



**MAST 1090 Medical Assisting Skills II  
TENTATIVE COURSE SYLLABUS  
Spring Semester 2020 (202014)**

**COURSE INFORMATION**

Credit Hours/Minutes: 4/3750  
Campus/Class Location: Building 8 Room 8166  
Class Meets: Monday through Thursday 8:00 am - 9:55 am  
Course Reference Number (CRN): 40184

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Kimberly Brown, BSHS, CMA(AAMA)  
Email Address: [Kimberly Brown \(kbrown@southeasterntech.edu\)](mailto:kbrown@southeasterntech.edu)  
Campus/Office Location: Swainsboro Campus Room 8168  
Office Hours: M-R 2:30-5:30  
Phone: (478) 289-2243  
Fax Number: (478) 289-2336  
Tutoring Hours (if applicable): By appointment only.

**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, 2<sup>nd</sup> edition – Heller-Cengage Publishing – Purchase Cengage Unlimited in bookstore  
Mindtap Access  
International Standard Book Number (ISBN): 978-1-305-11086-1

**REQUIRED SUPPLIES & SOFTWARE**

Activsim for Medical Assisting by McGraw Hill – ISBN - 9780077862015  
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**

This course 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 (human chorionic gonadotropin) etc.); administration of medications; medical office emergency procedures and emergency preparedness; respiratory evaluations; principles of IV (intravenous) administration; rehabilitative therapy procedures; principles of radiology safety and maintenance of medication and immunization records.

## **MAJOR COURSE COMPETENCIES**

1. Collection/Examination of Specimens and Clinical Laboratory Improvement Act 1988 (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. Rehabilitative Therapy Procedures.
9. Principles of Radiologic Safety.
10. Nutrition.

## **PREREQUISITE(S)**

ALMA 1000, MAST 1080, MAST 1100, MAST 1120

## **COURSE OUTLINE**

### **1. 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. Maintain lab test results using flow sheets. (II.P.3)
4. Perform a quality control measure. (I.P.10)
5. Identify CLIA waived tests associated with common diseases. (I.C.10)
6. Identify quality control assurance practices in healthcare. (I.C.12)
7. Reassure a patient of the accuracy of the test results. (II.A.1)
8. Demonstrate proper disposal of biohazardous material: a. sharps, b. regulated wastes. (II.P.10)

### **2. URINALYSIS**

1. Obtain specimens and perform a CLIA waived urinalysis. (I.P.11c)
2. Instruct patients in clean catch specimen collection.
3. Demonstrate use of microscope.

### **3. VENIPUNCTURE**

1. Establish sites for venipuncture.
2. Perform: a. venipuncture, b. capillary puncture. (I.P.2b) (I.P.2c)

### **4. HEMATOLOGY AND CHEMISTRY EVALUATIONS**

1. Differentiate between normal and abnormal test results. (II.P.2)
2. Obtain specimens and perform: a. CLIA waived hematology test, b. CLIA waived chemistry test. (I.P.11a) (I.P.11b)

## **5. APPLIED CLINICAL MICROBIOLOGY**

1. Obtain specimens and perform: a. CLIA waived immunology test, b. CLIA waived microbiology test. (I.P.11d) (I.P.11b)

## **6. 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. Administer parenteral (excluding IV) medications. (I.P.7)
7. Administer oral medications. (I.P.6)
8. Demonstrate correct documentation and maintenance of medication and immunization records.
9. Select proper sites for administering parenteral medications. (I.P.5)
10. Calculate proper dosages of medication for administration. (II.P.1)
11. Verify the rules of medication administration: a. right patient, b. right medication, c. right dose, d. right route, e. right time, f. right documentation. (I.P.4)
12. Demonstrate proper disposal of biohazardous material: a. sharps, b. regulated waste. (III.P.10)

