vital Signs Worksheet		3 a, b, c
Aug 31		Videos – 21, 22, 23, 24, 25, 26, 27, 28, 29, 30 Workbook		3 a, b, c
Sept 1		<u>Activsim:</u> Temperature, Pulse, Respiration, Blood Pressure -Hypertension Patient -Chest Pain Patient		3 a, b, c, d
Sept 5		HOLIDAY		
Sept 6		LAB CHECK-OFF	24-1, 24-2, 24-3, 24-4, 24-5, 24-6, 24-7, 24-8, 24-9, 24-10, 24-11, 24-12	3 a, b, c
Sept 7		LAB CHECK-OFF	Read Chapter 25. Highlight objectives. Complete workbook exercises. Prepare for Quiz 4 Chapter 25	3 a, b, c
Sept 8	Ch. 25	Quiz 4 Chapter 25 The Physical Examination		2 a, b, c, d
Sept 12		Videos – 31, 32 <u>Activsim:</u> -Depression Patient -Skin Condition -Diarrhea patient		2 a, b, c
Sept 13		LAB	25-1	2

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Date	Chapter/ Lesson	Content	Assignments Tests	*Competency Area
		CHECK-OFF Workbook		a, b, c, d
Sept 14		Workbook	Study for Test 2 Ch. 24 & 25	2 a, b, c
Sept 15	Ch. 24 & 25	Test 2 Chapters 24 & 25 Workbooks Due Begin Reading Chapter 26	Read Chapter 26. Highlight objectives. Complete workbook exercises. Prepare for Quiz 5 Chapter 26	2 a, b, c
Sept 19	Ch. 26	Quiz 5 Chapter 26 Obstetrics and Gynecology		2 a, c
Sept 20		Videos - 93, 94, 95, 97 LAB CHECK-OFF – 26-1, 26-2, 26-5, 26-6 Activsim: -Gyn Exam Patient -Routine Checkup for lumpectomy	Read Chapter 28 Highlight objectives. Complete workbook exercises. Prepare for Quiz 6 Chapter 28	2 a, c
Sept 21	Ch. 28	Quiz 6 Chapter 28 Male Reproductive System		2 a, c
Sept 22		Videos – 59 LAB CHECK-OFF – 28-1 Workbook	Study for Test 3 Chapter 26 & 28	2 a, c
Sept 26	Ch. 26 & 28	Test 3 Chapters 26 & 28 Workbook Due	Read Chapter 27. Highlight objectives. Complete workbook exercises. Prepare for Quiz 7 Chapter 27	
Sept 27	Ch. 27	Quiz 7 Chapter 27 Pediatrics		2 a, c
Sept 28		Videos – 98, 99, 100, 101 Workbook		2 a, c
Sept 29		LAB CHECK-OFF – 27-1, 27-2, 27-3, 27-5, 27-6, 27-7	Read Chapter 29. Highlight objectives. Complete workbook exercises. Prepare for Quiz 8 Chapter 29	2 a, c
Oct 3	Ch. 29	Quiz 8 Chapter 29 Gerontology		2 a, b, c
Oct 4		Video - 103 Workbook	Study for Test 4 Chapter 27 & 29	2 a, b, c

