

McLennan

C O M M U N I T Y

C O L L E G E

WACO, TEXAS

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 including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

AN EQUAL OPPORTUNITY INSTITUTION

Spring 2023

Procedures in a Clinical Setting

MDCA 1417.02

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:

Throughout these 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 upmost 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 toed 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, obtaining a medical history on patients, and oh so much more!

Instructor Information:

Instructor Name: Alyssa Van Vleet

MCC Email: avanvleet@mclennan.edu

Office Phone Number: 254-299-8319

Office Location: HP Bldg. Rm. 129

Office/Teacher Conference Hours: Monday-Thursday: 2:00 PM – 3:30 PM

Fridays: 8:00 AM - 10:00 AM

*****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: 7th

Publisher: Cengage

ISBN: 978-1-133-52264-5

****Additional note:**

As of now, we are not able to get the textbook. However, all of the information that you need to know or that is in the book, is included in my slides as well.

Required Materials:

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

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 and pass all the checkoffs that are covered within the class.

Course Objectives and/or Competencies:

Throughout the semester, we will be following the lab procedure textbook as outlined in the course schedule along with the PowerPoint lectures. 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 testing
 - 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
- 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%

Course Outline or Schedule:

Week 1: Monday: Orientation/ Review of Syllabus. Lecture: 36-2, 36-3 & 36-4

Wednesday: Checkoff: 36-2, 36-3, & 36-4. Lecture: 36-5 & 36-7

Week 2: Monday: **Campus Closed**

Wednesday: Checkoff: 36-5 & 36-7. Lecture: 36-8, & 36-6

Week 3: Monday: Checkoff: 36-8 & 36-6. Lecture: 37-1 & 37-2

Wednesday: **Quiz #1: 36-2 through 36-8.** Checkoff: 37-1 & 37-2. Lecture: 38-1 & 38-2

Week 4: Monday: Checkoff: 38-1 & 38-2. Lecture: 38-3 through 38-6

Wednesday: Checkoff: 38-3 through 38-6. Lecture 38-7

Week 5: Monday: **Quiz #2: 37-1 through 38-6.** Checkoff 38-7. Lecture: 38-8

Wednesday: Checkoff: 38-8. Begin lecture: 38-9

Week 6: Monday: Finish lecture: 38-9 & practice

Wednesday: Practice/Checkoff: 38-9. Lecture: 39-1, 39-2 & 39-3

Week 7: Monday: Checkoff: 39-1, 39-2 & 39-3. Lecture: 39-4 & 40-1

Wednesday: Checkoff: 39-4 & 40-1. Lecture: 40-2 & 40-3. **Quiz #3: 38-7 thru 40-1**

Week 8: Monday: Checkoff: 40-2 & 40-3. Lecture: 40-4, 40-5 & 40-6

Wednesday: Checkoff: 40-4, 40-5 & 40-6. Lecture: 40-7

SPRING BREAK

Week 9: Monday: **Quiz #4: 40-2 thru 40-6.** Checkoff: 40-7. Lecture: 40-9

Wednesday: Checkoff: 40-9. Lecture: 40-10

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Week 10: Monday: Checkoff: 40-10. Lecture: 41-1 & 42-1

Wednesday: Checkoff: 41-1 & 42-1. Lecture: 42-2 & 42-3

Week 11: Monday: Checkoff: 42-2 & 42-3. Lecture: 43-1 & 43-2

Wednesday: **Quiz #5: 40-7 thru 42-3.** Practice 43-1 & 43-2

Week 12: Monday: Lecture: 43-3 & 43-4

Wednesday: Checkoff: 43-1 through 43-4. Lecture: 44-1

Week 13: Monday: **Quiz # 6: 43-1 thru 44-1.** Lecture: 45-1 & 45-6

Wednesday: Checkoff: 45-1 & 45-6. Lecture: 45-2 & 45-7

Week 14: Monday: Checkoff: 45-2 & 45-7. Lecture: 45-4 & 45-5

Wednesday: Checkoff: 45-4 & 45-5. Practice skills. **Quiz #7: 45-1 thru 45-7**

Week 15: Monday: Review for final exam

Wednesday: **Begin practical portion of 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! Quizzes will be taken on a computer, so on days that we have a quiz scheduled, you will need to bring a laptop to class. As in my other classes, during quizzes, you are to turn off your phone, remove all watches, and clear your desk before starting the quiz.

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, completing all assigned work and arriving to class on time. Points will be deducted should you cause distraction, being on your phone, repeatedly showing up late to class, leaving class early, etc.

Final Exam:

At the end of the semester, your final will be both comprehensive (written) and practical (hands-on). I will have students come in at different times to perform certain skills that we have learned throughout the semester and to pass this portion, you must perform the skill correctly. Then, on “finals week” you will come in at the normal class time to complete the comprehensive portion of the final. Don’t panic just yet! We will make sure you are prepared for both by the end of the semester ☺.

*****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 within 1 week of the scheduled date. After that first week, 5 points will be deducted from the overall grade for each week it is not taken. It is **YOUR** responsibility to contact the instructor to schedule a make up date. Quizzes are not to be taken at home. If you miss a quiz, it must be made up on campus.
- Attendance is checked at the start of class. Should you be absent or tardy, I request that you send me an email, letting me know.
- If you miss a skills checkoff, you have 1 week to complete the checkoff. Otherwise, you will get a 0 for that particular skill.

- 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.
 - If you have an excuse (doctor, dentist, etc.) your absence will be excused and it will not count against your attendance record for the semester.

*****Instructor Note*****

If you are experiencing any COVID symptoms, we ask that you please complete the Self Assessment questionnaire: <https://www.mclennan.edu/crisis-management/coronavirus-updates/student-resources/Student%20Self-Assessment%20Form>

Also I ask that you please send me an email letting me know so I am able to follow appropriate protocols.

Should you become exposed to COVID or test positive at anytime during the semester, MCC asks that you complete a Self-report through the website which you can find here:

<https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html?>

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.

During this course, food or drink will not be allowed in the lab. I ask that if you bring any drinks with you, that you leave them outside until we have a break.

[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.

Updated 11/04/2022

McLennan
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COLLEGE

ACADEMIC RESOURCES/POLICIES

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. For additional information, please visit www.mclennan.edu/disability.

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

disabilities@mclennan.edu 254-299-
8122
Room 319, Student Services Center

Title IX:

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 acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It 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.

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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email (ast@mclennan.edu) during the above mentioned times.

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's 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.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-andStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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 notified via 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.

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. For more information about your student email account, go to www.mclennan.edu/studentemail.

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 their 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. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward 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 be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.