

Elmira Business Institute
Student Syllabus: Clinical Skills I (MED240)

Prerequisites: Medical Terminology (MED110)

Co-Requisite: Business Mathematics (BUS105)

Course Credits/Clock Hours: 3/60

Course Delivery Mode: Residential

Course Description

This course introduces the student to basic clinical skills. Consideration is given to the fundamentals of vital signs, various methods and equipment used to measure fundamental signs, determine height and weight, patient preparation and positions, methods of examination, assisting the physician with emphasis on routine physical examinations – obstetric, gynecological, urological, and pediatric examinations. Students will also have practical experience in procedures performed in medical specialty facilities. (Lec/Lab/Ext/Total) (30/30/0/60).

Student Learning Outcomes

Upon completion of this course, students will be able to:

- Perform a patient history through listening and observational skills.
- Demonstrate chart progress notes, vital signs, chief complaints, and significant patient data.
- Modify the required equipment and set up for assisting physicians in a patient examination or minor office procedure.
- Write pediatric growth on a pediatric growth chart and complete related measurements.
- Demonstrate vital signs including blood pressure/respiratory/ pulse/ temperature
- Identify and document appropriate patient instructions for at home care.
- Apply the concept of education literacy.
- Recognize cultural diversity as it pertains to health care.

Required Course Texts & Course Materials

Bonewit-West, K., Hunt, S., & Applegate, E. 2015. *Today's Medical Assistant, Clinical and Administrative Procedures*, 3rd Ed. St. Louis: Elsevier. (ISBN 9780323312073) Textbook and Study Guide Packaged together)

Elsevier Adaptive Quizzing for Today's Medical Assistant, 3rd Edition

Assessment

Medical Assisting students are allowed two attempts to pass each competency. A minimum score of 85 percent is necessary to pass the individual competency. The student must pass every competency in order to pass the course. A minimum grade of a "C" is required to pass the course. Documentation will be housed in the student's academic file.

Student Homework Policy Statement

Elmira Business Institute (EBI) syllabi contain assignments in alignment with the federal government's definition of appropriate, assigned homework for each credit hour. For each one-credit hour of classroom or direct faculty instruction, two hours of out-of-class student work will be assigned. (For example: A three-credit course will include an average of six (6) hours of homework each week.). For classes with laboratory or clinical work, a three-credit, four-hour class

will include an average of six (6) hours of homework each week. For externships, each credit hour will include an average of three (3) hours of homework per week. Assignments are directly relevant to course objectives and learning outcomes and are included at the end of the syllabi. Each assignment will be graded and recorded by the instructor.

Calculation of a Semester Credit Hour

All coursework at Elmira Business Institute is measured in semester credit hours.

- One Semester Credit Hour is equivalent to fifteen (15) clock (contact) hours of Lecture.
- One Semester Credit Hour is equivalent to thirty (30) clock (contact) hours of Laboratory training.
- One Semester Credit Hour is equivalent to forty-five (45) clock (contact) hours of Externship.

Definition of a Contact Hour

One contact hour is defined as 50 minutes within a 60-minute period of instructional activities (lecture, lab, clinical, and externship). The student is required to devote appropriate time to preparation and study outside the classroom.

Evaluation

Assessment Type	% of Grade
Attendance/Professionalism	15%
Quizzes/Tests	20%
Midterm/Final Examination	20%
Homework	25%
Competencies	20%
Total	100%

Grading Scheme

Numerical Average	Letter Grade	Quality Points
95-100	A	4.0
90-94	A-	3.7
86-89	B+	3.3
83-85	B	3.0
80-82	B-	2.7
76-79	C+	2.3
73-75	C	2.0
70-72	C-	1.7
68-69	D+	1.3
66-67	D	1.0
65	D-	0.7
0-64	F	0.0
Withdraw/Failing	W/F	0.0
Withdraw	W	----
Incomplete	I	----
Test Out	TO	----
Transfer of Credit	T	----

Course Policies

Behavioral Standards

Students are expected to abide by all public laws; to comply with the regulations and policies of the College; and to demonstrate a positive attitude, diligence, and courteous conduct toward instructors, staff, and fellow students. Respect for others in terms of language, demeanor, and attention to others while they are speaking is expected.

The College reserves the right to dismiss or suspend students for conduct which impedes, disrupts, or interferes with the orderly and continuous administration and operation of the College or any unit of the College. Attending EBI is not a right; it is a privilege.