## **7. MEDICAL OFFICE EMERGENCY PROCEDURES/EMERGENCY PREPAREDNESS**

1. Identify safety techniques that can be used in responding to accidental exposure to : a. blood, b. other body fluids, c. needle sticks, d. chemicals (XII.C.2)
2. Evaluate the work environment to identify unsafe working conditions. (XII.P.5)
3. Describe the importance of Safety Data Sheets (SDS) in a health care setting. (XII.C.5)
4. Identify: a. safety signs, b. symbols, c. labels. (XII.P.1)
5. Comply with: a. safety signs, b. symbols, c. labels. (XII.P.1)
6. Describe fundamental principles for evacuation of a healthcare setting. (XII.C.4)
7. Discuss fire safety issues in an ambulatory healthcare environment. (XII.C.3)
8. Discuss protocols for disposal of biological chemical materials. (XII.C.6)
9. Identify principles of: a. body mechanics, b. ergonomics. (XII.C.7)
10. Identify critical elements of an emergency plan for a response to a natural disaster or other emergency. (XII.C.8)
11. Discuss potential role(s) of the medical assistant in an emergency.
12. Recognize the physical and emotional effects on persons involved in an emergency situation. (XII.A.1)
13. Demonstrate self-awareness in responding to an emergency situation. (XII.A.2)
14. Demonstrate proper use of the following: a. eyewash equipment, b. fire extinguishers, c. sharps disposal containers. (XII.P.2)
15. Participate in a mock exposure event with documentation of specific steps. (XII.P.4)
16. Use proper body mechanics. (XII.P.3)
17. List principles and steps of professional/provider Cardiopulmonary Resuscitation (CPR). (I.C.13)
18. Produce up-to-date documentation of provider/professional level CPR. (I.P.12)
19. Describe basic principles of first aid as they pertain to the ambulatory healthcare setting. (I.C.14)
20. Perform first aid procedures for: a. bleeding, b. diabetic coma or insulin shock, c. fractures, d. seizures, e. shock, f. syncope. (I.P.13)

## **8. REHABILITATIVE THERAPY PROCEDURES**

1. Demonstrate identification, explanation and application of appropriate rehabilitative therapy equipment and procedures (eg., crutches, heat and cold therapy).

## **9. 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. Discuss common patient positions used in basic radiology procedures.
4. Explain precautions related to radiology procedures.

## **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 Catalog and Handbook*. STC Catalog and Student Handbook Related Policies and Procedures are found online at [STC Website http://www.southeasterntech.edu](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" (Withdrawn Failing) or "F" (Failing 0-59). 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.

The lesson plan is subject to change at instructor's discretion. Late assignments are assessed ten-points each day. Three (3) days past the due date, the assignments are not accepted; a grade of zero (0) is assigned. It is the student's responsibility to make sure all assignments are completed and submitted by the 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, and assignment name. Failure to include this information will result in a five (5) point reduction.

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 ten (10) points from your next scheduled test.

## **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

## **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 zero. 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 will determine whether missed work may be allowed to be made up and the content and dates for make-up work are at the discretion of the instructor.

In Allied Health Programs, an instructor may withdraw students for lack of attendance. 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.

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 6 days during the semester.**

## **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 \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto: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 \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto: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% 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" (Withdrawn) 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 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' (withdraw), 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.)**

In the event of an **excused absence** on an exam day, the student will be allowed to make-up **one** exam (excluding the final exam) which will be given at the discretion of the instructor. A grade of "0" will be given to all subsequent exams missed. The make-up exam may or may not be the same as the original exam. It may also be a different test format. Failure to show up for a make-up exam results in a grade of zero.

An excused absence is jury duty, military duty, court duty, or required job training. Other excused absences may also include illness, hospitalization or a death in the student's immediate family. Official, written documentation such as a subpoena or a doctor's excuse must be provided by the student prior to taking the make-up exam. The instructor reserves the right to refuse for the student to take the make-up exam based on the merit of the documentation.

