

Procedures Clinical Setting II
MDCA 1417.001 TR
Fall 2025

COURSE SYLLABUS

Instructor: ***Karen Duck, MS, BAAS, AAS, CMA (AAMA)***

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Office: UHS 102

Classroom: UHS 245 & UHS 241

Office hours: M-Th 9am-12pm & 1:30pm – 3:30pm

Course Description

This course places emphasis on patient assessment, examination, and treatment as directed by a physician. It includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures and other treatments appropriate for the medical office.

We will also assess Pharmacology Psychomotor Competencies MDCA 1348 in this course.

Prerequisite:

MDCA 1317 Procedures in a Clinical Setting I

Required Texts:

Cengage: Medical Assisting; Administrative & clinical Competencies 9th ed., Michelle Blesi

Cengage: MindTap Learning Platform

Publisher: Cengage

ISBN Number: 978-0-357-50281-5

Student Learning Outcomes:

1. On entry-level skills students will demonstrate the cognitive and psychomotor ability to perform medical office procedures for patient assessment, examination, and treatment as directed by a physician.
2. On entry-level skills students will demonstrate the cognitive and psychomotor ability to perform medical office procedures for collection and documentation of patient information.
3. On entry level skills students will demonstrate the cognitive and the psychomotor ability to perform medical office procedures for office clinical procedures, and other treatments appropriate for the medical office.
4. Basic understanding and performance of electrocardiography

Cognitive Competencies:

II.C.3.a/b – Identify normal and abnormal results as reported in graphs and tables

III.C.3.a/b – Identify the following as practiced within an ambulatory care setting: medical asepsis, surgical asepsis

III.C.4 – Identify methods of controlling the growth of microorganisms

XII.C.7.a/b – Identify principles of body mechanics and ergonomics

Psychomotor competencies:

I.P.11.a/b/c/d/e – Collect specimens and perform: CLIA waived hematology test, CLIA waived chemistry test, CLIA waived urinalysis, CLIA waived immunology test, CLIA waived microbiology test

I.P.2.a/d – Electrocardiography and pulmonary function testing

I.P.3 – Perform patient screening following established protocol

I.P.8 – Instruct and prepare a patient for a procedure or a treatment

II.P.3 – Document on a growth chart

III.P.1 – Participate in bloodborne pathogen training

III.P.4 – Prepare items for autoclaving

III.P.5 – Perform sterilization procedures

III.P.6 – Prepare a sterile field

III.P.7 – Perform within a sterile field

III.P.8 – Perform wound care

III.P.9 – Perform dressing change

III.P.10.a/b - Demonstrate proper disposal of biohazardous material: sharps and regulated waste

V.P.2 – Correctly use and pronounce medical terminology in healthcare interactions

XII.P.1. - Comply with safety practices

XII.P.3 – Use proper body mechanics

XII.P.4 – Evaluate an environment to identify unsafe conditions

Affective competencies:

A.1 – Demonstrate critical thinking skills

A.2 – Reassure patients

A.3 – Demonstrate empathy for patients' concerns

Course Policies:

Students are expected to attend and participate in all classes. If you are absent, regardless of the cause, you are still responsible for any course work missed. You are allowed three absences from class. On the fourth absence, your course grade will be reduced one letter grade. Class begins promptly at 8:30am. For every 3 times you are tardy to class, it will be recorded as one absence. Please make sure you arrive on time.

Students are responsible for checking their Blackboard Course Messages, Blackboard Announcement Board, NTCC email, and Microsoft Teams for instructor communications. All email contact should be done through your NTCC email per our IT Department.

Drop Policy: The last day to drop with a grade of W is **Tuesday, November 18, 2025.**

Instructional Methods and Tools:

The instructional methods and tools are tied to the course and chapter learning objectives by allowing the student to research, discover, and perform the differing educational exercises in class and within the Sim Chart Learning Platform. This course uses the following tools to aid students in successfully achieving the learning objectives in this course:

1. The Sim Chart Learning Platform will be used for the majority of assignments and procedures related to electronic health records and business practices.
2. Completion of hands-on competencies.
3. Articles, lectures, and powerpoint presentations supplied by the instructor.

Evaluation and Grading Criteria:

Exams will be given throughout the semester and will cover chapter reviews, terminology, and any additional materials given by the instructor during lecture. If there is any alteration in the class calendar, the change will be announced in class. If a student exits the room during an exam, the time will be noted and for every minute the student is out of the room, that number of points will be subtracted from the test score.

