



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

Prepared by Dr. Yervant “Eric” Boghos

Course title:	Clinical Assisting Techniques II
Course #:	HLTH OCC 056
Course units:	4
Instructor:	Dr. Yervant “Eric” Boghos
Instructor Associates:	Barbara Hickman, RN, MSN Dr. 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 second 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 Administration of medication, patient education, techniques of assisting in a medical specialist's office. EKG techniques and theory of physical therapy.

II. COURSE OBJECTIVES:

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

1. Define and spell the key terms relating to the course topics.
2. Define abbreviations and medical terminology used on the topics.
3. Discuss the legal scope of practice for medical assistant.
4. Discuss the MA's role in administering and dispensing drugs.
5. List safety guidelines that must be followed when drugs are administered.
6. Identify and describe the forms and routes of drug administration.
7. Discuss the parenteral administration of medication.
8. Define the role of the medical assistant in a cardiology practice.
9. Explain the electrical conduction system of the heart.
10. Explain the EKG or ECG and its importance in cardiology.
11. Perform 12 leads of EKG or ECG.
12. Identify arrhythmias/Dysrhythmias.
13. Describe the anatomy, physiology and disorders of the endocrine system.

14. Define the medical assistant's role in emergency care.
15. Describe the role of the EMS.
16. List the equipment and supplies maintained for emergencies in the medical office.
17. Describe the anatomy and physiology of the musculoskeletal system.
18. Describe physical therapy modalities.
19. Define the medical assistant's role in medical imaging.
20. Discuss patient preparation and instructions for radiographic procedures.
21. Define the medical assistant's role in a geriatric medical office.
22. Discuss the physical changes that take place during aging.

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 be evaluated on their ability to identify and select the correct equipment, diagnostic test or paperwork from the simulated medical office.
- Students will be evaluated on correctly performing the skills, tests and procedures, and their ability to understand and apply state laws and regulations.
- 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)
- Lab/Group Practice (role play)
- Assignment(5)
- Midterms Tests (Quizzes) (4)

VI. CLASSROOM/LAB DRESS CODE AND GROOMING:

- Please refer to WLAC Allied Health Division Medical Assistant Handbook page 15 and 16.

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%2012-14CatalogPolicies.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 <https://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 [Sep. 12,2014]. The last day to drop without a "W" is [Sep.12,2014]. The last day to drop with a "W" is [Nov. 21,2014].

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@wlab.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 (quizzes) (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 perfect attendance.
- 10 for additional assignment.

XX. COURSE OUTLINE AND SCHEDULE (on the next pages)

Week	Day & Date	Time	Lecture Topics and Activities	Hours		Assignment (Study Guide)
				Lec	Lab	
1	Saturday Sep.06,14	8:50 am To 6:00 pm	I. Entrance Test II. Introduction to syllabus III. Introduction to Clinical Medical Assistant IV. Chapter 24, Preparing and Administering Medications - Safety Guidelines for administering Medications - Forms and Routes of Medication Administration	X	X	Assignment # 1 Answer questions 1---20 on pages 435--436
2	Saturday Sep.13,14	8:50 am To 6:00 pm	Chapter 24 (Cont'd) - Commonly used pharmacology abbreviations. - Group practice. - Parenteral Drug Administration. - Types of Injections.	X	X	Answer questions 21—36 on page 437
3	Saturday Sep.20,14	8:50 am To 6:00 pm	Chapter 24 (Cont'd) I Types of Syringes II. Group Activity (Role Play). - Practice ID, SC and IM Injections. - Venipuncture. - Vital Signs.	X	X	Answer questions 37—46 on pages 4438--440
4	Saturday Sep.27,14	8:50 am To 6:00 pm	Quiz # 1 (chapter 24) Chapter 31, Cardiology I. Anatomy and Physiology of The Cardiovascular System. II. Group Practice (role play) -ID, SC, and IM -Vital Signs -Venipuncture	X	X	Turn in Assign. # 1 Assignment # 2 Answer questions 1---20 on pages 587&588
5	Saturday Oct.04,14	8:50 am To 6:00 pm	Chapter 31, Cardiology (Cont'd) I. The Conduction System of The Heart. II. ECG/EKG. III. Group Practice (role play) -ID, SC, and IM -Vital Signs -ECG/EKG	X	X	Answer questions 21---50 on pages 589 & 590
6	Saturday Oct.11,14	8:50 am To 6:00 pm	Chapter 31, Cardiology (Cont'd) I. Common disorders of the cardiovascular System II. Group Practice (role play) -ID, SC, IM, Vital Signs and ECG/EKG	X	X	Answer questions 51---70 on pages 591--594