Any exceptions to the makeup guidelines for this class will require instructor approval and would only be allowed for exceptional circumstances.

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:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus	Lanie Jonas, Director of Human Resources Vidalia Campus

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
3001 East 1 <sup>st</sup> Street, Vidalia Office 165 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a>

### 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
Tests	55%
Quizzes	10%
MindTap	10%
Final Exam	25%

### GRADING SCALE

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



**CORE CURRICULUM FOR MEDICAL ASSISTANTS MEDICAL ASSISTING EDUCATION REVIEW BOARD (MAERB)**

2015 Curriculum Requirements

<b>Cognitive (Knowledge Base)</b>	<b>Psychomotor (Skills)</b>	<b>Affective (Behavior)</b>
<p><b>I.C. Anatomy and Physiology</b>                      10. Identify CLIA waived tests associated with common diseases.                      12. Identify quality assurance practices in healthcare.                      13. List principles and steps or professional/provider cardiopulmonary resuscitation.                      14. Describe basic principles of first aid as they pertain to the ambulatory care setting.</p>	<p><b>I.P. Anatomy and Physiology</b>                      15. Perform                      b. Venipuncture                      c. Capillary puncture                      17. Verify the rules of medication administration                      18. Select proper sites for administering parenteral medication                      19. Administer oral medications                      20. Administer parenteral (excluding IV) medications.                      23. Perform a quality control measure                      24. Obtain specimens and perform                      a. CLIA waived hematology test                      b. CLIA waived chemistry test                      c. CLIA waived urinalysis                      d. CLIA waived immunology test                      e. CLIA waived microbiology test                      25. Produce up-to-date documentation of provider/professional level CPR                      26. Perform first aid procedures for                      a. Bleeding                      b. Diabetic coma or insulin shock                      c. Fractures                      d. Seizures                      e. Shock                      f. Syncope                      27. Perform immunology testing.                      28. Screen test results.</p>	<p><b>I.A Anatomy &amp; Physiology</b>                      None are listed.</p>

<b>Cognitive (Knowledge Base)</b>	<b>Psychomotor (Skills)</b>	<b>Affective (Behavior)</b>
<b>II.C Applied Mathematics</b> None are listed.	<b>II.P Applied Mathematics</b> 1. Calculate proper dosages of medication for administration 2. Differentiate between normal and abnormal test results 3. Maintain lab test results using flow sheets	<b>II.A Applied Mathematics</b> 1. Reassure a patient of the accuracy of the test results
<b>Cognitive (Knowledge Base)</b>	<b>Psychomotor (Skills)</b>	<b>Affective (Behavior)</b>
<b>III.C Infection Control</b> None are listed.	<b>III.P Infection Control</b> 10. Demonstrate proper disposal of biohazardous material a. Sharps b. Regulated wastes	<b>III.A Infection Control</b> None are listed.
<b>Cognitive (Knowledge Base)</b>	<b>Psychomotor (Skills)</b>	<b>Affective (Behavior)</b>
<b>IV.C Nutrition</b> 1. Describe dietary nutrients including a. carbohydrates b. fat c. protein d. minerals e. electrolytes f. vitamins g. fiber h. water 2. Define the function of dietary supplements 3. Identify the special dietary needs for a. weight control b. diabetes c. cardiovascular disease d. hypertension e. cancer f. lactose sensitivity g. gluten-free h. food allergies	<b>IV.P Nutrition</b> 1. Instruct a patient according to patient's special dietary needs.	<b>IV.A Nutrition</b> 1. Show awareness of patient's concerns regarding a dietary change

