



## INSTRUCTIONAL PACKAGE

AHS 175

Multi-Skilled Clinical Practicum

201720

SPRING 2018

# INSTRUCTIONAL PACKAGE

## PART I: COURSE INFORMATION

Effective Term: 201720 – Spring 2018

COURSE PREFIX: AHS 175

COURSE TITLE: Multi-Skilled Clinical Practicum

CONTACT HOURS: 1-9-4

CREDIT HOURS: 4

### RATIONALE FOR THE COURSE:

Patient care technicians / medical assistants now fulfill an ever-expanding and varied role in the medical office, both clinically and administratively. With increased responsibilities comes a greater need for professional knowledge and skills. This class has been designed to provide the basics of clinical principle competency.

### COURSE DESCRIPTION:

This course offers clinical experiences across health related disciplines exposing students to a variety of patient care areas such as cardiac monitoring, EKG, patient transport, and medical and surgical asepsis.

### PREREQUISITES/CO-REQUISITES:

Prerequisites: English 100 with a grade of "C" or better or appropriate placement scores

Corequisites: AHS 176

### REQUIRED MATERIALS:

1. Bonewitt-West *Today's Medical Assistant*. Elsevier, 2016. Print ISBN:978-0-323-31127-4

2. Bonewitt-West *Today's Medical Assistant Study Guide*. Elsevier, 2016. Print ISBN:978-0-323-31128-1

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

<http://hortec.bncollege.com/webapp/wcs/stores/servlet/TBWizardView?catalogId=10001&langId=-1&storeId=51560>.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

### ADDITIONAL REQUIREMENTS:

Stethoscope, Manual blood pressure cuff, a watch with a second hand (no digital watches)

### TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials. WaveNet and D2L email access.

### CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

## PART II: STUDENT LEARNING OUTCOMES

Upon successful completion of this course each student will be able to:

1. Collaborate effectively with other health care professionals in a way that contributes to successful working relationships and person-centered care.
2. Use an informed approach and problem solving skills to communicate with patients and families, exhibiting an awareness of cultural, social and religious needs.
3. Respond to enquiries in a clear, informative and professional manner, directing appropriate resources accordingly.

### COURSE LEARNING OUTCOMES and ASSESSMENTS:

#### Material Covered:

Chapters 1-4, 17

#### Assessments:

Quizzes

Module Test #1

#### Learning Outcomes:

1. Describe the role of medical office care in the health care system.
2. Describe the historical development of managed care.
3. Identify the flow of activity in ambulatory care.
4. Identify the various types of health care professionals, and describe the job responsibilities of each professional.
5. State the education requirements for physicians.
6. List and describe the parts of the medical office.
7. Identify and describe the various types of medical specialties.
8. Describe the philosophy of the patient-centered medical home (PCMH) as a means of delivery primary care.
9. Identify three medical practice types.
10. Compare and contrast various complementary and transitional medical treatments.
11. Describe the history of the medical assisting profession.
12. Explain how a medical assisting education program becomes accredited.
13. List character and personality traits of effective medical assistants.
14. Describe the appearance and behavior of a professional medical assistant.
15. Describe principles of effective time management.
16. Define *professionalism* for physicians and medical assistants.
17. Identify organizations and publications that guide professional behavior for physicians and medical assistants.
18. Differentiate between various national credentials for medical assistants
19. Describe how professional organizations support the profession of medical assisting.
20. Identify the administrative tasks and clinical tasks performed by a medical assistant.
21. Discuss the medical assistant's role in the operation of the medical office and patient education.
22. List employment opportunities for medical assistants.
23. Identify key differences between law and ethics.
24. List reasons for medical assistants to study ethics.

