



**MDCA 1417 – 101HY**  
**Procedures in a Clinical Setting**  
**Spring 2021**  
**Monday and Tuesday 9:30 a.m. -12:30 p.m.**

**Instructor Information:** Darlene Alexander A.A.S., CMA, RMA, [dalexander@com.edu](mailto:dalexander@com.edu)  
409-933-8231

**Office hours and location:** Monday and Tuesday 12:00pm-1:00pm; AHC Bldg. #106

**Required Textbook:** Medical Assisting, Booth, Whicker, and Wyman 6<sup>th</sup> Edition, McGraw-Hill  
*Medical Assisting: Administrative and Clinical Procedures with Anatomy and Physiology 5<sup>th</sup> Edition*,  
Publisher. ISBN: 978-1-259-19774-1

**Required Textbook:** Student Workbook for Use with Medical Assisting, Booth, Whicker, and  
Wyman, 6<sup>th</sup> Edition, McGraw-Hill Publisher. ISBN: 978-1-259-19774-1

**Required equipment; stethoscope, second hand watch and scrubs**

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any  
obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may  
also be available from an independent retailer, including an online retailer.

**Course Description:**

Emphasis on patient assessment, examination, and treatment as directed by physician. Includes  
vital signs, collection and documentation of patient information, asepsis, office clinical  
procedures, and other treatments as appropriate for ambulatory care settings.

**Course Prerequisite:** Students must have completed and successfully pass HITT 1305, MDCA  
1302, MDCA 1309 and MDCA 1143 in order to take MDCA 1417. Students must have completed  
the free Online Learners Workshop (required for IN or HY courses). For more details visit;  
<http://online.com.edu/olw>.

**Course requirements:** This is an Internet/Online (IN) type course that requires classroom online  
participation through Blackboard. You will be required to log into Blackboard for a minimum of  
Three (3) hours per week.

1. Log into Blackboard at least twice a week to check for Announcements and e-mail, review the Learning Module content, and complete all graded course activities.
2. Complete and submit all graded activities within the time limit prescribed by the instructor. Graded activities and their due dates are indicated in the Course Schedule toward the end of this document, but are subject to revision if circumstances (such as hurricanes) dictate.
3. **Maintain an average of 75% or better.** Students are responsible for submitting weekly graded activities within the date/time parameters indicated in the Course Schedule.
4. The mid-term and final exam will be administered as indicated on the Course Schedule.

### **Student Learning Outcomes:**

1. Assist with routine and specialty office examinations and procedures including inventory control.
2. Perform medical and surgical asepsis and sterile techniques appropriate in ambulatory care settings.
3. Apply governmental health care guidelines.
4. Demonstrate knowledge on patient – centered assessments, examination, intervention, and treatment as directed by a physician.
5. Perform a proper 12- lead electrocardiography and pulmonary function test.
6. Respond to medical emergencies.

### **Learning Goals:**

#### **The learning goals for this course include:**

- History of asepsis
- Surgical procedures performed in the medical office
- The emergency medical services system
- Guidelines for providing emergency care
- The office emergency crash kit
- Medical emergencies
- Microorganisms
- The infection control system
- Universal precaution
- Hepatitis and AIDS
- Bioterrorism
- Interviewing a patient
- Patient history
- Correct documentation
- Measuring weight and height
- Vital signs
- Temperature

- Pulse
- Respiration
- Blood pressure
- Pain
- BMI
- Preparing the exam room
- Equipment and supplies used for physical examinations
- Adult examinations
- Assisting the physician with a physical exam
- Sequence of examination procedures
- Documentation of patient medical information
- Assisting with medical specialties
- The study of the eye
- Irrigation of the eye
- Instillation of eye medication
- Patient safety guidelines
- Assisting the blind patient
- The study of the ear
- Hearing acuity and assessment
- Examination of the nose and throat
- Assisting with pediatrics
- The pediatric patient
- Pediatric office visits and disorders
- Assisting with the elderly
- The aging process
- Legal and medical decisions
- Elder abuse
- Ambulatory surgery
- Principles of surgical asepsis
- Handling sterile instruments    Surgical assisting
- Preparing the patient for minor surgery
- Postoperative patient care