<b>Cognitive (Knowledge Base)</b>	<b>Psychomotor (Skills)</b>	<b>Affective (Behavior)</b>
<p><b>XII.C Protective Practices</b></p> <ol style="list-style-type: none"> <li>1. Identify               <ol style="list-style-type: none"> <li>a. Safety signs</li> <li>b. Symbols</li> <li>c. Labels</li> </ol> </li> <li>2. Identify safety techniques that can be used in responding to accidental exposure to               <ol style="list-style-type: none"> <li>a. Blood</li> <li>b. Other body fluids</li> <li>c. Needle sticks</li> <li>d. Chemicals</li> </ol> </li> <li>3. Discuss fire safety issues in an ambulatory healthcare environment</li> <li>4. Describe fundamental principles for evacuation of a healthcare setting</li> <li>5. Describe the purpose of Safety Data Sheets (SDS) in a healthcare setting</li> <li>6. Discuss protocols for disposal of biological chemical materials</li> <li>7. Identify principles of               <ol style="list-style-type: none"> <li>a. Body mechanics</li> <li>b. Ergonomics</li> </ol> </li> <li>8. Identify critical elements of an emergency plan for response to a natural disaster or other emergency</li> </ol>	<p><b>XII.P Protective Practices</b></p> <ol style="list-style-type: none"> <li>1. Comply with               <ol style="list-style-type: none"> <li>a. Safety signs</li> <li>b. Symbols</li> <li>c. Labels</li> </ol> </li> <li>2. Demonstrate proper use of               <ol style="list-style-type: none"> <li>a. Eyewash equipment</li> <li>b. Fire extinguishers</li> <li>c. Sharps disposal containers</li> </ol> </li> <li>3. Use proper body mechanics</li> <li>4. Participate in a mock exposure event with documentation of specific steps</li> <li>5. Evaluate the work environment to identify unsafe working conditions</li> </ol>	<p><b>XII.A Protective Practices</b></p> <ol style="list-style-type: none"> <li>1. Recognize the physical and emotional effects on persons involved in an emergency situation</li> <li>2. Demonstrate self- awareness in responding to an emergency situation.</li> </ol>

## MAST 1090 Medical Assisting Skills II Spring Semester 2019 Lesson Plan

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
January 7		SEMESTER BEGINS First day of class: Introduction to course, syllabi, etc.	Lab Orientation and Inventory MA Handbook Review	
January 8	Chapter 20	Diet and Nutrition <b>Quiz 1 – Chapter 20</b> <ul style="list-style-type: none"> <li>Instruct a patient according to the Patient's special dietary needs (20-2)</li> </ul>	<b>Quiz 1 – Chapter 20</b> MindTap exercises	10 a, c
January 9	Chapter 22	Orthopedics, Rehabilitation, and Physical Therapy <b>Quiz 2 – Chapter 22</b> Videos – 85, 86, 88, 89, 90, 91, 92	<b>Quiz 2 – Chapter 22</b> Procedure 22-1, 22-2, 22-3, 22-4, 22-5, 22-6, 22-7 MindTap exercises	8 a, c
January 13	Chapter 22	LAB <ul style="list-style-type: none"> <li>Splint an Arm (22-1)</li> <li>Instruct a Patient to Use a Cane (22-2)</li> <li>Instruct a Patient to Use Axillary Crutches (22-3)</li> <li>Instruct a Patient to Use a Walker (22-4)</li> <li>Assist a Patient from the Wheelchair to the Exam Table and Back to the Wheelchair (22-5)</li> <li>Administer Heat Therapy Treatments (22-6)</li> <li>Administer Cold Therapy Treatments (22-7)</li> </ul>	<ul style="list-style-type: none"> <li>Study for Test 1</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by January 14 at 11:59 pm Complete	8 a, c
January 14	Chapter 20 & 22	MindTap exercises	<ul style="list-style-type: none"> <li>Study for Test 1</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by January 14 at 11:59 pm	8 a, c
January 15	Chapter 20 & 22	<b>Test 1 – Chapters 20 &amp; 22</b>	<ul style="list-style-type: none"> <li>Read Chapter 23</li> <li>Prepare for Chapter 23 Quiz</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Handout – Parts of a Microscope	8, 10 a, c
January 16	Chapter 23	Fundamentals of the Medical Laboratory <b>Quiz 3 – Chapter 23</b> Videos – 38, 39	<b>Quiz 3 – Chapter 23</b> Procedure 23-1, 23-2, 23-3, 23-4 MindTap exercises	1 a, c