25. Identify specific rights that patients have in relation to health care.
26. Correlate the concept of duties to actions expected of health professionals.
27. Be a patient advocate.
28. Report illegal and/or unsafe activities and behaviors affecting patient care to proper authorities.
29. Describe how certain ethical issues generate ethical conflict in society.
30. Describe ways to separate and prioritize personal and professional ethics.
31. Describe six steps that may be used to make ethical decisions.
32. Identify similarities and differences between public law and private law.
33. Identify the process through which laws are created on the federal and state level.
34. Differentiate between types of crimes, such as felonies and misdemeanors, as well as between violent and nonviolent crimes.
35. Differentiate between criminal law and civil law.
36. List and explain the elements of a valid contract.
37. State the rights and duties of each party in the physician-patient relationship.
38. Incorporate the Patient Bill of Rights into personal practice.
39. Define *standard of care*, and describe how this concept affects the behavior of health professionals.
40. Describe the medical assistant's role in obtaining informed consent.
41. Explain the principles of negligence and professional negligence as they apply to the behavior of health professionals.
42. Explain the purpose and need for professional liability insurance.
43. Describe the process of malpractice litigation.
44. List and explain specific defenses to intentional and unintentional torts.
45. Describe and explain the laws regulating controlled substances and prescription medications.
46. List and explain several laws that protect employees of medical offices.
47. Describe how provisions of the Health Insurance Portability and Accountability Act (HIPAA) affect the medical office.
48. List and explain the situations where mandatory reporting is required by the medical office.
49. Describe how states regulate the practice of medicine and health occupations.
50. Differentiate between licensing and voluntary accreditation for health care facilities.
51. Describe the steps in the communication process.
52. Differentiate between verbal and nonverbal communication.
53. List several types of nonverbal communication.
54. Identify and describe factors that can interfere with effective communication.
55. Explain the elements of active listening.
56. Describe how eye contact can have different meanings based on cultural background.
57. Give examples of techniques that encourage a patient to continue speaking.
58. Explain how to overcome sensory and language barriers to communication.
59. Describe ways to evaluate if communication has been effective.
60. List factors that affect patient expectations of health care.
61. Explain the levels of Maslow's hierarchy of needs.
62. Correlate the existence of unmet needs to types of patient behavior in the health care setting.
63. List several ways to establish caring relationships with patients.
64. Describe the importance of maintaining appropriate self-boundaries.
65. Explain the role of empathy in the relationship between the medical assistant and patients.
66. Describe how the medical assistant can handle common emotional responses to illness.
67. Clarify how empathy helps improve the relationship between the medical assistant and the patient.
68. Describe ways to support the terminally ill patient in all stages of the grieving process.
69. Demonstrate respect for diversity in approaching patients and families.
70. Define a microorganism and give examples of types of microorganisms.

71. Explain the difference between a nonpathogen and a pathogen.
72. Define medical asepsis.
73. List the six basic requirements for growth and multiplication of microorganisms.
74. Outline the infection process cycle, including the following:
  - Give examples of the means of entry of microorganisms into the body.
  - Give examples of the means of transmission of microorganisms from one person to another.
  - Give examples of the means of exit of microorganisms from the body.
  - List and explain the protective mechanisms the body uses to prevent the entrance of microorganisms.
75. Explain the difference between resident flora and transient flora.
76. State when each of the following is performed: handwashing, antiseptic handwashing, and alcohol-based hand rub.
77. Identify medical aseptic practices that should be followed in the medical office.
78. Explain how proper handwashing helps prevent the transmission of microorganisms.
79. List examples of when to wear clean disposable gloves.
80. Explain the purpose of the Occupational Safety and Health Administration (OSHA).
81. Describe the purpose of the Needlestick Safety and Prevention Act.
82. List and describe the elements that must be included in the OSHA exposure control plan.
83. Explain the purpose of each of the following OSHA requirements: labeling requirements and sharps injury log.
84. Define and give examples of each of the following: engineering controls, work practice controls, personal protective equipment, and housekeeping procedures.
85. Identify the guidelines for use of personal protective equipment.
86. List examples of medical waste and explain how to discard each type of waste.
87. Explain how to handle and dispose of regulated medical waste.
88. Explain how hepatitis B and C are transmitted in the health care setting.
89. Describe postexposure prophylaxis for hepatitis B.
90. Explain what occurs when the human immunodeficiency virus (HIV) gains entrance into the body.

**Material Covered:**

Chapters 18-24

**Assessments:**

Quizzes

Module Test #2

**Learning Outcomes:**

1. Explain the purpose of the Hazard Communication Standard.
2. List and describe the information that must be included on the label of a hazardous chemical.
3. List and describe the information that must be included in a safety data sheet (SDS).
4. State the purpose of sanitization.
5. State the advantages of using an ultrasonic cleaner to clean instruments.
6. List and describe the guidelines that should be followed when sanitizing instruments.
7. State the uses of the three levels of disinfection: high, intermediate, and low.
8. Explain the differences among the following: critical item, semicritical item, and noncritical item.
9. List and describe the primary use of disinfectants in the medical office.
10. Explain how the autoclave functions to sterilize articles.
11. List the components of a sterilization monitoring program.

