

Allied Health Department/Lake Land College

Medical Assisting Clinical Skills

MAP 092

Summer 2023

Syllabus

Part 1: Course Information

Important Note: This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to check Canvas for corrections or updates to the syllabus. Any changes will be clearly noted in course announcements or through Canvas email or during class time.

Instructor Information

Instructor: Molly Yeske

Office: Webb Hall 021

Office Telephone: (217)235-5055

Communication: office phone (234-5055) or email (myeske@lakelandcollege.edu)

Course Description

This course continues to prepare students for basic medical office practice through examination and treatment of the patient throughout the lifespan including diagnostic imaging, laboratory, and electrocardiography procedures and skills.

Course Meeting Dates, Times and Location

- Tuesdays 6pm-10pm
- Sarah Bush Campus/ Lake Land College campus (rooms vary per class so make sure you check the document with classroom locations)

Prerequisite

- "C" or better in all Medical Assisting courses

Textbook & Course Materials

Required Text:

TEXTBOOK	
TITLE:	Medical Assisting Administrative and Clinical Competencies
AUTHOR:	Michelle Blessi
PUBLISHER:	Cengage
VOLUME/EDITION :	13 th ed.
COPYRIGHT DATE:	2017

WORKBOOK	
TITLE:	Workbook for Medical Assisting Administrative and Clinical Competencies
AUTHOR:	Michelle Blessi
PUBLISHER:	Cengage
VOLUME/EDITION :	13 th Ed
COPYRIGHT DATE:	2017

Bookstore link: (<http://www.lakelandcollege.edu/bs/bks/bookstore/index.cfm>)

Recommended Texts & Other Readings

- LLC Library Resources: Use this link to access resources needed from the library. <http://www.lakelandcollege.edu/as/ls/index.cfm>
- Other readings will be made available in Canvas.

Course Requirements

- Internet connection (DSL, LAN, or cable connection desirable) or computer lab at the college
- Access to Canvas
- Cengage textbook resources.

Canvas Access

This class will utilize some online components of the web based management system we have at Lake Land College- CANVAS. To access this course in Canvas (<https://lakeland.instructure.com/login>) you will need access to the Internet and a supported Web browser (Internet Explorer, Firefox, Safari) at home or on campus. Refer to the Canvas instructions on the Center for Technology and Professional Development

webpage (<http://ctpd.lakelandcollege.edu/>).

Expectations

- I expect you will take notes, ask questions, participate in discussions, and pursue a higher level in your knowledge and skills. Spending time in the lab practicing skills is essential to becoming a good Medical Assistant and a life-long learner in the pursuit of excellence.
- Every student in this classroom is important. We all have different backgrounds/ experiences and EVERYONE has something important that they can contribute to this class and the learning process. We will not tolerate rudeness. Please treat each other respectfully or you will be asked to leave the classroom.

Part 2: Course Objectives

- Demonstrate understanding of medical assistant's role in the medical office and as a part of the healthcare team.
- Demonstrate patient education techniques for examination and procedure preparation.
- Demonstrate competency in performance of medical assisting clinical skills.
- Perform selected CLIA-Waived tests that assist with diagnosis and treatment.
- Practice quality control tests.
- Demonstrate knowledge of appropriate anatomy, physiology, pathology, clinical testing, procedures, and treatments.

The primary learning objectives for this course are:

Students will meet the objectives listed above through a combination of the following activities in this course:

- Examinations and quizzes
- Written assignments/projects
- Laboratory requirements
- Skill performance competency completion

