Colorado Mountain College

I. Course and Instructor:

Medical Assisting Clinical Skills: Amy Connerton, RMA, Allied Health Instructor

Format: Hybrid (Web and Lab)

Instructor Information:

Name: Amy Connerton
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Office Hours: 9am-5pm, Monday-Friday

Course Information:

Course Title: Medical Assisting Laboratory Skills Synonym Number: 71254
Course Code: MOT 140 VE01 Credits: 4
Semester: 13/SP Prerequisite: BIO 106, MOT 150, HPR 178
Meeting Times and Days: Online and three 10 hour lab days at Edwards Campus
Class Location: Online and Edwards Campus
Start Date: 01/14/13 End Date: 05/03/13
Refund Date: 01/30/13 Withdraw Date: 04/07/13

Orientation Note: There is a mandatory orientation. Each student must contact me as soon as you get your Canvas email account to set this up! This orientation will get you oriented to Canvas and the Evolve site which we use for virtual Lab work and testing. Please do so within the first week of class. The book and study guide is the same for MOT 136, MOT 138, and MOT 140. You will also need to purchase an access code for the outside Lab modules in Evolve.

If this is your first experience with Canvas, please explore the topics on the left-hand navigation bar within the course. Check out the "Help" option at the bottom of every page. Click on "Search the Canvas Guides." This will bring you to the Canvas Student Guide and Video Tutorials. Spend some time learning the system. This is a fairly user-friendly application, so there is very little chance of you "hurting" or losing anything. You can always email me questions about the system. Either I will answer them or direct you to Tech Support.

Computer Access:

Online courses require frequent computer use and access to the internet. It is highly recommended that students have a personal computer for use in online courses. If you need to use a computer at your local Colorado Mountain College location, you will be able to do so during open lab hours. Please check with your local site for times. Labs will not be available for Collaborate (formerly Elluminate) sessions, if included as part of your course, due to the verbal interaction involved.

If you have general questions about online learning, please contact **Colorado Mountain College Online Learning** at 800-621-8559, extension 8341 or virtual@coloradomtn.edu.

No-show reporting and financial aid: If you have not completed your introductory assignment(s) in Canvas by the due date, you will be reported as a no-show and dropped from the course. The resultant loss in credit hours may cause a reduction and/or cancellation of your financial aid award. Neither financial aid awards nor class reinstatement can occur after this point without significant documented extenuating circumstances. If you have questions or concerns about this please contact your campus financial aid specialist. (**http://coloradomtn.edu/financial_aid**)

II. Course Description:

This course will provide the student with knowledge regarding patient care during the patient's visit to the medical office. It introduces the student to basic routine laboratory skills and techniques for collection, handling, and examination of laboratory specimens often encountered in the ambulatory care setting. Emphasis is hands-on experience.

This is a four credit class, and you can expect there to be four hours of "classroom" time per week which you will participate in as well as time spent on homework and studying.

III. Student Learning Outcomes, Competencies, and Skills:

Faculty Declaration of Educational Intent

Students will become familiar with the following:

Learning objectives are stated for each unit at the beginning of each chapter. You will be responsible for the reviewing and understanding each point. There are several in each unit and if you have questions, please immediately set up an appointment to discuss these issues. Upon completion of this course the student will be able to:

1. Take a medical history
2. Methods of charting/documentation
3. The basic physical exam
4. Basic radiology procedures
5. Assist with minor surgery
6. EKG's
7. Dosage calculations and medication administration
8. Assist with specialty exams
9. Emergency Procedures
10. Casting and Splinting

Competencies

Active participation in classroom, small group, or laboratory activities is expected. All students must complete the laboratory competencies before the end of the course to receive a passing grade. Competencies are pass/fail, and all parts must be passed. Failure to complete all competencies before the end of the course will result in a non-passing grade regardless of student's test scores. Competencies are skills that will be expected of all students during their internships, and students will not be allowed to proceed to their internship if competency is not shown. Course objectives are listed at the beginning of each chapter of the textbook. Please familiarize yourself with each.