12. List and describe types of sterilization indicators.
13. Identify the advantages and disadvantages of each of the following types of wraps: sterilization paper, sterilization pouches, and muslin.
14. List the guidelines that should be followed when the autoclave is loaded.
15. Identify the sterilization times for each of the following categories: unwrapped articles, wrapped articles, liquids, and large wrapped articles.
16. Describe the method for storing wrapped articles.
17. Describe the daily, weekly, and monthly maintenance of the autoclave.
18. State the primary use of each of the following types of sterilization methods: dry heat, ethylene oxide gas, chemicals, and radiation.
19. Define a *vital sign*.
20. Explain the reasons for taking vital signs.
21. Explain how body temperature is maintained.
22. List examples of how heat is produced in the body.
23. List examples of how heat is lost from the body.
24. State the normal body temperature range and the average body temperature.
25. List and explain factors that can cause variation in the body temperature.
26. List and describe the three stages of a fever.
27. List the sites for taking body temperature, and explain why these sites are used.
28. Explain the mechanism of pulse.
29. List and explain the factors that affect the pulse rate.
30. Identify a specific use for each of the eight pulse sites.
31. State the normal range of pulse rate for each age group.
32. Explain the difference between pulse rhythm and pulse volume.
33. Explain the purpose of respiration.
34. State what occurs during inhalation and exhalation.
35. State the normal respiratory rate for each age group.
36. List and explain the factors that affect the respiratory rate.
37. Explain the difference between rhythm and depth of respiration.
38. Describe the character of each of the following abnormal breath sounds: crackles, rhonchi, wheezes, and pleural friction rub.
39. Explain the purpose of pulse oximetry.
40. State the normal oxygen saturation level of a healthy individual.
41. List and describe the functions of the controls, indicators, and displays on a pulse oximeter.
42. Describe the difference between a reusable and disposable oximeter probe.
43. List and describe factors that may interfere with an accurate pulse oximetry reading.
44. Define blood pressure.
45. State the normal range of blood pressure for an adult.
46. List and describe factors that affect the blood pressure.
47. Identify the different parts of a stethoscope and a sphygmomanometer.
48. Identify the Korotkoff sounds.
49. State the advantages and disadvantages of an automatic blood pressure monitor.
50. Explain how to prevent errors in blood pressure measurement.
51. Identify the three components of a complete patient examination.
52. List the guidelines that should be followed in preparing the examining room.
53. Identify equipment and instruments used during the physical examination.
54. Explain the purpose of measuring weight and height.
55. List the guidelines that should be followed when measuring weight and height.
56. Explain the importance of using proper body mechanics.

57. State the basic principles related to proper body mechanics that should be followed.
58. Explain the purposes of positioning and draping.
59. List one use of each patient position.
60. Explain the purpose of a wheelchair.
61. Describe the purpose of a transfer belt.
62. List and define the four techniques of examining the patient.
63. State an example of the use of each examination technique during the physical examination of a patient.
64. Describe the responsibilities of the medical assistant during the physical examination.
65. Define visual acuity.
66. State the cause and visual difficulty of each of the following:
  - Myopia
  - Hyperopia
  - Astigmatism
  - Presbyopia
67. Explain the differences among an ophthalmologist, an optometrist, and an optician.
68. Explain the significance of the top and bottom numbers next to each line of letters on the Snellen eye chart.
69. Explain the difference between congenital and acquired color vision defects.
70. List the reasons to perform an eye irrigation and eye instillation.
71. Identify conditions that may cause conductive and sensorineural hearing loss.
72. List and describe the ways in which hearing acuity can be tested.
73. List the reasons to perform an ear irrigation and an ear instillation.
74. State examples of moist and dry applications of heat and cold.
75. State the factors to consider when applying heat and cold.
76. List the effects of local application of heat, and state reasons for applying heat.
77. List the effects of local application of cold, and state reasons for applying cold.
78. List factors that are taken into consideration when ambulatory aids are prescribed.
79. Explain the difference between an axillary crutch and a forearm crutch.
80. State conditions that may result when axillary crutches are not fitted properly.
81. List the guidelines that should be followed by the patient to ensure safe use of crutches.
82. State the use of each of the following crutch gaits: four-point gait, two-point gait, three-point gait, swing-to gait, and swing-through gait.
83. List and describe the three types of canes.
84. Identify the patient conditions that warrant the use of a cane or walker.
85. State the purpose of the gynecologic examination.
86. Identify the components of the gynecologic examination.
87. Explain the purpose of a breast examination.
88. Explain the purpose of a pelvic examination.
89. List and describe the four parts of the pelvic examination.
90. State the purpose of a Pap test.
91. List the advantages and disadvantages of the liquid-based Pap test.
92. List and describe each category on a cytology request for a Pap test.
93. Identify the symptoms of each of the following:
  - Trichomoniasis
  - Candidiasis
  - Chlamydia
  - Gonorrhea

