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## De Anza College

# BASIC PATIENT CARE

**HTEC 090G-01**

**CRN#01184**

Instructor: Maureen Miramontes RN

Fall 2014

1.5 Units

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### **COURSE DESCRIPTION/GENERAL PLAN**

The purpose of this course is for the student to learn and practice some of the basic patient care skills needed to function as a medical assistant/or lab assistant. Please come to class prepared each day. Assignments are due at the beginning of class. We will start with theory presentation, and then move to small group work to apply the material presented in the theory portion. **Please bring BOTH books to class each week.**

### **ADVISORY**

Health Technology 60A( Basic Medical Terminology)

### **CO-REQUISITIES**

**HTEC 90G students must also enroll in HTEC 101B- This Skills Lab will be immediately following 90 G HTEC.**

### **INSTRUCTOR INFORMATION: MAUREEN MIRAMONTES**

**Maureen Miramontes** is your course instructor. She is the Program Coordinator for the Health Technologies Department at De Anza College. Maureen is a Registered Nurse and Certified and Registered Medical Assistant. She has been the supervisor at Samaritan Medical Care Center for 18 years and has been teaching Medical Assisting at Silicon Valley Adult Education for 11 years.

**Office Hours Held:** From **September 22,- December 12, 2014 except Holidays**

**Days/Hours:** Monday 2:30- 4:30 pm, Tuesday 2:30-3:30pm, Thursday 12:00pm-1:00pm

**Phone/Voicemail:** (408) 864-8789

**FAX telephone:** (408) 864-5444

**Office Location:** S-77a

**E-mail address:** MiramontesMaureen@fhda.edu

### **REQUIREMENTS**

Be prepared to spend between four and six hours per week using and studying course materials.

- 1. Attend the first HTEC 90G class meeting on Wednesday, Sept 24, 2014 @ from 11:30-2:20 PM, room S-74. As well as HTEC 101B 2:30pm-4:30pm, room S-74.**
2. Attend all twelve classes.
3. Complete all reading assignments.
4. Pass class final with a C or better.
5. Read the student handbook. An on line copy is available on My Portal under tap "Current Students".

### **OBJECTIVES**

- A. Differentiate between component parts of the medical asepsis process.
- B. Demonstrate proper application of OSHA standards.
- C. Demonstrate proper hand washing technique.
- D. Analyze the regulation and measurement of body temperature.
- E. Analyze the regulation and measurement of respiration rate.
- F. Analyze the regulation and measurement of blood pressure.
- G. Analyze the regulation and measurement of pulse.
- H. Demonstrate proper procedure for measuring temperature, respiration, heart rate, and blood pressure.
- I. Dramatize teaching diverse patients vital signs measurement procedures.
- J. Differentiate between the components of the physical examination process.
- K. Demonstrate proper procedure for measuring height and weight.
- L. Demonstrate proper placement and draping of patient for various exams.
- M. Demonstrate measurement of basic eye and ear functioning.
- N. Describe basic diet and nutritional therapy utilized in the clinical setting.
- O. Recognize basic patient care alternative perspectives to the delivery of health care with respect to gender, persons of different cultural backgrounds and those persons with disabilities.

## **COURSE MATERIALS**

**Purchase at the De Anza College Bookstore:**

Phone: 408-864-8701

**W.B. Sanders is the publisher for all these texts**

**Clinical Procedures for Medical Assistants (9th Ed). Bonewit-West (2015)**

**Study guide for above text (9thEd.) Bonewit-West (2015) Students who used the 8<sup>th</sup> Edition textbook and Study Guide from the previous quarter can continue to use it, otherwise purchase the 9<sup>th</sup> Edition.**

## **EQUIPMENT NEEDED**

Blood Pressure cuff (adult size), stethoscope (**can be purchased at Walgreens, Allheart.com or Uniformcity.com**), mercury-free thermometer and sheaths (**can be purchased at CVS pharmacy or Target**), watch with second hand.