In addition, medical assisting students must obtain a passing score on all psychomotor and affective domain objectives (competencies) in the course. CAAHEP accreditation requires 100% of all medical assisting graduates pass 100% of all competencies.

Examinations and Competency Procedures

There will be chapter and multi-chapter examinations and one (1) comprehensive final examination. There will be multiple competency procedure assessments that will count as a test grade. If you are absent the day of a competency procedure check-off, it will be up to you to contact your instructor to schedule a competency procedure make-up appointment. Failure to schedule a make-up appointment with your instructor will result in a final grade of zero (0) being entered for your competency. In addition, medical assisting students must obtain a passing score on all psychomotor and affective domain objectives (competencies) in the course. CAAHEP accreditation requires 100% of all medical assisting graduates pass 100% of all competencies. All class examinations are considered to be a major part of the coursework upon which a portion of your final grade will be based. If the total average of the chapter exams is below 75%, the student will not qualify to sit for the final examinations. There are NO make-up exams! Class exams are listed on the class calendar. If this calendar must be altered, the change in the schedule will be announced in class. If you have a conflict with the date, you must contact me well in advance of the examination. Failure to do so will result in an examination grade of zero. There is absolutely no make-up exam for the final exam. You must be in attendance to take the final. If you are not able to take the final exam, a grade of 0 will be given for the exam. A grade of zero will be assigned for any missed unannounced quizzes.

Assignments:

All assignments are due on the specified due date. No late assignments will be accepted. If you are unable to turn in your assignment on the specified date, you must contact me in advance to make arrangements for submission.

Academic Dishonesty:

Academic dishonesty is considered an act of cheating. Each student has a responsibility to follow the college policies regarding academic dishonesty which are found on page 86 in the Northeast Texas Community College General Catalog. Please see my letter regarding Academic Integrity found on BlackBoard under "START HERE"

Any student in violation of this policy will automatically receive a grade of "0" for that assignment. A second violation will result in suspension from the program.

APA (American Psychological Association) Format: APA is a specific format that is a guideline for every aspect of writing, from determining authorship to constructing a table to avoiding plagiarism and constructing accurate reference citations. This format must be adhered to for all writing assignments to avoid plagiarizing your written material. If you are unfamiliar with APA formatting, I have provided an Internet link on the "START HERE" page for reference.

Grading Scale:

Discussion Board, Student Contract	15%
Apply It Chapter Assignments	20%
Procedure Competency	15%
Apply It Chapter Test	25%
Final Comprehensive Exams	30%

Grading Scale: The grading scale of all evaluations combined will be as the following

90% - 100%	=	A
89% - 80%	=	B
79% - 75%	=	C
Below 75%	=	F

75% is the minimum passing level of achievement. Any student who receives a final score below 75% will not pass the course. In addition, medical assistant students must obtain a passing score on all psychomotor and affective domain objectives (competencies) in the course. CAAHEP accreditation requires 100% of all medical assisting graduates pass 100% of all competencies.

Alternate Operations During Campus Closure and/or Alternate Course Delivery**Requirements:**

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to: online through the BlackBoard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, BlackBoard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the BlackBoard course site.

ADA Statement

It is the policy of Northeast Texas Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the Northeast Texas Community College Catalog or Student Handbook or you can contact the Coordinator of Special Populations at 903-434-8202, or visit the website: <http://www.ntcc.edu/index.php?module=Pagesetter&func=viewpub&tid=111&pid=1>

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered

“eligible students.” In essence, a parent has no legal right to obtain information concerning the child’s college records without the written consent of the student. In compliance with FERPA, information classified as “directory information” may be released to the general public without the written consent of the student unless the student makes a request in writing.

Directory information is defined as the student’s name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tobacco Use:

The use of tobacco products including smokeless tobacco, smoking tobacco, and any legal smoking preparation is prohibited in all College buildings, enclosed facilities, inner campus, and College owned vehicles.

Tobacco use is prohibited in:

1. All enclosed buildings and facilities, including but not limited to classrooms, offices, food service areas, lavatories and residence halls
2. All exterior areas in the inner campus and parking lots.
3. All college owned vehicles.