94. Explain how each of the above-listed infections is diagnosed.
95. Explain the purpose of each part of the prenatal record.
96. List and explain the purpose of each procedure included in the initial prenatal examination.
97. List and explain the purpose of each prenatal laboratory test.
98. Explain the purpose of return prenatal visits.
99. Explain the purpose of each of the following:
  - Multiple marker test
  - Ultrasound scan
  - Amniocentesis
  - Fetal heart rate monitoring
100. List the components of the well-child visit.
101. State the usual schedule for well-child visits.
102. Explain the purpose of the sick-child visit.
103. List the procedures performed by the medical assistant during pediatric office visits.
104. Explain why it is important to develop a rapport with the pediatric patient.
105. State the importance of measuring the child's weight, height (or length), and head circumference during each office visit.
106. State the functions served by a growth chart.
107. State the importance of measuring a child's blood pressure.
108. List the three factors that determine whether a child has hypertension.
109. List the reasons for collecting a urine specimen from a child.
110. State the range for the gauge and length of needles used for intramuscular and subcutaneous pediatric injections.
111. Explain the use of each of the following pediatric injection sites: vastus lateralis and deltoid.
112. Describe the schedule for immunization of infants and children recommended by the American Academy of Pediatrics.
113. State the information that must be provided to parents as required by the National Childhood Vaccine Injury Act.
114. List the information that must be recorded in the medical record after administering an immunization.
115. Explain the purpose of a newborn screening test.
116. List the symptoms of phenylketonuria.
117. State what occurs if phenylketonuria is left untreated.

**Material Covered:**

Chapters 25-30

**Assessments:**

Quizzes

Module Test #3

**Learning Outcomes:**

1. State the characteristics of a minor surgical procedure.
2. Identify procedures that require the use of surgical asepsis.
3. Describe the medical assistant's responsibilities during a minor surgical procedure.
4. List the guidelines to follow to maintain surgical asepsis during a sterile procedure.
5. Identify and explain the use and care of instruments commonly used for minor office surgery.
6. Explain the differences between a closed and an open wound, and give examples.



7. List and explain the three phases of the healing process.
8. List and describe the different types of wound drainage.
9. List the functions of a dressing.
10. Explain the method used to measure the diameter of suturing material.
11. Describe the two types of sutures (absorbable and nonabsorbable), and give examples of their uses.
12. Categorize suturing needles according to type of point and shape.
13. Explain the purpose of and procedure for each of the following minor surgical operations: sebaceous cyst removal, incision and drainage of a localized infection, mole removal, needle biopsy, ingrown toenail removal, colposcopy, cervical punch biopsy, and cryosurgery.
14. Explain the principles underlying each step in the minor office surgery procedures.
15. State functions of a bandage, and list the guidelines for applying a bandage.
16. Identify the common types of bandages used in the medical office.
17. Explain the difference among administering, prescribing, and dispensing medication.
18. State the common routes for administering medication.
19. List and describe the six sections of the *Physicians' Desk Reference* (PDR).
20. List and describe the categories of information in a drug package insert.
21. Describe the Food and Drug Administration's responsibilities with respect to drugs.
22. List and define the four names of drugs.
23. Classify drugs according to preparation.
24. Classify drugs according to the action they have on the body.
25. List the guidelines for writing metric notations.
26. List and describe the five schedules for controlled drugs.
27. List and explain the parts of a prescription.
28. Describe the functions performed by an electronic medical record (EMR) prescription program.
29. Explain the purpose of a medication record.
30. Describe the factors that affect the action of drugs in the body.
31. List and describe the possible adverse effects of medication.
32. List the guidelines for preparing and administering medication.
33. Explain why the oral route is most frequently used to administer medication.
34. State where the absorption of most oral medications occurs.
35. State the advantages and disadvantages of the parenteral route of administration.
36. Identify the parts of a needle and syringe and explain their functions.
37. State the ranges of gauge and length of needles for each of the following injections: intradermal, subcutaneous, and intramuscular.
38. State the purpose of safety-engineered syringes.
39. Describe the dispensing units available for injectable medications.
40. State which tissue layers of the body are used for intradermal, subcutaneous, and intramuscular injections.
41. List the medications commonly administered through each of the following routes: intradermal, subcutaneous, and intramuscular.
42. Explain the reason for administering medication with the Z-track method.
43. Explain the difference between active and latent tuberculosis.
44. Explain the purpose of tuberculin skin testing.
45. Identify the categories of individuals who should have a tuberculin test.
46. Explain the significance of a positive reaction to a tuberculin test.
47. List the diagnostic procedures that might be performed following a positive tuberculin test.
48. State the guidelines that should be followed when administering and reading a Mantoux tuberculin skin test.
49. State the advantages of the tuberculosis blood test.

