

## TEMA 1230 - Medical Assisting Procedures I (2 Credits)

### Course Description

Medical Assisting Procedures I will focus on medical emergencies, rehabilitation, specialty exams, and healthy living. Concepts covered include BLS, proper application of bandages, wound care, pediatric, mental health, OB/GYN, patient education of mobility equipment, and healthy nutrition and lifestyles.

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### Course Objectives

- Manage emergencies in the medical office.
  - Perform first aid in accidents, injuries, and acute illnesses.
  - Educate patients regarding proper diet and nutrition guidelines.
  - Demonstrate the use of different mobility equipment.
  - Demonstrate proper measurements of pediatric patients.
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### Course Outline

- Specialty Exams and Procedures
- OB/GYN Exams
- Pediatric Exams
- Geriatrics and Mental Health
- Medical Emergencies and CPR

## Assignments and Assessments

Welcome

Orientation

Syllabus and Course Agreement

Course Timeline

Post-enrollment Requirements

Read: Chapter 36 Specialty Examinations and Procedures

PowerPoints: Chapter 36 Specialty Examinations and Procedures

Specialty Examinations and Procedures Concept Check

Check Your Understanding: Chapter 36 Specialty

Examinations and Procedures

Case Study: Irrigating the Ear (Chapter 36 Specialty Examinations and Procedures)

Skill - Irrigate the Ear Video

Skill Reflection 1 - Irrigate the Ear

Skill Reflection 2 - Irrigate the Ear

Skill Reflection 3 - Irrigate the Ear

Irrigate the Ear Pass-off

Ear Infections Worksheet

Skill - Perform Audiometry Screening Video

Skill Reflection 1 - Perform Audiometry Screening

Skill Reflection 2 - Perform Audiometry Screening

Skill Reflection 3 - Perform Audiometry Screening

Perform Audiometry Screening Pass-off

Skill - Irrigate the Eye Video

Skill Reflection 1 - Irrigate the Eye

Skill Reflection 2 - Irrigate the Eye

Skill Reflection 3 - Irrigate the Eye

Irrigate the Eye Pass-off

Age-related Macular Degeneration (AMO)

Skill - Visual Acuity Testing Video,

Skill Reflection 1 - Screen Visual Acuity with a Snellen Chart

Skill Reflection 1 - Screen Visual Acuity with the Jaeger System

Skill Reflection 1 - Determine Color Vision Acuity by the Ishihara Method

Skill Reflection 2 - Screen Visual Acuity with a Snellen Chart

Skill Reflection 2 - Screen Visual Acuity with the Jaeger System

Skill Reflection 2 - Determine Color Vision Acuity by the Ishihara Method

Skill Reflection 3 - Screen Visual Acuity with a Snellen Chart

Skill Reflection 3 - Screen Visual Acuity with the Jaeger System

Skill Reflection 3 - Determine Color Vision Acuity by the Ishihara Method

Screen Visual Acuity with a Snellen Chart Pass-off

Screen Visual Acuity with the Jaeger System Pass-off

Determine Color Vision Acuity by the Ishihara Method Pass-off

Video Quiz: Visual Acuity Testing (Chapter 36 Specialty Examinations and Procedures)

Respiratory System Disease Handout

Skill - Respiratory Therapy Videos

Skill Reflection 1 - Perform Spirometry Testing

Skill Reflection 2 - Perform Spirometry Testing

Skill Reflection 3 - Perform Spirometry Testing

Perform Spirometry Testing Pass-off

Estimated/Expected Peak Expiratory Flow Rate

Skill Reflection 1 - Perform Peak Flow Testing

Skill Reflection 2 - Perform Peak Flow Testing

Skill Reflection 3 - Perform Peak Flow Testing

Perform Peak Flow Testing Pass-off

Skill Reflection 1 - Measure and Record Pulse

Oximetry Testing & Nasal Canula Education

Skill Reflection 2 - Measure and Record Pulse

Oximetry Testing & Nasal Cannula Education

Skill Reflection 3 - Measure and Record Pulse

Oximetry Testing & Nasal Cannula Education

Measure and Record Pulse Oximetry Testing & Nasal

Cannula Education Pass-off

Skill Reflection 1 - Nebulizer

Skill Reflection 2 - Nebulizer

Skill Reflection 3 - Nebulizer

Nebulizer Pass-off

Peak Flow/Asthma Action Plan Handout

Skill - Perform Neurological Testing as Part of a Diabetic Foot Examination Video