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
January 20		HOLIDAY		
January 21	Chapter 23	<b>Microscope Quiz</b> LAB <ul style="list-style-type: none"> <li>• Run a Control (23-1)</li> <li>• Review and Report Laboratory Results (23-2)</li> <li>• Specimen Collection for Offsite Testing (23-3)</li> <li>• Use the Microscope (23-4)</li> </ul>	<b>Microscope Quiz</b> <ul style="list-style-type: none"> <li>• Read Chapter 29</li> <li>• Prepare for Chapter 29 Quiz</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises	1 a, c
January 22	Chapter 29	Diagnostic Imaging <b>Quiz 4 – Chapter 29</b> Videos – 60, 82, 87	<b>Quiz 4 – Chapter 29</b> <ul style="list-style-type: none"> <li>• Study for Test 3</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by January 23 at 11:59 pm	9 a, c
January 23	Chapter 23 & 29	MindTap exercises	Workbook Chapter 29 <ul style="list-style-type: none"> <li>• Study for Test 3</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by January 23 at 11:59 pm	9 a, c
January 27	Chapter 23 & 29	<b>Test 2 – Chapters 23 &amp; 29</b>	<ul style="list-style-type: none"> <li>• Read Chapter 27</li> <li>• Prepare for Chapter 27 Quiz</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises	1, 9 a, c
January 28	Chapter 27	Microbiology <b>Quiz 5 – Chapter 27</b> Videos – 40, 41, 42	<b>Quiz 5 – Chapter 27</b> Procedure 27-1, 27-2, 27-3, 27-4 MindTap exercises	5 a, c
January 29		ACTIVSIM <ul style="list-style-type: none"> <li>• Self-Protection Throat Culture</li> <li>• Throat Culture &amp; Strep A Test</li> </ul> LAB <ul style="list-style-type: none"> <li>• Collect a Throat Specimen and Perform a Rapid Strep Test (27-1)</li> <li>• Collect a Wound Specimen (27-2)</li> <li>• Prepare a Wet Mount (27-3)</li> <li>• Instruct a Patient on Fecal Specimen Collection for Ova &amp; Parasite Testing (27-4)</li> </ul>	<ul style="list-style-type: none"> <li>• Read Chapter 28</li> <li>• Prepare for Chapter 28 Quiz</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises	5 a, c

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
January 30	Chapter 28	Clinical Chemistry and CLIA-Waived Testing <b>Quiz 6 – Chapter 28</b> Videos - 51, 52, 53	<b>Quiz 6 – Chapter 28</b> Procedure 28-1, 28-2, 28-3 MindTap exercises	1, 4 a, c
February 3	Chapter 28	ACTIVSIM <ul style="list-style-type: none"> <li>Self-Protection capillary puncture</li> <li>Capillary Puncture &amp; glucometer</li> <li>Mono Test</li> <li>Diabetes Patient</li> <li>HIV/AIDS Patient</li> </ul>	<ul style="list-style-type: none"> <li>Study for Test 3</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by February 18 at 11:59 pm	1, 4 a, c
February 4	Chapter 28	LAB – <b>Fasting! Do not eat or drink after Midnight on February 13!</b> <ul style="list-style-type: none"> <li>Measure Blood Glucose Using a Handheld Monitor (28-1)</li> <li>Perform a Urine Pregnancy Test (28-2)</li> <li>Perform CLIA-Waived Mono Test (28-3)</li> <li>Cholesterol Screening</li> </ul>	<ul style="list-style-type: none"> <li>Study for Test 3</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by February 18 at 11:59 pm	1, 4 a, c
February 5	Chapter 28		<ul style="list-style-type: none"> <li>Study for Test 3</li> <li>Complete Chapter objectives and terms/definitions</li> <li>MindTap exercises Due by February 18 at 11:59 pm</li> </ul>	
February 6	Chapter 27 & 28	Blood Typing MindTap exercises	<ul style="list-style-type: none"> <li>Study for Test 3</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by February 18 at 11:59 pm	1, 4 a, c
February 10	Chapter 27 & 28	<b>Test 3 – Chapters 27 &amp; 28</b>	<ul style="list-style-type: none"> <li>Read Chapter 26</li> <li>Prepare for Chapter 26 Quiz</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises	1, 4, 5 a, c
February 11	Chapter 26	Hematology and Coagulation Studies <b>Quiz 7 – Chapter 26</b> Videos – 46, 47, 48, 49, 50	<b>Quiz 7 – Chapter 26</b> Procedure 26-1, 26-2, 26-3, 26-4, 24-4 MindTap exercises	1, 4 a, c