50. Define an allergy, and name common allergens.
51. Explain what occurs during an allergic reaction.
52. List the guidelines for direct skin allergy testing.
53. State the purpose of each of the following types of allergy tests: patch testing, skin-prick testing, intradermal skin testing, and in vitro blood testing.
54. Explain the advantages of outpatient intravenous (IV) therapy.
55. Identify the role of the entry-level medical assistant in IV therapy.
56. State the indications for outpatient IV therapy.
57. State the purpose of electrocardiography.
58. Identify each of the following components of the ECG cycle:
  - P wave
  - QRS complex
  - T wave
  - PR segment
  - ST segment
  - PR interval
  - QT interval
  - Baseline following the T wave
59. State the purpose of the standardization mark.
60. State the functions of the electrodes, amplifier, and galvanometer.
61. Describe the function served by each of the following:
  - Three-channel recording
  - Interpretive electrocardiography
  - Electronic medical record connectivity
  - Teletransmission
62. Identify each of the following types of artifact, and state its causes:
  - Muscle
  - Wandering baseline
  - 60-cycle interference
  - Interrupted baseline
63. List the reasons for applying a Holter monitor.
64. List the three categories of cardiac dysrhythmias.
65. State examples of cardiac dysrhythmias.
66. List the different pulmonary function tests.
67. List indications for performing spirometry testing.
68. Describe patient preparation for spirometry.
69. Explain the purpose of post-bronchodilator spirometry.
70. Identify the symptoms of an asthma attack.
71. List examples of asthma triggers.
72. Explain the difference between long-term control and quick-relief asthma medications.
73. Describe the purpose of a peak flow meter.
74. Explain why oxygen is needed by the body.
75. Describe what occurs when the body cannot maintain an adequate blood oxygen level.
76. Identify the conditions that may require home oxygen therapy.
77. List and describe the three common types of oxygen delivery systems.
78. List and describe the two types of devices used to administer home oxygen therapy.
79. Describe oxygen safety guidelines.
80. Explain the purpose of a fecal occult blood test.

81. Describe the patient preparation for fecal occult blood testing (guaiac slide method).
82. Explain the purpose of each type of preparation for fecal occult blood testing (guaiac slide method).
83. Explain the purpose of a digital rectal examination before a sigmoidoscopic examination.
84. Explain the purpose of a sigmoidoscopy.
85. Describe the patient preparation for a sigmoidoscopy.
86. Explain the purpose of a colonoscopy.
87. List the conditions that can be detected and assessed during a colonoscopy.
88. Describe the patient preparation for a colonoscopy.
89. List the symptoms of prostate cancer.
90. Explain the purpose of the digital rectal examination (DRE).
91. Explain the purpose of the prostate-specific antigen (PSA) test.
92. State the risk factors for testicular cancer.
93. Describe the TSE schedule.
94. State the function of radiographs in medicine.
95. Explain the importance of proper patient preparation for a radiographic examination.
96. Explain the function of a contrast medium.
97. Describe the purpose of a fluoroscope.
98. Explain the purpose of each of the following types of radiographic examinations:
  - . Mammography
  - a. Bone density scan
  - b. Upper gastrointestinal radiography
  - c. Lower gastrointestinal radiography
  - d. Intravenous pyelography
99. Explain the purpose of each of the following diagnostic imaging procedures:
  - e. Ultrasonography
  - f. Computer tomography
  - g. Magnetic resonance imaging
  - h. Nuclear medicine
100. Explain how nuclear medicine is used to procedure an image of a body part of organ.
101. State the guidelines that may be required for nuclear medicine.
102. Explain the advantages of digital radiology.
103. Explain the general purpose of a laboratory test.
104. Identify and define the eight categories of a laboratory test on the basis of function. List examples of tests included under each category.
105. List and explain specific uses of laboratory test results.
106. List and describe the components of the physician's office laboratory (POL)
107. List the information in a laboratory directory.
108. Identify the purpose of a laboratory request form. List and explain the function of each type of information included on the form.
109. Identify the use of each of the following profiles, and list the tests included in each:
  - Comprehensive metabolic profile
  - Electrolyte profile
  - Hepatic function profile
  - Hepatitis profile
  - Lipid profile
  - Prenatal profile
  - Renal function profile
  - Rheumatoid profile

- Thyroid function profile
110. Identify the purpose of the laboratory report form, and list the information included on it.
  111. Describe the advantages of using a computer to send and receive laboratory documents.
  112. Explain how an EMR program can be used to prepare a flow sheet for tests performed on a routine basis.
  113. Explain the purpose of advance patient preparation for the collection of a laboratory specimen.
  114. List examples of specimens.
  115. Identify and explain the guidelines that should be followed during specimen collection.
  116. Explain why specimens must be handled and stored properly.
  117. Identify the proper handling and storage techniques for each of the following specimens: blood, urine, microbiologic specimen, and stool specimen.
  118. Describe the following CLIA test categories: waived, moderately complex, and highly complex.
  119. List and describe the information included in a product insert that accompanies a CLIA-waived testing kit.
  120. List the advantages of an automated blood analyzer.
  121. Explain the purpose of quality control in the laboratory, and list quality control methods that should be employed when a CLIA-waived laboratory test is performed.
  122. List the laboratory safety guidelines that should be followed in the medical office to prevent accidents.
  123. List conditions that may cause polyuria and oliguria.
  124. Define the terms used to describe symptoms of the urinary system.
  125. Explain why a first-voided morning specimen is often preferred for urinalysis.
  126. Explain the purpose of collecting a clean-catch midstream specimen.
  127. Explain the purpose of a 24-hour urine collection.
  128. List changes that may occur if urine is allowed to remain standing for longer than 1 hour.
  129. List factors that may cause urine to have an unusual color or become cloudy.
  130. Identify various tests that are included in the physical and chemical examination of urine.
  131. List the structures that may be found in microscopic examination of urine.
  132. Explain the basis for urine pregnancy tests.
  133. List the guidelines that must be followed in a urine pregnancy test to ensure accurate test results.