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Date	Chapter/ Lesson	Content	Assignments Tests	*Competency Area
Oct 5	Ch. 27 & 29	Test 4 Chapters 27 & 29 Workbook Due	Read Chapter 30. Highlight objectives. Complete workbook exercises. Prepare for Quiz 9 Chapter 30	2 a, b, c, d
Oct 6	Ch. 30	Quiz 9 Chapter 30 Examinations & Procedures of Body Systems		2 a, b, c
Oct 10		Continue Ch. 30		2 a, b, c, d
Oct 11		Videos – 102, 66, 67, 68, 69, 70, 71, 72, 73, 77, 63, 64, 65, 84, 40, 56, 57		2 a, b, c, d
Oct 12		LAB CHECK-OFF	30-1, 30-2, 30-3, 30-4, 30-5, 30-6, 30-7, 30-8, 30-9, 30-10, 30-11, 30-12, 30-14, 30-15, 30-16, 30-17, 30-18, 30-19, 30-21, 30-22, 30-23	2 a, b, c, d
Oct 13		LAB CHECK-OFF		2 a, b, c, d
Oct 17		LAB CHECK-OFF	Study for Test 5 – Chapter 30	2 a, b, c, d
Oct 18	Ch. 30	Test 5 Chapter 30 Workbook Due	Read Chapter 22. Highlight objectives. Complete workbook exercises. Prepare for Quiz 10 Chapter 22	2 a, b, c, d
Oct 19	Ch. 22	Quiz 10 Chapter 22 Infection Control and Medical Asepsis		1 a, c
Oct 20		Videos – 1, 2, 3 Activsim Handwashing Applying Alcohol-Based Handrub Application and Removal of Clean Disposable Gloves Waste Disposal LAB CHECK-OFF	Read Chapter 31. Highlight objectives. Complete workbook exercises. Prepare for Quiz 11 Chapter 31 22-1, 22-2, 22-3, 22-4, 22-5	1 a, c
Oct 24	Ch. 31	Quiz 11 Chapter 31 Assisting with Office/Ambulatory Surgery		1, 4 a, c, d
Oct 25		Videos – 4, 5, 9, 10, 11, 34 Go over Instruments		1, 4 a, c, d

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Date	Chapter/ Lesson	Content	Assignments Tests	*Competency Area
		<u>Activsim</u> Wrapping Instruments Sterilizing Articles in the Autoclave LAB CHECK-OFF	31-1, 31-2, 31-3, 31-4	
Oct 26		LAB CHECK-OFF Videos – 6, 7, 8, 37	31-5, 31-6, 31-7, 31-8, 31-9, 31-10	1, 4 a, b, c, d
Oct 27		LAB CHECK-OFF Videos – 33, 35, 36,	31-11, 31-12, 31-13, 31-14. 31-15, 31-16, 31-17, 31-18 Study for Test 6 – Chapter 31	4 a, c
Oct 31	Ch. 31	Test 6 Chapter 22 & 31 Workbook Due	Study Instruments	4 a, c
Nov 1		Study for instrument test		4 a, c
Nov 2		Study for instrument test		4 a, c
Nov 3		Study for instrument test		4 a, c
Nov 7		<u>INSTRUMENT TEST!!!!!!</u>	Read Chapter 37. Highlight objectives. Complete workbook exercises. Prepare for Quiz 12 Chapter 37	4 a, c
Nov 8	Ch. 37	Quiz 12 Chapter 37 Cardiopulmonary Procedures		
Nov 9		Continue Ch. 37		2, 5 a, b, c, d
Nov 10		Videos – 61, 62		2, 5 a, b, c, d
Nov 14		Activsim -ECG -Asthma Exacerbation Patient		2, 5 a, b, c, d
Nov 15		LAB CHECK-OFF	37-1, 37-2	2, 5 a, b, c, d
Nov 16		LAB CHECK-OFF		2, 5 a, b, c, d
Nov 17		LAB		2, 5

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Date	Chapter/ Lesson	Content	Assignments Tests	*Competency Area
		CHECK-OFF		a, b, c, d
Nov 21		LAB CHECK-OFF	Study for Test 7 – Chapter 37	2 a, c
Nov 22	CH 37	TEST 7 Chapters 37 Workbook Due		
Nov 23-24		THANKSGIVING HOLIDAY		
Nov 28		Make Up Day		
Nov 29		Study for final		
Nov 30		Last Day of Class		
Dec 1,6,or 7		<u>FINAL EXAM</u>		

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

1. Infection Control and Related OSHA Guidelines
2. Prepare Patients/Assist Physician with Age and Gender Specific Examinations and Diagnostic Procedure
3. Vital Signs/Mensuration
4. Medical Office Surgical Procedures
5. Cardiopulmonary

****General Core Educational Competencies**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.