MDCA 1417 Procedures in Clinical Setting II

Course Syllabus: **Fall 2019**

"Northeast Texas Community College exists to provide responsible, exemplary learning opportunities."

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	0900-1500		0900-1330	0830-1200		Online

The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

Catalog Course Description (include prerequisites): This course places emphasis on patient asessessment, examination, and treatment as directed by a physician. It includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures and other treatments appropriate for the medical office. Prerequistes: MDCA 1313; MDCA 1421;MDCA 1317

Required Textbook(s):
Kinn's The Medical Assistant An Applied Learning Approach 13th ed., Deborah B. Proctor, Brigitte Niedzwiecki, Julie Pepper, Payel Bhattacharya, Marti Garrels, Helen Mills

Kinn's The Medical Assistant An Applied Learning Approach 13th ed. Study Guide and Procedural Checklist Manual, Deborah B. Proctor, Brigitte Niedzwiecki, Julie Pepper, Payel Bhattacharya, Marti Garrels, Helen Mills

Publisher: Elsevier
ISBN Number: 978-0-323-35320-5, 978-0-323-42947-4

Recommended Reading(s):
None

Student Learning Outcomes:
1. On entry level skills students will demonstrate the cognitive and the psychomotor ability to perform medical office procedures for patient assessment, examination, and treatment as directed by a physician.
2. On entry level skills students will demonstrate the cognitive and the psychomotor ability to perform medical office procedures for collection and documentation of patient information.
3. On entry level skills students will demonstrate the cognitive and the psychomotor ability to perform medical office procedures for office clinical procedures, and other treatments appropriate for the medical office.
4. Basic understanding and performance of electrocardiography

SCANS Skills:
RESOURCES: Identify supples needed for each lab and organize procedures so that supplies and equipment are utilized correctly.

INTERPERSONAL: Recognize limitations of expertise and communicate with instructor when questions arise. Show respect for instructor and peers during class time.

INFORMATION: Apply information gained from lecture, laboratory, internet and independent study to acquire relevant information to specific topics related to medical assistant clinical procedures.

TECHNOLOGY: Use computers and the internet to access course materials and other relevant course information.

Lectures & Discussions:
A. Lectures, supplemented with use of audio-visual aids, powerpoints, transparencies and handouts
B. Group discussions and homework assignments
C. Study questions and review sessions.

Evaluation/Grading Policy:

Homework, and Workbook assignments	15%
Procedure Competency	25%
Examinations and Papers	30%
Final Comprehensive Exams	30%

Grading Scale: The grading scale of all evaluation combined will be as the following

90% - 100%	=	A
89% - 80%	=	B
79% - 75%	=	C
Below 75%	=	F

75% is the minimum passing level of achievement. Any student who receives a final score below 75% will not pass the course. In addition, medical assistant students must obtain a passing score on all psychomotor and affective domain objectives (competencies) in the course. CAAHEP accreditation requires 100% of all medical assisting graduates pass 100% of all competencies.

Tests/Exams:
All class examinations are considered to be a major part of the course work upon which a portion of your final grade will be based. If the total average of the Unit exams is below 75%, the student will not qualify to sit for the final examinations. **There are NO make-up exams!** Class exams are listed on the class calendar. If this calendar must be altered, the change in the schedule will be announced in class. If you have a conflict with the date, you must contact me well in advance of the examination. Failure to do so will result in an examination grade of zero. **There is absolutely no make-up exam for the final exam**. You must be in attendance to take the final. If you are not able to take the final exam, a grade of 0 will be given for the exam. A grade of zero will be assigned for any missed unannounced quizzes.

Assignments:
All assignments are due on the specified due date. **No late assignments will be accepted.** If you are unable to turn in your assignment on the specified date, you must contact me in **advance** to make arrangements for submission.

Other Course Requirements:
Students should read the required material before class and complete textbook and/or other assignments as noted in the syllabus calendar.
Required Equipment:
Stethoscope, Bandage scissors, watch with a second hand, and Pen Light

Student Responsibilities/Expectations:
Students are expected to attend all classes. Class participation is expected. If you are absent, regardless of the cause, you are still responsible for any course work missed. For every three days missed, one letter grade will be deducted from the final grade. Three episodes of tardiness or more than 10 minutes or early departure will be equated to a class absence. Full Uniform (as described in the Medical Assistant Student Policy Handbook) is expected to be worn on class days.

NTCC Academic Honesty Statement:
"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

Academic Ethics
The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

ADA Statement:
It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with John Coleman, Academic Advisor/Coordinator of Special Populations located in the College Connection. He can be reached at 903-434-8104. For more information and to obtain a copy of the Request for Accommodations, please refer to the NTCC website - Special Populations.

Family Educational Rights And Privacy Act (FERPA):
The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory

information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Other Course Policies:

Illness or Emergencies: When illness or emergincies arise which necessitate a student's absence from any scheduled class or other scheduled activity, the instructor should be notified as soon as possible. Cell phones will be put in the silent mode upon arrival to class. No calls are to be accepted during testing sessions.