### **Material Covered:**

Chapters 31-37

### **Assessments:**

Quizzes

Module Test #4

### **Learning Outcomes:**

1. List and describe the general guidelines that should be followed when performing a venipuncture.  
Explain how each of the following blood specimens is obtained:
  - Clotted blood
  - Serum
  - Whole blood
  - Plasma
2. List the layers the blood separates into when an anticoagulant is added to the specimen.  
List the layers the blood separates into when an anticoagulant is not added to the specimen.

3. List the OSHA safety precautions that must be followed during venipuncture and when separating serum or plasma from whole blood.
4. State the additive content of each of the following vacuum tubes, and list the types of blood specimens that can be obtained from each: red, lavender, gray, light blue, green, royal blue.
5. Identify and explain the order of draw for the vacuum tube and butterfly methods of venipuncture.
6. List and describe the guidelines for use of evacuated tubes.
7. Identify possible problems during a venipuncture.
8. List four ways to prevent a blood specimen from becoming hemolyzed.
9. Explain how the serum separator tube functions in the collection of a serum specimen.
10. Explain when a skin puncture would be preferred over a venipuncture.  
Describe each of the following skin puncture devices: disposable semiautomatic lancet and reusable semiautomatic lancet.
11. List and describe the guidelines for performing a finger puncture.
12. List the tests included in a complete blood count.
13. State the reference range for each of the following hematologic tests:
  - Hemoglobin
  - Hematocrit
  - Red and white blood cell counts
  - Differential cell count
  - Platelet count
  - PT/INR
14. State the purpose of the hematocrit, and list the layers into which the blood separates after it has been centrifuged.
15. Explain how the RBC indices can help diagnose the various types of anemia.
16. Explain the purpose of the differential cell count.
17. State the purpose of the PT/INR test.
18. List the advantages of PT/INR home testing.
19. Explain the purpose of a blood chemistry test.
20. Explain the functions of glucose and insulin in the body.
21. State the patient preparation for a fasting blood glucose test.
22. Identify the reference range for a fasting blood glucose test.
23. State the purpose of each of the following tests: fasting blood glucose test, 2-hour postprandial glucose test, and oral glucose tolerance test.
24. Describe the procedure for a 2-hour postprandial blood glucose test.
25. Identify the patient preparation required for an oral glucose tolerance test.
26. State the restrictions that must be followed by the patient during an oral glucose tolerance test.
27. List three advantages of self-monitoring of blood glucose by diabetic patients.
28. Explain the purpose of the hemoglobin A1C test.
29. State the hemoglobin A1C level for an individual without diabetes
30. State the recommended blood glucose level and hemoglobin A1C percentage for an individual with diabetes.
31. Explain the storage requirements for blood glucose test strips.
32. Describe the functions of LDL cholesterol and HDL cholesterol in the body.
33. State the desirable ranges for each of the following tests: total cholesterol, LDL cholesterol, and HDL cholesterol.
34. State the patient preparation for a triglyceride test.

