

## TEMA 1241 - Medical Assisting Procedures II (3 Credits)

### Course Description

Medical Assisting Procedures II explores more advanced topics in the ambulatory care setting such as EKG, radiology procedures, and surgical assisting for in-office procedures. The content will focus on the sterile aspect of in-office surgical procedures. In the skills portion, you will learn the practical application of the procedures and topics presented.

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### Course Objectives

- Identify skills needed for procedures in areas such as: radiology, cardiac, and minor office surgeries.
  - Define the correct steps for specialty procedures in radiology, cardiac and minor office surgeries.
  - Demonstrate appropriate steps to safely assist with minor office surgeries.
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### Course Outline

- Cardiology and Radiology
- Surgical Procedures
- First Aid for Accidents and Injuries
- Rehabilitation and Healthy Living

## Assignments and Assessments

Welcome  
Orientation  
Syllabus and Course Agreement  
Course Timeline  
Post-enrollment Requirements  
Read: Chapter 45 Cardiology Procedures  
PowerPoints: Chapter 45 Cardiology Procedures  
Cardiology Procedures Concept Check  
MOSS 45.1 Training: Documenting a Clinical Encounter (Acuna)  
MOSS 45.2 Training: Documenting a Clinical Encounter (Alvarez)  
Check Your Understanding: Chapter 45 Cardiology Procedures  
MOSS 45.1 Assessment: Documenting a Clinical Encounter (Acuna)  
MOSS 45.2 Assessment: Documenting a Clinical Encounter (Alvarez)  
Competency Challenge: Perform an Electrocardiogram (Chapter 45 Cardiology Procedures)  
Cardiology Worksheet  
12 Lead ECG Placement Quiz  
The 6 Second ECG  
Skill - Perform Electrocardiography Video  
Skill Reflection 1 - Perform Electrocardiography  
Skill Reflection 5 - Perform Electrocardiography  
Skill Reflection 10 - Perform Electrocardiography  
ECG Labeling  
Video Quiz: Perform Single or Multi-Channel Electrocardiogram (Chapter 45 Cardiology Procedures)  
Holter Monitor Handout  
Skill - Holter Monitoring Video  
Skill 1 - Holter Monitoring  
Skill 2 - Holter Monitoring  
Skill 3 - Holter Monitoring  
Holter Monitoring Passoff  
Quiz: Chapter 45 Cardiology Procedures  
Flashcards: Chapter 45 Cardiology Procedures  
Cardiology Procedures Exam- Requires Respondus  
LockDown Browser  
Read: Chapter 46 Radiology Procedures  
PowerPoints: Chapter 46 Radiology Procedures  
Radiology Procedures Concepts Check  
Check Your Understanding: Chapter 46 Radiology Procedures  
Learning Lab: Cardiology and Radiology (Chapter 46 Radiology Procedures)  
Writing Assignment: Radiology Procedures (Chapter 46 Radiology Procedures)  
Quiz: Chapter 46 Radiology Procedures  
Flashcards: Chapter 46 Radiology Procedures  
Radiology Procedures Exam- Requires Respondus  
LockDown Browser

