



TENTATIVE SYLLABUS

MAST 1080 Medical Assisting Skills I HYBRID COURSE SYLLABUS Fall Semester 2020 (202112)

COURSE INFORMATION

Credit Hours/Minutes: 4/6750

Campus/Class Location: Vidalia Campus, Gillis Building Room 735

Class Meets: Wednesday 40% Hybrid/60% Face-to-Face on Wednesday 8:00-1:00

Course Reference Number (CRN): 20228

Preferred Method of Contact: Email or In Class

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Stephannie Waters

Email Address: [Stephannie Waters \(swaters@southeasterntech.edu\)](mailto:swaters@southeasterntech.edu)

Campus/Office Location: Vidalia Campus, Gillis Building Room 735

Office Hours: M 9:00-5:00, T/W 2:00-5:00, R 9:00-5:00

Phone: (912) 538-3195

Fax Number: (912) 538-3106

Tutoring Hours (if applicable): By appointment

This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) (<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>).

REQUIRED TEXT

Clinical Medical Assisting: A Professional, Field Smart Approach to the Workplace, 2nd edition – Heller-Cengage Publishing – Purchase Cengage Unlimited in bookstore

(MindTap Access: ISBN: 978-1-305-11086-1)

MindTap course link <https://www.cengage.com/dashboard/#/course-confirmation/MTPP1JKQPV5S/initial-course-confirmation>

MindTap course key MTPP-1JKQ-PV5S

SIMTICS Simulation Software code purchased in bookstore

REQUIRED SUPPLIES & SOFTWARE

Watch with a second hand

Stethoscope

3 ring binder, paper, pens, highlighters, index cards

Jump drive/flash drive

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

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 experiences 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, respiratory evaluations, 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 Procedures
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

| Order | Description | Learning Domain | Level of Learning |
|-------|--|-----------------|-------------------|
| 1 | Define asepsis. | Cognitive | Knowledge |
| 2 | Use and maintain aseptic techniques. | Psychomotor | Mechanism |
| 3 | Discuss infection control procedures. | Cognitive | Comprehension |
| 4 | Prepare items for autoclaving. (III.P.4) | Psychomotor | Guided Response |
| 5 | Perform sanitizing procedures. | Psychomotor | Guided Response |
| 6 | Perform sterilization procedures. (III.P.5) | Psychomotor | Guided Response |
| 7 | Identify chemical sterilizing agents. | Cognitive | Knowledge |
| 8 | Establish set up for any procedure requiring knowledge of aseptic techniques and sterilization of instruments and equipment. | Psychomotor | Set |
| 9 | Define the following as practiced within an ambulatory care setting. (III.C.3) a. Medical asepsis b. Surgical asepsis | Cognitive | Knowledge |
| 10 | Identify personal safety precautions as established by the Occupational Safety and Health Administration. (OSHA) | Cognitive | Knowledge |
| 11 | Select appropriate barrier/personal protective equipment | Psychomotor | Guided Response |

| Order | Description | Learning Domain | Level of Learning |
|-------|---|-----------------|-------------------|
| | (PPE). (III.P.2) | | |
| 12 | Perform handwashing. (III.P.3) | Psychomotor | Guided Response |
| 13 | Perform gloving techniques. | Psychomotor | Guided Response |
| 14 | List major types of infectious agents. (III.C.1) | Cognitive | Knowledge |
| 15 | Describe the infection cycle including: (III.C.2) <ul 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 | Cognitive | Comprehension |
| 16 | Identify methods of controlling the growth of microorganisms. (III.C.4) | Cognitive | Knowledge |
| 17 | Define the principles of standard precautions. (III.C.5) | Cognitive | Knowledge |
| 18 | Define personal protective equipment (PPE) for: (III.C.6) <ul style="list-style-type: none"> a. All body fluids, secretions, excretions b. Blood c. Non-intact skin d. Mucous membranes | Cognitive | Knowledge |
| 19 | Participate in Blood borne pathogen training. (III.P.1) | Psychomotor | Guided Response |
| 20 | Identify the Center for Disease Control (CDC) regulations that impact healthcare practices. (III.C.7) | Cognitive | Knowledge |
| 21 | Recognize the implications of failure to comply with the CDC regulations in healthcare settings. (II.A.1) | Affective | Responding |

