

**HAGERSTOWN COMMUNITY COLLEGE  
OFFICIAL COURSE SYLLABUS DOCUMENT**

**COURSE: MAP 210                      Clinical Medical Assistant                      4 Credits**

**SEMESTER/YEAR:                      CLASS:**

**INSTRUCTOR:**

**COURSE DESCRIPTION:** This course provides the medical assistant student with the clinical theory and skills that are utilized within medical practices. Emphasis is placed on patient examinations, patient care and education with office and ambulatory surgery procedures, assisting with rehabilitative treatments and modalities, medical and surgical asepsis wound care, and basic pharmacology including oral and parenteral drug administration. Medical scrubs required. Course fee required. Total of 45 hours of lecture and 30 hours of laboratory. Students must receive a grade of “C” or better in all required MAP and PLB courses prior to registering for this course.

Prerequisites: BIO 110/116, MAP 110 and MAP 102

**TEXTBOOK:** *Clinical Medical Assisting*, 6<sup>th</sup> edition, with MindTap, W. Lindh, C. Tamparo, B. Dahl, J. Morris, C. Dorrea, Cengage Learning, 2018

**STUDENT LEARNING OUTCOMES:**

1. Identify and apply the significance of respecting cultural , religious , and age related values and beliefs
2. Demonstrate ability/competence while performing clinical skill set requirements.
3. Apply all standard precautions and sterile technique with proficiency for all clinical skill sets
4. Using interpersonal skills , demonstrate ability to apply oral, written and electronic communication skills in documentation and education for patient care
5. Demonstrate using normal and abnormal signs and symptoms change in condition and report /record to physician per policy
6. Demonstrate knowledge of HIPPA Compliance and scope of practice including documentation and reporting

**TOTAL HOURS OF COURSEWORK:**

To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute “academic” hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit. This 4 credit course achieves the minimum of 150 hours of total time by requiring 50.0 hours of instructional time and 100 hours of student work outside of instructional time.

## ACCOUNTING FOR CREDIT HOUR REQUIREMENT

Face-to-Face and Online Course

Assignment/Assessment	Clock Hours
Homework, Reading, Projects	45 hours
Studying for regular exams/quizzes	70 hours
Final Assessment (Common Final Exam)	20 hours
Total out of class time	135 hours

### COURSE CONTENT OBJECTIVES:

1. Understand and demonstrate infection control procedures.
2. Understand and demonstrate taking a medical history, construction of a patient chart and methods of documentation
3. Know theory and demonstrate taking vital signs and body measurements
4. Understand and show techniques in assisting with physical examinations as well as pediatric, female and male.
5. Understand special considerations in dealing with geriatric patients
6. Know and demonstrate techniques in examinations of various body systems
7. Safely and effectively administer medications by various routes
8. Know and demonstrate skills in rehabilitation and therapeutic modalities

### ASSESSMENT PROCEDURES:

Exams	25%
Homework	20%
Attendance and Professionalism	10%
Competencies	25%
Final Exam	20%

### COMPETENCY GRADING GUIDELINE:

**The instructor will designate a time limit for students to complete ALL required competencies. Failure of the student to complete all required competencies in the allotted time will result in an “F” course grade, and the student will be required to repeat the course.**

**For students who complete competencies within the allotted time:**

1. The following competencies must each be passed with a grade of 75% or higher **AND** the student **must successfully complete 75% of the critical steps for each competency as indicated by an asterisk (\*) on the competency recording sheet.**

- a. Adult height and weight
- b. Measuring and recording tympanic and temporal temperature
- c. Measuring and recording pulse and respiration
- d. Measuring and recording blood pressure
- e. Cleaning a minor wound
- f. Drawing a Drug from an ampule
- g. Reconstituting a Drug using powder
- h. Giving an Intradermal Injection
- i. Giving a Subcutaneous Injection
- j. Giving an Intramuscular Injection

**\*\*Failure to pass any competency as required will result in an “F” course grade and the student will be required to repeat the course.\*\***

2. A student will be allowed a second attempt on a competency failed on the first attempt. The second attempt is **limited** to the day of the student’s scheduled competency testing.

