

# Assist with Med Specialties II

TEMA1220 301

## Course Description

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Assisting with Medical Specialties II provides concepts of medical assisting skills for the specialty areas of gastroenterology, urology, obstetrics/gynecology, orthopedics, neurology, endocrinology, pulmonology, cardiology, and ECG.

Semester(s): All

Assisting with Medical Specialties II provides concepts of medical assisting skills for the specialty areas of gastroenterology, urology, obstetrics/gynecology, orthopedics, neurology, endocrinology, pulmonology, cardiology, and ECG.

## Course Student Learning Outcomes

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- Demonstrate the medical assisting skills as they relate to the specialty areas of gastroenterology, urology, obstetrics/gynecology, orthopedics, neurology, endocrinology, pulmonology, and cardiology.
- Demonstrate proper techniques for obtaining an ECG, and critique for heart function and electrocardiograph quality.

## College Wide Student Learning Outcomes

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- Acquire substantive knowledge
- Think critically

## Transfer/Certification/Licensure/Employment Information

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An SLCC Certificate is earned after successfully completing all the courses within the program (the entire training program). This type of certificate provides evidence to employers that a level of competence has been achieved.

Additionally, students take the tests for industry-standard certificates when completing specific courses intended to prepare students for those certificates (e.g., CPR, First Aid, etc.).

A national certification test must be taken before completing the Clinical Medical Assisting program, typically during the externship. Students may complete any of 3 certifications through the NHA, NCCT, or AMT. Please speak with your instructor to learn about the differences and costs associated with each.

## Communication Plan

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- Instructors are open and available to help you in the classroom for face-to-face interaction, through college email or Canvas comments and messaging, Zoom, and telephone as posted within the syllabus and the 'Home Page' in Canvas including the 'Communications Statement' (with exception of holidays and campus closures). Feel free to reach out to us!
- I will respond to email within 48 hours. The best way to contact me is via the Canvas Inbox, as I will prioritize this email over other modes of communication.
- In this course I will be posting interactive announcements which will offer specific opportunities for class questions and participation in activities.

## Keys for Success (how to succeed in the course)

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### Communication:

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'Communications Statement' (with the exception of holidays and campus closures e.g. semester breaks). Feel free to reach out to us!

## Clothing/Lab Dress Code:

Scrubs may be worn in the classroom, and are required in the lab area and for externship (some externship facilities have specific requirements eg. U of U Red, Black, or Navy Blue scrubs only). A disposable lab coat may be provided for use over street clothes if scrubs are not worn for lab and clinical skills. Closed-toe shoes are also required in the laboratory/clinical setting areas when practicing skills.

## Food and Drinks:

There will be no food or drinks allowed in the computer or lab area of the classroom. A 'Break Room' with a microwave and refrigerator is available for student use.

## Cellular Phone Usage:

Cellular phones will be turned to silent mode, or if they do not have a silent option, they will be turned off while in the classroom. Any phone conversation must be made outside the classroom to avoid disrupting others. Phones are not allowed at the testing stations.

## Classroom Safety:

An emergency guideline and evacuation route are posted in the classroom. As you progress through the program, you will learn OSHA safety standards in a medical setting. There is a binder with Material Safety Data Sheets located in the classroom to use as a reference for an incident involving hazardous materials. Please be aware of the location of these safety guidelines.

## Student Responsibilities:

All students are accountable for the following:

1. Stay engaged and on task (read, watch videos, listen, take notes, ask questions, complete assignments, schedule, and complete skills)
2. Log into the LMS (Canvas - the College's learning management system) for course materials, presentations, and examinations.
3. Follow the instructor's directions AT ALL TIMES.
4. Ask the instructor for assistance after FIRST having attempted to resolve the problem themselves.
5. Complete 12-24 hours of coursework each week for on-time course completion (based on part-time vs full-time enrollment status).

