

**McLennan**  
C O M M U N I T Y  
**COLLEGE**

WACO, TEXAS

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**COURSE SYLLABUS**  
**AND**  
**INSTRUCTOR PLAN**

**Procedures in a Clinical Setting**

**MDCA 1417.02**

**Alyssa Van Vleet**

**NOTE: This is a 16-week course.**

**COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

## Procedures in a Clinical Setting

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### **Course Description:**

Emphasis on patient assessment, examination and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures and other treatments as appropriate for the medical office.

### **Prerequisites and/or Corequisites:**

Successful completion of required pre-requisites with a grade of “C” or better.

Semester Hours: 4 (2 lecture/4 lab)

### **Course Notes and Instructor Recommendations:**

Due to the complexity of the procedures and skills that are taught, this course is going to be held in a face to face setting for the Spring 2021 semester.

Throughout the next 16 weeks, we will be covering many different skills that will prove to be invaluable throughout your career as a Certified Medical Assistant. Therefore, it is of the utmost importance that you not only come prepared to class with your lab book everyday, but study the material that you are given as well.

Once you have received your scrubs from the MCC Bookstore, you will be required to wear them every class day (Mondays and Wednesdays). Close toes shoes such as tennis shoes or medical shoes/Clogs are the only approved shoe to wear in lab. Open toed shoes such as flip flops, Crocs, or house shoes will not be allowed.

Examples of skills that we will be covering this semester will include (but not limited to):  
Assessing a manual blood pressure, performing vitals, phlebotomy, practicing aseptic technique and oh so much more!

### **Instructor Information:**

Instructor Name: Alyssa Van Vleet

MCC Email: [avanvleet@mclennan.edu](mailto:avanvleet@mclennan.edu)

Office Phone Number: 254-299-8319

Office Location: HP Bldg. Rm. 129

Office/Teacher Conference Hours: Monday/Wednesday: 2:30 PM - 4:30 PM

Tuesday/Thursday: 2:30 PM - 4:30 PM

Other Instruction Information: Office hours will be conducted via Zoom until further notice. If a meeting is needed, it will need to be scheduled in advance so I can send the Zoom meeting link.

**\*\*\*INSTRUCTOR NOTE:\*\*\***

When contacting your professor by email for this course, you must follow these rules:

1. Write using formal English only (as if to the president of the company where you work). This means no slang, or being “lazy” with your wording. You are in college, preparing for your future, please communicate like it!
2. Use your MCC student email address
3. I check my email several times a day and try to respond as quickly as possible. However, I still have my own schedule and may not be able to respond instantly.
4. I do not respond to emails after 9 PM. If you need to contact me, please do it before then.

**Required Text & Materials:**

Title: Procedures in a Clinical Setting-McLennan Community College

Author: Blesi/Wise/Kelley-Arney

Edition: 7<sup>th</sup>

Publisher: Cengage

ISBN: 978-1-133-52264-5

**Required Materials:**

A manual blood pressure cuff and a stethoscope will be needed throughout the semester.

You will also need to order the Certified Medical Assistant program scrubs through the MCC Bookstore.

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

**Methods of Teaching and Learning:**

Direct lecture, group discussions, lab exercises, quizzes, simulations and tutorial software. Every week you will have checkoffs on the certain procedures/skills that we covered previously. To pass this course, it is vital that you complete all the checkoffs that are covered within the class.

**Course Objectives and/or Competencies:**

During this semester we will be following the lab procedure textbook as outlined in the course schedule. In addition the CAAHEP’s core competencies listed must be met by each student.

## Course Objectives and Competencies

### Psychomotor Domain

#### Foundations for clinical practice

#### PI

1. Anatomy and physiology
  - 1.1 Obtain vital signs
  - 1.2 Perform venipuncture
  - 1.3 Perform capillary puncture
  - 1.4 Perform pulmonary function testing
  - 1.5 Assist physician with patient care
  - 1.6 Perform quality control measures
  - 1.7 Perform hematology testing
  - 1.8 Perform chemistry testing

#### PII

2. Applied mathematics
  - 2.1 Maintain laboratory test results using flow sheets
  - 2.2 Differentiate between normal and abnormal test results
  - 2.3 Maintain growth charts

#### PIII

3. Applied Microbiology/Infection Control
  - 3.1 Participate in training on Standard Precautions.
  - 3.2 Practice standard precautions
  - 3.3 Select appropriate barrier/personal protective equipment (PPE) for potentially infectious situations
  - 3.4 Perform handwashing
  - 3.5 Prepare items for autoclaving
  - 3.6 Perform sterilization procedures
  - 3.7 Obtain specimens for microbiology testings
  - 3.8 Perform CLIA waived microbiology testing

