



INSTRUCTIONAL PACKAGE

AHS 175

Multi-Skilled Clinical Practicum

201920
Spring 2020

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Part I: Course Information

Effective Term: 201920- Spring 2020

COURSE PREFIX: AHS 175

COURSE TITLE: Multi-skilled Clinical Practicum

CONTACT HOURS: 3-3-4

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. Sesser *The Complete Medical Assistant*. Wolters Kluwer, 2018. Print ISBN: 9781451194715
2. Sesser *Study Guide for The Complete Medical Assistant*. Wolters Kluwer, 2018. Print ISBN: 9781496385659

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

https://hortec.bncollege.com/shop/BNCB_TextbookDetailView?displayStoreId=51560&urlRequestType=Base&catalogId=10001&productId=600008317684&langId=1&partNumber=MBS_2100316&storeId=51560§ionId=94164628&item=N

https://hortec.bncollege.com/shop/BNCB_TextbookDetailView?displayStoreId=51560&urlRequestType=Base&catalogId=10001&productId=600008837692&langId=1&partNumber=MBS_2198848&storeId=51560§ionId=94164628&item=N

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**COURSE LEARNING OUTCOMES and ASSESSMENTS*:****Module #1**

Materials Covered: Chapters 4-8

***Assessment(s):** Quizzes
Unit Test

Learning Outcomes:

1. List 11 body systems and the functions of each.
2. List and define the main directional terms for the body.
3. Name and describe the layers of the skin.
4. Describe the classification and dangers of burns.
5. Identify the major bones of the axial skeleton.
6. Identify the major bones of the appendicular skeleton.
7. Explain the function of the skeletal muscle.
8. Recognize normal and abnormal curves of the spine.
9. Describe common disorders of the spinal cord and nerves.
10. Describe the functions of hormones.
11. Describe common disorders of the endocrine system.
12. Describe the function of the digestive tract.
13. Describe the muscular contraction of the digestive system.
14. Describe common nutritional disorders.
15. List the structures of the vascular system.
16. Describe the function of the cardiovascular system.
17. Describe the cardiac cycle.
18. Describe common terms that describe variations in heart rates.
19. List the different types of blood vessels.
20. Name and describe all structures of the respiratory system.
21. List the common types of respiratory disorders.

Module #2

Materials Covered: Chapters 9, 16-19

***Assessment(s):** Quizzes
Unit Test

Learning Outcomes:

1. List the urinary system organs and the function of each.
2. List the organs of the male and female reproductive system.
3. Explain the kidney's role in maintaining homeostasis.
4. Explain the process of urination.
5. Explain the purpose of renal dialysis.
6. Explain the changes during and after menopause.
7. Describe the process of fertilization.
8. List the typical information included on a medical history form.
9. Explain how to use open-ended and closed-ended questions to obtain information.
10. Explain how the body controls temperature and the factors that influence it.
11. Summarize how to measure and record a patient's height and weight.
12. Describe how to assess and record a patient's respirations.
13. Describe the five phases of the Korotkoff sounds.
14. Identify the factors that may affect blood pressure.
15. List the equipment and supplies needed in the patient examination room.
16. Describe the basic examination positions and explain their use.
17. List the guidelines for annual examinations, immunization, and cancer screenings.
18. Explain the principles and practices of surgical asepsis.
19. List some of the surgical instruments commonly used in the medical office.
20. Explain how to apply surgical gloves.
21. Explain how to apply bandages and note the signs of impaired circulation.
22. List the different ways patients receive medications from the physician.
23. Maintain medication records.
24. List sources for finding out more about medications.
25. Explain how to calculate adult and child medication doses.

Module #3

Materials Covered: Chapters 20-24

***Assessment(s):** Quizzes
Unit Test

Learning Outcomes:

1. List ways to protect patients and yourself from radiation hazards.
2. Describe how to prepare patients for routine x-ray examinations.
3. List the general steps in a routine radiographic examination.
4. Describe how to apply a Holter monitor.
5. List the five main steps in a teaching plan.
6. List five conditions necessary for learning.