Check point meeting- Module 1  
Read: Chapter 47 Preparing for Surgery  
PowerPoints: Chapter 47 Preparing for Surgery  
Preparing for Surgery Concept Check  
Check Your Understanding: Chapter 47 Preparing for Surgery  
Instruments Used in Minor Office Surgical Procedures  
Skill - Prepare a Sterile Field Video  
Skill Reflection 1 - Prepare a Sterile Field  
Skill Reflection 2 - Prepare a Sterile Field  
Skill Reflection 3 - Prepare a Sterile Field  
Prepare a Sterile Field Pass-off  
Case Study: Sterilizing Instruments (Chapter 47 Preparing for Surgery)  
Skill - Hand Washing for Surgical Asepsis & Sterile Gloving Videos  
Skill Reflection 1 - Hand Washing for Surgical Asepsis  
Skill Reflection 1 - Sterile Gloving  
Skill Reflection 2 - Hand Washing for Surgical Asepsis  
Skill Reflection 3 - Hand Washing for Surgical Asepsis  
Skill Reflection 3 - Sterile Gloving  
Hand Washing for Surgical Asepsis Pass-off  
Sterile Gloving Pass-off  
Video Quiz: Sterile Fields and Procedure (Chapter 47 Preparing for Surgery)  
Skill - Prepare Skin for Minor Surgery Video  
Skill Reflection 1 - Prepare Skin for Minor Surgery  
Skill Reflection 2 - Prepare Skin for Minor Surgery  
Skill Reflection 3 - Prepare Skin for Minor Surgery  
Prepare Skin for Minor Surgery Pass-off  
Quiz: Chapter 47 Preparing for Surgery  
Flashcards: Chapter 47 Preparing for Surgery  
Preparing for Surgery Exam- Requires Respondus  
LockDown Browser  
Read: Chapter 48 Assisting with Minor Surgery  
PowerPoints: Chapter 48 Assisting with Minor Surgery  
Assisting with Minor Surgery Concept Check  
Check Your Understanding: Chapter 48 Assisting with Minor Surgery  
Learning Lab: Minor Surgical Procedures (Chapter 48 Assisting with Minor Surgery)  
Skill - Remove Sutures or Staples Video  
Skill - Apply Steri-Strips Video  
Skill Reflection 1 - Remove Sutures or Staples  
Skill Reflection 2 - Remove Sutures or Staples  
Skill Reflection 3 - Remove Sutures or Staples  
Malnutrition Worksheet  
Food Allergies Worksheet  
Quiz: Chapter 56 Nutrition, Exercise, and Healthy Living  
Flashcards: Chapter 56: Nutrition, Exercise, and Healthy Living  
Nutrition, Exercise, and Healthy Living Exam- Requires Respondus  
LockDown Browser

Check point meeting- Module 4  
Professionalism Evaluation  
Skills List  
Final Scenario  
End of Course Survey  
PowerPoints: Chapter 54 First Aid for Accidents and Injuries  
First Aid for Accidents and Injuries Concept Check  
Check Your Understanding: Chapter 54 First Aid for Accidents and Injuries  
Incident Report Form  
R.I.C.E. Handout  
Skill - Perform First Aid Procedures for Fractures Videos  
Skill - Perform Wound Care Video  
Skill Reflection 1 - Perform First Aid Procedures for Fractures  
Skill Reflection 2 - Perform First Aid Procedures for Fractures  
Skill Reflection 3 - Perform First Aid Procedures for Fractures  
Perform First Aid Procedures for Fractures Pass-off  
Skill Reflection 1 - Perform Wound Care  
Skill Reflection 2 - Perform Wound Care  
Skill Reflection 3 - Perform Wound Care  
Perform Wound Care Pass-off  
Case Study: Treating a Sting (Chapter 54 First Aid for Accidents and Injuries)  
Video Quiz: Bandaging Techniques (Chapter 54 First Aid for Accidents and Injuries)  
Skill - Bandaging Wounds Videos  
Skill Reflection 1 - Apply a Tube Gauze Bandage  
Skill Reflection 2 - Apply a Tube Gauze Bandage  
Skill Reflection 3 - Apply a Tube Gauze Bandage  
Apply a Tube Gauze Bandage Pass-off  
Skill Reflection 1 - Apply a Spiral Bandage  
Skill Reflection 2 - Apply a Spiral Bandage  
Skill Reflection 3 - Apply a Spiral Bandage  
Apply a Spiral Bandage Pass-off  
Skill Reflection 1 - Apply a Figure-Eight Bandage  
Skill Reflection 2 - Apply a Figure-Eight Bandage  
Skill Reflection 3 - Apply a Figure-Eight Bandage  
Apply a Figure-Eight Bandage Pass-off  
Skill Reflection 1 - Apply a Cravat Bandage to Forehead, Ear, or Eyes  
Skill Reflection 2 - Apply a Cravat Bandage to Forehead, Ear, or Eyes  
Skill Reflection 3 - Apply a Cravat Bandage to Forehead, Ear, or Eyes  
Apply a Cravat Bandage to Forehead, Ear, or Eyes Pass-off  
Quiz: Chapter 54 First Aid for Accidents and Injuries  
Flashcards: Chapter 54 First Aid for Accidents and Injuries  
First Aid for Accidents and Injuries Exam- Requires Respondus LockDown Browser  
Check point meeting- Module 3  
Read: Chapter 55 Rehabilitation  
PowerPoints: Chapter 55 Rehabilitation  
Rehabilitation Concept Check  
Check Your Understanding: Chapter 55 Rehabilitation