Prepare Patients/Assist Patients with Age and Gender Specific Examinations and Diagnostic Procedures

| Order | Description | Learning Domain | Level of Learning |
|-------|--|-----------------|-------------------|
| 1 | Demonstrate assisting the physician in all aspects of age and gender specific history and physical examination. | Psychomotor | Guided Response |
| 2 | Use feedback techniques to obtain patient information including: (V.P.1) <ul style="list-style-type: none"> a. Reflection b. Restatement c. Clarification | Psychomotor | Mechanism |
| 3 | Use medical terminology correctly and pronounced accurately to communicate information to providers and patients. (V.P.3) | Psychomotor | Mechanism |
| 4 | Assist the provider with patient exam. (I.P.9) | Psychomotor | Guided Response |
| 5 | Obtain and record patient data. | Psychomotor | Guided Response |
| 6 | Define coaching a patient as it is related to: (V.C.6) <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. | Cognitive | Knowledge |
| 7 | Coach patients regarding: (V.P.4) | Psychomotor | Guided Response |

| Order | Description | Learning Domain | Level of Learning |
|-------|---|-----------------|-------------------|
| | <ul style="list-style-type: none"> a. Office policies b. Health maintenance c. Disease prevention d. Treatment plan | | |
| 8 | Demonstrate patient positioning. | Psychomotor | Guided Response |
| 9 | Instruct and prepare a patient for a procedure and/or treatment. (I.P.8) | Psychomotor | Guided Response |
| 10 | Prepare the examination room for a procedure. | Psychomotor | Guided Response |
| 11 | Prepare an exam table. | Psychomotor | Guided Response |
| 12 | Perform patient screening using established protocols. (I.P.3) | Psychomotor | Guided Response |
| 13 | Incorporate critical thinking skills when performing patient assessment (I.A.1) and patient care. (I.A.3) | Affective | Responding |
| 14 | Explain to a patient the rationale for performing a procedure. (V.A.4) | Affective | Receiving |
| 15 | Show awareness of a patient's concern related to the procedure being performed. (I.A.3) | Affective | Characterization |
| 16 | Demonstrate documentation of patient care accurately in the medical record. (X.P.3) | Psychomotor | Guided Response |
| 17 | Demonstrate documentation of patient education. | Psychomotor | Guided Response |
| 18 | Document patient care accurately in the medical record. (X.P.3) | Psychomotor | Guided Response |

Vital Signs/Mensuration

| Order | Description | Learning Domain | Level of Learning |
|-------|---|-----------------|-------------------|
| 1 | Explain the importance of vital signs and know normal limits. | Cognitive | Comprehension |
| 2 | Measure and record: (I.P.1) <ul 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 | Psychomotor | Guided Response |
| 3 | Document on a growth chart. (II.P.4) | Psychomotor | Guided Response |
| 4 | Analyze healthcare results as reported in: (II.C.6) <ul style="list-style-type: none"> a. Graphs b. Tables | Cognitive | Analysis |

Medical Office Surgical Procedures

| Order | Description | Learning Domain | Level of Learning |
|-------|--------------------------------|-----------------|-------------------|
| 1 | Identify surgical instruments. | Cognitive | Knowledge |

| Order | Description | Learning Domain | Level of Learning |
|-------|---|-----------------|-------------------|
| 2 | Prepare a sterile field. (III.P.6) | Psychomotor | Guided Response |
| 3 | Demonstrate assisting the physician with minor surgical procedures. | Psychomotor | Guided Response |
| 4 | Perform within a sterile field. (III.P.7) | Psychomotor | Guided Response |
| 5 | Perform wound care. (III.P.8) | Psychomotor | Guided Response |
| 6 | Perform a dressing change. (III.P.9) | Psychomotor | Guided Response |

Cardiopulmonary

| Order | Description | Learning Domain | Level of Learning |
|-------|---|-----------------|-------------------|
| 1 | Explain the conduction system of the heart. | Cognitive | Comprehension |
| 2 | Describe the electrocardiograph cycle as related to heart function. | Cognitive | Comprehension |
| 3 | Demonstrate preparation of a patient for the EKG procedure. | Psychomotor | Guided Response |
| 4 | Perform electrocardiography. (I.P.2A) | Psychomotor | Guided Response |
| 5 | Apply problem solving techniques associated with the EKG procedure. | Psychomotor | Mechanism |
| 6 | Perform pulmonary procedures (eg. MDI use, sputum collection, oxygen therapy, nebulizer). | Psychomotor | Guided Response |
| 7 | Perform pulmonary function testing. (I.P.2D) | Psychomotor | Guided Response |

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College 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.

