

## Wilco Area Career Center 2022-23

### Medical Assisting

**Instructor:** Nancy Evans, RN,

**Grade level:** 11, 12

**Suggested Prerequisites:** Biology, Algebra 1, HS English/LA

**Required Texts:** Medical Assistant 13th Edition by Kinn

Language of Medicine 11th Edition by Chabner

(Note: Textbooks provided in class and do not require purchase)

**Course Format:** In person lecture, skill lab and e learning as necessary

#### Course Description:

According to the US Department of Labor, medical assisting is one of the fastest growing occupations in the country. In less than one year, students will learn how to manage the medical administrative role, as well as the clinical one. They will learn to draw blood, give injections, perform EKGs, collect specimens, and administer medications, among other important tasks.

The Medical Assisting program is designed to prepare students to assist medical providers in a variety of duties in a career as members of a multidisciplinary health care team within an ambulatory care setting. Students develop the skills necessary to perform entry-level administrative and clinical procedures. Under the supervision of a licensed medical professional, duties may include preparing patients and assisting in examinations, performing tests, managing medical records, performing administrative tasks, using electronic medical records to enter orders, and educating and advocating for patients.

The Medical Assisting Program at Wilco Area Career center offers dual credit through Joliet Junior College to qualifying students. These credits can be applied for entry into their Medical Assisting program. Upon completion of the JJC portion, graduates will be eligible to take a national certification exam upon completion of all courses

Course components for dual JJC credits include MA 100 Patient Techniques and MA 102 Functional Anatomy/Physiology with Medical Terminology. For a small fee, students will be given the opportunity during the course of the school year to sign up for Healthcare Provider/AED CPR certification. Upon completion and passing of American Heart Association written CPR exam and skill portion, the student shall receive a CPR certification card.

Students enrolled in Wilco are given the opportunity to receive JJC college credits for certain portions of the course. Students who enroll in these credits are expected to complete the course with a minimum completion grade of a "C" or instructor will choose to withdraw the student. No student should willingly accept a "D" on a college transcript as a result choosing to voluntarily withdraw would be in his/her best interest.

Wilco will not be held responsible if a student does not meet these minimums on these tests or assignments. It is expected that the student will accept full responsibility for completing necessary requirements to obtain college credits.

### **Instructional Philosophy**

Students will be expected to meet all listed course goals and be able to demonstrate their understanding of the concepts to become a medical assistant. The instruction involves an application/ laboratory based structure with audio/visual support and class lecture. Students will work collaboratively to troubleshoot individual problem areas, complete review activities and prepare hands-on projects that integrate skills and written work. Assignments will require students to utilize academics skills in basic applied mathematics, health/life sciences and language arts. Daily written assignments, skill lab, case studies, written/oral projects, quizzes, unit assessments, and comprehensive semester exams shall comprise the main portions of the students' grade.

Students will be able to access grades through the Wilco Area Career Centers on line grade component called Campus. Instructor feedback will also be provided, so the student can make the necessary corrections and adjustments during the course of each semester. Upon completion of the school year students will demonstrate mastery of tasks as indicated on the student task list tool. Students will be held to all safety and quality standards expected on the job.

Students will be expected to utilize outside resources to obtain information for some assignments. Library research and professional consultation will be required for some projects. Tutoring is available in Student Services most days of the week.

For those students pursuing college credits through Joliet Junior College, the semester grade must be a minimum requirement of 70%, as well as, the student is required to complete or meet any other standardized testing minimum scores as established by the institution seeking credits from.

### **Class Operation:**

The instructor provides direction and manages the classroom setting, but also gives the students some autonomy for planning certain day to day assignments and managing the class environment with peers. The instructor meets with students daily to review previous lectures, discuss the content for the day, provide notes and demonstrate any new concepts as needed. Individual assistance will be provided as necessary.

Students will work independently and in small groups as the lesson dictates. Students will be given a variety of resources in the form of guided notes, resource lists and study guides.

Students will be expected to actively participate in the instructors on line resources of Campus, Google classroom and Quizlet. If a student has a situation which prevents this access the instructor should be made aware of these special circumstances. Late work will be accepted for partial credit up until the end of a unit unless alternative arrangements have been made with student and instructor.

- **Remote learning** will be implemented when the health of the area is compromised by a pandemic such as Covid 19. This learning will be done online as described by the instructor. When health restrictions are lifted in the area then



we will gradually be returning to in person classroom learning as **Hybrid learning**. Hybrid learning is coming into the classroom a few days of the week, practicing lab skills as well as doing learning through Google Classroom, Quizlet, and other platforms that are on the world wide web.

### **Monitoring Performance:**

Each student will be responsible for monitoring their individual progress throughout the year. Students will have access to the schools grade posting system called Campus. Students and families will be educated on access to the system at the beginning of the year. Students will be expected to check grades regularly and encouraged to question any grade in dispute in private with the instructor.