There will be three mandatory skills labs from 8am-6pm at the Colorado Mountain College Edwards Campus. The seven requirements and principals of skill performance are:

1. **Accountability** – The medical assistant must communicate with other team members. It is important to collect information about the patient's condition before a procedure is implemented and afterward to advise other team members of any findings.

2. **Asepsis** – Actions taken to prevent the spread of infectious disease and prevent contamination.

3. **Comfort** – Efforts to limit any patient pain or discomfort.
4. **Communication** – Ensuring the patient is aware, what the procedure involves, why it is being done, and

what is required of the patient.

5. **Dexterity** – The ability to manipulate tools manually and apply fine motor skills to operate equipment safely and handle specimens safely.

6. **Organization** – Gathering necessary equipment and setting up for easy use. Organization also involves managing time so that important patient routines and schedules are adhered to.

7. **Safety** – Protecting the patient, yourself, and other team members from harm while implementing a procedure. The goal is to avoid infection, psychological harm, and physical trauma to body parts and specific tissues.

IV. IDEA Student Ratings of Instruction:

1. Gaining factual knowledge (terminology, classifications, methods, trends).
2. Learning fundamental principles, generalizations, or theories.
3. Learning to apply course material (to improve thinking, problem solving, and decisions).
4. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.
5. Acquiring skills in working with others as a member of a team.

As a result of taking the Colorado Guaranteed General Education courses and other courses comprising the AA, AS, AGS, and AAS degrees, students are expected to demonstrate competency at an adequate level according to criteria for each outcome in the following areas:

- **Reading** – Students should be able to read critically and thoughtfully.

- **Communications (written and oral)** – Student should be able to write and speak clearly and concisely to send and respond effectively to communications for varied audiences and purposes.

- **Mathematics** – Students should be able to use mathematical methods, reasoning, and strategies to investigate and solve problems.

- **Scientific Reasoning** – Students should be able to understand and apply scientific processes and concepts to investigate social, natural, and physical phenomena.

- **Critical Thinking** – Students should be able to critically examine issues and ideas and to identify sound reasoning in a variety of fields with differing assumptions, contents, and methods.

- **Technology** – Students should be able to apply contemporary forms of technology, including computer proficiency, to solve problems, or compile information.

- **Social Sciences** – Students should be able to demonstrate a broad foundation of social science knowledge and apply it to contemporary problems and issues, including their historical frameworks.

- **Interpersonal and Group Interaction** – Students should be able to interact effectively with individuals and within peer, work, social, and cultural groups.

- **Citizenship/Social Responsiveness** – Students should be able to articulate an informed response reflecting our multicultural communities, both local and global.

V. Methods and Class Management:

The following is a date calendar which is subject to change. You are expected to meet the deadlines. This course also has components done within the website: https://evolve.elsevier.com. **This is NOT a self-paced course.**

Spring 2013

1/14-1/20:	Introductions and Orientation
1/21-1/27:	Take a Medical History / Module 1.1 / Chapter 1
1/30:	**Drop Day!** Last day to drop the class and receive a refund
1/28-2/3:	Organization of the Medical Record / Module 1.1 cont. / Chapter 1
2/4-2/10:	The Physical Exam / Module 5. / Chapter 5
2/11-2/17:	Physical Agents to Promote Healing / Module 7.1 / Chapter 7
2/18-2/24:	Assisting with Minor Office Surgery / Module 10.1 / Chapter 10
3/1:	**Lab #1 at CMC Edwards Campus (8am-6pm):**
2/25-3/3:	Administration of Medication and IV Therapy / Module 11.1 / Chapter 11
3/4-3/10:	Immunizations and Documenting in the Patient's Chart
3/11-3/17:	**Spring Break:**
3/22:	**Lab #2 at CMC Edwards Campus (8am-6pm)**
3/18-3/24:	Cardiopulmonary Procedures / Module 12.1 / Chapter 12
3/25-3/31:	Colon Procedures and Reproductive Health / Module 13.1 / Chapter 13
4/5:	**Lab #3 at CMC Edwards Campus (8am-6pm)**
4/1-4/7:	Basic Radiology Procedures / Module 14.1 / Chapter 14
4/8-4/14:	Emergency Medical Procedures / Module 21.1 / Chapter 21
4/15-4/21:	Case Studies and Review
4/22-4/28:	Final Exam
5/3:	Final Day of Class