Skill Reflection 1 - Perform Neurological Testing as Part of a Diabetic Foot Examination

Skill Reflection 2 - Perform Neurological Testing as Part of a Diabetic Foot Examination

Skill Reflection 3 - Perform Neurological Testing as Part of a Diabetic Foot Examination

Perform Neurological Testing as Part of a Diabetic Foot Examination Pass-off

Specialty Examinations and Procedures Videos

MOSS 36.1 Training: Documenting a Clinical Encounter (Lorenzo)

MOSS 36.2 Training: Completing an Interoffice Order for In-Clinic Testing (Lorenzo)

MOSS 36.3 Training ADVANCED: Documenting a Clinical Encounter (Wolf)

MOSS 36.4 Training: Printing a Procedure Order, Patient Education, and Instructions (Wolf)

MOSS 36.1 Assessment: Documenting a Clinical Encounter (Lorenzo)

MOSS 36.2 Assessment: Completing an Interoffice Order for In-Clinic Testing (Lorenzo)

MOSS 36.3 Assessment ADVANCED: Documenting a Clinical Encounter (Wolf)

MOSS 36.4 Assessment: Printing a Procedure Order, Patient Education, and Instructions (Wolf)

Quiz: Chapter 36 Specialty Examinations and Procedures

Flashcards: Chapter 36 Specialty Examinations and Procedures

Specialty Examinations and Procedures Exam- Requires Respondus LockDown Browser  
 Check point meeting- Module 1  
 Read: Chapter 37 OB/GYN Examinations  
 PowerPoints: Chapter 37 OB/ GYN Examinations  
 OB/ GYN Examinations Concept Check  
 Check Your Understanding: Chapter 37 OB/ GYN Examinations  
 Contraception Videos  
 Pap and HPV Tests Worksheet  
 Skill - Prepare the Patient for and Assist with a Gynecological Exam and Pap Test Video  
 Skill Reflection 1 - Prepare the Patient for and Assist with a Gynecological Exam and Pap Test  
 Skill Reflection 2 - Prepare the Patient for and Assist with a Gynecological Exam and Pap Test  
 Skill Reflection 3 - Prepare the Patient for and Assist with a Gynecological Exam and Pap Test  
 Prepare the Patient for and Assist with a Gynecological Exam and Pap Test Pass-off  
 Skill - Assist with KOH/Wet Mount Video  
 Skill Reflection 1 - Assist with KOH/Wet Mount  
 Skill Reflection 2 - Assist with KOH/Wet Mount  
 Skill Reflection 3 - Assist with KOH/Wet Mount  
 Assist with KOH/Wet Mount Pass-off  
 Case Study: Patient Education for a Pap Test (Chapter 37 OB/GYN Examinations)  
 Routine Prenatal Visit Video  
 Group B Strep (GBS) Worksheet  
 Group B Strep Handout  
 Skill - Group B Strep Collection Video  
 Skill Reflection 1 - Group B Strep Collection  
 Skill Reflection 2 - Group B Strep Collection  
 Skill Reflection 3 - Group B Strep Collection  
 Group B Strep Collection Pass-off  
 Skill Reflection 1 - Group B Strep Patient Collection Education  
 Skill Reflection 2 - Group B Strep Patient Collection Education  
 Skill Reflection 3 - Group B Strep Patient Collection Education  
 Group B Strep Patient Collection Education Pass-off  
 Video Quiz: Assisting with a Pelvic Gynecological Exam (Chapter 37 OB/GYN Examinations)  
 MOSS 37.1 Training: Documenting a Clinical Encounter (Franssen)  
 MOSS 37.2 Training ADVANCED: Documenting a Clinical Encounter (Lindgren)  
 MOSS 37.1 Assessment: Documenting a Clinical Encounter (Franssen)  
 MOSS 37.2 Assessment ADVANCED: Documenting a Clinical Encounter (Lindgren)  
 Quiz: Chapter 37 OB/GYN Examinations  
 Flashcards: Chapter 37 OB/GYN Examinations