Tobacco use is permitted in:

1. Personal vehicles
2. Designated smoking huts on the west side of campus.

CELL PHONES, PAGERS & OTHER ELECTRONIC DEVICES

Classrooms should be free of all unnecessary distractions from the tasks of learning. Therefore, as a general rule, students should silence all personal electronic devices not being used for coursework prior to entering the classroom. Instructional management is a right and a responsibility of the instructor; therefore, policy regarding the use of electronic devices in the classroom may vary depending upon the nature of the course or the guidelines of the instructor. Upon entering the classroom, all cell phones will be placed in vibrate/silent mode.

CLASSROOM COMPUTERS

The computers in the classroom are for course work only. Checking social media sites and other Internet activity not related to educational work is prohibited. Computers are monitored at the discretion of the instructor. Please make sure that you read the Social Media and Electronic Devices policy found in your MA Program Handbook. **If you are found in violation of this policy, your course grade will be decreased one letter grade for each occurrence.**

LEARNING OBJECTIVES:

Chapter 7 – Nervous System

- Describe the major functions of the nervous system and its role in maintaining homeostasis.
- Identify anatomical structures of the central and peripheral nervous systems.
- Explain how to prepare patients with neurological issues for clinical procedures safely.

Chapter 9 – Integumentary System

- Identify the primary functions of the skin, hair, and nails.
- Recognize common integumentary disorders and appropriate medical assistant responses.
- Apply infection control principles during dermatological procedures.

Chapter 10 – Skeletal System

- Describe the structure and function of bones and joints.
- Identify skeletal system terminology and common disorders.
- Assist with procedures involving musculoskeletal assessments or injections.

Chapter 11 – Muscular System

- Explain how muscles produce movement and maintain posture.
- Identify types of muscle tissue and common muscular disorders.
- Prepare patients for muscular system examinations and related clinical tasks.

Chapter 12 – Respiratory System

- Describe the anatomy and physiology of the respiratory system.
- Demonstrate techniques for respiratory assessments (e.g., auscultation, spirometry basics).
- Implement safety and infection control in respiratory care.

Chapter 13 – Circulatory System

- Detail the components and functions of the cardiovascular system.
- Demonstrate proper technique for vital signs related to circulation (e.g., pulse, blood pressure).
- Assist with common circulatory system procedures following standard protocols.

Chapter 14 – Lymphatic/Immune System

- Explain how the lymphatic and immune systems protect against disease.
- Identify key immune structures and responses.
- Support procedures related to lymphatic or immunological assessments.

Chapter 15 – Digestive System

- Trace the pathway of digestion and absorption throughout the GI tract.
- Recognize common digestive system disorders and their implications for care.
- Assist with digestive assessments and patient preparation for related procedures.

Chapter 16 – Urinary System

- Describe the physiological functions of the urinary system.
- Identify key structures and common urinary health issues.
- Prepare and assist patients for urinalysis or renal function tests.

Chapter 17 – Endocrine System

- Explain the roles of major endocrine glands and hormones in body regulation.
- Recognize symptoms of common endocrine disorders.
- Assist with endocrine-related exams or blood draws for hormone testing.

Chapter 18 – Reproductive System

- Identify male and female reproductive organs and their functions.
- Understand common reproductive health concerns.
- Prepare patients for reproductive system exams and OB/GYN procedures.

Chapter 37 – OB/GYN Exams

- Describe standard OB/GYN examination techniques and protocols.
- Demonstrate correct draping and positioning for patient comfort and privacy.
- Maintain professionalism and empathy during sensitive exams.

Chapter 38 – Pediatric Exams

- Understand developmental milestones in children.
- Adapt communication and examination techniques for pediatric patients.
- Ensure a child-friendly environment and comfort during assessments.

Chapter 39 – Geriatrics

- Recognize age-related changes affecting healthcare delivery to elderly patients.
- Adapt communication and examination techniques to meet geriatric needs.
- Promote safe, respectful, and effective care for aging patients.

Chapter 45 – Cardiology Procedures

- Describe common cardiology procedures (e.g., EKG, stress tests, Holter monitoring).
- Demonstrate preparation techniques and patient education.
- Follow safety protocols and maintain clean, efficient clinical workflow.

Chapter 47 – Minor Surgical Procedures

- Understand principles and protocols for minor surgical procedures.
- Assist with patient preparation, equipment setup, and asepsis.
- Provide effective post-procedural care and support patient comfort.

Chapter 48 – Assisting with Minor Surgery

- Demonstrate intra-procedural responsibilities such as instrument passing, suction, and positioning.
- Maintain sterile technique and anticipate clinical needs.
- Manage post-operative tasks such as wound care, dressing, and patient education.