### **Course Objectives**

- Apply principles of aseptic technique and infection control
- Comply with quality assurance practices
- Screen and follow up patient test results
- Collect and process specimens
- Perform diagnostic tests
- Adhere to established triage procedures
- Obtain patient history and vital signs
- Prepare and maintain examination and treatment areas
- Prepare patient for examination, procedures, and treatments    Assist with examinations, procedures and treatments
- Maintain medication and immunization records
- Recognize and respond to emergencies
- Coordinate patient care information with other health care providers

- Identify and comply with OSHA guidelines and universal precautions
- Properly perform medical and surgical asepsis and sterile procedures/techniques appropriate for the medical office.

### **Entry Level Competencies for the Medical Assistant taken from the 2015 Standards and Guidelines for the Medical Assisting Educational Programs**

#### **This course includes the following competencies:**

- I.C.12. Identify quality assurance practices in healthcare
- I.C.13. List principles and steps of professional/provider CPR
- I.C.14. Describe basic principles of first aid as they pertain to the ambulatory healthcare setting
- V.C.2. Identify types of nonverbal communication
- V.C.4. Identify techniques for overcoming communication barriers
- V.C.6. Define coaching a patient as it relates to: e. adaptations relevant to individual patient needs
- V.C.15. Differentiate between adaptive and non-adaptive coping mechanisms
- V.C.16. Differentiate between subjective and objective information
- XII.C.8. Identify critical elements of an emergency plan for response to a natural disaster or other emergency

#### **Skill Based:**

- I.P.8. Instruct and prepare a patient for a procedure or a treatment
- I.P.9. Assist provider with a patient exam
- I.P.12. Produce up-to-date documentation of provider/professional level CPR
- I.P.13. Perform first aid procedures for: a. bleeding; b. diabetic coma or insulin shock; c. fractures; d. seizures; e. shock; f. syncope
- II.P.4. Document on a growth chart
- V.P.1. Use feedback techniques to obtain patient information including: a. reflection; b. restatement; c. clarification
- V.P.2. Respond to nonverbal communication
- V.P.3. Use medical terminology correctly and pronounced accurately to communicate information to providers and patients
- V.P.4. Coach Patients regarding: a. office policies; b. health maintenance; c. disease prevention; d. treatment plan
- V.P.5. Coach Patients appropriately considering: a. cultural diversity; b. developmental life stage; c. communication barriers
- V.P.11. Report relevant information concisely and accurately
- X.P.3. Document patient care accurately in the medical record
- X.P.4. Apply the Patient's Bill of Rights as it relates to: a. choice of treatment; b. consent for treatment; c. refusal of treatment
- XII.P.4. Participate in a mock exposure event with documentation of specific steps
- XII.P.5. Evaluate the work environment to identify unsafe working conditions

#### **Behavior Based:**

- I.A.1. Incorporate critical thinking skills when performing patient assessment

- I.A.2. Incorporate critical thinking skills when performing patient care
- I.A.3. Show awareness of a patient's concerns related to the procedure being performed
- V.A.3. Demonstrate respect for individual diversity including: a. gender; b. race; c. religion; d. age; e. economic status; f. appearance
- A.1. Demonstrate: a. empathy; b. active listening; c. nonverbal communication
- X.A.1. Demonstrate sensitivity to patient rights
- X.A.2. Protect the integrity of the medical record
- XII.1. Recognize the physical and emotional effects on persons involved in an emergency situation
- XII.2. Demonstrate self-awareness in responding to an emergency situation

### **Online Activities:**

Any quiz, exam, or learn smart assignment will be hosted online on the publisher's server – McGraw Hill Connect, however, access to assessments and learn smart assignments are conducted through links in Blackboard. Only access the quizzes, exams, and learn smart assignments through the links provided in each learning module. Feedback on your assessments can be reviewed after each quiz or exam is completed. Each learn smart assignment provides feedback as you proceed through the material. Practice assessments are also available in Connect for each Chapter. Ongoing feedback is important for you to assess your progress in the course and to determine if your approach to learning the material is effective.