Class Policies

- Cell phones are to be turned off or placed on vibrate mode prior to entering the classroom. Texting in class is unacceptable for any reason. Video-taping, audio capture or picture taking of classroom lecture or activities without the written permission of the instructor is prohibited. If a cell phone is seen out and being used, the instructor will ask student to leave class and the time missed will be docked. If a student has a situation where the phone needs to be out, the student must inform instructor before class. Repeated offenses will result in a counseling form.
- All students are expected to abide by the proper netiquette when in the online environment. If you are unaware of the proper netiquette, you should review the material at <http://www.albion.com/netiquette/corerules.html> for the basic rules. This includes when communicating thru emails. Please make sure that emails are professional in nature. The email should be constructed in a professional manner (state the recipient (name of who you are sending the email to, state in detail the purpose of the email- meaning this is where you type what you are wanting to say and then close the email with a signature-meaning stating your name).
- Board policy 09.10 states: Food and drink, with the exception of water in a sealable container, shall be prohibited in the theater, main level of the Learning Resource Center (library) and all classrooms and labs.
 - Any lab time missed over 4 hours has to be made up within one week of missed lab. Failure to do so will result in 10 percent being deducted from the final grade for each lab time missed. It is the student's responsibility to contact the instructor and set up the makeup lab sessions. The student must contact the instructor within 48 hours of missed class to schedule lab time. If the student fails to do so, an automatic 10 percent will be taken off the final grade and the lab time still has to be made up.
 - Attendance is expected for every class. Please refer to the handbook for specific attendance guidelines.
 - Complete homework assignments as assigned completely and thoroughly. No late assignments will be accepted.
 - Projects are to be completed and turned in at the beginning of the class period. 50 percent will be deducted from the final project grade if the project is not presented on the scheduled day.
 - A midterm check off will be given. This will consist of all the skills acquired thru out the semester placed in a random drawing. The student will draw one skill and must perform the skill check completely and accurately following the same guidelines as all check off's during the semester. Each student will also perform a full set of vital signs and be questioned on vital sign ranges. The skills verification is a pass/ fail and must be passed in order to continue on in the program.
 - The final exam will be comprehensive over the information from the semester. There will also be an overall skill verification of all skills learned thru out the semester. The skills verification is a pass/ fail and must be passed in order to continue on in the program.
 - Students must satisfactorily perform all laboratory skills and/or simulations to receive

the course grade. If a student fails to satisfactorily perform all laboratory skills and/or simulations required, a “F” will be given.

- Skills practice is required before students may perform a return demonstration for evaluation. The student has 3 attempts for each skills check off. If the student fails to perform a skill satisfactorily after those 3 attempts, a grade of "F" will be recorded for the course, *regardless* of written examination score or overall class score.

Missed Exams/ Quizzes:

- Students are allowed to miss one exam/ quiz. On the second missed exam/quiz, 50% will be deducted from the final grade of the exam/ quiz. The third missed exam/quiz will result in a zero for the exam grade.

Uniform Policy:

1. Students must wear scrubs to class. There is no certain color or brand.
2. Always practice good hygiene.
3. Hair is to be clean, off the collar, neat, and away from the face. Male students are expected to keep beards and mustaches trimmed, neat, and clean.
4. White, gold, or silver post earrings may be worn in the earlobe only. Engagement ring and/or wedding bands will be allowed. No other jewelry is permitted. Ear gages must be plugged with plugs matching skin tone. No other visible body piercing decorations are permitted.
5. Nails are to be clean, short, and neatly manicured. No polish or artificial nails.
6. A watch with a sweeping hand for counting seconds. Students also need a stethoscope and black ink pen.
7. Students who do not comply with the uniform policy will be excused from class—resulting in an absence. Repeated failure to comply with the uniform policy will result in a counseling form.

Part 3: Topic Outline/Schedule

- **Topic 1: Review of CNA skills**
- **Topic 2: Developing chief complaint/ gathering history**
- **Topic 3: Electrocardiography**
- **Topic 4: Physical exam assistance**
- **Topic 5: Sterilization/ sterile procedure**
- **Topic 7: Minor office surgery assistance**
- **Topic 8: Clinical duties**
- **Topic 9: Lab testing**
- **Topic 10: Phlebotomy**
- **Topic 11: Emergency procedures**

Part 4: Grading Policy

Graded Course Activities

Points	Description
Varies	Unit Exams
100 points	Comprehensive final
Varies	Homework
Varies	Activities, projects, etc.
Pass/Fail	Skills Verification
To be determined	Total Points Possible

Viewing Grades

- Lake Land College's Canvas system has a built in gradebook that allows easy access for students to view their grades and will calculate overall score. For more information contact the Center for Technology and Professional Development. If an error is detected in the gradebook, it is the student's responsibility to contact the instructor prior to the final exam so the error may be rectified.
- Points you receive for graded activities will be posted to the Canvas Grade Book. Click on the Grades link on the left navigation to view your points.
- The instructor will update the online grades each time a grading session has been completed. You will see a visual indication of new grades posted on your Canvas home page under the link to this course.

