



**West Los Angeles College
Allied Health Division
Medical Assisting Program
Spring 2014
Clinical Assisting Techniques I
Course Syllabus**

Prepared by Dr. Yervant “Eric” Boghos

Course title: Clinical Assisting Techniques I
Course #: HLTHOCC 055
Course units: 4
Class Location: Building SC Room 105
Instructor: Dr. Yervant “Eric” Boghos
Instructor Associate: J.C. Castillo
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Phone #: (310) 287-7232
Office hours: Tuesday 3:30---5:00 pm
Thursday 4:00---5:00 pm (SC Room 104)

Prerequisite: None
Textbook and Workbook: Comprehensive Medical Assisting (Fourth Edition)
Author: Judy Kronenberger, Laura Southard Durham, and Denise Woodson
Publisher: Lippincott Williams & Wilkins

I. COURSE DESCRIPTION:

This is the first of two courses that use lecture and training lab experiences to impart clinical skills necessary to successfully perform the role of medical office assistant. The new skills include Occupational Safety and Health Act regulations, medical asepsis and infection control; vital signs and height/weight measurements; initial medical record documentation; maintenance of the clinical facility; specimen processing. Patient history and interviewing, techniques of assisting the physician with patients, sterilization techniques, minor surgeries and sterile dressing change, staple and suture removal.

II. COURSE OBJECTIVES:

Upon completion of this course the students will be able to:

1. Define and spell the key terms related to the course topics.
2. Describe the infection cycle, including the infectious agent, reservoir, and susceptible host, means of transmission, portals of entry, and portals of exit.
3. Discuss infection control procedures.
4. Differentiate between medical and surgical asepsis.
5. Describe Standard Precautions.

6. Demonstrate appropriate communication skills.
7. Obtain and record a patient history.
8. Explain the procedures for measuring a patient's height and weight
9. Compare the procedures for measuring a patient's temperature using the oral, rectal, axillary, and tympanic methods.
10. Identify components of vital signs.
11. Demonstrate taking vital signs, weighing and measuring, draping and positioning.
12. Identify and state the use of the basic and specialized instruments and supplies used in the physical examination.
13. Describe the methods used to examine the patient.
14. Identify principles of body mechanics.
15. Describe methods of draping and positioning patients in preparation for procedures.
16. Practice safe body mechanics during clinical procedures.
17. Demonstrate and practice medical and surgical asepsis techniques.
18. Describe sterile technique as it is used during invasive procedures.
19. List and describe uses of common medical instruments.
20. List and describe uses of common surgical instruments.
21. Demonstrate and practice use and care of common medical office clinical equipment.
22. Identify and describe steps of clinical procedures that medical assistant assists Doctor or performs independently.
23. Name invasive procedures in which a medical assistant would participate.
24. Identify the guidelines for preparing and maintaining sterility of the field and surgical equipment during a minor office procedure.
25. Perform sterilization techniques.
26. Perform hand washing.
27. Explain your responsibility during surgical specimen collection.
28. Describe OSHA's guidelines and regulations.

III. STUDENT LEARNING OUTCOMES: (SLO)

- Critical Thinking:
Analyze problem by differentiating fact from opinion, using evidence, and using sound reasoning to specify multiple solutions and their consequences.
- Communication:
Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.
- Technical Competence:
Utilize the appropriate technology for informational, academic, personal, and professional needs.
Evaluate their affective behavior in the classroom, small groups and laboratories.
- Medical Ethics:
 - a. Render services with respect for human dignity.
 - b. Uphold the honor and high principles set forth by the AAMA.
 - c. Respect patient confidentiality and continually improve knowledge & skills

IV. STUDENT LEARNING OUTCOME ASSESSMENT:

- Students will complete the clinical skills and will be evaluated on their ability to correctly perform patient test and procedures using equipment and instruments commonly found in the medical office. Also, students will be evaluated according to written examinations, assignments and quizzes to confirm that the course objectives have been achieved.

V. METHODS OF INSTRUCTIONS:

- Lecture
- Videos. (subject to change)
- Group practice (role play)
- Assignment
- Quizzes

VI. CLASSROOM/LAB DRESS CODE AND GROOMING:

-Please refer to WLAC Allied Health Division Medical Assistant Handbook page 13 and 14.

