

TEMA 1060 - Clinical Procedures (2 Credits)

Course Description

The Clinical Procedures course is an introduction to working in an ambulatory outpatient clinic setting, understanding the role of a medical assistant and patient care. The content of this course will focus on infection control, medical asepsis, taking patient histories, performing patient assessments including vital signs, and preparing for and assisting the provider with examinations.

Course Objectives

- Identify how infectious and communicable diseases and transmissions relate to the healthcare setting per federal, state, and local health laws regulations and recommendations.
 - Explain the purpose of obtaining patient's health information and how to elicit different aspects of the chief medical complaint.
 - Accurately identify, measure, and record vital signs.
 - Define the normal ranges and values for each vital sign.
 - Interpret the medical assistant's role in preparing and assisting in the physical exam.
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Course Outline

- Infection Control and Medical Asepsis
- Medical History and Patient Screening
- Vital Signs
- Patient Exams

Assignments and Assessments

Welcome
Orientation
Syllabus and Course Agreement
Course Timeline
Post-enrollment Requirements
Read: Chapter 31 Infection Control and Medical Asepsis
PowerPoint: Chapter 31 Infection Control and Medical Asepsis
Infection Control and Medical Asepsis Concept Check
Communicable Diseases
Smallpox Virus
Ebola Virus Disease
What Is Tetanus and How Do You Get It
Influenza Vaccine
Infection Control Worksheet
Bloodborne Pathogens Training
OSHA Incident Report
Employee Incident Report
Skill - Hand Washing for Medical Asepsis, Gloves and PPE
Videos
Skill Reflection 1 - Hand Washing for Medical Asepsis
Skill Reflection 1 - Remove Nonsterile Gloves
Skill Reflection 1 - Personal Protective Equipment (PPE)
Skill Reflection 2 - Hand Washing for Medical Asepsis
Skill Reflection 2 - Remove Nonsterile Gloves
Skill Reflection 2 - Personal Protective Equipment (PPE)
Skill Reflection 3 - Hand Washing for Medical Asepsis
Skill Reflection 3 - Remove Nonsterile Gloves
Skill Reflection 3 - Personal Protective Equipment (PPE)
Hand Washing for Medical Asepsis Skill Pass-off
Remove Nonsterile Gloves Skill Pass-off
Personal Protective Equipment (PPE) Skill Pass-off
Check Your Understanding: Chapter 31 Infection Control and Medical Asepsis
Learning Lab: Infection Control and Medical Asepsis (Chapter 31 Infection Control and Medical Asepsis)
Skill - Sanitize Instruments Video
Skill - Wrap Items for Autoclaving and Perform Autoclave Sterilization Video
Skill Reflection 1 - Sanitize Instruments
Skill Reflection 1 - Wrap Items for Autoclaving
Skill Reflection 1 - Perform Autoclave Sterilization
Skill Reflection 2 - Sanitize Instruments
Skill Reflection 2 - Perform Autoclave Sterilization
Skill Reflection 3 - Sanitize Instruments
Skill Reflection 3 - Wrap Items for Autoclaving
Skill Reflection 3 - Perform Autoclave Sterilization
Sanitize Instruments Skill Pass-off
Wrap Items for Autoclaving Skill Pass-off
Perform Autoclave Sterilization Skill Pass-off
Autoclave Maintenance Worksheet
Video Quiz: Transmission-Based Precautions (Chapter 31 Infection Control and Medical Asepsis)