- **Case Study:** Assignments will be provided in the Blackboard learning modules. Download and save the word document and edit your response. Your completed document will be uploaded in the assignment link. A case Study rubric is provided in the rubric menu link. Use it to guide you in the completion of your document. Instructors feedback will be provided individually on your submission through your My Grades tool.
- **Discussions:** are conducted on Blackboard through the Discussions tool. The forum will help foster connections with your fellow classmates and will contribute to the sense of community (online). The discussion post will also supplement your mastery of the content and strength your communication and writing skills. A discussions rubric provided in the Rubric menu link. Use it to guide you in your posts and replies. Instructor feedback will be provided individually on each discussion through your My Grades tool.

### **Attendance Policy:**

Students are expected to attend every class and be on time. Students who are late more than 15 minutes may be counted absent by the instructor. If an absence occurs, it is mandatory for the student to call my office (409-933-8231) and leave a reason for the absence. A student may be dropped for non-attendance after two (2) absences. Leaving the class early (before being released by the instructor) will result in an absence. More than two (2) absences would prohibit students from successful completion of this course (Instructors Judgment). Attendance will be checked daily by the instructor. Students are expected to attend all lectures. Any student who has missed 10% of the total clock hours of instruction, will be required to make-up the hours on Fridays or by appointment with the instructor. If the student fails to make up the required hours, the

student will be withdrawn from the program by the program director. Per accreditation, students have to meet the 720 overall clock hours.

**Tardiness Policy:** Students who are late more than 15 minutes may be counted absent by the instructor. A student may be dropped for non-attendance after two (2) absences and Failure to interact with course content via Blackboard as indicated on the Course Schedule and module overview pages in Blackboard can likewise negatively impact a student's final course grade.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are only permitted to withdraw six times during their college career by State law. The last day to withdraw for the 1<sup>st</sup> 8-week session is October 7<sup>th</sup>, November 23<sup>rd</sup> for 16 week courses and December 3<sup>rd</sup> for the 2<sup>nd</sup> 8 week session.

**FN Grading:** The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention is very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Academic Dishonesty:** (Describe your academic dishonesty policy and state consequences if it is violated)

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Kay Frieze 409-933-8414 or [kfrieze@com.edu](mailto:kfrieze@com.edu)

**Classroom Conduct Policy:** College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook. <http://www.com.edu/student-services/student-handbook.php>. Students are expected to be familiar with and abide by the Student Code of Conduct. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from this class.

**Cell Phone Use -- Cell phone use is strictly prohibited during any class/lab sessions. You could be dismissed from classes.**

You will have one verbal warning and two written warnings ones and if you receive a second written warning you will be dismissed from classes at the instructor discretion, so please keep in “silent” mode during lectures and in all exam rooms and Lab. Should you need to answer the call, please do so out of the classroom. Due to cheating in the past, we cannot allow any wireless devices to be on during the tests. In an emergency, you may be reached by: contacting **Campus Police** at **409-933-8403**

**Use of Camera and/or Recording Devices:** As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. **To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.** Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding assistance.

**Determination of Course Grade/Detailed Grading Formula (methods of evaluation to be employed to include a variety of means to evaluate student performance):**

**Grading Scale:**

**Course evaluation**

Grades will be calculated according to the following:

1. Homework Assignment	10%
2. Lab Practical/participation	25%
3. Discussions	15%
4. Test	20%
5. Final Exam	30%
TOTAL	100%

**Please note: “A student must receive a “C” (75%) or better.” If a student receives a grade of a “D”, or “F” for the same MDCA course on two occasions, the student will not be eligible to continue in the Medical Assistant Program”.**

**Tests cannot be made up. If you miss a test you will not receive a grade and it might affect your average.**

**Tests and Final Exam make-ups will not be allowed unless there is an emergency and I must be notified before the time of the test or exam.**

**Final Grade Breakdown:** In order for me to meet “grade due” deadlines, I must have all work

submitted to me by the deadlines noted on the calendar. Absolutely, no late submittals of work can be accepted. Furthermore, I do not give extra-credit assignments in this course. Final grades will be assigned according to the following scale:

### **Grading scale**

- 90.0% to 100% = A
- 80.0% to 89.9% = B
- 75.0% to 79.99% = C
- 70% to 74.99% = D
- 0 to 70% = F

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. <[https://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.* [https://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf)

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college career. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact Holly Bankston at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

**Counseling Statement:** Any student that is needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@com.edu). Counseling services are available on campus in the student center for free and students can also email [counseling@com.edu](mailto:counseling@com.edu) to setup their appointment. Appointments are strongly encouraged; however some concerns may be addressed on a walk-in basis.