7. Identify three factors that can promote learning.
8. Instruct individuals according to their needs.
9. Define range-of-motion exercises and explain why they're used.
10. Describe three relaxation techniques for managing stress.
11. Identify duties that may be required of a medical assistant during an emergency.
12. List signs that may indicate an emergency.
13. Describes the steps involved in cardiopulmonary resuscitation.
14. Describe the signs, symptoms, and treatment of shock.
15. Explain how to control a nose bleed.
16. Describe the steps to follow for weather-related emergencies.
17. List the reasons for laboratory tests.
18. Describe the medical assistant's role in the lab.
19. Explain how OSHA makes labs safer.
20. Identify CLIA and explain how it affects lab operations.
21. List the components of blood.
22. Describe the various types of anemia and the cause of each.
23. Explain the functions of platelets.
24. List the different tests in a complete blood count.
25. Describe the role of the hematology lab.
26. Explain the functions of the three types of blood cells.

Module #4

Materials Covered: Chapters 25-29

***Assessment(s):** Quizzes
Unit Test

Learning Outcomes:

1. Explain how to handle exposure to blood-borne pathogens.
2. Identify complications of venipuncture and skin puncture and how to prevent them.
3. Identify the main methods of phlebotomy.
4. Describe the different types of immunity.
5. Identify the different types of antibodies.
6. List the reasons for immunological tests.
7. Describe how blood is typed and explain why this testing is important.
8. Explain why urinalysis is performed and the role of the medical assistant in this procedure.
9. Describe methods for urine collection.
10. Explain the purpose of a urine culture.
11. Describe how urine pregnancy tests are conducted.
12. Describe how urine drug testing is conducted.
13. Explain the purpose of performing clinical chemistry tests.
14. List the common panels of chemistry tests.
15. List tests used to evaluate renal function.
16. Determine a patient's blood glucose level.
17. Describe how cultures are used in medical microbiology.
18. Name and describe the different types of bacteria.

19. Explain how to transport a specimen.
20. Name at least three kinds of media used in cultures.

**Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.*

Effective Professional and Interpersonal Communication (EPIC)

This course fulfills HGTC’s Quality Enhancement Plan for Effective Professional and Interpersonal Communication. Upon completion of this course, students will be able to:

- Utilize appropriate communication formats when conveying professional and interpersonal thoughts and ideas.
- Apply appropriate language when speaking and writing for their chosen field of study or Industry.
- Demonstrate appropriate communication techniques when engaging audiences.

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*

Students’ performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

Assignments/Quizzes	10%
Tests	65%
Final Exam	25%
	100%

****Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.***

GRADING SYSTEM:

The College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below.

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 ([ACADEMIC CALENDAR](#)). 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

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.

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: [Student Success & Tutoring Center](#) 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 or go to the [Online Resource Center](#) to access on-demand resources any time.

TECH Central – Student Information Center



TECH Central provides quality enrollment and collegiate guidance for students, faculty, and staff. Services include phone, walk-in, and online technical support for technology training and troubleshooting. Additionally, we offer support in Office 365, Outlook E-mail setup, and ID cards.

Phone: 843-349-5340

Email: techcentral@hgtc.edu

Text: 843-357-8552

TECH Talk (Live Chat): Located on the "Home" tab in WaveNet.

Website: www.hgtc.edu/techcentral

Locations:

Conway Building 1100, Room 132D

Grand Strand Building 200, Room 136

Disability Services:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Beth Havens, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, 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.

Statement of Equal Opportunity/Non-Discrimination Statement

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

Inquiries regarding the non-discrimination policies: Students and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs, Dr. Melissa Batten, VP Student Affairs, Title IX Coordinator, Building 1100, Room 107A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, Melissa.Batten@hgtc.edu. Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources, Jacquelyne Snyder, VP Human Resources, Section 504, Title II, and Title IX Coordinator, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

Title IX Requirements

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or

sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee.

*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).

Inquiries regarding the non-discrimination policies:	
Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.	Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.
Dr. Melissa Batten, VP Student Affairs <i>Title IX Coordinator</i> Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu	Jacquelyne Snyder, VP Human Resources <i>Section 504, Title II, and Title IX Coordinator</i> Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 Jacquelyne.Snyder@hgtc.edu