Each week, there are quizzes associated with each Module, and all Modules are run from https://evolve.elsevier.com. All quizzes are worth 5 points each for a total of 220 points. There are also written assignments each week and discussions on the assignments within Canvas. There is final exam worth 100 points, and each lab is worth 100 points.

Weeks run Monday through Sunday at midnight. **Assignments are due on Wednesdays. Discussions are to be completed each week as well.** Please read the CMC policy on plagiarism.

There will be two mandatory skills labs from 8am-6pm at the Colorado Mountain College Edwards Campus. In case a lab must be canceled or rescheduled due to conditions beyond the instructor's control, all students will be notified via the Canvas communication and or phone. If a storm or other adverse conditions exist, the instructor will do her best to get into contact with everyone via phone or contact numbers. The labs are mandatory and will need to be rescheduled. The instructor will do her best to fairly reschedule the lab.

NOTICE: A student judged to have engaged in academic misconduct as defined in the "Academic Policies and Requirements" section of the Colorado Mountain College Student Handbook will, at a minimum, receive a "zero" for the work in question. The student may also be removed from the class, resulting in a failing grade. All student course material may be submitted to Turnitin (or another anti-plagiarism program) at the instructor's discretion. "Academic Expectations," the "Student Code of Conduct and Judicial Process" and more information about academic misconduct can be found in the Student Handbook, online version at: **http://www.coloradomtn.edu/File/student_handbook.pdf.**

Students are responsible for course materials from assigned text(s) and reading, lectures, labs, and other assignments as required.

The instructor may alter any, or all, of this syllabus during the semester as the learning environment requires. Students will be notified of changes in the Canvas course shell.

If you have a disability protected by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act and feel you may need classroom accommodations based on the impact of your disability, please contact the Disability Services Coordinator on your campus.

- Edwards and Steamboat Springs: Deb Farmer at 970-870-4450
- Aspen, Carbondale, Glenwood Springs (including Spring Valley) and Rifle: Dr. Anne Moll at 970-947-8256
- Breckenridge, Dillon, Leadville, and Chaffee: Sandi Conner at 719-486-4200

Students wishing to withdraw from this course must INITIATE the course withdrawal/drop process at the site Registration Office.

This class could be canceled one week prior to the census date if a sufficient number of students are not enrolled by that date.

Attendance at all class meetings is expected and each lab is mandatory and cannot be missed.

VI. **Grading System & Options:**

Information about grading is available in the Colorado Mountain College catalog. You will receive a grade report for current semester courses at the end of each term. This grade report is mailed to your permanent mailing address. Reports are mailed approximately two weeks after the end of the academic term. Additional information is available at:
http://catalog.coloradomtn.edu/content.php?catoid=3&navoid=620#Grading_System_and_Options_

Components of grades for MOT 136:

Orientation	10 pts	25% Quizzes
Assignments	20 pts each	
Introduction	10 pts	25% Assignments
Quizzes	5 pts each	
Exams	100 pts each	25% Exams
Labs	100 pts each	
Attendance	100 pts	25% Labs and Attendance

GRADE	COURSE CREDIT	NUMERICAL EQUIVALENT	INDICATES
A	4.0	921-980	EXCELLENT
A-	3.7	891-920	
B+	3.3	861-890	
B	3.0	821-860	ABOVE AVERAGE
B-	2.7	791-820	
C+	2.3	761-790	
C	2.0	721-760	AVERAGE
C-	1.7	691-720	
D+	1.3	651-690	
D	1.0	591-650	BELOW AVERAGE
F	0	0-590	FAILURE

A final average of 70% or better is necessary to pass the course.