35. Explain the purpose of each of the following immunologic tests: hepatitis tests, HIV tests, syphilis tests, mononucleosis test, rheumatoid factor, antistreptolysin test, C-reactive protein, cold agglutinins, ABO and Rh blood typing, and Rh antibody titer.
36. List the symptoms of infectious mononucleosis.
37. List and explain the stages of an infectious disease.
38. List and describe the three classifications of bacteria based on shape.
39. Give examples of infectious diseases caused by the following types of cocci:
40. Staphylococci
41. Streptococci
42. Diplococci
43. State examples of infectious diseases caused by bacilli, spirilla, and viruses.
44. Explain the function of each of the following parts of a compound microscope: base, arm, stage, light source, substage condenser, iris diaphragm, body tube, coarse adjustment, and fine adjustment.
45. Identify the function of each of the following microscope lenses: low-power, high-power, and oil-immersion.
46. List the guidelines for proper care of the microscope.
47. Explain the purpose of obtaining a specimen, and identify body areas from which a specimen can be taken for microbiologic examination.
48. List ways to prevent contamination of a specimen by extraneous microorganisms.
49. Explain the precautions a medical assistant should take to prevent infection from a pathogenic specimen.
50. Explain the importance of the early diagnosis of streptococcal pharyngitis.
51. Explain the purpose of and describe the procedure for a sensitivity test.
52. Explain the purpose of a microbiologic smear.
53. Explain the purpose of Gram staining.
54. Identify infectious diseases caused by gram-positive bacteria and gram-negative bacteria.
55. Give examples of methods to prevent and control infectious diseases in the community.
56. List the six classes of nutrients.
57. Explain the difference between a macronutrient and a micronutrient.
58. State the number of kilocalories provided by 1 gram of each of the following: carbohydrate, fat, and protein.
59. Explain the difference between simple and complex carbohydrates. List food sources of each.
60. State the function of fat in the body.
61. Describe the different types of fat found in the body.
62. State the function of protein in the body.
63. Explain the difference between essential amino acids and nonessential amino acids.
64. Describe the difference between complete protein and incomplete protein. List food sources of each.
65. Identify the water-soluble vitamins and state the function, food sources, and deficiency diseases of each.
66. Identify the fat-soluble vitamins and state the function, food sources, and deficiency diseases of each.
67. Identify the major minerals and state the function, food sources, and deficiency diseases of each.
68. Identify the trace minerals and state the function, food sources, and deficiency diseases of each.
69. State the function of water in the body.
70. Identify methods by which water is lost from the body.
71. Identify the MyPlate food groups and their recommended proportions on the plate.
72. State the purpose of the 2010 Dietary Guidelines for Americans.
73. List key recommendations in the 2010 Dietary Guidelines for Americans.
74. State the purpose of food labeling
75. List and describe the 7 basic sections of the Nutrition Facts panel.

76. Explain the purpose of weight management.
77. List and describe the three components included in a treatment plan for obesity.
78. Identify the elements of the TLC eating plan for a heart healthy diet.
79. Identify the elements of the DASH eating plan to lower hypertension.
80. List examples of food that are high and low in sodium.
81. Explain the difference between type 1 and type 2 diabetes.
82. Explain the recommended nutrition therapy for type 1 and type 2 diabetes.
83. List the symptoms of lactose intolerance and identify the recommended nutrition therapy.
84. Explain the difference between celiac disease and non-celiac gluten sensitivity.
85. Identify the symptoms and describe the recommended treatment for gluten intolerance.
86. List the common food allergies.
87. Describe common methods of treatment for food allergies.
88. State the effect a disaster or serious emergency can have on a health care facility.
89. Explain the difference between a natural disaster and a man-made disaster and list examples of each.
90. List the characteristics of a disaster that tend to cause the most serious psychological effects.
91. List and describe the three phases of the generalized adaptation syndrome.
92. List and describe the stages of anxiety and the intervention that should be employed for each.
93. State the purpose of an emergency action plan.
94. List and describe the six elements that must be included in an emergency action plan.
95. List and describe the three components of an emergency evacuation plan.
96. Identify the information that should be included on an evacuation floor plan.
97. State the duties that may be performed by evacuation wardens in the medical office.
98. List and describe the elements of a fire.
99. State the five elements that must be included in a fire prevention plan.
100. Identify methods of fire prevention for the medical office.
101. List and describe safety measures used for fire protection in the medical office.
102. List and describe the five classes of fire.
103. Identify the steps included in the RACE response.
104. Identify the education and training that must be provided to medical assistants related to medical office emergency situations.
105. State the purpose of emergency practice drills.
106. Describe the role of the medical assistant in disasters and serious emergencies.
107. State the purpose of first aid.
108. Explain the purpose of the emergency medical services (EMS) system.
109. List the OSHA standards for administering first aid.
110. List the guidelines that should be followed when providing emergency care.
111. List and describe conditions that cause respiratory distress.
112. List the symptoms of a heart attack and a stroke.
113. Explain the causes of each of the following types of shock: cardiogenic, neurogenic, anaphylactic, and psychogenic.
114. Identify and describe the three classifications of external bleeding.
115. Explain the difference between an open wound and a closed wound.
116. Describe the characteristics of each of the following fractures: impacted, greenstick, transverse, oblique, comminuted, and spiral.
117. Identify the characteristics of each of the following burns: superficial, partial-thickness, and full-thickness.
118. Explain the difference between a partial seizure and a generalized seizure.
119. List examples of each of the following types of poisoning: ingested, inhaled, absorbed, and injected.