7	Saturday Oct.18,14	8:50 am To 6:00 pm	Chapter 31, Cardiology (Cont'd) I. Common Diagnostic and Therapeutic Procedures II. Group Practice (role play) -ID, SC, IM, Vital Signs and ECG/EKG	X	X	Case Study for Critical Thinking 1 to 5 on Page 594 & 595
8	Saturday Oct.25,14	8:50 am To 6:00 pm	Quiz # 2 (chapter 31) Chapter 26, Medical Office Emergencies I. Medical office Emergency Procedures II. Group Practice (role play) -ID, SC, IM, Vital Signs and ECG/EKG	X	X	Turn in Assign. # 2 Assignment # 3 Answer questions 1---62 on pages 477--485
9	Saturday Nov.01,14	8:50 am To 6:00 pm	Chapter 26, Medical Office Emergencies (Cont'd) I. Types of Emergencies: -Burns, Shock, Bleeding II. Group Practice (role play) -ID, SC, IM, Vital Signs and ECG/EKG	X	X	Case Study for Critical Thinking 1 to 7 on Page 486 & 487
10	Saturday Nov.08.14	8:50 am To 6:00 pm	Quiz # 3 (chapter 26) Chapter 25, Diagnostic Imaging I. Key Terminology II. Diagnostic procedures a. Computed Tomography (CT) b. X-rays c. MRI III. Group Practice (role play) -ID, SC, IM, Vital Signs and ECG/EKG	X	X	Turn in Assign. # 3 Assignment # 4 Answer questions 1---59 on pages 465--471
11	Saturday Nov.15.14	8:50 am To 6:00 pm	Chapter 28, Orthopedic I. Key Terminology II. The Musculoskeletal System -Sprain , Strain, Dislocations, Fractures and Arthritis III. Group Practice (role play) -ID, SC, IM, Vital Signs and ECG/EKG	X	X	Case Study for Critical Thinking 1 to 4 on Page 471 & 472
12	Saturday Nov.22.14	8:50 am To 6:00 pm	Chapter 28, Orthopedic (Cont'd) I. Disorders of the upper and Lowe Extremities II. Group Practice (role play) -ID, SC, IM, Vital Signs and ECG/EKG	X	X	Answer questions 1---59 on pages 465—471 Critical Thinking 1 to 4 On pages 528 & 529
13	Saturday Nov.29.14	8:50 am To 6:00 pm	Thanksgiving Holiday			

14	Saturday Dec.06,14	8:50 am To 6:00 pm	Quiz # 4 (chapter 25 and 28) Chapter 16, Nutrition and Wellness I. Key Terminology II. Digestion and Metabolism III. Group Practice (role play) -ID, SC, IM, Vital Signs and ECG/EKG	X	X	Turn in Assign. # 4 Assignment # 5 Answer questions 1---51 on pages 282--289
15	Saturday Dec.13,14	8:50 am To 6:00 pm	Chapter 16 (Cont'd) I. Essential of Nutrition II. Wellness III. Review IV. Group Practice (role play) -ID, SC, IM, Vital Signs and ECG/EKG	X	X	Case Study for Critical Thinking 1 to 10 on Page 289--291 Q & A
16	Saturday Dec.20,14	8:50 am To 6:00 pm	I. Review II. Group Practice (role play) -ID, SC, IM, Vital Signs and ECG/EKG II. Final Exam	X	X	Turn in Assign. # 5 Review Q & A Final Exam

This Syllabus is Subject Modification or Revision (TBA)

Student Acknowledgment

(Please return this sheet to the instructor)

Course: HLTH OCC # 056 Clinical Assisting Techniques II

Semester: Fall 2014

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

Student's Signature _____ Date _____