**FLORIDA VOCATIONAL INSTITUTE**

**SYLLABUS / LESSON PLAN**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Daily/Weekly Lesson Plan Outline – 3weeks / 30 Clock Hrs. / 30 Lab Hrs.** | | | | | |
| **COURSE TITLE** | | | | **Review Date:** | |
| **Medical Assistant** | | | | **01/04/2016** | |
| **CODE** | **SUBJECT** |  |  | **LEC HRS** | **LAB HRS** |
| **MAS 112** | **Patient Preparation & Clinical Procedures** | | | **30** | **30** |
| **COURSE DESCRIPTION:**  Students will study patient care concepts involved in preparing patients for a medical examination or specialized test. Students will learn appropriate draping procedures, procedures for preparation for minor surgery, interpersonal skills required for patient communication, and the importance of maintaining well stocked, clean and well prepared examination areas.  **Prerequisite: None**  **Required Resources:**  **Text Books*:*** KINN”S The Medical Assistant, An Applied Learning Approach. Deborah B. Proctor, Alexandra P. Adams. 12th Edition. Elsevier ( Chapters: 31, 32, 35, 43, 56)  Other: Handouts  **Learning Resources Center materials are available**  **Instructional Methods:**  Lecture/Discussion  Audiovisual  **Mode of Delivery:**  Residential  **Equipment/Technology/Software**  Utilization of power point presentations, media center websites, reference materials, and other technology as available  **Course objectives/Competencies:** At the end of the course, students will be able to:   * Take Vital Signs readings * Follow OSHA guidelines concerning Vital Signs * Perform Anthropometric measurements with adults and pediatric patients * Assist with physical Examination of a patient * Recognize the instruments used to perform a physical examination * Identify and describe the common positions used for a physical examination * Identify surgical instruments * Administer Injections * Follow Aseptic Techniques * Assist with Physical Therapy * Assist with Pulmonary Function Test | | | | | |
|  |  |  |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Objectives to be covered** | **Lecture/ Labs** | **Method of Assessment** |
| **Week 1** |  |  |  |
| **Day 1** | Vital Signs | **Lecture:**   1. Defining Vital Signs 2. Explaining the factors affecting vital signs 3. Explaining Vital Signs: 4. Temperature: Definition, Normal range, Types of Thermometers. Definition of Pyrexia, Hyperthermia, Hypothermia 5. Pulse: definition, Normal range according to age, Sites used to take pulse reading. Definition of Bradycardia, Tachycardia, Arrhythmia 6. Role of MA in taking Pulse and Temperature readings   **Laboratory**: taking Temperature and Pulse readings | Book Exercise  Laboratory Activity |
| **Day 2** | Vital Signs | **Lecture:**   1. Explaining the Vital Signs: 2. Blood Pressure: Definition, Normal range according to age. Definition of Systolic and Diastolic pressure. Definition of Pulse pressure 3. Sphygmomanometer 4. Evaluating BP 5. Measuring Blood Pressure 6. Common causes of error in blood pressure readings 7. Korotkoff sounds 8. Definition of Hypertension and Hypotension 9. Kinds of Hypertension 10. Role of MA in taking BP reading 11. Respiration: Normal range according to age 12. Normal and Abnormal respiratory sounds 13. Definition of: Tachypnea, Dyspnea, Apnea, Hypopnea, Hyperpnea 14. Role of MA in taking respiration rate readings   **Laboratory**: taking respiration rate  and Blood Pressure readings | Book Exercise  Laboratory activity |
| **Day 3** | Vital Signs laboratory | **Lecture:**   1. Explaining the OSHA guidelines for measuring vital signs   **Laboratory:**  Practicing vital signs | Laboratory activity  Students will  write a report  about Hypertension |
| **Day 4** | Anthropometric Measurement | **Lecture:**   1. Explaining how to measure weight and height 2. Describing patient BMI 3. Describing the procedural steps to measure weight and height 4. Describing how to measure infants 5. Explaining Normal growth and development in pediatric patients. 6. Explaining Growth patterns 7. Describing the Medical Assistant role in pediatric procedures 8. Maintaining growth chart 9. Immunization chart   **Laboratory:**  Vital signs and Anthropometric measurements | Book Exercise  Group practice:  Measuring weight and height |
| **Week 2** |  |  |  |
| **Day1** | Assisting with The Primary Physical Examination | **Lecture**   1. Describing the role of MA in physical Examination 2. Explaining how to prepare the examination room and Instruments needed for physical Examination 3. Procedural steps in assisting with the physical examination 4. Describing the methods of examination: Inspection, Palpation, Auscultation, Manipulation 5. Explaining the physical Examination sequence | Book Exercise |
| **Day 2** | Physical examination | **Lecture:**   1. Explaining the positions used for Physical Examination.   **Laboratory:** Practicing common positions used for physical examination  Identifying instruments used for physical Examination | Book Exercise  Laboratory |
| **Day 3** | Surgical Techniques | **Lecture:**   1. Explaining the typical solutions and medications used in minor surgical procedures. 2. Describing surgical instruments used in minor office surgery. General classifications of surgical instruments. Care of surgical instruments. 3. Describing the different types of sutures and surgical needles. 4. Explaining the medical Assistant role   **Laboratory:**  Identify Surgical Instruments. | Laboratory  Book Exercise |
| **Day 4** | Surgical techniques  Physical Therapy | **Lecture:**   1. Describing Aseptic technique. 2. Explaining the types and uses of sterilization indicators. 3. Explaining how to operate an autoclave. 4. Describing common minor surgical procedures. 5. Explaining skin prep for surgery, surgical hand scrub. Postoperative instructions and care of wounds. Legal and ethical concerns regarding surgical asepsis and infection control. 6. Explaining Physical therapy Indications 7. Explaining the use of Heat Therapy and   Cold Therapy, Exercise, and Hydrotherapy  **Laboratory**:  Infection control and Universal Precautions. | Laboratory  Quiz 2 |
| **Week 3** |  |  |  |
| **Day 1** | Injections | **Lecture:**   1. Indications for Injections 2. Instruments needed for injections 3. Parts of the Syringe and proper selection of the needle 4. Kinds of syringes 5. Types of Injections   **Laboratory:**  Intramuscular Injection | Laboratory |
| **Day 2** | Injections | **Lecture:**   1. Describing the characteristics of Subcutaneous Injection, Intradermal Injection, PPD: How to perform the Tuberculine test. Mantoux Test. How to read Mantoux test results   **Laboratory:**  Subcutaneous and Intradermal Injections | Laboratory |
| **Day 3** | Spirometry  Pulmonary Function test  Review Final test  Practical Test | **Lecture:**   1. Explaining the Pulmonary Function test 2. Explaining the components of Urinalysis. 3. Review Final test. Discussion of Answers 4. Practical test: Injections, Vital signs   **Laboratory**:  Urinalysis | Questions  Study Guide |
| **Day 4** | Final Test | 1. Final Test 2. Analysis of Test results | Test |