**COVID-19 Statement:** All students, faculty and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at [www.com.edu/coronavirus](http://www.com.edu/coronavirus). Students are required to watch a training [video](#), complete the [self-screening](#), and acknowledge the safety guidance at: [www.com.edu/selfscreen](http://www.com.edu/selfscreen). In addition, students, faculty, and staff must perform a [self-screening](#) prior to each campus visit. Finally, students, faculty, or staff which have had symptoms of COVID-19, received a positive test for COVID-19, or have had close contact with an individual infected with COVID-19 must complete the [self-report tool](#).



**Personal technology issues are not a valid excuse for not completing assignments.** Tablets and cellular phones are highly discouraged when attempting quizzes and exams. Work on assignments early during the grading week and contact the instructor if you have issues. Give the instructor a reasonable amount of time to respond – reasonable is 24 hours. Mid-Term and Final Exams **will not** be re-opened. Students will be given an alternate exam.

### **Course Communication Policy:**

**Messaging:** **Online course communication will be conducted through the Blackboard Messages tool.** The Course E-mail link is located in the Course Menu Bar. Any email sent to the instructor outside of Blackboard will be answered inside of Blackboard email only. You must monitor and respond to instructor-initiated Blackboard e-mail within 2 business days. The instructor will likewise monitor and respond to Blackboard student-initiated e-mail within 2 business days at a minimum. Business days do not include weekends or during periods when COM is officially closed.

Feedback on graded activities will typically be provided within 1 week of the submission. Feedback on Quizzes and Exams is provided immediately upon submission on Blackboard by accessing the My Grades tool on the Course Menu Bar.

**Course Delivery & Expectations:** All class time for this course will be spent interacting with course content via Blackboard primarily by reviewing the Learning Module content; exploring supplemental multimedia; self-assessments such as learning games and publisher chapter practice quizzes; completing weekly tests; and posting a response to discussion prompts or weekly group case studies.

To successfully complete this course, you will need to plan to spend at least 6 hours per week interacting with course content.

### **Online Policies:**

**Netiquette:** When communicating via the online mechanisms of this course, it is important to remember those communications are conducted in a public forum and should present a level of professionalism reflective of that forum. At a minimum such communications should be respectful of others and use appropriate writing mechanics (spelling, grammar, etc.). For more information, go to: <http://www.studygs.net/netiquette.htm>.

**Technology Requirements:** Mozilla Firefox is the recommended Blackboard browser and can be downloaded at <http://www.mozilla.org/en-US/firefox/new/>. Other software, required plug-ins or applications can be found at [http://com.parature.com/ics/support/default.asp?deptID=15028&\\_referrer=](http://com.parature.com/ics/support/default.asp?deptID=15028&_referrer=).

Students will need Internet access for successful completion of this course. Routine monthly Blackboard Maintenance is noted on Blackboard.

**Campus Technology Outage Policy:** Occasionally the College may experience emergency technology outages. Should this occur during a Quiz, you will need to notify the instructor that you will need the Quiz to be reset. Students are responsible for completing all course work such that due dates can be met. In case of an emergency technology outage that is

campus-wide, students will have an opportunity to submit assignments as long as they are submitted within the newly designated due date.

**Course Communication:** I check my e-mail and course mailbox and discussion areas daily Monday through Friday. For any course related questions please email me through blackboard. I will respond to your phone call and e-mails within 24 hours or less. However, I may not always be able to respond to e-mails sent over the weekend until Monday Morning. I will communicate changes in or new assignments within 48 hours. When leaving a message or e-mail please state your name and student ID.