Defend Against Sports Injuries Worksheet  
Case Study: Fitting a Crutch and Providing Patient Education (Chapter 55 Rehabilitation)  
Skill - Mobility Devices Video  
Skill Reflection 1 - Apply an Arm sling  
Skill Reflection 2 - Apply an Arm sling  
Skill Reflection 3 - Apply an Arm sling  
Apply an Arm sling Pass-off  
Skill Reflection 1 - Use a Cane  
Skill Reflection 2 - Use a Cane  
Skill Reflection 3 - Use a Cane  
Use a Cane Pass-off  
Skill Reflection 1 - Use Crutches  
Skill Reflection 2 - Use Crutches  
Skill Reflection 3 - Use Crutches  
Use Crutches Pass-off  
Skill Reflection 1 - Use a Walker  
Skill Reflection 2 - Use a Walker  
Skill Reflection 3 - Use a Walker  
Use a Walker Pass-off  
Video Quiz: Body Mechanics (Chapter 55 Rehabilitation)  
Quiz: Chapter 55 Rehabilitation  
Flashcards: Chapter 55 Rehabilitation  
Schedule Your Final Scenario  
Read: Chapter 56 Nutrition, Exercise, and Healthy Living  
PowerPoints: Chapter 56 Nutrition, Exercise, and Healthy Living  
Nutrition, Exercise, and Healthy Living Concept Check  
Check Your Understanding: Chapter 56 Nutrition, Exercise, and Healthy Living  
Learning Lab: Rehabilitation and Healthy Living (Chapter 56 Nutrition, Exercise, and Healthy Living)  
Writing Assignment: Guidelines for Good Health, Choose MyPlate, and Religious Influences on Diet (Chapter 56)  
Skill - Instruct a Patient According to Special Dietary Needs Info  
Skill Reflection 1 - Instruct a Patient According to Special Dietary Needs  
Skill Reflection 2 - Instruct a Patient According to Special Dietary Needs  
Skill Reflection 3 - Instruct a Patient According to Special Dietary Needs  
Instruct a Patient According to Special Dietary Needs Pass-Off  
Food Labels Worksheet  
Malnutrition Worksheet  
Food Allergies Worksheet  
Quiz: Chapter 56 Nutrition, Exercise, and Healthy Living  
Flashcards: Chapter 56: Nutrition, Exercise, and Healthy Living  
Nutrition, Exercise, and Healthy Living Exam- Requires Respondus LockDown Browser

Check point meeting- Module 4  
Professionalism Evaluation  
Skills List  
Final Scenario  
End of Course Survey

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*Subject to change. Please consult your Canvas course for the most current instructions and updates.*

## Classroom Hours

Mo, Tu, W, Th, Fr  
8:00 AM - 11:00 AM  
12:00 PM - 3:00 PM

For a full list of course hours visit: [Course Schedule](#)

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## Instructor Contact Information

Dusty Hunter — [dhunter@stech.edu](mailto:dhunter@stech.edu)  
Candice Cox — [ccox@stech.edu](mailto:ccox@stech.edu)

Office Hours: By appointment

Email is the preferred method of communication; you will receive a response within 24 hours during regular business hours.

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## Canvas Information

Canvas is the where course content, grades, and communication will reside for this course.

- [stech.instructure.com](https://stech.instructure.com)
- For Canvas passwords or any other computer-related technical support contact Student Services.
- For regular Hours and Weekdays call (435) 586 - 2899.
- For after Hours & Weekends call (435) 865 - 3929 (Leave a message if no response).

## Course Policies

**Course Grading:** Students must have a minimum of 80% on each module to pass off the module and all modules must be passed off before students are allowed to sign up for the next class. Each assignment is awarded points according to how well the submission follows the assignment's requirements. Written submissions are graded according to the college writing guidelines. Some assignments may be submitted more than once. If that is the case, the assignment will clearly state this. At the end of each module, students are asked to submit a "Module Checkpoint Meeting" showing that they have completed all module requirements.

**High School Power School Grades:** Quarter student grades will be determined by student progress percentage. Faculty will use the higher percentage of either 1) quarter progress, or 2) cumulative progress for the current training plan year.