As a part of its mission to prepare students for careers in the business and healthcare world, EBI requires students to dress in a manner that will create a positive self-image. Inappropriately dressed students may not be permitted to attend classes. Students in College externships are required to follow the participating organization's dress code.

No cell phone use or Internet access is allowed in the classroom unless permission is granted by the instructor and usage is course appropriate.

No eating or drinking in EBI's classroom laboratories (medical, business or technology) and Library.

Attendance Policy

Attendance is mandatory and will be used when calculating participation/attendance. Class will begin promptly. Students who are late or absent are responsible to obtain lecture notes, assignments, and announcements after class, so as not to interfere with class time, or the work of fellow students. One of the first questions a potential employer will ask the Career Services representative about is student attendance. Your attendance in the classroom directly represents your quality of potential work.

Students who do not attend classes after missing 14 consecutive calendar days or who fail to attend classes on a regular basis will be administratively dropped by the College. Since attendance is also used to verify enrollment for financial aid purposes, it is important that students attend classes on a regular basis to avoid loss of financial aid eligibility (student loans) and federal and state grants.

Make-Up Policy

When a student is absent, that student is responsible for making up missed class work. Make-up tests or quizzes may be offered at the instructor's discretion via ONE-STOP at the Library, and it is the student's responsibility to arrange a time at the librarian's convenience. One-Stop tests and quizzes must be taken within one week of the date of absence; failure to make up work, quizzes, or exams in a timely manner may result in a 0 grade. There is no charge for make-up work.

Mid-term or Final Examinations may only be made up with approval from the Campus Director/Dean and appropriate documentation.

Academic Integrity/Plagiarism Rules

Elmira Business Institute is committed to supporting its mission to provide an educational experience designed to develop professional competencies including developing habits of personal and professional integrity. The College expects all members of its community—students, faculty, and staff—to act honestly in all situations. Actions of Academic Dishonesty will not be tolerated. Academic Dishonesty “is any form of cheating and plagiarism which results in students giving or receiving unauthorized assistance in an academic assignment or receiving credit for work which is not their own.” All students are expected to agree to a pledge of honesty concerning their academic work, and faculty is expected to maintain the standards of that code. If you think it may be cheating, it probably is.

Please keep in mind that plagiarism includes:

- Copying another person’s work and claiming credit for it
- Failing to give credit—both a works cited and in-text citations are required for information you retrieved from another source whether or not it is a direct quotation
- Incorrectly citing a source
- Failing to use quotation marks for a direct quote
- Improperly paraphrasing—both the words and the structure of your writing must differ from your source

Students will be given a complete policy the first day of class to review and sign.

For questions about plagiarism or assistance at any part of the writing process, please visit the Academic Achievement Center or Library.

Academic Support

Private Instruction

Elmira Business Institute promotes student and faculty private instruction. This student service is provided at no charge for students enrolled in a program. Private Instruction is accomplished in the following way:

- Students should contact faculty members for scheduling private instruction.
- Mandatory private instruction scheduled by an Administrator when necessary.

Faculty Office Hours

The Faculty Office Hours are posted outside the classroom door. This the first stop for help for assignments, study skills, or writing for any course.

Academic Advising/Mentoring

Academic Advising/Mentoring is provided to each student throughout the semester. Staff or Faculty Mentors can facilitate student access to learning resources and answer basic questions regarding EBI academic programs and policies.

The Library

The Library supports the academic programs of the College and offers technology to assist student research in databases and on the Internet. A Librarian is available to assist in research and navigating our resources. Use the Library catalog (<http://ebi.scoolaid.net/bin/home>) to search for a book in the library, access databases and e-books, and find reference tools. Information is also

available about community resources, including scholarships, part-time employment, child care, and transportation. Elmira Business Institute maintains a library of hundreds of volumes of reference materials and manuals for the students' use. This facility is used both for independent reading and for study. The Institution also provides its students with access to an e-library containing over 80,000 volumes and reference materials. The e-library is available to the students 24-7 by remote access. Available for students' use is a wide range of resource materials that include encyclopedias, unabridged dictionaries, almanacs, atlases, and many volumes directly related to subjects studied at Elmira Business Institute. Books for general reading are also included. The library is available to students during normal school hours.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

The Satisfactory Academic Progress Policy ensures that all Elmira Business Institute students enrolled in a diploma and degree programs are maintaining satisfactory progress towards a successful completion of their academic programs. The criteria and standards contained in the policy are set to recognize academic achievements or to detect problems for which actions of early intervention and/or remediation can be taken. These standards apply to all students whether they are eligible for Title IV funding or not. The Satisfactory Academic Policy complies with the requirements of the federal and state regulatory guidelines and the accrediting commission.