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
February 12	Chapter 26	LAB <ul style="list-style-type: none"> <li>Perform a Capillary Puncture (24-4)</li> <li>Perform a Capillary Puncture and Microhematocrit Test (26-1)</li> <li>Perform a Hemoglobin Using the Hemocue System (26-2)</li> <li>Perform an Erythrocyte Sedimentation Rate (26-3)</li> <li>Perform a Prothrombin Time (PT) and International Normalized Ratio (INR) (26-4)</li> </ul>	<ul style="list-style-type: none"> <li>Read Chapter 24</li> <li>Prepare for Chapter 24 Quiz</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises	1, 4 a, c
February 13	Chapter 24	Blood Collection Techniques <b>Quiz 8 – Chapter 24</b>	<b>Quiz 8 – Chapter 24</b> Procedure 24-1, 24-2, 24-3 MindTap exercises	1, 3 a, c
February 17	Chapter 24	VIDEOS – 43, 44, 45, 46 ACTIVSIM <ul style="list-style-type: none"> <li>Self-Protection Venipuncture</li> <li>Venipuncture</li> </ul>	<ul style="list-style-type: none"> <li>Study for Test 4</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by March 5 at 11:59 pm	1, 3 a, c
February 18	Chapter 24	LAB <ul style="list-style-type: none"> <li>Perform Venipuncture (Syringe Method) 24-1</li> <li>Perform Venipuncture (Vacuum Tube Method) 24-2</li> <li>Perform Venipuncture (Butterfly Method) 24-3</li> </ul>	<ul style="list-style-type: none"> <li>Study for Test 4</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by March 5 at 11:59 pm	1, 3 a, c
February 19	Chapter 24	Chapter 24 LAB Continued	<ul style="list-style-type: none"> <li>Study for Test 4</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by March 5 at 11:59 pm	1, 3 a, c
February 20	Chapter 24	Chapter 24 Continued	<ul style="list-style-type: none"> <li>Study for Test 4</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by March 5 at 11:59 pm	1, 3 a, c
February 24	Chapter 24	Chapter 24 Continued	<ul style="list-style-type: none"> <li>Study for Test 4</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by March 5 at 11:59 pm	1, 3 a, c

