

MIDSTATE COLLEGE
411 W. NORTHMOOR RD.
PEORIA, IL 61614
(309) 692-4092 (800) 251-4299
(Fall 2018)

COURSE: AH 205 Clinical Procedures III

CREDIT HOURS: 4 quarter hours

METHOD OF DELIVERY: Classroom

COURSE DESCRIPTION: The student will develop skills for infection control, gloving and assisting with minor surgery, dressing change, administration of medications. Emphasis is placed upon theory of disease transmission, AIDS, applicable legal and ethical issues, the processes and techniques of safe practice in the medical office.

PREREQUISITE: AH 145 Clinical Procedures I, AH 165 Clinical Procedures II and all health requirements completed, or permission of the Department Director

PREREQUISITES: AH 110 Medical Terminology and AH 120 Human Anatomy and Disease or permission of the Department Director

TEXT: 1. Today's Medical Assistant Clinical and Administrative Procedures ISBN-13: 9780323312073

2. EAL Today's Medical Assistant, 3rd Ed. ISBN-13: 9780323401289

3. SimChart for the Medical Office: Learning the Medical Office Workflow, 1st Ed. ISBN: 9780323394239

AUTHOR: 1. Bonewit-West, Hunt, Applegate

2. Bonewit-West, Hunt, Applegate

3. Elsevier

PUBLISHER: 1. Elsevier

2. Elsevier

MATERIALS NEEDED OPTIONAL: Comprehensive Disease Book that can be used in all Allied Health classes.

REQUIREMENTS FOR COMPLETING COURSE: All competencies must be passed at 70% or better to pass this course regardless of classroom grades. Attendance at 75% or greater and compliance with dress code is required to pass the professionalism competency. Skill competencies may not be attempted more than 3 times. After the first attempt, the best grade attainable will be 70% for that competency. Students must complete assessment tools to the satisfaction of the instructor and standard departmental AH205 exams. Department policy prohibits extra credit.

Competencies for AH 205:

1. I.p.8 Instruct and prepare a patient for a procedure or a treatment
2. II.a.1 Reassure a patient of the accuracy of the test results
3. III.p.1 Participate in bloodborne pathogen training
4. III.p.2 Select appropriate PPE

5. III.p.4 Prepare items for autoclaving
6. III.p.5 Perform sterilization procedures
7. III.p.6 Prepare a sterile field
8. III.p.7 Perform within a sterile field
9. III.p.8 Perform wound care
10. III.p.9 Perform dressing change
11. III.p.10a Demonstrate proper disposal of biohazardous material sharps
12. III.p.10b Demonstrate proper disposal of biohazardous material regulated waste
13. V.p.3 Use medical terminology correctly and pronounced accurately to communicate information to providers and patients
14. V.p.11 Report relevant information concisely and accurately
15. V.a.1a Demonstrate empathy
16. V.a.1b Demonstrate active listening
17. V.a.1c Demonstrate nonverbal communication
18. V.a.4 Explain to a patient the rationale for performance of procedure
19. X.a.2 Protect the integrity of the medical record

Required curriculum topics are preceded by numerical mapping to MAERB core curriculum 2015.

TOPICS: Outpatient Surgery, Draping for surgery, Passing Instruments, Pouring liquids for Minor Surgery, Adding items to a sterile field, Post-operative care, Medication preparation & administration.

LEARNING OBJECTIVES: Upon completion of this course, the student will be able to:

1. III.c.3a Define the following as practiced within an ambulatory care setting medical asepsis
2. III.c.3b Define the following as practiced within an ambulatory care setting surgical asepsis
- 3.III.c.4 Identify methods of controlling the growth of microorganisms
- 4.V.c.9 Identify medical terms labeling the word parts
- 5.V.c.10 Define medical terms and abbreviations related to all body systems

MIDSTATE GRADING SCALE:

90 -100	A	
80 - 89		B
70 - 79		C *Students must have a 70% or better on all competencies to pass this course.
60 - 69	D	
0 - 59		F

Academic Integrity:

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or

suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following (**plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement**) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

Plagiarism:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of Turnitin which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success and Tutoring:

Contact Student Success: Room 110; (309) 692-4092, ext. 1100; studentsuccess@midstate.edu;

The Office of Student Success offers help in the following areas:

- Tutoring: Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- Writing assignment assistance: This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.
- Math, accounting, and computer skills (including file management).
- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management

This is a standardized syllabus for AH 205. All modifications will be made by the program director to maintain consistency. 7/2/15 as

Instructor Information:

Margaret Markley

Office 204 Phone: 309-692-4092 ext. 2040

Office Hours: Wednesday 4-6 pm, Thursday 11 am to 6 pm, and by arrangement

E-mail: mmarkley@midstate.edu.