**Professionalism:** Success in one's career is almost as dependent on professional behavior as on one's academic knowledge and abilities. Therefore, students are expected to exhibit professional behavior in the classroom as well as all activities with this course. Professional behavior includes:

- **Dependable** – The student meets assignment deadlines and follows through to completion of responsibilities.
- **Effective interpersonal and team skills** – The student relates well to people, shows respect to others, deals tactfully and effectively with others, influences as opposed to directs, provides constructive criticism without altering others, negotiates or mediates when appropriate, exhibits openness to new ideas, and demonstrates a positive attitude.
- **Effective communication skills** – The student listens, speaks using correct grammar and without excess fillers, e.g. um, you know, like

**Ethical conduct** – The student maintains honesty, integrity, and confidentiality of patient provider, fellow student and college information.

**Troubleshooting Technical Issues:** If during the course of the semester you have technical issues with Blackboard refer to the technical Support folder under Helpful Links (menu link). You can review how-to videos or submit a ticket. For problems encountered with McGraw-Hill Connect material, please refer to the FAQs (menu link). If the problems continue and you find that your computer source, you can always use the computers in the Innovations lab to complete your assignments. The Innovations Lab, located in the Technical Vocational Building, is open Monday through Thursday, 7:30am to 7:30pm and Fridays 7:30am until 2:00pm. The Library also has computers for students use. For more information on the COM computer labs visit:

<http://www.com.edu/computer-labs/>

If you have trouble completing a gradable task that was caused by a system-wide COM network or Blackboard outage, you will need to Submit a Ticket to Blackboard. Blackboard Support will verify the details of the system-wide outage and how it impacted your work in Blackboard.

Routine monthly Blackboard Maintenance is noted on Blackboard.

### **Success Tips for Students:**

**Interaction Expectations:** Because this is an online course, all of the weekly allotted time (at least 6 hours) for this course will be spent interacting with course content via Blackboard

primarily by completing weekly quizzes, posting responses to discussion prompts or group case studies, and by reviewing the Learning Module content.

Additionally, this means students must take more initiative for their own learning and employ good time management and organizational skills. Students also need to take more initiative in asking questions about anything they do not understand about the course, the content or graded assignments.

Useful Websites:

- Blackboard support: <http://com.parature.com>
- Student Resources: <https://www.com.edu/students>
- Library and Bookstore: <https://libguides.com.edu>
- Distance Education FAQs in Parature Knowledge Base: <https://com.parature.com>
- NetTutor: <https://www.com.edu/help-center>
- Disability Services: <https://www.com.edu/counseling/disability-services>
- Speaking, Reading, & Writing Center: <https://www.com.edu/srwc>