VII. ATTENDANCE POLICY:

Students are expected to participate in all classes for which they are registered. Students who are unable to participate in class regularly, regardless of the reason or circumstance, should withdraw from the class. Instructors may exclude a student from a class whenever a student is not participating on a regular basis. Participation in class discussion is required. Complete assignments during the allotted time.

- Please refer to WLAC Allied Health Division Medical Assistant Handbook page 7 and 8.

VIII. WALKING IN AND OUT OF CLASS:

When you arrive to class, make sure you have used the restroom, had a chance to eat, check your messages, etc. Walking in and out is rude and disruptive. If you need to leave early, or have some other problem, you need to notify me in advance. **Any student who makes a habit of walking in and out of class may be asked to leave.**

IX. CELL PHONES, IPODS, TABLETS, AND OTHER COMMUNICATION DEVICES:

- **Turn them off and put them away when class begins.** Although it may not seem possible, you can survive without talking and texting on your cell phone, or listening to your iPod. Talking and texting on cell phones not only distract you, but they are a distraction for me and your peers. Distractions interrupt/disrupt the class and I will not tolerate interruptions. **You will be asked to leave if this occurs.**

Taking Photos in the classroom is **NOT** allowed without prior consent of the instructor.

X. FOOD AND DRINKS POLICIES:

- Food and drinks are **NOT** allowed during the lecture and lab.
- Please refer to WLAC Allied Health Division Medical Assistant Handbook Board Rule 9805.10, page 11.

XI. ACADEMIC INTEGRITY:

Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. When there is evidence of cheating or plagiarism in classroom work, the instructor may assign a failing grade, "F," or zero points to the examination or assignment in which the alleged cheating or plagiarism occurred. Before a substandard grade is issued the instructor will provide the student with supporting documentation of the plagiarism or cheating charge. Instructors have the authority to use plagiarism detecting instruments such as "Turn It In" to detect academic dishonesty.

Forms of Behavior which Violate Academic Integrity:

- **Cheating.** Using any materials or devices or strategies which provide undue advantage on any exam, assignment, activity or other method of assessment for a course. This includes, but is not limited to, copying content from the Web, textbooks or other sources, buying content, reusing materials produced in other courses, or any other system of inappropriate "help." Exams are to be measures of what YOU, as an individual, have learned.
- **Collaboration.** Working together on projects, papers, exams or other forms of assessment which are to be completed individually.
- **Plagiarism.** Taking anyone else's work as one's own. Presenting another's words, ideas, forms of expression, materials, or labor without proper citation, referencing, and declaration that this material originated outside the student's own work.

XII. STANDARDS OF STUDENT CONDUCT:

The West LA College faculty, staff and administrators are dedicated to maintaining an optimal learning environment and will not tolerate any disruptive behavior in or outside of the classroom or any academic dishonesty. These standards apply to all students.

Disruptive, disrespectful, or obstructive behavior will be dealt with in accordance with the LACCD Standard of Student conduct. Disciplinary action can be taken if student behavior interferes with instruction. Please refer to the Schedule of Classes.

XIII. RECORDING DEVICES:

State Law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor and college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval (WLAC College Catalog).

For more information refer to the attached link:

[http://www.wlac.edu/academics/pdf/WLAC 12-14Catalog Policies.pdf](http://www.wlac.edu/academics/pdf/WLAC%2012-14Catalog%20Policies.pdf)

XIV. DROPPING THE COURSE:

According to college policy, you will be excluded for non-participation or for not following the Standards of Student Conduct (printed in the Schedule of Classes). If you drop the course, be sure to do so using the Student Information System at <http://www.laccd.edu> and keep the confirmation code. Pay attention to drop dates in the Schedule of Classes. The last day to drop for this class with no fee owed is [Feb.21,2014]. The last day to drop without a “W” is [Feb.21,2014]. The last day to drop with a “W” is [May 9,2014].