Quiz: Chapter 31 Infection Control and Medical Asepsis
Flashcards: Chapter 31 Infection Control and Medical Asepsis
Infection Control and Medical Asepsis Exam- Requires Respondus Lock Down Browser
Check point meeting- Module 1
Read: Chapter 32 The Medical History and Patient Screening
PowerPoint: Chapter 32 The Medical History and Patient Screening
Medical History and Patient Screening Concept Check
Preparing the Patient's Chart References
Medical Documentation
Skill - Perform Patient Screening Video
Skill Reflection 1 - Perform Patient Screening
Skill Reflection 2 - Perform Patient Screening
Skill Reflection 3 - Perform Patient Screening
Perform Patient Screening Skill Pass-off
Skill - Obtain Patient Health History Video
Skill Reflection 1 - Obtain Patient Health History
Skill Reflection 2 - Obtain Patient Health History
Skill Reflection 3 - Obtain Patient Health History
Obtain Patient Health History Skill Pass-off
Family Health History and Portrait
Check Your Understanding: Chapter 32 The Medical History and Patient Screening
Learning Lab: Patient Intake (Chapter 32 The Medical History and Patient Screening)
Skill - Participate in a Telehealth Interaction with a Patient Video
Skill Reflection 1 - Participate in a Telehealth Interaction with a Patient
Skill Reflection 2 - Participate in a Telehealth Interaction with a Patient
Skill Reflection 3 - Participate in a Telehealth Interaction with a Patient
Participate in a Telehealth Interaction with a Patient Skill Pass-off
Video Quiz: Taking a Medical History (Chapter 32 The Medical History and Patient Screening)
Chapter 32: Medical History and Patient Screening Worksheet
Quiz: Chapter 32 The Medical History and Patient Screening
Flashcards: Chapter 32 The Medical History and Patient Screening
The Medical History and Patient Screening Exam- Requires Respondus LockDown Browser
Check point meeting- Module 2
Read: Chapter 33 Body Measurements and Vital Signs
PowerPoint: Chapter 33 Body Measurements and Vital Signs
Body Measurements and Vital Signs Concept Check
Check Your Understanding: Chapter 33 Body Measurements and Vital Signs
Competency Challenge: Body Measurements and Vital Signs

(Chapter 33 Body Measurements and Vital Signs)
 Skill - Measure Height and Weight Video
 Skill - Taking Temperatures Video,
 Skill - Pulse and Respirations Videos
 Skill - Measure Blood Pressure Video
 Skill Reflection 1 - Measure Height and Weight
 Skill Reflection 2 - Measure Height and Weight
 Skill Reflection 3 - Measure Height and Weight
 Measure Height and Weight Skill Pass-off
 Skill Reflection 1 - Oral Temperature with an Electronic Thermometer
 Skill Reflection 2 - Oral Temperature with an Electronic Thermometer
 Skill Reflection 3 - Oral Temperature with an Electronic Thermometer
 Oral Temperature with an Electronic Thermometer Skill Pass-off
 Skill Reflection 1 - Axillary Temperature
 Skill Reflection 2 - Axillary Temperature
 Skill Reflection 3 - Axillary Temperature
 Axillary Temperature Skill Pass-off
 Skill Reflection 1 - Tympanic Temperature
 Skill Reflection 2 - Tympanic Temperature
 Skill Reflection 3 - Tympanic Temperature
 Tympanic Temperature Skill Pass-off
 Skill Reflection 1 - Temporal Artery Temperature
 Skill Reflection 2 - Temporal Artery Temperature
 Skill Reflection 3 - Temporal Artery Temperature
 Temporal Artery Temperature Skill Pass-off
 Skill Reflection 1 - Measure Apical Pulse
 Skill Reflection 2 - Measure Apical Pulse
 Skill Reflection 3 - Measure Apical Pulse
 Measure Apical Pulse Skill Pass-off
 Skill Reflection 1 - Measure Radial Pulse and Respirations
 Skill Reflection 2 - Measure Radial Pulse and Respirations
 Skill Reflection 3 - Measure Radial Pulse and Respirations
 Measure Radial Pulse and Respirations Skill Pass-off
 Skill Reflection 1 - Measure Blood Pressure
 Skill Reflection 2 - Measure Blood Pressure
 Skill Reflection 3 - Measure Blood Pressure
 Measure Blood Pressure Skill Pass-off
 Vital Signs Log
 Blood Pressure Virtual Lab
 MOSS 33.1 Training: Documenting Vital Signs (Berger)
 MOSS 33.1 Assessment: Documenting Vital Signs (Berger)
 Video Quiz: Measuring Height and Weight (Chapter 33 Body Measurements and Vital Signs)
 Quiz: Chapter 33 Body Measurements and Vital Signs
 Flashcards: Chapter 33 Body Measurements and Vital Signs
 Body Measurements and Vital Signs Exam- Requires Respondus LockDown Browser
 Check point meeting- Module 3
 Read: Chapter 34 Preparing for Examinations

