



MDCA 1317 001- Procedures in a Clinic Setting
Course Syllabus: Fall 2026

"Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed."

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Weekday	Office Hours
Monday	9:00 AM - 12:00AM/ 1:30 PM - 3:30PM
Tuesday	None
Wednesday	9:00 AM - 12:00AM/ 1:30 PM - 3:30PM
Thursday	
Friday	By Appointment only

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Course Description:

This course places emphasis on patient assessment, examination, and treatment as directed by physician. Assessments include vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory care settings.

Prerequisite(s):

Student Learning Outcomes:

1. Identify and comply with OSHA guidelines and standard precautions
2. Obtain vital signs
3. Collect and document patient information
4. Have basic knowledge of asepsis technique and minor surgical procedures
5. Basic understanding and performance of electrocardiography
6. Understand and perform basic patient assessment

Cognitive Competencies:

I.C.12- Identify basic principles of first aid

III.C.1-Identify major types of infectious agents

III.C.2 a/b/c/d/e/f- Identify the infection cycle, including: the infectious agent, reservoir, susceptible host, means of transmission, portals of entry, and portals of exit

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

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

III.C.5- Identify the principles of standard precautions

III.C.6- Identify personal protective equipment (PPE)

III.C.7- Identify the implications for failure to comply with Centers for Disease Control regulations in health care settings

IV.C.1 a/b/c/d/e/f/g/h- Identify dietary nutrients including: carbohydrates, fat, protein, minerals,

electrolytes, vitamins, fiber, and water

IV.C.2- Identify the function of dietary supplements

IV.C.3 a/b/c/d/e/f/g/h/i- Identify the special dietary needs for: weight control, diabetes, cardiovascular disease, hypertension, cancer, lactose sensitivity, gluten-free, food allergies, and eating disorders

IV.C.4- Identify the components of a food label.

V.C.5- Identify challenges in communication with different age groups.

V.C.6- Identify techniques for coaching a patient related to specific needs

V.C.15- Identify the medical assistant's role in telehealth

XII.C.1- Identify workplace safeguards

XII.C.2 a/b/c/d- Identify safety techniques that can be used in responding to accidental exposure to: blood, other body fluids, needle sticks, and chemicals

XII.C.3- Identify fire safety issues in an ambulatory healthcare environment

XII.C.4- Identify emergency practices for evacuation of a healthcare setting

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

Xii.C.8- Identify critical elements of an emergency plan for response to a natural disaster or emergency

XII.C.9 Identify physical manifestations and emotional behaviors on persons involved in an emergency

Psychomotor Competencies:

I.P.1 a/b/c/d/e/f/g/h/l - Accurately measure: blood pressure, temperature, pulse, respirations, height, weight, length (infants), head circumference, and oxygen saturation

I.P.2 Perform patient screening following established protocols.

I.P.12- Provide up-to-date documentation of provider/professional level CPR

I.P.13 a/b/c/d/e/f- Perform first aid procedures: bleeding, diabetic coma or insulin shock, stroke, seizures, environmental emergencies, syncope

III.P.1- Participate in bloodborne pathogen training

III.P.2- Select appropriate barrier/personal protective equipment (PPE)

III.P.3- Perform Handwashing

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

IV.P.1- Instruct a patient regarding dietary changes related to a patient's special dietary needs

V.P.2- Correctly use and pronounce medical terminology in health care interactions

V.P.8- Participate in a telehealth interaction with a patient

X.P.3- Document patient care accurately in a medical record.

X.P.4- Complete compliance reporting based on public health statutes.

X.P.5- Report an illegal activity following the protocol established by the healthcare setting

XI.P.1 Demonstrate professional responses to ethical issues

XII.P.1 Comply with safety practices

XII.P.2 a/b Demonstrate proper use of: eyewash equipment and fire extinguishers

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.7- Demonstrate tactfulness

7. A.8- Demonstrate Self-awareness

Evaluation/Grading Policy:

The breakdown of the course requirements is as follows:

%	Requirement
15%	Homework, Assignments
25%	Procedure Competency
30%	Examinations and Papers
30%	Final Comprehensive Exams

Semester grades will be earned as follows

Percentage	Letter Grade
90% and above	A
80 %-89%	B
70 %-74.5%	C
Below 74%	F

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:

All class examinations are considered to be a major part of the course work upon which a portion of your final grade will be based. If the total average of the Unit 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. 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.

Required Instructional Materials:

- Cengage Medical Assisting: Administrative and Clinical Competencies (2026) 10th edition. Blesi, Michelle
- *Moss: Medical Office Simulation Software 4.0*
- Microsoft Teams- You have access as NTCC student!
Publisher: Cengage ISBN Number:

Minimum Technology Requirements:

X

Required Computer Literacy Skills:

X

Course Structure and Overview:

X

Communications:

X

Institutional/Course Policy:

X

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.

Statement Regarding the Use of Artificial Intelligence (AI) Technology:

Employees and students shall be permitted to explore artificial intelligence (AI) and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes or as necessary to engage in research and shall never take the place of faculty, staff, and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security. A student shall only use AI tools with faculty permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work.

Example:

APA (7th edition)

OpenAI. (2026). ChatGPT (March 25 version) [Large language model].

<https://chat.openai.com/>

MLA (9th edition)

OpenAI. ChatGPT. 25 Mar. 2026, <https://chat.openai.com/>.

Employees or students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with policy. [See DH, DIA series, FFD series, FFE, FLB, and the FM series] AI Use by Employees and Students. Northeast Texas Community College 225500 TECHNOLOGY RESOURCES CRB ARTIFICIAL INTELLIGENCE (LOCAL) DATE ISSUED: 12/8/2025 1 of 1 UPDATE 50 CRB(LOCAL)-AJC Adopted: 12/16/2025

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodation 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 accommodation as required to afford equal educational opportunity. It is the student's responsibility to request accommodation. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

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.

Tentative Course Schedule:

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