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
February 25	Chapter 24	Chapter 24 Continued	<ul style="list-style-type: none"> <li>Study for Test 4</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by March 5 at 11:59 pm	1, 3 a, c
February 26	Chapter 24	Chapter 24 Continued	<ul style="list-style-type: none"> <li>Study for Test 4</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by March 5 at 11:59 pm	1, 3 a, c
February 27	Chapter 24	Chapter 24 Continued	<ul style="list-style-type: none"> <li>Study for Test 4</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by March 5 at 11:59 pm	1, 3 a, c
March 2	Chapter 24	Chapter 24 Continued	<ul style="list-style-type: none"> <li>Study for Test 4</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by March 5 at 11:59 pm	1, 3 a, c
March 3	Chapter 24	Chapter 24 Continued	<ul style="list-style-type: none"> <li>Study for Test 4</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by March 5 at 11:59 pm	1, 3 a, c
March 4	Chapter 24	Chapter 24 Continued	<ul style="list-style-type: none"> <li>Study for Test 4</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by March 5 at 11:59 pm	1, 3 a, c
March 5		STAFF DEVELOPMENT – NO CLASS		
March 9	Chapters 24 & 26	<b>Test 4 – Chapters 24 &amp; 26</b>	<ul style="list-style-type: none"> <li>Read Chapter 25</li> <li>Prepare for Chapter 25 Quiz</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises	1, 3, 4 a, c



Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
March 10	Chapter 25	Urinalysis <b>Quiz 9 – Chapter 25</b>	<b>Quiz 9 – Chapter 25</b> Procedure 25-1, 25-2, 25-3, 25-4	2 a, c
March 11	Chapter 25	VIDEOS – 54, 55, 56, 57, 58, 101 ACTIVSIM <ul style="list-style-type: none"> <li>Urinalysis</li> </ul> 60% point	<ul style="list-style-type: none"> <li>Study for Test 6</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by March 16 at 11:59 pm	2 a, c
March 12	Chapter 25	LAB <ul style="list-style-type: none"> <li>Instruct a Patient on a Clean-Catch Midstream Urine Collection (25-1)</li> <li>Perform Physical and Chemical Urinalysis and Prepare a Microscope Slide for the Provider (25-2)</li> <li>Utilizing a Urine Transport System for Culture and Sensitivity (25-3)</li> <li>Urinary Catheterization (25-4)</li> </ul>		2 a, c
March 16	Chapter 25	MindTap Exercises	<ul style="list-style-type: none"> <li>Study for Test 5</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by March 16 at 11:59 pm	2 a, c
March 17	Chapter 25	<b>Test 5 – Chapter 25</b> 65% point – Last Day to Withdraw without academic penalty	<ul style="list-style-type: none"> <li>Read Chapter 33</li> <li>Prepare for Chapter 33 Quiz</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises	2 a, c
March 18	Chapter 33	Responding to Medical Emergencies Assign Project for Emergency Preparedness <b>Quiz 10 – Chapter 33</b>	<b>Quiz 10 – Chapter 33</b> Procedure 33-1 (will be done with CPR/First Aid Course) Pay for mask fit testing \$20 in business office before this date!!!	7 a, c
March 19	Chapter 33	N95 Mask Fit Testing 8 am – payment of \$20 should be made at business office by this day with receipt in hand, no exceptions! CPR/First Aid	<ul style="list-style-type: none"> <li>Study for Test 6</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by March 23 at 11:59 pm	7 a, c

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
March 23	Chapter 33	VIDEOS – 74, 75, 76, 77, 78, 79, 80, 81 <a href="https://www.cdc.gov/phpr/documents/zombie_gn_final.pdf">CDC Zombie Pandemic https://www.cdc.gov/phpr/documents/zombie_gn_final.pdf</a>	<ul style="list-style-type: none"> <li>• Study for Test 6</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by March 23 at 11:59 pm	7 a, c
March 24	Chapter 33	<b>Test 6 – Chapter 33</b>	<ul style="list-style-type: none"> <li>• Read Chapter 30</li> <li>• Prepare for Chapter 30 Quiz</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises	7 a, c
March 25	Chapter 30	Fundamentals of Pharmacology <b>Quiz 11 – Chapter 30</b>	<b>Quiz 11 – Chapter 30</b> Procedures 30-1, 30-2	6 a, b, c
March 26	Chapter 30	MindTap Exercises	<ul style="list-style-type: none"> <li>• Read Chapter 31</li> <li>• Review Dosage Calculations</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by April 27 at 11:59 pm	6 a, b, c
March 30	Chapter 31	Dosage Calculations Review Dosage Calculations <b>Quiz 12 – Chapter 31</b>	<b>Quiz 12 – Chapter 31</b> Review Dosage Calculations Procedure 31-1	6 a, b, c
March 31	Chapter 31	Drug Calculations Test	<ul style="list-style-type: none"> <li>• Review Dosage Calculations</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by April 27 at 11:59 pm	6 a, b, c
April 1	Chapter 31	Drug Calculations Test	<ul style="list-style-type: none"> <li>• Review Dosage Calculations</li> <li>• Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by April 27 at 11:59 pm	6 a, b, c