### Affective Domain

#### AIII

#### III Applied Microbiology/Infection Control

- III.1 Demonstrate sensitivity to patients' rights and feelings in collective specimens

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III.2 Explain the rationale for performance of a procedure to the patient

III.3 Show awareness of patients' concern regarding their perceptions related to the procedure being performed

### Cognitive Domain

CIII

#### Applied Microbiology/Infection Control

III.2 Define Asepsis

III.3 Discuss infection control procedures

III.4 Identify personal safety precautions as established by the Occupational Safety and Health Administration (OSHA)

III.5 Compare different methods of controlling the growth of microorganisms

III.6 Match types and uses of personal protective equipment (PPE)

III.7 Differentiate between medical and surgical asepsis used in the ambulatory care setting, identifying when each is appropriate

III.8 Discuss quality control issues related to handling microbiological specimens

III.9 Identify disease processes that are indications for CLIA waived tests

III.10 Describe standard precautions

III.11 Discuss the application of Standard Precautions with regard to:

A. All body fluids, secretions and excretions

B. Blood

C. Non intact skin

D. Mucous membranes

III.12 Identify the role of the Centers for Disease Control (CDC) regulations in healthcare settings

### CXI

#### Safety and Emergency Practices

##### Protective Practices

XI.3 Describe the importance of Materials Safety

**All of the above listed CAAHEP core competencies must be demonstrated and passed with a minimum calculated score of 70%**

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### **Course Outline or Schedule:**

**Week 1:** Monday: Orientation/ Review of Syllabus/ Begin lecture over 36-2 & 36-3

Wednesday: Checkoff for 36-2 & 36-3. Begin lecture over 36-4, 36-5, & 36-7

**Week 2:** Monday: **Campus Closed**

Wednesday: Checkoff for 36-4, 36-5 & 36-7. Begin lecture for 36-8 & 36-6

**Week 3:** Monday: Checkoff for 36-8 & 36-6. Begin lecture for 37-1 & 37-2

Wednesday: **Quiz #1: 36-2 thru 36-8.** Checkoff for 37-1 & 37-2. Begin lecture over 38-1

**Week 4:** Monday: Checkoff for 38-1. Begin lecture over 38-2 & 38-3

Wednesday: Checkoff for 38-2 & 38-3. Begin lecture for 38-4, 38-5, & 38-6

**Week 5:** Monday: Checkoff for 38-4, 38-5, & 38-6. Begin lecture for 38-7. **Quiz #2: 37-1 thru 38-6.**

Wednesday: Checkoff for 38-7. Begin lecture for 38-8

**Week 6:** Monday: Check off for 38-8. Begin lecture over 38-9

Wednesday: Checkoff for 38-9. Begin lecture over 39-1, 39-2, & 39-3

**Week 7:** Monday: Checkoff for 39-1, 39-2, & 39-3. Begin lecture over 39-4 & 40-1

Wednesday: Checkoff for 39-4 & 40-1. Begin lecture over 40-2 & 40-3 **Quiz #3: 38-7 thru 40-1**

**Week 8:** Monday: Checkoff for 40-2 & 40-3. Begin lecture over 40-4 & 40-5

Wednesday: Checkoff for 40-4 & 40-5. Begin lecture over 40-6

### **SPRING BREAK**

**Week 9:** Monday: Checkoff for 40-6. Begin lecture over 40-7 & 40-9. **Quiz #4: 40-2 thru 40-6**

Wednesday: Checkoff for 40-7 & 40-9. Begin lecture over 40-10

**Week 10:** Monday: Checkoff for 40-10. Begin lecture over 41-1 & 42-1

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Wednesday: Checkoff for 41-1 & 42-1. Begin lecture over 42-2 & 42-3

**Week 11:** Monday: Checkoff for 42-2 & 42-3. Begin lecture over 43-1 & 43-2

Wednesday: **Quiz #5: 40-7 thru 42-3**. Checkoff for 43-1 & 43-2. Begin lecture over 43-3 & 43-4

