

# Assist with Med Specialties II

TEMA - 1220 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

## 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

## Course Prerequisites

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TEMA 1060 Clinical Procedures

## 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 AMT, NCCT, or NHA. Please speak with your instructor to learn about the differences and costs associated with each.

## Engagement 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!

We will respond to email within 24 hours. The best way to contact us is via the Canvas Inbox, as we will prioritize this email over other modes of communication.

In this course we 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:**

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 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). 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:**

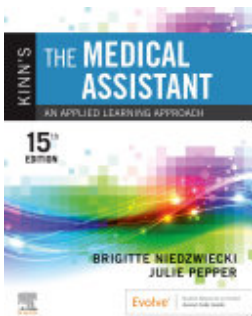
All students are accountable for the following:

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).

## Required Text or Materials

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

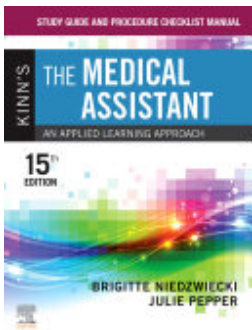
**ISBN:** 9780323871167

**Authors:** Brigitte Niedzwiecki, Julie Pepper

**Publisher:** Elsevier Health Sciences

**Publication Date:** 2022-11-20

**Edition:** 15th



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

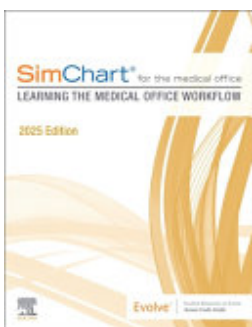
**ISBN:** 9780323874243

**Authors:** Brigitte Niedzwiecki, Julie Pepper

**Publisher:** Elsevier Health Sciences

**Publication Date:** 2022-09-06

**Edition:** 15th



**Title:** Simchart for the Medical Office: Learning the Medical Office Workflow

**ISBN:** 9780443348839

**Authors:** Elsevier Inc

**Publisher:** Elsevier

**Publication Date:** 2024-12-02

**Edition:** 2025 or earlier edition is acceptable

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

## Additional Materials

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### **Clothing Requirements (in addition to SLCC Student policies):**

- Closed toe shoes.
- Scrubs

### **Optional Equipment for Skills/Externship:**

- Watch with second hand.
- Stethoscope
- Blood Pressure Cuff / Sphygmomanometer

## 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

## 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
	<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

Due Date	Assignment Name	Assignment Type	Points
	<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
	<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="#">Introduce Yourself</a>	Discussion	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

Due Date	Assignment Name	Assignment Type	Points
	<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
	<a href="#">Patient Case - Urology</a>	Assignment	40
	<a href="#">Procedure 26.1 Perform Electrocardiography</a>	Assignment	100
	<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



Due Date	Assignment Name	Assignment Type	Points
	<a href="#">Procedure 34.2</a> <a href="#">Coach Patient on Health Maintenance: Colonoscopy</a>	Assignment	10
	<a href="#">Procedure 36.3</a> <a href="#">Assist with the Application of a Cast or Splint</a>	Assignment	25
	<a href="#">Procedure 36.7</a> <a href="#">Coach a Patient in the Use of Axillary Crutches</a>	Assignment	40
	<a href="#">Procedure 36.8</a> <a href="#">Coach a Patient in the Use of a Walker</a>	Assignment	35
	<a href="#">Procedure 36.9</a> <a href="#">Coach a Patient in the Use of a Cane</a>	Assignment	25
	<a href="#">Procedure 37.1</a> <a href="#">Perform a Neurologic Status Exam</a>	Assignment	20
	<a href="#">Procedure 37.4</a> <a href="#">Coach a Patient for an Electroencephalogram</a>	Assignment	20
	<a href="#">Procedure 40.1</a> <a href="#">Measuring Orthostatic Vital Signs</a>	Assignment	20
	<a href="#">Procedure 41.1</a> <a href="#">Measure Peak Flow Rate</a>	Assignment	25

Due Date	Assignment Name	Assignment Type	Points
	<a href="#">Procedure 41.2 Perform Spirometry Testing</a>	Assignment	50
	<a href="#">Procedure 41.3. Administer a Nebulizer Treatment</a>	Assignment	30
	<a href="#">Procedure 41.4. Administer Oxygen per Nasal Cannula or Mask</a>	Assignment	40
	<a href="#">Procedure 42.1 Coach a Patient on Testicular Self-Exam</a>	Assignment	30
	<a href="#">Procedure 42.1 Demonstration</a>	Assignment	10
	<a href="#">Procedure 43.1 Setting Up for and Assisting the Provider with a Gynecologic Examination</a>	Assignment	40
	<a href="#">Procedure 43.2 Coach a Patient on Breast Self-Exam</a>	Assignment	40
	<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	20

Due Date	Assignment Name	Assignment Type	Points
	<a href="#">Procedure 50.7 Developing a Hemocult Card and Performing Quality Control</a>	Assignment	20
	<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
	<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- Requires Respondus LockDown Browser</a>	Quiz	100
	<a href="#">Summative Assessment 2- Requires Respondus LockDown Browser</a>	Quiz	100

Due Date	Assignment Name	Assignment Type	Points
	<a href="#">Summative Assessment 3- Requires Respondus LockDown Browser</a>	Quiz	100
	<a href="#">Summative Assessment 4- Requires Respondus LockDown Browser</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

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### SLTC Grading System

A = 100-90% → Excellent / Mastery

**Consistently exceeds expectations, very few errors.**

B = 89-78% → Satisfactory / Competent

**Meets expectations; minor errors but overall skill is demonstrated.**

E = Below 78% → Emerging / Needs Improvement

**Does not yet meet expectations; needs more practice before reassessment**

Mastery of competency in this competency-based program is demonstrated when you successfully complete the learning objectives and competencies within the coursework as

defined. All components of the course must be mastered before moving forward. It is expected that each course be completed within the published course hours. At the end of your coursework, you will be rated according to the grading scale noted above based on your demonstrated ability of the course's established competencies. Additionally, you can earn credit for a course through Curriculum Exceptions or Credit for Prior Learning (CPL) by showing proof of previously completed course work.

## Academic Integrity

PLAGIARISM: Students are expected to reference all sources of information. Any plagiarism will result

in failure of the assignment and possible failure of the course. The information must not be copied from

other student's work, textbook or internet sources.

Please refer to the SLCC Intuitional Syllabus for additional college information

## How to Navigate to Canvas

## Institutional Policies

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.

For more information, navigate to the Institutional Policies tab on the [Institutional Syllabus](#) page.

## Learning Support and Tutoring Services

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, visit the [Institutional Syllabus](#) page under the Tutoring and Learning Support tab. 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](#)

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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, visit the [Institutional Syllabus](#) page under the Advising and Counseling Support Services tab. 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](#)

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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](#)