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
April 2	Chapter 31	Drug Calculations Test	<ul style="list-style-type: none"> <li>Review Dosage Calculations</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by April 27 at 11:59 pm	6 a, b, c
April 6-9		SPRING BREAK		
April 13	Chapter 32	Administration of Parenteral Medications <b>Quiz 13 – Chapter 32</b>	<b>Quiz 13 – Chapter 32</b> Procedure 32-1, 32-2, 32-3, 32-4, 32-5, 32-6, 32-7, 32-8	6 a, b, c
April 14	Chapter 32	Videos – 12, 13, 14, 15, 16, 17, 18, 19, 20	<ul style="list-style-type: none"> <li>Study for Test 8</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by April 27 at 11:59 pm	6 a, b, c
April 15	Chapter 32	LAB <ul style="list-style-type: none"> <li>Withdraw Medication from a Vial (32-1)</li> <li>Withdraw Medication from an Ampule (32-2)</li> <li>Reconstitute a Powdered-Base Medication with a Diluent (32-3)</li> <li>Mix Two medications into One Syringe (32-4)</li> <li>Load a Cartridge or Injector Device (32-5)</li> </ul>	BRING an ORANGE to CLASS! <ul style="list-style-type: none"> <li>Study for Test 8</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by April 27 at 11:59 pm	6 a, b, c
April 16	Chapter 32	LAB <ul style="list-style-type: none"> <li>Administer an Intradermal Injection (32-6)</li> <li>Administer a Subcutaneous Injection (32-7)</li> <li>Administer an Intradermal Injection (32-8)</li> </ul>	<ul style="list-style-type: none"> <li>Study for Test 8</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by April 27 at 11:59 pm	6 a, b, c
April 20	Chapter 32	LAB Continued	<ul style="list-style-type: none"> <li>Study for Test 8</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by April 27 at 11:59 pm	6 a, b, c

Date/Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
April 21	Chapter 32	LAB Continued	<ul style="list-style-type: none"> <li>Study for Test 8</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by April 27 at 11:59 pm	6 a, b, c
April 22	Chapter 32	LAB Continued	<ul style="list-style-type: none"> <li>Study for Test 8</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by April 27 at 11:59 pm	6 a, b, c
April 23	Chapter 32	LAB Continued	<ul style="list-style-type: none"> <li>Study for Test 8</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by April 27 at 11:59 pm	6 a, b, c
April 27	Chapter 32	LAB Continued	<ul style="list-style-type: none"> <li>Study for Test 8</li> <li>Complete Chapter objectives and terms/definitions</li> </ul> MindTap exercises Due by April 27 at 11:59 pm	6 a, b, c
April 28	Chapters 30, 31, 32	<b>Test 7 – Chapters 30-32</b>	<b>Workbooks Due</b> Review MindTap exercises Study for Final	6 a, b, c
April 29		Semester Ends	Review MindTap exercises Study for Final	
April 30 & May 4		Final Exams		

**COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)**

1. Collection/Examination of Specimens and Clinical Laboratory Improvement Act 1988 (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. Rehabilitative Therapy Procedures.
9. Principles of Radiologic Safety.
10. Nutrition.

**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.