Letter Grade Assignment

Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

Letter Grade	Percentage	Performance
A	93-100%	Excellent Work
B	92-86%	Good Work
C	85-80%	Average Work
D	79-74%	Poor Work
F	66-Below	Failing Work
<ul style="list-style-type: none"> • If a student has a lack of progression in the course to the degree that the learning objectives cannot be met, the instructor may drop/withdraw the student from the course. • Final grades will not be rounded • Grades are totaled using a weighted system as follows: 55% Exams 25% Homework 20% Final Exam 		

Important note: For more information about grading at Lake Land College, review the student handbook (<http://www.lakeland.cc.il.us/ss/ar/studenthandbook/index.cfm>) and/or the current catalog

Part 5: Course Information- Please refer to Medical Assisting Program Handbook for all rules/policies that apply for all program classes.

Help Desk Support

The [Information Systems and Services \(Links to an external site.\)](#) department offers technical support. You can contact the helpdesk at 217-234-5261 or helpdesk@lakelandcollege.edu for any technical problems related to the courses you are taking at Lake Land College.

Information Systems and Services is located in [Virgil Learning Resource Center/Library](#)

[Links to an external site.](#) (See [Maps](#)

[Links to an external site.](#) for directions.) in the lower level. ISS welcomes walk-in campus support Monday - Friday from 8:00 am to 5:00 pm during the spring and fall semesters. During the summer the college is open from Monday - Thursday from 8:00 am to 5:00 pm.

Personal WiFi hotspot devices called MiFis and computers can be checked out at the Circulation Desk of the Virgil H. Judge Learning Resource Center/Library ([Links to an external site.](#)). Contact 217-234-5367 or libcirc@lakelandcollege.edu to set up an appointment.

If you have any difficulties using Canvas, you can contact the Information Systems and Services ([Links to an external site.](#)) at information above or directly in Canvas click the Help link in the global navigation to the left. Choose **Report a problem** to create a ticket. Be prepared to give a detailed description of your problem when filling out the form for the ticket. Please don't hesitate to ask for help.

- [How do I get help with Canvas as a student?](#)
- [Canvas Tutorial site](#) - on demand support with guides and video tutorials

Basic Needs

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the [Counseling Services](#).

[Links to an external site.](#) for support. Go to [Services & Resources](#).

[Links to an external site.](#) for more details.

Safe Zones throughout Campus



Safe Zone was created to address the concerns of the LGBTQIA+ (lesbian, gay, bisexual, transgender, queer, intersex, asexual/aromantic+) community at Lake Land College and the surrounding area. Safe Zones can be recognized by the Safe Zone logo and are areas on and around campus where supportive people provide information and work toward the elimination of myths, misconceptions, and stereotypes and provides resources and support for members of the LGBTQIA+ community. Look for the Safe Zone sticker around campus to find a Safe Zone trained faculty or staff member. Students can also find LGBTQIA+ allies through the student-based Safe With Me Ally Network.

Safety Breakdown

Review the [safety tips](#)

[Links to an external site.](#) on the Lake Land College website or view the video below.

Tutoring and Testing Center

The Tutoring and Testing Center offers free tutoring for Lake Land College students. Students may arrange a one-time session or regular ongoing weekly appointments based on their needs. To insure there is a tutor available, an appointment is preferred, but walk-ins tutoring is generally available for most main college subjects and study assistance.

The school supply pantry is also located inside of the Tutoring & Testing Center. Students who need help with basic materials for school are encouraged to stop by and receive materials like paper, pencils, highlighters and more to assist with their ongoing academic success.

Contact Information

Phone: 217-234-5287

Email: tutoringandtesting@lakelandcollege.edu

Physical Location: Webb Hall, Room 130

Website: [Testing and Tutoring](#)

[Enroll in Tutoring course site](#) - The Tutoring Center offers additional tutoring resources in the course site.