### **Student Professional Organization:**

All students will have the opportunity to join the Health Occupation Students of America: Future Health Professionals. This organization has a small fee to join and supports the mission/skills of all healthcare related programs. Joining this organization allows students to participate in HOSA's state competition conference in Springfield, Illinois in the spring. This conference allows health career students to be recognized for their clinical competencies within the state. Enrolling in this organization also provides an excellent professional organization to list on a resume or college application.

**Academic Honor Code:** The objective of the academic honor code is to sustain a learning-centered environment in which all students are expected to demonstrate integrity, honor, and responsibility, and recognize the importance of being accountable for one's academic behavior.

### **College Statement about grades of "F" and withdrawal from class:**

- Students may withdraw from a course by processing an add/drop form during regular office hours through the Registration and Records Office at Main Campus or Romeoville Campus, or by phone at 815-744-2200. Please note the withdrawal dates listed on your bill or student schedule. Every course has its own withdrawal date. Failure to withdraw properly may result in a failing grade of "F" in the course.
- At any time prior to the deadline dates established, an instructor may withdraw a student from class because of poor attendance, poor academic performance or inappropriate academic behavior, such as, but not limited to, cheating or plagiarism.

**Intellectual Property:** Students own and hold the copyright to the original work they produce in class. It is a widely accepted practice to use student work as part of the college's internal self-evaluation, assessment procedures, or other efforts to improve teaching and learning and in promoting programs and recruiting new students. If you do not wish your work to be used in this manner, please inform the instructor.

**Student Code of Conduct:** Each student is responsible for reading and adhering to the Student Code of Conduct as stated in the Wilco handbook.

**Sexual Harassment:** Wilco Area Career Center seeks to foster a community environment in which all members respect and trust each other. In a community in which persons

respect and trust each other, there is no place for sexual harassment. Wilco has a strong policy prohibiting the sexual harassment of one member of the college community by another. See Student Handbook.

**Student Support:** Tutoring/Disability Services are provided through the Wilco Area Career Center's student services department. Wilco values diversity and inclusion; we are committed to a climate of mutual respect and full participation by providing an accessible learning experience for all students. If you are a student with a disability, you are encouraged to discuss needs with your instructor or be partnered with a tutor from our student services department.

Wilco strives to follow established accommodations under the Americans with Disabilities Act, Rehabilitation Act Section 504, and 508. If you are a student with a disability and anticipate or experience physical or academic barriers, please let your instructor know immediately so that options for accessibility can be discussed. Please be aware that the accessible table and chairs in this room should remain available for students who find that standard classroom seating is not accessible.

**Suggested Course Supplies:**

Binder with separators and notebook paper/ or/ Notebook dedicated to our class. Or  
4 Subject Spiral Notebook  
Index cards (if you are a person who likes to make flashcards)  
1 -3 prong plastic folder to be kept in class.  
Colored Pens/Pencils/Highlighters  
Plastic Clipboard to sanitize

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**Wilco Area Career Center Grading Scale**

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100-90 A  
89-80 B  
79-70 C  
69-60 D  
Below 60 F

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**Grade Components**

Labs: Demonstration of skills taught in the classroom/Professional Workplace  
Expectations - 20%

Daily Work/Assignment: Daily attendance and participation in bell work, group discussion, small group projects, individual written assignments and exit slips- 20%

Case Studies: Discussion and response to various case scenarios -20%

Quizzes/ Chapter Assessments/Nine Week Projects: Weekly quizzes, unit assessments and semester projects -30%



## Semester Exams -10%

### **Grading Policies**

**Late Work Policy:** Late work can be submitted up until the final summative assessment for any given unit but shall incur a loss of 10%. Once a unit is complete, late work will be accepted for 50% of the original value up until the end of the nine weeks. After the nine week exam has been given for the unit no further late work will be accepted unless extenuating circumstances are discussed individually with the instructor.

**Retake Policy:** All unit work must be complete prior to a student being eligible for a retake on an assessment. Students may qualify for up to 2 retakes per semester. Students must meet with the instructor to discuss an action plan for preparing for the retake. All retakes must be completed before the next unit assessment.

**Homework Policy:** As a general rule, if a student makes good use of in class work time, homework will not occur. If a student fails to make good use of in class time or is absent homework will be assigned.

**Absent/Make Up Work:** Students are expected to check the google classroom when absent. To receive full credit, students must complete missed assignments within 24 hours of the date assigned unless an alternate due date has been issued. Students shall be allowed one day for every day absent to make up missed work. Each student's case will be considered depending on their medical condition and the duration of the illness.

### **COURSE CONTENT:**

This course content will be blended between the content areas of patient care techniques and functional anatomy/physiology. The individual course content follows.