XV. DISABLED STUDENT SERVICES:

If you know or think that you have any learning or physical disabilities, please contact Dr. Duke in the Disabled Student Programs and Services (DSPS) Office in the Student Services Building room 320 or at (310) 287-4423. The DSPS will then contact your instructors to notify them of needed accommodations, such as additional testing time, or a note taker. If you require an accommodation for this class, please speak with me.

XVI. INSTRUCTIONAL SUPPORT AND MONITORING:

- For assistance with research projects, visit the Library on the second floor of the HLRC or access Library resources online at <http://www.wlac.edu/library/index.html>
- Monitor your academic progress online at <http://www.wlac.edu/online/counselingonline.asp> by clicking on the Degree Works icon, or contact an Online Counselor at onlinecounseling@wla.edu

XVII. COURSE RESOURCES:

- Library and Learning Resources Center

XVIII. SYLLABUS CHANGE POLICY: This syllabus is a guide and every attempt is made to provide an accurate overview of the course. However, circumstances and events may make it necessary for modification of the syllabus during the semester.

XIX. GRADING AND EVALUATION:

- The grade in this course will be based upon:

a. Assignments (5)	50	points (10 points each)
b. Midterm Tests (4)	100	points (25 points each)
c. Final exam	50	points

- The maximum is 200 points = 100 %

90 % -----100 % = (180-----200 points)	is A = Excellent
80 %----- 89 % = (160-----179 points)	is B = Good
70 %-----79 % = (140-----159 points)	is C = Average
60 %-----69 % = (120-----139 points)	is D
50 % -----59 % = (100-----119 points)	is F

Below 140 points or 69 % and less is **non-passing** grade. **Note:** There are **NO** make-up tests or quizzes
Extra credit: 10 points for additional assignment. To be announced.

COURSE OUTLINE AND SCHEDULE (on the next page)

Week	Day/Date	Time	Lecture Topics and Activities	Lec	Lab	Assignment (Study Guide)
1	Saturday 2/22/14	8:00 am- to 4:25 pm	1. Introduction to syllabus 2. Entrance test 3. Chapter 17: Medical Asepsis and Infection Control a. Key Terms b. Microorganism, Pathogens and Normal Flora. -Conditions that favor the growth of pathogens	X	X	Assignment # 1 Answer questions 21 to 40 On chapter 17
2	Saturday 3/1/14	8:00 am- to 4:25 pm	-Chapter 17- (Cont'd) a. The infection Cycle -Modes of Transmission b. Principles of Infection Control -Medical Asepsis -Levels of Infection Control c. Handwashing for Medical Asepsis	X	X	Case Study for Critical Thinking 1 to 6 on Page 301 & 302
3	Saturday 3/8/14	8:00 am- to 4:25 pm	-Chapter 17- (Cont'd) a. Infection Control for the Medical Office. -Exposure Risk Factors and the Exposure Control Plan -Standard Precautions -Personal Protective Equipment -Handling Environmental Contamination -Disposing of Infectious Waste -Hepatitis B and HIV b. Handwashing for Medical Asepsis c. Removing Contaminated Gloves	X	X	Turn in Assignment # 1
4	Saturday 3/15/14	8:00 am- to 4:25 pm	-Test # 1 (chapter 17) -Chapter 21: Sterilization and Surgical Instrument a. Key Terms b. Principles and Practices of Surgical Asepsis - Sterilization Methods - Comparison of Medical & Surgical Asepsis	X	X	Assignment # 2 Answer questions 21 to 54 On chapter 21
5	Saturday 3/22/14	8:00 am- to 4:25 pm	-Chapter 21- (Cont'd) a. Surgical Instruments b. Care and Handling of Surgical Instruments c. Storage and Record Keeping d. Maintaining Surgical Supplies -Vital Signs: Practice	X	X	Case Study for Critical Thinking 1 to 6 on Page 380 to 382