120. Identify factors that place an individual at higher risk for developing heat-related and cold-related injuries.
121. Describe the differences between type 1 and type 2 diabetes mellitus.
122. Explain the causes of insulin shock and diabetic coma.
123. Identify the symptoms and describe emergency care for each of the following conditions: respiratory distress, heart attack, stroke, shock, bleeding, wounds, musculoskeletal injuries, burns, seizures, poisoning, heat and cold exposure, and diabetic emergencies.

## EVALUATION

Module tests are scheduled throughout the semester as noted in the course schedule. Absence from a module test should be avoided. If you are absent for a module test your final exam grade will be substituted for the missed module minus 10 points (-10 points). Missing a second or subsequent module tests will result in a zero (0) grade for the missed module test. Making up a module exam will no longer be permitted.

Quizzes	15%
Tests	60%
Final Exams	25%
<b>Total</b>	<b>100%</b>

## GRADING SYSTEM

100%-90%	A
80%-89%	B
70%-79%	C
60%-69%	D
59% or less	F

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop (<http://www.hgtc.edu/academics/academiccalendars.html>). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

## PART IV: ATTENDANCE

Students are responsible for all course work and class assignments; therefore, they are expected to regularly and promptly attend each meeting of classes for which they are enrolled. Students should limit absences to those that are unavoidable and, with the professor's consent, should make up all work missed. Unannounced quizzes will *not* be made up and late homework will *not* be accepted. Two consecutive absences will result in a student/advisor conference. Tardiness should be avoided. Three tardies count as one absence.

## PART V: STUDENT RESOURCES



## The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following free resources:

1. Academic coaches for most subject areas, Writing Center Support, and college success skills.
2. On-line student success and academic support resources.

Visit the SSTC website: [www.hgtc.edu/sstc](http://www.hgtc.edu/sstc) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.



## Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following free resources:

1. Getting around HGTC: General information and guidance for enrollment!
2. Use the Online Resource Center (ORC) for COMPASS support, technology education, and online tools.
3. Drop-in technology support or scheduled training in the Center or in class.
4. In-person workshops, online tutorials and more services are available.

Visit the WNC website: [www.hgtc.edu/wavenetcentral](http://www.hgtc.edu/wavenetcentral). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.



## Disability Services:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Jim Ratliff, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

## Title IX Requirements

The South Carolina Technical College System does not discriminate on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and activities as required by Title IX. As outlined in the Violence Against Women Act, Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Students who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking are encouraged to report such incidents to the Title IX Coordinators:

Dr. Melissa Batten, AVP of Student Affairs  
Building 1100, Room 107A, Conway Campus  
843-349-5228  
[Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu)

Jacquelyne Barrett, AVP of Human Resources  
Building 200, Room 212A, Conway Campus  
843-349-5212  
[Jacquelyne.Barrett@hgtc.edu](mailto:Jacquelyne.Barrett@hgtc.edu)

\*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

## Accident Occurring on or off Campus

Accidents involving Faculty, Staff and Student Workers (work-study, clinical student or students on a required internship):

An accident/illness involving faculty, staff or student worker must be reported immediately to the Human Resources Department (843.349.7134) before seeking medical treatment, if possible, so an accident/incident report can be completed and Worker’s Compensation can be notified. In the event someone in Human Resources cannot be notified, the injured party may contact the College’s Worker’s Compensation insurance carrier, CompEndium Services, to complete an accident/incident report and to receive clearance for treatment at 877.709.2667. If the incident is an emergency, please notify Human Resources as soon as the proper medical attention has been rendered for verification of workers’ compensation coverage.

In any event, if an accident occurs, proper documentation needs to be completed. An accident report needs to be filled out stating the name of the injured party, the location of the accident, his/her identification number (social or H number), his/her address & phone number, the date & time of the accident, whether there were witnesses, and a brief description of what occurred. Attached is a copy of the Accident/Incident Report form. A copy of the report needs to be distributed to the following departments: Human Resources, the respective Supervisor, and the Dean/Provost of the specific campus.

If you need to go to the doctor’s office, the following locations work in conjunction with our Worker’s Compensation:

Doctors Care - Carolina Forest	200 Middleburg Dr Myrtle Beach, SC 29579	Mon-Fri 8am-8pm Sat/Sun 9am-5pm	843-903-6650
Doctors Care - North Myrtle Beach	1714 Hwy 17 Myrtle Beach, SC 29582	Every day 8am-8pm	843-361-0705
Doctors Care - Strand Medical	1220 21st Ave. Myrtle Beach, SC	Every day 8am-8pm	843-626-9379
Doctors Care - Church Street (Hwy 501)	1113 Church St Conway, SC	Every day 8am-8pm	843-248-6269
Doctors Care – Georgetown	1068 North Frazier St Georgetown, SC 29440	Mon-Fri 8am-8pm Sat/Sun 9am-5pm	843-545-7200