#### **Patient Care Techniques (MA 100 for purposes of JJC Credit)**

Text reference: The Medical Assistant by Kinn

#### **Student Learning Outcomes:**

1. Identify roles of medical assistant and describe concepts of professional behavior, professional communication and ethics in the workplace setting.
2. Describe the elements of therapeutic patient and family communication.
3. Identify the concepts of the law as related to the field of medicine.
4. Understand the role of the medical assistant in ambulatory care by identifying effective strategies for written communication and understanding the implications of use of technology.
5. Identify and practice proper techniques for telephone communication.
6. Understand the scheduling process and daily operations and workflow in the ambulatory care settings.

7. Identify elements of the healthcare record and understand how to properly maintain it.
8. Identify practices of infection control and understand implications in the ambulatory setting.
9. Understand proper procedures involved in patient assessment and identify necessary patient education to ensure patient care goals are met.
10. Identify proper nutrition and understand their implications with regards to health promotions practices.
11. Identify and apply procedures for assessment of vital signs, height/weight and assisting with the physical exam.
12. Identify principles of pharmacology as they apply to pharmacology math and medication administration.
13. Identify and demonstrate proper procedures, basic patient and medical assistant environmental safety measures.
14. Understand and practice concepts of CPR and various clinical safety and emergency procedures.

### **Course Outline**

<b>Unit 1 Introduction to Medical Assisting (Weeks 1-9)</b>	
The Medical Assistant and the Healthcare Team	Chapter 2
Professional Behavior in the Workplace	Chapter 3
Therapeutic Communication	Chapter 4
Medicine and Law	Chapter 5
Medicine and Ethics	Chapter 6
<b>Unit 2 Ambulatory Care Administration (Second 9 weeks)</b>	
Technology and Written Communication	Chapter 7
Telephone Techniques	Chapter 8
Scheduling Appointments and Patient Processing	Chapter 9
Daily Operations of Ambulatory Care Settings	Chapter 10
The Healthcare Record	Chapter 11
<b>Semester 1 Exam</b>	)
<b>Unit 3 Fundamentals of Clinical Medical Assisting (Third 9 weeks)</b>	
Infection Control	Chapter 20
Patient Assessment	Chapter 21
Patient Education	Chapter 22
Nutrition and Health Promotions	Chapter 23



Vital Signs/ Height & Weight/ Assisting with the Physical Exam	Chapter 24 & 25
<b>Unit 4 Assisting with Medications and Safety Procedures (Fourth 9 weeks)</b>	
Principles of Pharmacology	Chapter 26
Pharmacology Math	Chapter 27
Administering Medications	Chapter 28
CPR	American Heart Association
Safety and Emergency Procedures	Chapter 29

### Semester 2 Exam

## Functional Anatomy/Physiology (MA 102 for purposes of JJC credit)

Text Reference: The Language of Medicine by Chabner

### Student Learning Outcomes

Upon completion of this course, the student will be able to:

1. Describe structural organization of the body.
2. Describe the anatomy and physiology of each body system.
3. Correlate the chief complaint of a patient with the physical signs and symptoms and/or diagnostic findings that are associated with particular disease states.
4. Understand the correlation of laboratory test results and diagnostic procedures with abnormal physiology and common disease states.
5. Define and use the entire basic structure of medical terminology and be able to accurately identify the correct context (i.e., root, prefix, suffix, combinations, spelling and definitions)
6. Analyze pathology as it relates to the interaction of body systems.
7. Discuss implications for disease and disability when homeostasis is not maintained.
8. Describe implications for treatment related to pathology.
9. Build and dissect medical terminology from roots and suffixes to understand the word element combinations
10. Define and use medical abbreviations when appropriate and acceptable

### Course Outline

	<u>Topic</u>	<u>Lab</u>
<b>1</b>	Introduction to the body, disease, diagnosis and treatment. Integumentary System	Identify CLIA waived tests associated with common diseases. Treatment of common dermatology conditions.

<u>2</u>	Muscular /Skeletal	<b>Simulation Lab</b> Parenteral Medication Administration
<u>3</u>	Nervous /Special Senses	<b>Simulation Lab</b> Assisting blind /deaf patients during routine exam
<u>4</u>	Lymphatic Immune Cardiovascular	<b>Simulation Lab</b> Blood Pressure Patient Scenario
<u>5</u>	Respiratory	<b>Simulation Lab</b> Asthma Patient Scenario
<u>6</u>	Digestive Urinary	<b>Lab</b> Diverticulitis –drug risk factors NSAIDS, Opiates and Steroids <b>Simulation Lab</b> Patient urine screen beginning with cc of back pain.(U)
<u>7</u>	Endocrine Reproductive	<b>Simulation Lab</b> Assisting with a gynecological exam
<u>8</u>	Final Exam	<b>Lab</b> <b>Case Scenario Exam</b>