**Qualitative Measure of Satisfactory Academic Progress (SAP)**

The qualitative element used to communicate Satisfactory Academic progress is the institutions published grading scale. Theory is evaluated after each unit of study. Students must maintain a cumulative theory grade average of at least 70% (C) at the end of each progress report period. Students must make up failed or missed tests and incomplete assignments. Practical skills performances are counted toward course completion. If performance does not meet satisfactory academic requirements, demonstration of the skills must be repeated until a satisfactory level of performance is achieved.

The school’s satisfactory academic progress policies must contain a Pace (quantitative) measure. The policy defines the pace at which our students must progress to ensure educational program completion within the maximum timeframe of 150%. For Florida Vocational Institute the maximum time frame is no longer than 150% of the published length of the educational programs as measured in the cumulative number of clock hours the student is required to complete.

The school uses the following grading scale:

|  |  |  |
| --- | --- | --- |
| **Letter** | **Number** | **Grade Point** |
| **A** | 100 - 90% | 4.0 |
| **B** | 89 - 80% | 3.0 |
| **C** | 79 - 70% | 2.0 |
| **D** | 69 - 60% | 1.0 |
| **F** | Below 60% | 0.0 |
| **I** | Incomplete | Withdraw / No Grade |

*Not Used in GPA computation: I = Incomplete; W = Withdraw; P = Pass; NP = Not Pass*

Pass - Satisfactory completion of non-graded Externship.

Fail - Unsatisfactory completion of non-graded Externship.

The students who have failed to meet the Qualitative standards are placed first on Financial Aid Warning; if no improvement over the next payment period, the student will be placed on academic suspension, with a loss of Title IV, HEA fund and they appeal the decision. Please review the appeal and probation requirements state in this policy for guidance on this process. The Director of Financial Aid in coordination with the Office of Academic Affairs monitors qualitative progress.

**Final grade calculation criteria**

Q= 20 %

CA= 10%

MT= 30%

F= 40%

FG= 100%

**Evaluation Record Code**

Q= Quizzes

CA=Class Activity

MT= Mid Term

F= Final

R= Retest

FG= Final Grade

**Attendance**

Regular attendance is required of all students. Promptness and dependability are qualities important in all occupations. Students should begin to develop these qualities and habits the day the students begin their training.