STUDENT REQUIREMENTS

Students are required to abide by all of the policies, rules, and regulations of Southeastern Technical College, as published in the *STC Online Catalog and Handbook*. STC Catalog and Student Handbook Related Policies and Procedures are found online at: <http://www.southeasterntech.edu>

Students are expected to complete all reading, tests, and daily assignments by the specified date. This includes tests, quizzes, workbooks, and any special projects assigned by the instructor throughout the course. **A final unit test average of 75 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 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.

The 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.

Tests will consist of true/false, multiple choice, matching, fill-in-the blank questions.

COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

| COVID-19 Key Symptoms |
|--|
| Fever or felt feverish |
| Cough: new or worsening, not attributed to another health condition |
| Shortness of breath, not attributed to another health condition |
| New loss of taste or smell |
| Chills; Repeated shaking with chills |
| Sore throat, not attributed to another health condition |
| Muscle pain, not attributed to another health condition or exercise |
| Headache, not attributed to another health condition |
| Diarrhea (unless due to known cause) |
| In the past 14 days, if you: |
| Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s). |

COVID-19 SELF-REPORTING REQUIREMENT

Students, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form](#). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](#), Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

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 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" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: Macy Gay (mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

Vidalia Campus: Helen Thomas (hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

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 make arrangements with the appropriate campus coordinator.

Swainsboro Campus: Macy Gay (mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

Vidalia Campus: Helen Thomas (hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery MAY NOT be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a

grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

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

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. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

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 the exam during one hour at the end of the semester (date to be scheduled by the 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 Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. 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.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) 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.

3. 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 third 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

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student

life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

| | |
|--|---|
| <p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p> | <p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p> |
| <p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen.Thomas@southeasterntech.edu</p> | <p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie.Jonas@southeasterntech.edu</p> |

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (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.

GRADING POLICY

| Assessment/Assignment | Percentage |
|-----------------------|------------|
| Unit Tests | 50% |
| Quizzes | 10% |
| MindTap | 10% |
| SIMTICS | 10% |
| Final Exam | 20% |

GRADING SCALE

| Letter Grade | Range |
|--------------|--------|
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| D | 60-69 |
| F | 0-59 |

CORE CURRICULUM

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

| Cognitive (Knowledge Base) | Psychomotor (Skills) | Affective (Behavior) |
|--|---|--|
| I.C Anatomy & Physiology | I.P Anatomy & Physiology | 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. 8. Instruct and prepare a patient for a procedure or a treatment 9. Assist provider with a patient exam | <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 |
| Cognitive (Knowledge Base) | Psychomotor (Skills) | Affective (Behavior) |
| II.C Applied Mathematics | II.P Applied Mathematics | II.A Applied Mathematics |
| <ol style="list-style-type: none"> 1. Analyze healthcare results as reported in: <ol style="list-style-type: none"> a. Graphs b. tables | <ol style="list-style-type: none"> 4. Document on a growth chart | |
| Cognitive (Knowledge Base) | Psychomotor (Skills) | Affective (Behavior) |
| III.C Infection Control | III.P Infection Control | 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"> 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 | <ol style="list-style-type: none"> 1. Recognize the implications for failure to comply with Center for Disease Control (CDC) regulations in healthcare settings |

| | | |
|--|--|--|
| <ul style="list-style-type: none"> a. Medical asepsis b. Surgical asepsis <p>4. Identify methods of controlling the growth of microorganisms</p> <p>5. Define the principles of standard precautions</p> <p>6. Define personal protective equipment (PPE) for:</p> <ul style="list-style-type: none"> a. All body fluids, secretions and excretions b. Blood c. Non-intact skin d. Mucous membranes <p>7. Identify Center for Disease Control (CDC) regulations that impact healthcare practices</p> | <ul style="list-style-type: none"> 8. Perform wound care 9. Perform dressing change | |
| <p>Cognitive (Knowledge Base) V.C Concepts of Effective Communication</p> | <p>Psychomotor (Skills) V.C Concepts of Effective Communication</p> | <p>Affective (Behavior) V.C Concepts of Effective Communication</p> |
| <p>6. Define coaching a patient as it relates to:</p> <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"> 1. Use feedback techniques to obtain patient information including: <ul style="list-style-type: none"> a. Reflection b. Restatement c. clarification 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 | <p>4. Explain to a patient the rationale for performance of a procedure.</p> |
| <p>Cognitive (Knowledge) X.C Legal Implications</p> | <p>Psychomotor (Skills) X.P Legal Implications</p> | <p>Affective (Behaviors) X.A Legal Implications</p> |
| | <p>3. Document patient care accurately in the medical record</p> | |