## Brief Description of Assignments/Exams

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- Module 1-Obtaining an ECG
- Module 2-Gastroenterology Specialty
- Summative Assessments 1
- Module 3-Orthopedic Specialty
- Module 4-Neurology Specialty
- Summative Assessments 2
- Module 5-Endocrinology Specialty
- Module 6-Cardiology Specialty
- Summative Assessments 3
- Module 7-Pulmonary Specialty
- Module 8-Urology and Male Reproduction Specialty
- Module 9-OB/GYN Specialty
- Summative Assessments 4

## Required Text or Materials

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**Title: Kinn's the Medical Assistant**

**ISBN:** 9780323871167

**Authors:** Brigitte Niedzwiecki, Brigitte Niedzwiecki, RN, MSN, RMA, Julie Pepper, Julie Pepper, BS, CMA (AAMA)

**Publisher:** Elsevier

**Edition:** 15th

**Title: Study Guide and Procedure Checklist Manual for Kinn's the Medical Assistant**

**ISBN:** 9780323874243

**Authors:** Brigitte Niedzwiecki, Brigitte Niedzwiecki, MSN, RN, RMA, Julie Pepper, Julie Pepper, BS, CMA (AAMA)

**Publisher:** Elsevier

**Edition:** 15th

**Title: SimChart for the Medical Office: Learning the Medical Office Workflow - 2023 Edition**

**ISBN:** 9780443108839

**Authors:** Elsevier

**Publisher:** Elsevier

**Edition:** 2023 or earlier edition

For more information on textbook accessibility, contact Accessibility & Disability Services at [ads@slcc.edu](mailto:ads@slcc.edu).

## Assignment Schedule

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Due Date	Assignment Name	Assignment Type	Points
	<a href="#">Arteries Anatomy Review Activity</a>	Quiz	0
	<a href="#">Brain Anatomy Review Activity</a>	Quiz	0
	<a href="#">Cardiology Spelling Test</a>	Quiz	100

<b>Due Date</b>	<b>Assignment Name</b>	<b>Assignment Type</b>	<b>Points</b>
	<a href="#">Chapter 26 Practice Quiz</a>	Quiz	10
	<a href="#">Chapter 34 Practice Quiz</a>	Quiz	0
	<a href="#">Chapter 35 Practice Quiz</a>	Quiz	0
	<a href="#">Chapter 37 Practice Quiz</a>	Quiz	0
	<a href="#">Chapter 39 Practice Quiz</a>	Quiz	0
	<a href="#">Chapter 40 Practice Quiz</a>	Quiz	0
	<a href="#">Chapter 41 Practice Quiz</a>	Quiz	0
	<a href="#">Chapter 42 Practice Quiz</a>	Quiz	0
	<a href="#">Chapter 43 Practice Quiz</a>	Quiz	0
	<a href="#">Digestive System Anatomy Review Activity</a>	Quiz	0
	<a href="#">Einthoven's Triangle and Estimating Heartrate</a>	Assignment	20
	<a href="#">Endocrine Anatomy Review Activity</a>	Quiz	0
	<a href="#">Endocrinology Examination Spelling Test</a>	Quiz	100

<b>Due Date</b>	<b>Assignment Name</b>	<b>Assignment Type</b>	<b>Points</b>
	<a href="#">Gastroenterology Spelling Test</a>	Quiz	100
	<a href="#">Heart Anatomy Review Activity</a>	Quiz	0
	<a href="#">Introduce Yourself</a>	Discussion	0
	<a href="#">Introduce Yourself</a>	Discussion	0
	<a href="#">Muscles Anatomy Review Activity</a>	Quiz	0
	<a href="#">Neurologic Examination Spelling Test</a>	Quiz	100
	<a href="#">Orthopedic Spelling Test</a>	Quiz	100
	<a href="#">Patient Case - Cardiology</a>	Assignment	35
	<a href="#">Patient Case - Endocrinology</a>	Assignment	50
	<a href="#">Patient Case - Gastroenterology</a>	Assignment	35
	<a href="#">Patient Case - Neurology</a>	Assignment	40
	<a href="#">Patient Case - OB/GYN</a>	Assignment	50
	<a href="#">Patient Case - Orthopedics</a>	Assignment	35
	<a href="#">Patient Case - Pulmonology</a>	Assignment	35

<b>Due Date</b>	<b>Assignment Name</b>	<b>Assignment Type</b>	<b>Points</b>
	<a href="#">Patient Case - Urology</a>	Assignment	40
	<a href="#">Procedure 26.1 Perform Electrocardiography</a>	Assignment	50
	<a href="#">Procedure 26.2 Apply a Holter Monitor</a>	Assignment	30
	<a href="#">Procedure 34.1 Use Critical Thinking when Performing Patient Screening.</a>	Assignment	11
	<a href="#">Procedure 34.2 Coach Patient on Health Maintenance: Colonoscopy</a>	Assignment	10
	<a href="#">Procedure 36.3 Assist with the Application of a Cast or Splint</a>	Assignment	13
	<a href="#">Procedure 36.7 Coach a Patient in the Use of Axillary Crutches</a>	Assignment	13
	<a href="#">Procedure 36.8 Coach a Patient in the Use of a Walker</a>	Assignment	13
	<a href="#">Procedure 36.9 Coach a Patient in the Use of a Cane</a>	Assignment	13