Satisfactory Progress Standards are designed to assess academic progress for classes taken at Elmira Business Institute only and requires a both quantitative measurements and qualitative measurements. Students must maintain satisfactory progress toward the completion of their program.

The following criteria are used to determine whether or not a student is making Satisfactory Academic Progress. These standards monitor whether a student meets the minimum quantitative and qualitative components. A student must be able to:

- Maintain a minimum cumulative grade point average (CGPA)
- Achieve the minimum incremental completion rate (ICR) and
- Complete the program within a maximum allowable time frame (MTF)

Failure to complete courses successfully for any reason will negatively affect Satisfactory Academic Progress. Failing courses or withdrawing from courses could result in extending the length of educational program, the loss of financial aid and/or dismissal. It is important to understand how these situations will impact SAP at your next evaluation points. In order for a student to graduate, the minimum requirements are a CGPA of 2.0 and completion of all required coursework without attempting more than 150% of the credits/hours in the program.

The college determines that a student is maintaining satisfactory academic progress if the student meets or exceeds the quantitative and qualitative standards outlined below, based on the cumulative number of semester credit hours attempted.

A minimum of a "C" is required to pass the course. Documentation will be housed in the student's academic file. Although, this is the minimum passing grade. Students will need to meet the **Satisfactory Academic Progress** requirements.

Course Schedule

Lesson#	Topic(s)
1	<i>The Medical Record</i> <ul style="list-style-type: none"> • Medical record format • Completion of forms • Taking health histories • Documenting in the medical record
2	<i>The Medical Record</i> <ul style="list-style-type: none"> • Medical record format • Completion of forms • Taking health histories • Documenting in the medical record
3	<i>Vital Signs</i> <ul style="list-style-type: none"> • Factors That May Influence Vital Signs • Temperature • Pulse
4	<i>Vital Signs</i> <ul style="list-style-type: none"> • Respirations • Blood Pressure • Anthropometric Measurement
5	<i>Vital Signs</i> <ul style="list-style-type: none"> • Temperature • Pulse • Respirations • Blood Pressure • Anthropometric Measurement
6	<i>Physical Examination</i> <ul style="list-style-type: none"> • Preparing the patient for examination • Assessing the patient • Assisting the physician
7	<i>Physical Examination</i> <ul style="list-style-type: none"> • Preparing the patient for examination • Assessing the patient • Assisting the physician
8	<i>Physical Examination and Midterm Review</i> <ul style="list-style-type: none"> • Preparing the patient for examination • Assessing the patient Assisting the physician Midterm Examination
9	<i>Medical Assistant As Office Manager</i> <ul style="list-style-type: none"> • Providing Resources for Staff and Patients
10	<ul style="list-style-type: none"> • Medication Review,
11	<i>The Pediatric Examination</i> <ul style="list-style-type: none"> • Normal Growth and Development • Pediatric Diseases and Disorders • Immunizations • Developing a report • Growth charts

12	<i>The Pediatric Examination</i> <ul style="list-style-type: none">• Normal Growth and Development• Pediatric Diseases and Disorders• Immunizations• Developing a report• Growth charts
13	<i>The Pediatric Examination</i> <ul style="list-style-type: none">• Normal Growth and Development• Pediatric Diseases and Disorders• Immunizations• Developing a report• Growth charts
14	Medication Review, Child Growth and Development
15	<i>Final Examination Review</i> and making sure all competencies are complete and signed off.
16	<i>Comprehensive Final Examination</i>

Please note: Changes to the lessons may be made at the discretion of the instructor throughout the semester.

Revised August 7, 2019 js, Revised August 2019 em, Revised December 2019 drg

Student Name: _____

Semester _____ Instructor _____

Clinical Skills I Competency Procedures (2015 Standards)

Comp	Description of Comp	Date Achieved	Grade	Instructor sign off
19-1	Measuring Oral Body Temperature-Electronic Thermometer			
19-4	Measuring Aural Body Temperature-Tympanic Membrane Thermometer			
19-5	Measuring Temporal Body Temperature			
19-6	Measuring Pulse & Respiration			
19-7	Measuring Apical Pulse			
19-8	Measuring Pulse Oximetry			
19-9	Measuring Blood Pressure			
20-1	Measuring Weight & Height			
20-A	Body Mechanics			
20-3	Supine Position			
20-4	Prone Position			
20-6	Lithotomy Position			
20-7	Sims Position			
20-11	Assisting with the Physical Examination			
24-1	Measuring the Weight & Length of an Infant			
24-2	Measuring Head & Chest Circumference of an Infant			
24-3	Calculating Growth Percentiles			
38-2	Release of Medical Information			
38-3	Obtaining Patient History & Formulating Chief Complaint			
50-5	Community Resource Project			

All Competencies listed must have had a minimum of three attempts and have been completed with a grade of 85 or better.