[Links to an external site.](#)

Proctoring

Proctoring is available at the Mattoon campus and the Kluthe Center. Proctoring appointments should be scheduled **at least 24 hours in advance**. Please take note of deadlines in your syllabus, especially those that fall on a Friday or weekend.

Proctoring appointments can be made through IRIS in the Laker Hub. To schedule an appointment, students should:

1. Login to the Laker Hub
2. Click on "Students" under "My IRIS"
3. Select "Proctored Test Scheduler"

4. Select “Testing Proctoring Scheduler”
5. Choose their term, test, date, location and time.

Students who need special accommodation for proctoring should contact the Testing and Tutoring Center directly at 217-234-5287 or proctor@lakelandcollege.edu

College Policies & Procedures

Academic Standards and Policies

For more information on academic standards and policies, please view the student handbook. It is the student’s responsibility to understand when they need to consider dropping/withdrawing from a course. Refer to the Lake Land College website for dates and deadlines. Instructors may withdraw a student from class if the number of absences is detrimental to the student’s ability to meet the course objectives. Instructors can withdraw students from a course prior to five instructional days before the first day of the final exam period.

- [View Academic Standards](#)

Responsible Use of Classroom Content

Class discussions, papers, pictures, video, and any other student-created work for a course are all considered official course content. Student work, including papers, discussions, quizzes, assignments, etc., must be confined to the classroom (either on-campus or virtual) and should not be shared outside the classroom without the express permission of the student who created it. Students should respect the privacy of person-to-person or person-to-class communication in all forms. Violating student privacy may result in removal from the course. Significant or repeated violations may result in disciplinary action. This standard is pursuant to Board Policies [07.28.01 \(Student Code of Conduct and Disciplinary Procedures\)](#)

[Links to an external site.](#) and [11.15 \(Acceptable Technology Use\)](#)

[Links to an external site.](#)

Accessibility Statement

Lake Land College is committed to providing an accessible, inclusive and equitable experience designed for all students, staff, faculty and community members to thrive within the physical and digital campus. This commitment is designed to eliminate barriers, regardless of ability or technology and to cultivate an environment that fosters success and a sense of belonging for the Lake Land College community.

Canvas ADA Compliance Statement

Canvas conforms to the W3C's Web Accessibility Initiative Web Content Accessibility Guidelines (WAI WCAG) 2.0 AA and Section 508 guidelines.

- [What are the Canvas accessibility standards?](#)

- [Links to an external site.](#)

Accommodations

Lake Land College is committed to providing a quality educational experience to all students. As such, the College provides [accommodations](#)

[Links to an external site.](#) for students who have a documented disability to help them achieve their full potential. For additional information, please contact Student Accommodations within Counseling Services—(217) 234-5259.

Diversity at Lake Land College

Lake Land College is committed to developing and maintaining an environment that embraces and actively supports diversity. We aspire to be an institution where the quality of education is enhanced and enriched by an inclusive campus community. We strive to provide dynamic learning and working environments that encourage multiple perspectives and the free exchange of ideas. Additional information is available at [diversity page](#)

[Links to an external site.](#) on the Lake Land College website.

Health Services

Lake Land College is committed to ensuring the safety of the college community while providing the best possible learning experience for students. Students with health concerns should immediately notify their instructor(s). Students with prolonged illness should contact the college nurse, in accordance with [Board Policy 07.43](#)

[Links to an external site.](#) (Health Services), at 217-234-5276 or healthservices@lakelandcollege.edu.

Sexual Harassment and Misconduct (Title IX)

Lake Land College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and misconduct on the basis of sex, which includes sexual orientation or gender-related identity. Information about addressing sexual harassment and misconduct is found in the Student Handbook at [Student Guide to Addressing Sexual Harassment and Sexual Misconduct](#)

[Links to an external site.](#) section.

College Closings

The responsibility for canceling classes or closing for a specific period of time rests with the President of the College. When weather conditions prevent the opening of the College or cause a delayed opening of the College, announcements will be made on local radio and TV stations, and with text messaging, email and all other technology mediums available by 6:00 a.m. for that day.

Cancellation of day classes is not an automatic closing of evening sessions. The decision to close classes that begin at 5:00 p.m. or later will be made close to 2:00 p.m. as possible.