MAST 1080 Medical Assisting Skills I Fall Semester 2020 Lesson Plan

| Date/Week | Chapter/ Lesson | Content | Assignments & Tests Due Dates | Competency Area |
|------------------------------------|----------------------------------|--|---|--------------------|
| Week 1 08/17 to 08/25 | Chapter 1 Chapter 2 | Journey to Professionalism Clinical Trends in Healthcare Bolded assignments available 08/17/20 at 8:00 am to 08/25/20 at 11:59 pm | Read Chapters 1 and 2 Quiz 1 – Chapter 1 Quiz 2 – Chapter 2 Complete chapter objectives and terms/definitions MindTap Chapters 1 and 2 TEST 1 – Chapters 1 and 2 Read Chapters 3 and 4 | 2 a,c |
| 08/19 | Chapter 1 Chapter 2 | Discussion/Lecture <u>LAB Competencies</u> Locate State Scope of Practice (1-1) Apply Patient Bill of Rights (1-2) <u>LAB Competencies</u> None MindTap exercises | Complete and submit <u>LAB Competencies</u> via MindTap – Due 08/19 before you leave class | 2 a,c |
| Week 2 08/26 to 09/01 | Chapter 3 Chapter 4 | The Complete Medical Record and Electronic Charting Fundamentals of Documentation Bolded assignments available 08/26/20 at 8:00 am to 09/01/20 at 11:59 pm | Quiz 3 – Chapter 3 Quiz 4 – Chapter 4 Complete Chapter objectives and terms/definitions MindTap Chapter 3 and 4 Read Chapter 5 | 2 a,c |
| 08/26 | Chapter 3 Chapter 4 | Discussion/Lecture <u>LAB Competencies</u> Create and organize medical record (3-1) <u>LAB Competencies</u> Documenting med (4-1) Documenting phone call (4-2) MindTap exercises | Complete and submit <u>LAB Competencies</u> via MindTap – Due 08/26 before you leave class | 2 a,c |
| Week 3 09/02 to 09/08 | Chapter 5 | Conducting a Patient Screening Bolded assignments available 09/02/20 at 8:00 am to 09/08/20 at 11:59 pm | Quiz 5 – Chapter 5 Complete Chapter objectives and terms/definitions MindTap Chapter 5 TEST 2 – Chapters 3-5 Read Chapters 6 and 7 | 2 a,c |

| Date/Week | Chapter/ Lesson | Content | Assignments & Tests Due Dates | Competency Area |
|------------------------------------|----------------------------------|---|---|--------------------|
| 09/02 | Chapter 5 | Discussion/Lecture <u>LAB Competencies</u> Patient Screening (5-1) <u>SIMTICS</u> Tutorial MindTap exercises | Complete and submit <u>LAB Competencies</u> via MindTap – Due 09/02 before you leave class | 2 a,c |
| Week 4 09/09 to 09/15 | Chapter 6 Chapter 7 | Assisting Patients with Special Needs Health Coaching and Patient Navigation Bolded assignments available 09/09/20 at 8:00 am to 09/15/20 at 11:59 pm | Quiz 6 – Chapter 6 Quiz 7 – Chapter 7 Complete Chapter objectives and terms/definitions MindTap Chapters 6 and 7 TEST 3 – Chapters 6 and 7 Read Chapters 8 and 9 | 2 a,c |
| 09/09 | Chapter 6 Chapter 7 | Discussion/Lecture <u>LAB Competencies</u> Communicate with Pt from different Cultures (6-1) Communicate with Visually impaired patients (6-2) Communicate with Hearing impaired patient with interpreter (6-3) Communicate with hearing impaired who speech reads (6-4) <u>LAB Competencies</u> Coach Patients (7-1) Community Resources (7-2) Referral to Community Resources (7-3) Review Surgical Instruments Cleaning & Disinfection of Instruments (9-1, 9-2) MindTap exercises | Complete and submit <u>LAB Competencies</u> via MindTap – Due 09/09 before you leave class | 2 a,c |
| Week 5 09/16 to 09/22 | Chapter 8 Chapter 9 | Principles of Infection Control Sterilization Procedures, Instrument Identification, and Surgical Supplies Bolded assignments available 09/16/20 at 8:00 am to 09/22/20 at 11:59 pm | Quiz 8 – Chapter 8 Quiz 9 – Chapter 9 Complete Chapter objectives and terms/definitions MindTap Chapters 8 and 9 Read Chapter 10 Watch Bloodborne Pathogens Video Bloodborne Pathogens Test | 1 a,c |