OB/GYN Examinations Exam- Requires Respondus LockDown Browser  
 Check point meeting- Module 2  
 Read: Chapter 38 Pediatric Examinations  
 PowerPoints: Chapter 38 Pediatric Examinations  
 Pediatric Exams Concept Check  
 Check Your Understanding: Chapter 38 Pediatric Examinations  
 Shaken Baby Syndrome (SBS) Worksheet  
 Pediatric Procedures Videos  
 Critical Thinking Challenge 3.0: Making Ethical and Legal Decisions (Chapter 38 Pediatric Examinations)  
 Skill - Measure Length, Weight, and Head and Chest Circumference of an Infant or Child Video  
 Skill Reflection 1 - Measure Length, Weight, and Head and Chest Circumference of an Infant or Child  
 Skill Reflection 2 - Measure Length, Weight, and Head and Chest Circumference of an Infant or Child  
 Skill Reflection 3 - Measure Length, Weight, and Head and Chest Circumference of an Infant or Child  
 Measure Length, Weight, and Head and Chest Circumference of an Infant or Child Passoff (Chapter 38 Pediatric Examinations)  
 Pediatric Growth Charts Assignment  
 Skill - Plot Data on a Growth Chart  
 Skill Reflection 1 - Plot Data on a Growth Chart  
 Skill Reflection 2 - Plot Data on a Growth Chart  
 Skill Reflection 3 - Plot Data on a Growth Chart  
 Plot Data on a Growth Chart Pass-off  
 Skill - Screen Pediatric Visual Acuity  
 Skill Reflection 1 - Screen Pediatric Visual Acuity  
 Skill Reflection 2 - Screen Pediatric Visual Acuity  
 Skill Reflection 3 - Screen Pediatric Visual Acuity  
 Screen Pediatric Visual Acuity Pass-off  
 Vaccine Information Statement  
 Pediatric Immunizations  
 MOSS 38.1 Training: Documenting a Clinical Encounter (Johnsson)  
 MOSS 38.2 Training: Printing an Immunization Record (Berger)  
 MOSS 38.1 Assessment: Documenting a Clinical Encounter (Johnsson)  
 MOSS 38.2 Assessment: Printing an Immunization Record (Berger)  
 Quiz: Chapter 38 Pediatric Examinations  
 Flashcards: Chapter 38 Pediatric Examinations  
 Pediatric Examinations Exam- Requires Respondus LockDown Browser  
 Check point meeting- Module 3  
 Read: Chapter 39 Geriatrics  
 PowerPoints: Chapter 39 Geriatrics  
 Geriatrics Concept Check  
 Check Your Understanding: Chapter 39 Geriatrics  
 Case Study: Patient Education Regarding Safety and

Preventing Falls (Chapter 39 Geriatrics)  
Osteoporosis: Bone Breakdown  
Video Quiz: Working with Older Patients (Chapter 39 Geriatrics)  
Quiz: Chapter 39 Geriatrics  
Flashcards: Chapter 39 Geriatrics  
Geriatrics Exam- Requires Respondus LockDown Browser  
Read: Chapter 40 Mental Health  
PowerPoints: Chapter 40 Mental Health  
Mental Health Concept Check  
Check Your Understanding: Chapter 40 Mental Health  
Procedure 40-1: Respond to Abnormal Behavior Patterns  
Addiction Videos Worksheet  
Opinion on Drinking Short Essay  
Job Burnout Worksheet  
Managing Stress Worksheet  
Case Study: Patient Education Regarding Stress Management (Chapter 40 Mental Health)  
Video Quiz: Discussing Sensitive Topics and Substance Abuse (Chapter 40 Mental Health)  
Quiz: Chapter 40 Mental Health  
Flashcards: Chapter 40 Mental Health  
Mental Health Exam- Requires Respondus LockDown Browser  
Check point meeting- Module 4  
Schedule Your Final Scenario  
Read: Chapter 53 Emergencies in the Medical Office  
PowerPoints: Chapter 53 Emergencies in the Medical Office  
Emergencies in the Medical Office Concept Check  
Check Your Understanding: Chapter 53 Emergencies in the Medical Office  
First Aid Training  
Critical Thinking Challenge 3.0: Infectious Disease Exposure (Chapter 53 Emergencies in the Medical Office)  
SALT Mass Casualty Triage Training  
Video Quiz: Obstructed Airway (Chapter 53 Emergencies in the Medical Office)  
Quiz: Chapter 53 Emergencies in the Medical Office  
CPR Training  
Flashcards: Chapter 53 Emergencies in the Medical Office  
Emergencies in the Medical Office and the Community Exam- Requires Respondus LockDown Browser  
Check point meeting- Module 5  
Skills List  
Professionalism Evaluation  
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

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