The final grade is based on the following scale:

90-100 %	A
80-89.9%	B
75-79.9%	C
60-74.9 %	D
Below 60%	F

**PLEASE NOTE:** Grades will not be rounded up to give students a higher letter grade

### **COURSE POLICIES:**

1. In the event of inclement weather, students are advised to check their campus Email account and/or local radio and television stations, where cancellations will be disseminated.
2. Homework assignments in Moodle will be closed to completion as indicated in Moodle. Failure to complete the assignment by the closing date and time will result in a grade of “zero” or a reduced grade if partially completed. Failure to notify the instructor within 5 days of the due date of an assignment that the student was unable to complete due to “computer” problems will result in a zero for the assignment with no discussion.
3. The primary form of communication outside of the classroom will be in the form of emails to student HCC email accounts and Moodle announcements. If students do not use their HCC email accounts, or they fail to access Moodle on a regular basis, there will be no consideration given if emailed assignments are not received and Moodle assignments not seen.
4. Cell phones are to be silenced during class.
5. Laptops will be allowed unless the student abuses the privilege by using the laptop for purposes other than note taking during the class, at which time the student will be required to turn off the laptop.

6. **NO FOOD or DRINKS are allowed in the clinical classroom.** Appropriate dress (scrubs with close-toe shoes) is required at all times.
7. **Disclaimer:** The instructor reserves the right to modify course content.

**PLAGARISM/ORIGINAL COURSE WORK:** Plagiarism involves using another's work and resending it as your own. This includes information that is not documented accurately, copying another's work and presenting it as one's own. Plagiarism penalties vary according to the instructor, but the minimum penalty is a grade zero on the assignment. Maximum penalties may include expulsion from the college

### **CLASS ATTENDANCE POLICY:**

1. Students are expected to attend all regularly scheduled classes. In the case of absence due to an emergency, participation in an official College function, illness, or other valid situation, it is the responsibility of the student to confer with the instructor with regard to missed course work assignments and the like.
2. Further, it is the student's responsibility to officially withdraw from any class that s/he ceases to attend (**Must be done by January 14, 2019, to get a refund**). Failure to do so could result in the recording of an "F" grade for that class.

#### Attendance Policy:

- a. Students will be allowed one unexcused absence/tardy per semester that will not count against their course attendance grade.
- b. Any additional absences/tardiness will only be excused for: 1) student illness with physician/hospital excuse; 2) court appearance with appropriate court order; 3) death of a first degree relative, or 4) in the event of inclement weather as specified in the College Guide. Absences/tardiness not meeting the above criteria will be reflected in the course attendance grade.

#### Make Up Policy:

- a. Students who miss clinical class work will not have an opportunity to make up the work. This could severely compromise your ability to successfully complete course competencies.
- b. Students who miss scheduled "in class" activities will not have an opportunity to make up the "in class" assignment.
- c. All tests in this course will be given online at the HCC Testing Center. Chapter tests will be open for 3 days. The Final Exam will be given online at the HCC Testing Center and will be open for 6 days. It is the student's responsibility to make the time to take each test.
- d. Makeup of missed tests will **ONLY** be considered for reasons covered in point "b" of the Attendance Policy above, and will be discussed one-on-one with the student.

Students must contact the instructor within 7 days of the missed test, or receive a grade of “zero”.

3. Class will begin at the scheduled time. In the event that the instructor is delayed, students are expected to wait for a minimum of 15 minutes before departing. All cases of time shall be guided by the time displayed in the classroom.
4. Extra Help- This course will require not only time allotted in class each week but also a significant amount of time studying and completing assignments. The best strategy is to maximize your learning during class time and study on a daily basis, if it’s only for 30-45 minutes. If you have a job, other classes or family responsibilities this may be a challenge that must be addressed immediately. DO NOT wait until you are overwhelmed. Formal or informal study groups with other class members are extremely helpful. It is a must that you notify the instructor if you are having difficulties.

### TOPIC OUTLINE:

**Outline is tentative and may be subject to change upon instructor protocol**

### CONTACT INFORMATION:

Program Coordinator, Medical Assisting and Phlebotomy

E-mail( ***THIS IS THE BEST WAY TO CONTACT ME***).

Phone 240-500-2624

Office Hours: CPB 170-B

**SERVICES FOR STUDENTS WITH DISABILITIES:** Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at [dss@hagerstowncc.edu](mailto:dss@hagerstowncc.edu) or at 240-500-2530.

**LEARNING SUPPORT CENTER:** For tutoring or additional help with courses, please visit the Learning Support Center.

- LSC-100
- 240-500-2560
- [lsc@hagerstowncc.edu](mailto:lsc@hagerstowncc.edu)
- Hours:
  - Monday - Thursday 8am-10pm
  - Friday 9am-5pm
  - Saturday 9am-3pm
  - Sunday 12-5pm