| Date/Week | Chapter/ Lesson | Content | Assignments & Tests Due Dates | Competency Area |
|------------------------------------|--|---|---|-----------------|
| 09/16 | Chapter 8 Chapter 9 | <p>Discussion/Lecture <u>LAB Competencies</u> Medically Aseptic Handwashing (8-1) Alcohol Based Hand Rub (8-2) Remove Contaminated Gloves (8-3) PPE (8-4) <u>SIMTICS</u> Disinfection and Sterilization in the Outpatient Setting 1 Hand Hygiene Hand Hygiene Using Hand Sanitizer Hand Hygiene Using Soap and Water Isolation Room PPE Protocol</p> <p><u>LAB Competencies</u> Wrapping Instruments (9-3) Autoclave (9-4) Apply skin closures (9-5) Suture removal (9-6) Staple removal (9-6) <u>SIMTICS</u> Perform Suture Removal Suture Removal for Medical Professionals</p> <p>MindTap exercises</p> | <p>Complete and submit <u>LAB Competencies</u> via MindTap – Due 09/16 before you leave class</p> | 1,4 a,c |
| Week 6 09/23 to 09/29 | Chapter 10 | <p>Assisting with Minor Surgeries</p> <p><u>Bolded assignments available 09/23/20 at 8:00 am to 09/29/20 at 11:59 pm</u></p> | <p>Quiz 10 – Chapter 10 Complete Chapter objectives and terms/definitions MindTap Chapter 10 TEST 4 – Chapters 8-10 Read Chapter 11 Study for Instrument Test</p> | 1,4 a,c |

| Date/Week | Chapter/ Lesson | Content | Assignments & Tests Due Dates | Competency Area |
|--|--------------------|---|---|--------------------|
| 09/23 | Chapter 10 | Discussion/Lecture <u>LAB Competencies</u> Sterile Scrub (10-1) Sterile Skin preparation (10-2) Sterile Field (10-3, 10-4, 10-5) Sterile Gloves (10-6) Sterile Dressing Change (10-7) <u>SIMTICS</u> Preparation for Minor Surgical Procedures for Medical Professionals Prepare for Minor Surgical Procedures Assist with Minor Surgical Procedures Perform Skin Prep for Minor Surgical Procedures Skin Prep for Medical Professionals Minor Surgical Procedures for Medical Professionals MindTap exercises | Complete and submit <u>LAB Competencies</u> via MindTap – Due 09/23 before you leave class | 1,4 a,c |
| Week 7 09/30 to 10/06 | Chapter 11 | Vital Signs & Measurements Bolded assignments available 09/30/20 at 8:00 am to 10/06/20 at 11:59 pm | Quiz 11- Chapter 11 Complete Chapter objectives and terms/definitions MindTap Chapter 11 Vital Signs Worksheet Read Chapter 12 | 3 a,c |
| 09/30 | Chapter 11 | Instrument Test Discussion/Lecture <u>LAB Competencies</u> Height & Weight (11-1) Temperature – axillary, temporal, oral, aural (11-2) Pulse – radial & Respirations (11-3) Pulse – apical (11-4) Pulse oximetry (15-3) <u>SIMTICS</u> Obtain Adult Vital Signs MindTap exercises | Complete and submit <u>LAB Competencies</u> via MindTap – Due 09/30 before you leave class | 3,4 a,c |
| Week 8 10/07 to 10/13 10/08 Mid- term | Chapter 12 | The Physical Exam Bolded assignments available 10/07/20 at 8:00 am to 10/13/20 at 11:59 pm | Quiz 12 – Chapter 12 Complete Chapter objectives and terms/definitions MindTap Chapter 12 TEST 5 – Chapters 11 & 12 Read Chapter 14 | 2,3 a,c |