## Course outline

## Procedures in a Clinical Setting Schedule Spring 2021

<i>Week One</i> <i>Jan 19<sup>st</sup> – Jan 19<sup>th</sup></i>	<i>Chapter 6</i> Infection Control Fundamentals <b>Skills Lab</b>	Homework Assignment		<b>Due</b> <i>Jan 25<sup>th</sup></i>
<i>Week Two</i> <i>Jan 25<sup>th</sup> – Jan 6<sup>th</sup></i>	<i>Chapter 9</i> Examination and Treatment Areas <b>Skills Lab</b>	Homework Assignment	Skills Test	<b>Due</b> <i>Feb 1<sup>th</sup></i>
<i>Week Three</i> <i>Feb 1<sup>th</sup> – Feb 2<sup>nd</sup></i>	<b>Test #1</b> <i>Chapter 36</i> Patient Interview and History <b>Skills Lab</b>	Homework Assignment	<b>Test #1</b>	<b>Due</b> <i>Feb 8<sup>th</sup></i>
<i>Week Four</i> <i>Feb 8<sup>th</sup> – Feb 9<sup>th</sup></i>	<i>Chapter 37</i> Vital Signs and Measurements <b>Skills Lab</b>	Homework Assignment	Skills Test	<b>Due</b> <i>Feb 15<sup>th</sup></i>
<i>Week Five</i> <i>Feb 15<sup>th</sup> – Feb 16<sup>th</sup></i>	<i>Chapter 38</i> Assisting with a General Examination <b>Skills Lab</b>	Homework Assignment	Skills Test	<b>Due</b> <i>Feb 22<sup>th</sup></i>
<i>Week Six</i> <i>Feb 22<sup>th</sup> – Feb 3<sup>rd</sup></i>	<i>Chapter 39</i> Assisting in Reproductive and Urinary Specialties <b>Skills Lab</b>	Homework Assignment	Skills Test	<b>Due</b> <i>May 1<sup>st</sup></i>
<i>Week Seven</i> <i>Mar 1<sup>st</sup> – Mar 2<sup>nd</sup></i>	<i>Chapter 40</i> Assisting in Pediatrics <b>Test #2</b> <b>Skills Lab</b> – Interviewing Patients		<b>Test #2</b>	<i>Mar 9<sup>th</sup></i>
<i>Week Eight</i> <i>Mar 9<sup>th</sup> - Mar 10<sup>th</sup></i>	<i>Chapter 41</i> Assisting in Geriatric <b>Skills Lab</b>	Homework Assignment	Skills Test	<b>Due</b> <i>Mar 14<sup>th</sup></i>
<i>Week</i> <i>Mar 15<sup>th</sup> – Mar 16<sup>th</sup></i>	<b>SPRING BREAK</b>			
<i>Week Nine</i> <i>Mar 22<sup>nd</sup> – Mar 23<sup>rd</sup></i>	<i>Chapter 42</i> Assisting in Other Medical Specialties <b>Skills Lab</b>	Homework Assignment	Skills Test	<b>Due</b> <i>Mar 29<sup>th</sup></i>
<i>Week Ten</i> <i>Mar 29<sup>st</sup> – Mar 30<sup>th</sup></i>	<i>Chapter 43</i> Assisting with Eye and Ear Care <b>Skills Lab</b>	Homework Assignment	<b>Test #3</b>	<b>Due</b> <i>Apr 5<sup>th</sup></i>
<i>Week Eleven</i> <i>Apr 5<sup>th</sup> – Apr 6<sup>th</sup></i>	<b>Test # 3</b> <i>Chapter 35</i> Infection Control Practices <b>Skills lab</b>	Homework Assignment	Skills Test	<b>Due</b> <i>Apr 12<sup>th</sup></i>
<i>Week Twelve</i> <i>Apr 12<sup>th</sup> – Apr 13<sup>th</sup></i>	<i>Chapter 44</i> Assisting with Minor Surgery <b>Skills Lab</b>	Homework Assignment	Skills Test	<b>Due</b> <i>Apr 19<sup>th</sup></i>
<i>Week Thirteen</i> <i>Apr 19<sup>th</sup> – Apr 20<sup>th</sup></i>	<i>Chapter 49</i> Electrocardiograph <b>Skills Lab</b> – ECG and <b>Pulmonary</b>	Homework Assignment	Skills Test	<b>Due</b> <i>Apr 26<sup>th</sup></i>

<i>Week Fourteen</i> <i>Apr 26<sup>th</sup> – Apr 27<sup>th</sup></i>	<b>Skills Lab – ECG and Pulmonary Test</b>	Homework Assignment	Skills Test	<b>Due</b> <i>May 3<sup>rd</sup></i>
<i>Week Fifteen</i> <i>May 3<sup>rd</sup> – May 4<sup>th</sup></i>	Chapter 57 Emergency Preparedness <b>Skills Lab</b>	Classwork Assignment	Skills Test	<b>Due</b> <i>May 9<sup>th</sup></i>
<i>Week Sixteen</i> <i>May 10<sup>th</sup> – May 13<sup>th</sup></i>	<b>Final</b>			

**\*This schedule is subject to change at the discretion of the instructor\***

**ACKNOWLEDGEMENT OF RECEIPT:**

I, \_\_\_\_\_, acknowledge that I have received the syllabus for MDCA 1417 Procedures in a clinical setting, and that my instructor has reviewed it with me.

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Witness**

\_\_\_\_\_  
**Date**