Instructor Signature _____ Date _____

Medical Program Director Signature _____ Date _____

Student Name _____ **Course** **MED 240** **Semester** _____
Bonewit: Today's Medical Assistant, 3rd Edition **Instructor** _____
ABHES 2018 Skills Correlations

Competencies	Text Chapter	EVALUATION INSTRUMENT: (Textbook/Study Guide Procedure Numbers)	Course	Date	Grade	Faculty Initials	PD Approval
3. Medical Terminology							
c. Apply medical terminology for each specialty	Chapter 38	38-3: Obtaining Patient History and Formulating Chief Complaint	MED 240				
d. Define and use medical abbreviations when appropriate and acceptable	Chapter 38	38-3: Obtaining Patient History and Formulating Chief Complaint	MED 240				
4. Medical Law and Ethics							
a. Follow documentation guidelines	Chapter 38	38-3: Obtaining Patient History and Formulating Chief Complaint	MED 240				
	Chapter 20	20-11: Assisting with the Physical Examination	MED 240				
	Chapter 24	24-1: Measuring the Weight and Length of an Infant	MED 240				
		24-2: Measuring Head and Chest Circumference of an Infant					
		24-3 Calculate Growth percentiles					
b. Institute federal and state guidelines when: 1) Releasing medical records or information 2) Entering orders in and utilizing electronic health records	Chapter 38	38-2: Release of Medical Information	MED 240				
c. Follow established policies when initiating or terminating medical treatment	Chapter 38	38-3: Obtaining Patient History and Formulating Chief Complaint	MED 240				
e. Perform risk management procedures	Chapter 20	20-A: Body Mechanics	MED 240				
	Chapter 50	50-5: Community Resources Project	MED 240				

f. Comply with federal, state, and local health laws and regulations as they relate to healthcare settings 1) Define the scope of practice for the medical assistant within the state where employed 2) Describe what procedures can and cannot be delegated to the medical assistant and by whom within various employment settings 3) Comply with meaningful use regulations	Chapter 38	38-3: Obtaining Patient History and Formulating Chief Complaint	MED 240				
h. Demonstrate compliance with HIPAA guidelines, the ADA Amendments Act, and the Health Information Technology for Economic and Clinical Health (HITECH) Act	Chapter 38	38-2: Release of Medical Information	MED 240				
		38-3: Obtaining Patient History and Formulating Chief Complaint					
5. Human Relations							
b. Provide support for terminally ill patients 1) Use empathy when communicating with terminally ill patients 2) Identify common stages that terminally ill patients experience 3) List organizations and support groups that can assist patients and family members of patients experiencing terminal illnesses	Chapter 50	50-5 Locating and Facilitating Referrals to Community Resources	MED 240				
d. Adapt care to address the developmental stages of life	Chapter 24	24-1: Measuring the Weight and Length of an Infant	MED 240				
		24-2: Measuring Head and Chest Circumference of an Infant					
		24-3 Calculating Growth Percentiles					
e. Analyze the effect of hereditary and environmental influences on behavior	Chapter 20	20-11: Assisting with the Physical Examination	MED 240				

f. Demonstrate an understanding of the core competencies for Interprofessional Collaborative Practice i.e. values/ethics; roles/responsibilities; interprofessional communication; teamwork	Chapter 20	20-11: Assisting with the Physical Examination	MED 240				
i. Demonstrate cultural awareness	Chapter 20	20-11: Assisting with the Physical Examination	MED 240				
7. Administrative Procedures							
a. Gather and process documents	Chapter 38	38-2 Release of Medical Information					
e. Maintain inventory of equipment and supplies	Chapter 20	20-11: Assisting with the Physical Examination	MED 240				
g. Display professionalism through written and verbal communication	Chapter 20	20-11: Assisting with the Physical Examination	MED 240				
	Chapter 24	24-1: Measuring the Weight and Length of an Infant	MED 240				
	Chapter 38	38-2: Release of Medical Information	MED 240				
		38-3: Obtaining Patient History and Formulating Chief Complaint					
8. Clinical Procedures							
b. Obtain vital signs, obtain patient history, and formulate chief complaint	Chapter 19	19-1 Measuring Oral Body Temperature-Electronic Thermometer	MED 240				
		19-4 Measuring Aural Body Temperature: Tympanic Membrane Thermometer					
		19-5 Measuring Temporal Body Temperature					
		19-6 Measuring Pulse and Respirations					
		19-7 Measuring Apical Pulse					
		19-8 Performing Pulse Oximetry					
		19-9 Measuring Blood Pressure					
	Chapter 20	20-1 Measuring Height and Weight	MED 240				
	Chapter 38	38-3: Obtaining Patient History and Formulating Chief Complaint	MED 240				
c. Assist provider with general/physical examination	Chapter 20	20-1: Measuring Weight and Height	MED 240				
	Must select a minimum of 4 positions	20-2: Sitting Position 20-3: Supine Position 20-4: Prone Position 20-5: Dorsal Recumbent Position 20-6: Lithotomy Position					