6	Saturday 3/29/14	8:00 am- to 4:25 pm	-Chapter 22: Assisting with minor Office Surgeries a. Key Terms b. Preparing and Maintaining a Sterile Field c. Preparing the Patient for Minor Office Surgery -Vital Signs: Practice	X	X	Answer questions 21 to 52 On chapter 22
7	Saturday 4/5/14	8:00 am- to 4:25 pm	-Chapter 22- (Cont'd) a. Assisting the Physician b. Postsurgical Procedures c. Commonly Performed Office Surgical Procedures d. Assisting With Suture and Staple Removal	X	X	Case Study for Critical Thinking 1 to 6 on Page 396 & 397
8	Saturday 4/12/14	8:00 am- to 4:25 pm	Spring Break			
9	Saturday 4/19/14	8:00 am- to 4:25 pm	-Test # 2 (chapter 21 and 22) - Chapter 18: Medical History and Patient Assessment a. Key Terms b. The Medical History - Methods of Collecting Information - Elements of the Medical History	X	X	Turn in Assignment # 2 Assignment # 3 Answer questions 21 to 53 On chapter 18
10	Saturday 4/26/14	8:00 am- to 4:25 pm	- Chapter 18 - (Cont'd) a. Conducting the Patient Interview -Preparing for the Interview -Introducing Yourself -Barriers to Communication b. Assessing the Patient -Signs and Symptoms -Chief Complaint and Present Illness	X	X	Case Study for Critical Thinking 1 to 9 on Page 316 to 318
11	Saturday 5/3/14	8:00 am- to 4:25 pm	-Test # 3 (chapter 18) - Chapter 19: Anthropometric Measurements & Vital Signs a. Key Terms b. Anthropometric Measurements -Weight -Height c. Vital Signs	X	X	Turn in Assignment # 3 Assignment # 4 Answer questions 21 to 58 On chapter 19
12	Saturday 5/10/14	8:00 am- to 4:25 pm	-Chapter 19 - (Cont'd) a. Vital Signs (Practice) -Temperature -Pulse -Respiration -Blood Pressure	X	X	Case Study for Critical Thinking 1 to 5 on Page 335 to 336

13	Saturday 5/17/14	8:00 am- to 4:25 pm	<p>-Test # 4 (chapter 19)</p> <p>-Chapter 20: Assisting with The Physical Examination</p> <p>a. Key Terms</p> <p>b. Basic Instruments and Supplies</p> <p>c. Instruments and Supplies Used in Specialized Examinations</p> <p>d. Vital Signs (practice)</p>	X	X	<p>Turn in Assignment # 4</p> <p>Assignment # 5 Answer questions 21 to 58 On chapter 19</p>
14	Saturday 5/24/14	8:00 am- to 4:25 pm	<p>-Chapter 20 - (Cont'd)</p> <p>a. Examination Techniques</p> <ul style="list-style-type: none"> -Inspection -Palpation -Percussion -Auscultation <p>b. Responsibilities of the Medical Assistant</p> <ul style="list-style-type: none"> -Room Preparation -Patient Preparation -Assisting the Physician -Postexamination Duties <p>c. Vital Signs (Practice)</p>	X	X	<p>Case Study for Critical Thinking 1 to 7 on Page 368 to 370</p>
15	Saturday 5/30/14	8:00 am- to 4:25 pm	<p>-Chapter 20 - (Cont'd)</p> <p>a. Physical Examination Format</p> <ul style="list-style-type: none"> -Head and Neck -Eyes and Ears -Nose and Sinuses -Mouth and Throat -Chest, Breasts, and Abdomen -Genitalia and Rectum -Legs -Reflexes -Posture, Gait, Coordination, Balance, and Strength <p>b. General Health Guidelines and Checkups</p> <p>c. Vital Signs (practice)</p> <p>-Vital Signs: Practice</p>	X	X	<p>Turn in Assignment # 5</p>
16	Saturday 6/7/14	8:00 am- to 4:25 pm	<p>-Vital Signs</p> <p>-Review for the final Test</p> <p>- Final Test</p>	X	X	<p>Review</p> <p>Final Test</p>

Student Acknowledgment

(Please return this sheet to the instructor)

Course: HLTH OCC # 055 Clinical Assisting Techniques I

Semester: Spring 2014

“ I _____, have completely read this syllabus
and understand and agree to the course requirements.”

Student's Signature _____ Date _____