<b>Due Date</b>	<b>Assignment Name</b>	<b>Assignment Type</b>	<b>Points</b>
	<a href="#">Procedure 37.1 Perform a Neurologic Status Exam</a>	Assignment	10
	<a href="#">Procedure 37.4 Coach a Patient for an Electroencephalogra m</a>	Assignment	10
	<a href="#">Procedure 40.1 Measuring Orthostatic Vital Signs</a>	Assignment	8
	<a href="#">Procedure 41.1 Measure Peak Flow Rate</a>	Assignment	10
	<a href="#">Procedure 41.2 Perform Spirometry Testing</a>	Assignment	10
	<a href="#">Procedure 41.3. Administer a Nebulizer Treatment</a>	Assignment	10
	<a href="#">Procedure 41.4. Administer Oxygen per Nasal Cannula or Mask</a>	Assignment	10
	<a href="#">Procedure 42.1 Coach a Patient on Testicular Self-Exam</a>	Assignment	3
	<a href="#">Procedure 42.1 Demonstration</a>	Assignment	10

<b>Due Date</b>	<b>Assignment Name</b>	<b>Assignment Type</b>	<b>Points</b>
	<a href="#">Procedure 43.1 Setting Up for and Assisting the Provider with a Gynecologic Examination</a>	Assignment	18
	<a href="#">Procedure 43.2 Coach a Patient on Breast Self-Exam</a>	Assignment	3
	<a href="#">Procedure 43.2 Demonstration</a>	Assignment	10
	<a href="#">Procedure 50.6 Coach Patient on Health Maintenance: Guaiac Fecal Occult Blood Test (FOBT)</a>	Assignment	4
	<a href="#">Procedure 50.7 Developing a Hemoccult Card and Performing Quality Control</a>	Assignment	4
	<a href="#">Pulmonary Examination Spelling Test</a>	Quiz	100
	<a href="#">Reproductive Anatomy Review Activity</a>	Quiz	0
	<a href="#">Reproductive Examination Spelling Test</a>	Quiz	100
	<a href="#">Respiratory Anatomy Review Activity</a>	Quiz	0

Due Date	Assignment Name	Assignment Type	Points
	<a href="#">Skeleton Anatomy Review Activity</a>	Quiz	0
	<a href="#">Skull Anatomy Review Activity</a>	Quiz	0
	<a href="#">Spine Anatomy Review Activity</a>	Quiz	0
	<a href="#">Summative Assessment 1</a>	Quiz	100
	<a href="#">Summative Assessment 2</a>	Quiz	100
	<a href="#">Summative Assessment 3</a>	Quiz	100
	<a href="#">Summative Assessment 4</a>	Quiz	100
	<a href="#">Urinary Anatomy Review Activity</a>	Quiz	0
	<a href="#">Urology Examination Spelling Test</a>	Quiz	100
	<a href="#">Veins Anatomy Review Activity</a>	Quiz	0

## Grading Scale

Percentage	Letter Grade
93-100	A
90-92	A-
86-89	B+
83-85	B

Percentage	Letter Grade
80-82	B-
76-79	C+
73-75	C
70-72	C-
66-69	D+
63-65	D
60-62	D-
59 or below	E

## How to Navigate to Canvas

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## Institutional Policies

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As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

You can access the document by clicking on the following link:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>

## Learning Support and Tutoring Services

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We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, please visit the Institutional Syllabus under the Tutoring and Learning Support tab:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. We encourage

you to take advantage of these resources to help you succeed in your studies. If you have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you in any way we can.

## Advising and Counseling Support Services

At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, please visit the Institutional Syllabus under the Advising and Counseling Support Services tab: <https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.

## Student Academic Calendar

As students you should be aware of all important dates in the semester, such as the day that courses begin and end, as well as the drop date and the last day to withdraw. To learn more about those dates, navigate to the Student Academic Calendar below:

[SLCC Student Academic Calendar](#)