		20-7: Sims Position 20-8: Knee-Chest Position 20-9: Fowler's Position					
		20-11: Assisting with the Physical Examination					
d. Assist provider with specialty examination, including cardiac, respiratory, OB-GYN, neurological, and gastroenterology procedures	Chapter 24	24-1: Measuring the Weight and Length of an Infant	MED 240				
		24-2: Measuring Head and Chest Circumference of an Infant					
e. Perform specialty procedures, including but not limited to minor surgery, cardiac, respiratory, OB-GYN, neurological, and gastroenterology	Chapter 24	24-1: Measuring the Weight and Length of an Infant	MED 240				
		24-2: Measuring Head and Chest Circumference of an Infant					
g. Display professionalism through written and verbal communications	Chapter 20	20-1: Measuring Weight and Height	MED 240				
	Chapter 38	38-3: Obtaining Patient History and Formulating Chief Complaint	MED 240				
h. Teach self-examination, disease management and health promotion	Chapter 20	20-11: Assisting with the Physical Examination	MED 240				
i. Identify community resources and Complementary and Alternative Medicine practices (CAM)	Chapter 50	50-5 Locating and Facilitating Referrals to Community Resources	MED 240				
	Chapter 20	20-11: Assisting with the Physical Examination	MED 240				
k. Make adaptations to care for patients across their lifespan	Chapter 24	24-1: Measuring the Weight and Length of an Infant	MED 240				
		24-3: Calculating Growth Percentiles					

All Competencies listed must have had a minimum of two attempts and have been completed with a grade of 85% or better.

Instructor Signature _____ Date _____

Medical Assisting Program Director Signature _____ Date _____

Career Readiness Assessment “CRA” ☐ Midterm ☐ Final

Student Name: _____ Course ID: _____ Instructor: _____

	Total Points	Excellent (16-20 points)	Good (11-15 points)	Fair (6-10 points)	Poor (0-5 points)
Attendance		The student arrives on time for the course, and stays for the duration of the class. Attends at least 90% of the class.	The student arrives on time for the course and stays for the duration of the course. Attends at least 85% of the class.	The student arrives late or does not stay for the duration of the class. Attends at least 75% of the class.	The student generally arrives late for the course, or stays for fewer than 65% of the class.
Class Engagement (Initiative)		Proactively contributes to class by regularly offering ideas and asking questions.	Proactively contributes to class periodically offering ideas and asking questions	Rarely contributes to class by offering ideas and asking questions.	Never contributes to class by offering ideas and asking questions.
Listening Skills		Actively listens when others speak during in-class activities. Incorporates the ideas of others in questions/comments.	Listens when others speak both in groups and lecture.	Does not listen in groups or lecture and is not engaged during class	Does not listen in groups and lecture. Interrupts or talks in class.
Behavior		Never displays disruptive behavior, respectful of others in actions and language, and cooperates in a classroom environment.	Rarely disruptive, partial participation in group activities	Occasionally disruptive, rarely participates in group activities.	Very disruptive with actions and language or never participates in group activities.
Professionalism		Always prepared for class, hands in work at beginning of class, and follows appropriate dress code. The student does not use electronic devices inappropriately.	Usually prepared for class, often hands in work at beginning of the class, and mostly follows appropriate dress code. The student rarely uses electronic devices inappropriately.	Rarely prepared for class, rarely hands in work at the beginning of the class, and rarely follows dress code. The student often uses electronic devices inappropriately.	Almost never prepared for class, excessively hands in work late, and does not follow dress code. The student excessively uses electronic devices inappropriately in the classroom.

Total Points: _____/100

Professionalism Grade

15%