VII. Required Course Materials

Required Bundle includes Text, Study Guide, and Access Code:
Clinical Procedures for Medical Assistants, 8th Edition, Kathy Bonewit-West
ISBN: 978-1-437725-87-2
Publisher: Saunders

Note: MOT-136, MOT-138, and MOT-140 use the same text and study guide. If you have a used text from a previous semester, an access code only must be purchased to gain access to the Evolve site. The ISBN for the access code ONLY is: 978-1-437708-00-4

You must complete the mandatory orientation during the first week of class! Once you access Canvas, email me to set up a time when you are available and have access to a computer. If you have questions regarding course materials, please email me.

ORDERING BOOKS
Colorado Mountain College has chosen to partner with Follett Virtual Bookstores to operate textbook services. The official textbook list for CMC will be available on Follett's site, **www.coloradomtn.bkstr.com**. You also can easily access this site by choosing "Bookstore" from the Classes tab on the CMC homepage.

Students and other members of the campus community should sign up for the Online Textbook Store's email mailing list here **www.coloradomtn.bkstr.com/email** to receive important messages from the CMC Online Textbook Store.

Why did CMC choose Follett Virtual Bookstores?
* Follett offers its customers the best text rental program in the industry, which saves 50% or more off the cost of a new book.
* The online store also gives CMC students access to the largest supply of money-saving used textbooks, with 2.5 million in stock and ready to ship direct from Follett's warehouse.
* Follett offers the best price when buying back books at the end of the term. Students can sell back books anytime online or in-person at Follett's CMC buyback events. Sign up for the online store's email list at **www.coloradomtn.bkstr.com/email** for more info on future buyback dates and times.
If you ever have any online bookstore questions, you can email coloradomtn@fvb.follett.com or call 800-621-4088.

VIII. Other Information

Emergencies
Unfortunately, they happen to all of us. You must let me know as soon as possible if an emergency prevents you from completing an assignment. I will negotiate completion of the assignment on an individual basis. I reserve the right to require you to complete the assignment in the previously established time limit.

Syllabus Revisions
I reserve the right to revise this syllabus for any reason during the course. I will give you ample notice.

Canvas
Canvas by Instructure is the online learning management system (LMS) used by Colorado Mountain College. You access Canvas via your web browser, i.e.: Mozilla/Firefox, Internet Explorer, Opera, etc. Students, faculty and staff members use the CMC Canvas site to access course announcements, documents, research links and library resources, to receive and deliver completed assignments, take tests, and to communicate with each other via email, discussion boards and chat.

For instructions on How to Access your Canvas Account, Canvas How To's, and who to contact for all your Canvas questions and support needs, please visit:
http://www.coloradomtn.edu/web/departments/information_technology/help_for_canvas.

Initial Login Information: Login information is available from the left-hand navigation bar on **https://coloradomtn.instructure.com/login.**

Student Email
All CMC students enrolled in a credit-based class (0.5 hour credit class or more) will be assigned a CMC student email address through Google mail (Gmail). Please allow at least 48 hours after you register for this account to be activated.

A Few Words About Microsoft Word
Microsoft Word is the standard word processing program for the majority of CMC instructors. Students without Microsoft Word may use the free software from **www.OpenOffice.org** to create Word-compatible documents. The program also includes spreadsheet, presentation, drawing, and database applications. The program is available for Windows, Macintosh, or Linux operating systems. Microsoft Word is installed on computers available in computer labs at CMC locations.

Virtual Library Information
http://library.coloradomtn.edu/home
The Virtual Library has its doors open 24/7, providing access to thousands of online journals and newspapers, books and art images, downloadable videos and audio books, career resources and practice tests. If you need help with the Virtual Library, email reference@coloradomtn.edu or call us at 800-621-8559, extension 2926.

Colorado Mountain College Online Learning
Information is available at: **http://www.coloradomtn.edu/online_learning/.**