**Grade Scale:** The following grading scale will be used to determine a letter grade.

• A : 94 - 100%	• B : 83 - 86%	• C : 73 - 76%	• D : 63 - 66%
• A- : 90 - 93%	• B- : 80 - 82%	• C- : 70 - 72%	• D- : 60 - 62%
• B+ : 87 - 89%	• C+ : 77 - 79%	• D+ : 67 - 69%	• F : 0 - 59%

**Course Policies:** Students must adhere to the Program Safety, Work Ethic, and Dress Code as outlined in the Medical Assistant Policies & Orientation. Attendance is important to your success in the Medical Assistant program. You are responsible for the schedule that you set at the beginning of your course and to sign in at the clock-in station at the beginning of your first hour and sign out after your last hour. You are allotted one 15-minute break during each 3-hour block of time, breaks should not be taken within the first or last 30 minutes of your schedule. Problems with signing in must be reported to an instructor as soon as possible. You must maintain 80% attendance in the program. Failure to meet the required attendance standard will result in academic corrective action being taken. If you are going to be absent, communication with the instructor is required to set up time to make up the time missed. This makeup time will be scheduled at the convenience of the instructors and the availability of the classroom and clinic. If you do not have a schedule for ten (10) consecutive days, you will be withdrawn from Southwest Tech. Students are expected to complete coursework according to the scheduled amount of hours designated for the course. All students in the program must stay on task and maintain a minimum 67% progress to retain financial aid eligibility. Failure to meet these requirements shall result in the student completing an Academic Intervention Plan with the Medical Assistant program leadership team and possibly academic warning, probation, and withdrawal from the program if not brought up by the end of each quarter. Cell phones should be on silent and are not allowed in the clinic area. Be courteous to your classmates and take phone calls out in the hall. Excessive cell phone use can hinder progress

## Additional Information

InformaCast Statement: Southwest Tech uses InformaCast to ensure the safety and well-being of our students. In times of emergency, such as weather closures and delays, this app allows us to promptly deliver notifications directly to your mobile devices. To stay informed and receive real-time updates, we encourage all students to sign up for notifications. Your safety is our priority, and staying connected ensures a swift response to any unforeseen circumstances. More information and directions for signing up are available at: <https://stech.edu/emergency-notifications/>

Internet Acceptable Use Policy: The student is expected to review and follow the Southwest Technical College Internet Safety Policy at: <https://stech.edu/students/policies/>

Student Code of Conduct Policy: The student is expected to review and follow the Southwest Technical College Student Code of Conduct Policy at: <https://stech.edu/students/policies/>

Accommodations: Students with medical, psychological, learning, or other disabilities desiring accommodations or services under ADA, must contact the Student Services Office. Student Services determines eligibility for and authorizes the provision of these accommodations and services. Students must voluntarily disclose that they have a disability, request an accommodation, and provide documentation of their disability. Students with disabilities may apply for accommodations, based on an eligible disability, through the Student Services office located at 757 W. 800 S., Cedar City, UT 84720, and by phone at (435) 586-2899. No diagnostic services are currently available through Southwest Technical College.

Safety and Building Maintenance: The College has developed and follows a variety of plans to ensure the safe and effective operation of its facilities and programs. The following plans are available online:

1) Facilities Operations and Maintenance Plan; 2) Technical Infrastructure Plan; and 3) Health and Safety Plan.

Withdrawals and Refunds: Please refer to the Southwest Technical College Refund Policy at: <https://stech.edu/students/policies/>

Any high school or adult student, who declares a technical training objective is eligible for admission at Southwest Technical College (Southwest Tech). Program-specific admissions requirements may exist and will be listed on the Southwest Tech website. A high school diploma or equivalent is not required for admission but is mandatory for students seeking Title IV Federal Financial Aid.

Non-Discriminatory Policy: Southwest Technical College affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise, and bases its policies on the idea of global human dignity.

Southwest Tech is committed to a policy of nondiscrimination. No otherwise qualified person may be excluded from participation in or be subjected to discrimination in any course, program or activity because of race, age, color, religion, sex, pregnancy, national origin or disability. Southwest Technical College does not discriminate on the basis of sex in the education programs or activities that it operates, as required by Title IX and 34 CFR part 106. The requirement not to discriminate in education programs or activities extends to admission and employment. Inquiries about Title IX and its regulations to STECH may be referred to the Title IX Coordinator, to the Department of Education, and/or to the Office for Civil rights.

If you believe you have experienced discrimination or harassment on our campus, please contact the Title IX Coordinator, Cory Estes: [cestes@stech.edu](mailto:cestes@stech.edu), (435) 865-3938.

For special accommodations, please contact the ADA Coordinator, Cyndie Tracy: [ctracy@stech.edu](mailto:ctracy@stech.edu), (435) 865-3944.

Southwest Technical College

757 West 800 South

Cedar City, UT 84720

[info@stech.edu](mailto:info@stech.edu)

(435) 586-2899