| Date/Week | Chapter/ Lesson | Content | Assignments & Tests Due Dates | Competency Area |
|---|------------------------------------|--|--|--------------------|
| 10/07 | Chapter 11 Chapter 12 | Discussion/Lecture <u>LAB Competencies</u> Blood Pressure (11-5) <u>SIMTICS</u> Obtain Adult Vital Signs <u>LAB Competencies</u> Prepare exam room (12-1) Patient positions (12-2) Assist with General Physical Exam (12-3) MindTap exercises | Complete and submit <u>LAB Competencies</u> via MindTap – Due 10/07 before you leave class | 2,3 a,c |
| Week 9 10/14 to 10/20 | Chapter 14 | Cardiovascular Exams and Procedures <u>Bolded assignments available 10/14/20 at 8:00 am to 10/20/20 at 11:59 pm</u> | Quiz 14 – Chapter 14 Complete Chapter objectives and terms/definitions MindTap Chapter 14 Read Chapter 15 | 2,5 a,c |
| 10/14 | Chapter 14 | Discussion/Lecture <u>LAB Competencies</u> EKG (14-1) Holter Monitor (14-2) <u>SIMTICS</u> 12-lead Electrocardiogram for Medical Professionals Perform ECG and Interpret ECG Interpretation for Medical Professionals MindTap exercises | Complete and submit <u>LAB Competencies</u> via MindTap – Due 10/14 before you leave class NOTE: You will need a loose button down shirt for the EKG and Holter Monitor. Bring to school and leave or have in book bag. | 2,5 a,c |
| Week 10 10/21 to 10/27 10/27 65% point | Chapter 15 | Pulmonary Exams and Procedures <u>Bolded assignments available 10/21/20 at 8:00 am to 10/27/20 at 11:59 pm</u> | Quiz 15 – Chapter 15 Complete Chapter objectives and terms/definitions MindTap Chapter 15 TEST 6 – Chapters 14 and 15 Read Chapters 17 and 18 | 2,5 a,c |

| Date/Week | Chapter/ Lesson | Content | Assignments & Tests Due Dates | Competency Area |
|-------------------------------------|------------------------------------|--|--|--------------------|
| 10/21 | Chapter 15 | Discussion/Lecture <u>LAB Competencies</u> Spirometry (15-1) Peak Flow (15-2) Sputum Specimen (15-4) Nebulizer (15-5) <u>SIMTICS</u> Administer Nebulizer Treatment and Assess Peak Flow Nebulizer Treatment and Peak Flow Assessment for Medical Professionals MindTap exercises | Complete and submit <u>LAB Competencies</u> via MindTap – Due 10/21 before you leave class | 2,5 a,c |
| Week 11 10/28 to 11/03 | Chapter 17 Chapter 18 | Women’s Health Issues: Obstetrics & Gynecology Urology & Male Reproductive Exams and Procedures <u>Bolded assignments available 10/28/20 at 8:00 am to 11/03/20 at 11:59 pm</u> | Quiz 17 – Chapter 17 Quiz 18 – Chapter 18 Complete Chapter objectives and terms/definitions MindTap Chapters 17 and 18 TEST 7 – Chapters 17 & 18 Read Chapters 13 and 16 | 2 a,c |
| 10/28 | Chapter 17 Chapter 18 | Discussion/Lecture <u>LAB Competencies</u> Instruct Breast Self-Exam (17-1) Assist w/ GYN and Pap (17-2) Assist w/ Prenatal Exam (17-3) <u>SIMTICS</u> Assist with Pap Smear Bimanual Pelvic Exam for Medical Professionals Cervical Smear for Medical Professionals <u>VIDEOS</u> Miracle of Life Video Guts & Gore Video <u>SIMTICS</u> Digital Rectal Examination for Medical Professionals MindTap exercises | Complete and submit <u>LAB Competencies</u> via MindTap – Due 10/28 before you leave class | 2 a,c |