**Week 12:** Monday: Checkoff for 43-3 & 43-4. Begin lecture over procedures 44-1 & 45-1

Wednesday: Checkoff for procedure 44-1 & 45-1. Begin lecture over 45-2 & 45-3

**Week 13:** Monday: **Quiz # 6: 43-1 thru 44-1**. Checkoff for 45-2 & 45-3. Begin lecture over 45-4 & 45-5

Wednesday: Checkoff for 45-4 & 45-5. Begin lecture over 45-6 & 45-7

**Week 14:** Monday: Checkoff for 45-6 & 45-7. **Quiz #7: 45-1 thru 45-7**

Wednesday: Practice day

**Week 15:** Monday: Practice day

Wednesday: Review for final exam

**Week 16:** Monday: **Final exam**

**Please note, this schedule is subject to change at anytime. However, I will notify students ahead of time should any necessary changes need to be made.**

### Course Grading Information:

Completion of Competency Checklist	40%
Quizzes	20%
Daily Lab Participation	15%
Final Exam	25%
	100%

### **Completion of checklists:**

To pass this course, you will need to complete and receive a “checkoff” of all skills we cover during this semester. To receive the checkoff, you must be able to perform the skill/procedure

without any help from me. You have a total of 3 tries to complete the checkoff before points are deducted from your overall score.

**Quizzes:**

There will be a total of 7 scheduled quizzes given throughout this semester. I could even throw a couple pop quizzes in there, just to keep you on your toes!

**Daily Lab Participation:**

This should be the easiest 100 you will ever earn! Every class we have, you will be graded on your participation which includes (but not limited to,) being actively involved in the lectures, listening attentively, and completing all assigned work. Points will be deducted should you cause distraction, being on your phone, repeatedly showing up late to class, etc.

**\*\*\*Instructor Note\*\*\***

Cheating or plagiarism will not be tolerated in any form. First offence will result in a grade of zero on the said work/exam. Second offence will result in expulsion from the program.

**Late Work, Attendance, and Make Up Work Policies:**

Quizzes are eligible for make up with a 10 point deduction from the overall grade. If you miss a quiz, it is **YOUR** responsibility to contact the instructor to schedule a make up date.

Attendance will be checked 5 minutes after class begins. Should you be absent, I request that you send me an email, letting me know that you will not be present.

**\*\*\*Instructor Note\*\*\***

If you are quarantined, PLEASE send me an email letting me know so I am able to follow appropriate protocols.

Should you become exposed to COVID at anytime during the semester, MCC asks that you self-report through the website which you can find here: <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html?>

Absence from 25 percent of scheduled lecture and/or laboratory meetings (8 days) will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. If the student's 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. Each absence will count toward attendance requirements in each course.



**Student Behavioral Expectations or Conduct Policy:**

Proper student behavior during class is expected at all times. This includes proper respect for your classmates, instructor, dress codes, language, attitude, and respect for the field in which you are entering. Any deviation from these expectations will be dealt with according to the general conduct policy outlined in the Highlanders Guide, including suspension and expulsion.

**\*\*\*INSTRUCTOR NOTE:\*\*\***

Often, your success in the course can be maintained through discussion with me. Please let me know if you are experiencing difficulties. If you have concerns, tell me immediately. I can only help if I am aware of the situation. Communicate issues as early as possible. There is absolutely nothing I can do to prevent failure if I find out about the issue too late.

I expect every student within this program to behave with the upmost professionalism and respect at all times. You are preparing to enter a field into which both of those qualities are valued. Please do not tarnish your reputation by behaving in such a way that causes others to lose respect for you.

**\* [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)**

**([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))**

The link above will provide you with information about academic integrity, dishonesty, and cheating.

**\* [Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

**(<https://www.mclennan.edu/highlander-guide/policies.html>)**

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

**\*\*\*INSTRUCTOR NOTE:\*\*\***

Please understand that I care for each of my students, especially when it comes to their safety and well-being. If during the course of our discussions an issue arises in which I feel warrants a referral for Title IX or to our success coaches, I will not hesitate to make the referral. I will do my best to notify you in advance of the referral and will stand by your side as part of your circle of care for as long as you and the college will allow. Should these circumstances arise, please understand that the referral is not disciplinary, but rather an opportunity to intervene early and identify all resources that can help you find academic and personal success.

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*\* You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link's information.*

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## ACADEMIC RESOURCES/POLICIES

### **Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

### **MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

### **Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

### **Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

\* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)  
(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails.

**Forwarding Emails:**

You may forward the emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may become lost or placed in junk or spam filters.

**Accommodations/ADA Statement**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit [mclennan.edu/disability](http://mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

\* [Click Here for more information about Title IX](http://www.mclennan.edu/titleix)  
([www.mclennan.edu/titleix](http://www.mclennan.edu/titleix))

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at

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[titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Equity & Inclusion/Title IX) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

\* *You will need to access each link separately through your web browser (for example Mozilla Firefox, Chrome, Microsoft Edge, or Safari) to print each link's information.*