PowerPoint: Chapter 34 Preparing for Examinations
 Preparing for Examinations Concept Check
 Skill - Prepare and Maintain Exam Areas Video
 Skill Reflection 1 - Prepare and Maintain Exam Areas
 Skill Reflection 2 - Prepare and Maintain Exam Areas
 Skill Reflection 3 - Prepare and Maintain Exam Areas
 Prepare and Maintain Exam Areas Skill Pass-off
 Check Your Understanding: Chapter 34 Preparing for Examinations
 MOSS 34.1 Training: Viewing Patient Alerts in the Patient's Medical Record
 MOSS 34.1 Assessment: Viewing Patient Alerts in the Patient's Medical Record
 Electronic Health Record: Progress Note
 Skill - Transfer Patient from Wheelchair Video
 Skill Reflection 1 - Transfer Patient from Wheelchair
 Skill Reflection 2 - Transfer Patient from Wheelchair
 Skill Reflection 3 - Transfer Patient from Wheelchair
 Transfer Patient from Wheelchair Skill Pass-off
 Competency Challenge: Preparing for Examinations (Chapter 34 Preparing for Examinations)
 Skill - Positioning Patient for Exam
 Skill Reflection 1 - Positioning Patient for Exam
 Skill Reflection 2 - Positioning Patient for Exam
 Skill Reflection 3 - Positioning Patient for Exam
 Positioning Patient for Exam Skill Pass-off
 Chapter 34: Preparing for Examinations Worksheet
 Video Quiz: Physical Exam Preparation (Chapter 34 Preparing for Examinations)
 Quiz: Chapter 34 Preparing for Examinations
 Flashcards: Chapter 34 Preparing for Examinations
 Preparing for Examinations Exam - Requires Respondus LockDown Browser
 Schedule Your Final Scenario
 Read: Chapter 35 The Physical Exam
 PowerPoint: Chapter 35 The Physical Exam
 The Physical Exam Concept Check
 Check Your Understanding: Chapter 35 The Physical Exam
 Learning Lab: Clinical Procedures (Chapter 35 The Physical Exam)
 MOSS 35.1 Training: Documenting a Clinical Encounter (Blomquist)
 MOSS 35.2 Training: Documenting a Clinical Encounter (Patel)
 MOSS 35.1 Assessment: Documenting a Clinical Encounter (Blomquist)
 MOSS 35.2 Assessment: Documenting a Clinical Encounter 1 (Patel)
 Breast and Testicular Self-Examination Worksheet
 Case Study: Assisting with a Physical Exam (Chapter 35 The Physical Exam)
 Chapter 35: The Physical Exam Worksheet
 Quiz: Chapter 35 The Physical Exam
 Flashcards: Chapter 35 The Physical Exam

The Physical Exam Test - Requires Respondus LockDown

Browser

Check ooint meetim!- Module 4

Professionalism Evaluation

Skills List

Final Scenario

End of Course Survey

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](#)

Instructor Contact Information

Dusty Hunter — dhunter@stech.edu
Candice Cox — 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.

Canvas Information

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

- 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

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. Grading- 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. 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. 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. The progress percentage will be used with the grading scale to determine the minimum grade. High School Grade Scale: The following grading scale will be used to determine a letter grade from the progress percentage:

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|-----------------|-----------------|-----------------|-----------------|
| • 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% |

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, (435) 865-3938.

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

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