| Date/Week | Chapter/ Lesson | Content | Assignments & Tests Due Dates | Competency Area |
|-------------------------------------|------------------------------------|---|--|--------------------|
| Week 12 11/04 to 11/10 | Chapter 13 Chapter 16 | Eye & Ear Examinations & Procedures Gastrointestinal Examinations & Procedures Bolded assignments available 11/04/20 at 8:00 am to 11/10/20 at 11:59 pm | Quiz 13 – Chapter 13 Quiz 16 – Chapter 16 Complete Chapter objectives and terms/definitions MindTap Chapters 13 and 16 TEST 8 – Chapters 13 and 16 Read Chapters 19 and 21 | 2 a,c |
| 11/04 | Chapter 13 Chapter 16 | Discussion/Lecture <u>LAB Competencies</u> Snellen Chart (13-1) Near Vision (13-2) Ishihara Color Vision (13-3) Eye Instillation (13-4) Eye Irrigation (13-5) Hearing Acuity Test (13-6) Ear Instillation (13-7) Ear Irrigation (13-8) <u>SIMTICS</u> Irrigate the Ear and Instill Ear Medication Irrigate the Eye and Instill Eye Medication <u>LAB Competencies</u> Instruct how to collect fecal specimen (16-1) Fecal Occult Test (16-2) Sigmoidoscopy (16-3) <u>SIMTICS</u> Rigid Sigmoidoscopy for Medical Professionals Proctoscopy for Medical Professionals MindTap exercises | Complete and submit <u>LAB Competencies</u> via MindTap – Due 11/04 before you leave class | 2 a,c |
| Week 13 11/11 to 11/17 | Chapter 19 Chapter 21 | Other Specialty Procedures Evaluation and Care of the Pediatric Patient Bolded assignments available 11/11/20 at 8:00 am to 11/17/20 at 11:59 pm | Quiz 19 – Chapter 19 Quiz 21 – Chapter 21 Complete Chapter objectives and terms/definitions MindTap Chapters 19 and 21 Test 9 – Chapters 19 and 21 Study for Final | 2,3 a,c |

| Date/Week | Chapter/ Lesson | Content | Assignments & Tests Due Dates | Competency Area |
|-------------------------------------|------------------------------------|---|---|--------------------|
| 11/11 | Chapter 19 Chapter 21 | Discussion/Lecture <u>LAB Competencies</u> Allergy Testing (19-1) <u>LAB Competencies</u> Obtain the Height/Length and Weight of an Infant (21-1) Obtain the Temperature of an Infant or Young Child (21-2) Perform a PKU on a newborn (21-3) <u>SIMTICS</u> Obtain Pediatric Vital Signs Pediatric Vital Signs for Medical Professionals Pediatric Assessment for Medical Professionals MindTap exercises | Complete and submit <u>LAB Competencies</u> via MindTap – Due 11/11 before you leave class | 2,3 a,c |
| Week 14 11/18 to 11/24 | | Make up Tests and MindTap Study for final exam | | 1,2,3,4,5 a,c |
| 11/18 | | Make up skills competencies | | 1,2,3,4,5 a,c |
| Week 15 11/30 to 12/3 | | Final Exam <u>Bolded assignments available 11/30/20 at 8:00 am to 12/03/20 at 11:59 pm</u> | Comprehensive Final Exam | 1,2,3,4,5 a,c |

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 Procedures
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.

How to access your MindTap course

MAST 1080 MA SKILLS I FALL 2020 S.WATERS

Instructor : Stephannie Waters

Start Date : 08/17/2020

WHAT IS MINDTAP?

MindTap empowers you to produce your best work – consistently.

MindTap is designed to help you master the material. Interactive videos, animations, and activities create a learning path designed by your instructor to guide you through the course and focus on what's important. Get started today!

REGISTRATION

1. Connect to <https://www.cengage.com/dashboard/#/course-confirmation/MTPP1JKQPV5S/initial-course-confirmation>
2. Follow the prompts to register your MindTap course.

PAYMENT

After registering for your course, you will need to pay for access using one of the options below:

Online: You can pay online using a credit or debit card, or PayPal.

Bookstore: You may be able to purchase access to MindTap at your bookstore. Check with the bookstore to find out what they offer for your course.

Free Trial: If you are unable to pay at the start of the semester you may choose to access MindTap until 11:59 PM on 08/31/2020 during your free trial. After the free trial ends you will be required to pay for access.

Please note: At the end of the free trial period, your course access will be suspended until your payment has been made. All your scores and course activity will be saved and will be available to you after you pay for access.

Already registered an access code? Bought MindTap at your bookstore or online? Now use the course link from your instructor to register for the class:

<https://www.cengage.com/dashboard/#/course-confirmation/MTPP1JKQPV5S/initial-course-confirmation>

SYSTEM CHECK

To check whether your computer meets the requirements for using MindTap, go to

<http://ng.cengage.com/static/browsercheck/index.html>

Please Note: the System Check is also accessible in the drop down box next to your name located in the upper right corner of your MindTap page.