Attendance is taken daily in class by the instructor and submitted to the Registrar before the end of each class day. Students are expected to attend all scheduled class meetings and to arrive on time.  Attendance records will be maintained by the Registrar and will be part of the student’s permanent academic record.

Students with chronic absences in excess of 20% of the scheduled hours for a course will receive a failing grade for the course. Early departures and tardies will be calculated in quarter hour increments. A student will be withdrawn from any course or program if he/she does not attend within a 14 consecutive calendar day period (excluding school holidays or breaks, no longer than 5 consecutive days).  All students must complete a 100% of all externship or clinical hours within the assigned grading period.

Students are responsible for making up assignments and work missed as a result of absence at the discretion of the instructor. The instructor may assign additional outside make-up work to be completed for each absence. Students enrolled in clock hour programs will be required to attend make up classes for any missed hours scheduled by the instructor if the students has missed more than **10%** of scheduled hours.  Students enrolled in a clock hour program must attend a minimum of **85 %** of the scheduled program hours in order to graduate.

Attendance is reviewed by the instructors, program directors and the Director of Education on a weekly basis with a focus on those who have been absent for **10%** of the scheduled course hours. Students will be notified by phone, text or e-mail if their attendance is danger of violating attendance requirements.

Students may appeal the school’s actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances, for example illness, military duty, death of a family member, court appearances or jury duty. The student should first discuss the issue with his or her instructor. Appeals must be received within **seven (7)** calendar days of the student being notified of the decision that he or she wishes to appeal.

Students are expected to inform faculty in advance of any pending dates where a student may be absent and should make every effort to attend the alternate class in the morning or evening. Students are only allowed to miss up to 15% of their entire program hours, anything in excess of the 15% needs to be made up and could impact the student final course grade. It is the responsibility of the student to make up work or time missed.

**MAKE –UP HOURS/TIME**

Students enrolled in clock hour programs will be required to attend make up classes for any missed clock hours scheduled if the students has missed more than 15% of scheduled hours.  Students enrolled in a clock hour program must attend a minimum of 85 % of the scheduled program hours in order to graduate. Make-up hours for class must be made up during alternative schedules, including daytime, evening or a Friday schedule. Special circumstances will be managed by the Program Director with approval from Campus Vice President.

If absence at any time during the program exceeds **more than 10%,** the student will be placed on a mandatory prescribed school schedule which may include attending Friday scheduled sessions.

**MAKE-UP CLASS WORK**

Arrangements to make-up assignments, project, test, and homework missed as a result of absence must be made with the approval of the instructor. Make-up work must be completed within ten (10) calendar days after the end of the module.

**DRESS CODE**

1. While on campus and in lectures, students must wear uniform and footwear appropriate for the college learning environment. The student should demonstrate appropriate hygiene to avoid offensive odor.
2. In the student laboratory, appropriate clothing must be worn at all designated times as per the specific course syllabus. Close-toed shoes must be worn in the lab at all times.
3. During clinical rotation, the student must adhere to the dress code of the facility to which he/she is assigned. In addition to the facility’s dress code, or if the dress code is optional, the following rules apply:
   1. Students must comply with number 2 above. If the facility requires the student to wear a scrub uniform, it must be school’s uniform. The student is responsible for purchasing the correct scrub uniform. The student must wear their Student ID batch at all times.
   2. Students must not wear clothing made of denim material of any color. (No jeans or JEAN skirts, etc.)
   3. Students must not wear under t-shirts, unless they are of one color with no words, letters, slogans, graphics, etc., of any kind
   4. Students must wear closed-toe shoes (no sandals or canvas shoes) with socks or hosiery.
   5. While attending practicum rotations, student’s hair must be clean, neat and of a normal hair color. Male students must either shave regularly, or if they choose to wear a mustache and/or beard, they must keep them clean and well groomed.
   6. Before attending practicum rotation, students must bathe regularly to avoid offensive odor. In addition, students must refrain from use of cologne/perfume/aftershave lotion, or makeup.
   7. Keep fingernails clean and at a reasonable length.
   8. Students not conforming to the dress code of the facility or the program may be sent home from the practicum site at the preceptor’s or course instructor’s discretion and attendance won’t be granted.

**Cell Phones and Pagers**

No student will be called out of class for a telephone call, except in case of an emergency. It is suggested that family friends be informed of this rule. Phones will not be in used inclass.