Participation Requirements: This is a clinical class. You may not miss more than 25% of the total class time in order to complete this class. Missing more time than this will cause you to receive a failing grade on the Professionalism Competency and you will not be able to pass the class. Coming to class late or leaving before class is over will count towards the overall absence time. For this class it is three class periods. If you come to class more than 30 minutes late or you leave early, this will equal one half class missed. You must call or E-mail the instructor if you will not be at class or you know you will be late.

Policies and Procedures:

1. All work must be completed on time. If you miss a class, you are expected to use your course outline to determine what you have missed. You must make up anything that was due prior to the next class. If work is not made up prior to the next class, your grade on that work may be lowered by 10% for each week that it is not done and turned in.
2. You must follow the dress code. You will be given information on the first day of class as to what the requirements are. Dress is part of your professionalism competency and failure to follow will affect your overall grade.
3. Academic dishonesty is not tolerated in any situation and will be referred to the dean. Please refer to the Plagiarism policy for any written work and ask questions if you have

any concerns about this.

4. All work turned in should be professionally written and presented. Check spelling and grammar. Do not hand in ragged edge papers or use ink other than black ink for clinical work.
5. Please make sure that you phone is on “vibrate” if you are expecting a phone call that you must take. Leave class quietly and take your phone call. Do not text message during class. This is the same as talking on the phone. You cannot “be” at class and on the phone at the same time. If you are doing this it will affect your professionalism grade.

Methods of evaluation: This class will have a pretest, 4 tests, 5 quizzes, workbook assignments, a research paper, and a comprehensive final exam. There are also competency based laboratory skills that must be completed. These competencies must be completed with a 70% score. These competencies are not counted in the final grade. Examinations are a combination of multiple choice, true/false, matching, fill-in, and short answer.

Research Paper: This paper will be completed in four steps. Deadlines can be found for each step in the syllabus. See attached information.

Grading:

3 tests and a final exam @ 100 pts each

Homework and 5 quizzes @ 100 pts total

Research paper @ 100 pts

Professionalism and Competencies must be completed at 70% (not part of letter grade)

AH 205

Workbook Assignment will be given out in class.

Date	Topics	Objectives	Class Assignments and Homework	Assignments	Projects Due
Week 1	Introduction to Class. Syllabus Review. Pretest. Discussion and movie about Infection Control.	Understand Infection Control and OSHA standards.	Pretest in class. Discuss infection control and how it applies to medical and surgical procedures	Read Chapter 17 and practice handwashing and applying sterile gloves.	
Week 2	Work on Research				Topic for paper due

	Paper in the Library				next week. Bring at least 3 resources to class Week 3.
Week 3	Minor Surgery in the Office	Professional dress and behavior. Prepare Patient for Surgery.	Test 1 on Infection Control.	Read Chapter 18 and start reading Chapter 25.	
Week 4	Minor Surgery in the Office	Professional dress and behavior. Assist w/ Surgery.			
Week 5	Dressing Changes and Wound Healing.	Professional dress and behavior. Assist w/ Surgery. Finish competencies.		Prepare for Test 2.	Outline for paper and all resources due today.
Week 6	Medication Basics	Professional dress and behavior. Safely prepare medications.	Test 2 on Minor Surgery	Start reading chapter 26.	
Week 7	Medication Basics	Professional dress and behavior. Verify ordered doses/dosages of medicine prior to administration Safely administer medications and document.		Worksheets on medication dosage.	
Week 8	Administer Medications	Professional dress and behavior. Safely administer medications and document.	Read Chapter 36.	Worksheets on medication administration	Rough draft for paper due today.
Week 9	Administer Medications	Professional dress and behavior. Safely administer medications and document.			
Week 10	Medication.	Professional dress and behavior.	.	Prepare for Test 3.	

Week 11	Medication	Professional dress and behavior.	Test 3 on medications.		Research Paper due
Week 12	Final Exam				