## **UNIFORMS (required by 3<sup>rd</sup> class meeting)**

Professional scrubs; White professional shoes (no open toed or heel shoes), ID Name tag will be discussed at the first class meeting and **must be worn during class time**; hair must be worn back or above the collar. Light color nail polish only, no bracelets, very small earrings, one ring, no facial piercings, and no chewing gum allowed. **You will receive 5 points per each day that you are in full uniform; not being in uniform will not allow you to participate in the skills.**

## **BLOOD PRESSURE SHEETS**

A total of 10 blood pressure sheets (1 sheet=15 blood pressures/week). These BP sheets are to include 15 complete sets of vital signs (T, R, R, and BP). In other words, you will be taking a full set of vital signs on 150 people all together. **Note:** In order to sit for the final practical examination, a minimum of 9 blood pressure sheets (135 sets of peoples' vital signs) must be submitted. The student must pass the practical exam to sit for the final written examination (and pass the course).

## STUDY EACH WEEK'S ASSIGNMENTS

The primary course content comes from the readings. The classes are intended to emphasize and illustrate the reading material. **You will be tested on information from both the readings and classes.**

## ATTENDANCE

**Only two absences are allowed.** Tardiness is not acceptable, being marked tardy (5 minutes or more after the start time) twice equals one absence. **No absences for the practical or written final exams.** **Note:** Homework is due at the beginning of the class. Late assignments will be accepted only if you were absent on the day it was due. Other requirements are due on certain dates (see assignment sheet).

## GRADING

Your final grade is determined by successful completion of assignments and final exam. The student must pass the practical exam to sit for the final written examination (and pass the course).

The grading scale is as follows:

A= 100-90%

B= 89-80%

C= 79-70%

D= 69-60%

F= 59% or less

## POLICES AND PROCEDURES

De Anza College will enforce all policies and procedures including cheating set forth in the Standards of Student Conduct (see catalog). *Students who submit the work of others as their own or cheat on exams or other assignments receive a failing grade for the assignment or exam and are reported to college authorities.* Any student disrupting a class may be asked to leave that class. Administrative follow-up may result.

For additional assistance you can go to [www.smartthinking.com](http://www.smartthinking.com). From "My Portal's" home page, click Student Services, click Smart thinking. Look up medical terminology. They are an online tutoring available 24 hours per day.

You may access your final grades through my portal a week after the end of the quarter.

## HTEC 90G Class Schedule Fall 2014 (using 9th Edition)

Date	Content	Readings Assignments from B.W. Textbook below.	*Homework Assignments from B.W Study Guide (include <u>PRE &amp; POST TEST</u> , <u>Key Term Assessment</u> , <u>Evaluation Of Learning</u> and <u>Critical Thinking Activities</u> )	Vital Signs Sheet due	In Class Skills practiced.
09/24	Introduction		<i>DO NOT DO THE CROSSWORD PUZZLE</i>	No	<b>No HTEC 101B</b>
10/01	<b>Vital Signs</b>	<b>BW:Ch.4</b> Temperature, Pulse	Sign and submit the Essential Standards.	No	Thermometers w/ sheaths, practice pulse.
10/08	<b>Medical Record (continued Vital Signs)</b>	<b>BW: Ch. 1</b> Medical Record, Blood Pressure, Respirations		Yes- pulse and temp	BP cuff, stethoscope <b>Uniforms Required</b>
10/15	<b>Vital Signs</b>	<b>Vital Signs Lab</b>	<b>Ch. 1 HW Due</b> (See above)	Yes	Practice chief complaints, documentation
10/22	<b>Medical Asepsis and OSHA Standard</b>	<b>BW:Ch.2</b>	<b>Ch. 4 HW Due</b> (See above)	Yes	Practice hand washing during lab hours
10/29	<b>Physical Examination</b>	<b>BW:Ch.5</b>	<b>Ch. 2 HW Due</b> (See above)	Yes	Role play rooming scenario's Practice positioning, HT & WT
11/05	<b>Eye/Ear Assessment and Procedures</b>	<b>BW: Ch.6</b>	<b>Ch. 5 HW Due</b> (See above)	Yes	Role play continues Eye charts
11/12	<b>Gynecological Examination &amp; Prenatal Care</b>	<b>BW: Ch.8</b>	<b>Ch. 6 HW Due</b> (See above)	Yes	Have 6 BP sheets been submitted? Role Play
11/19	<b>Pediatrics Examination</b>	<b>BW: Ch.9</b>	<b>Ch.8 HW Due</b> (See above)	Yes	Measuring Babies
11/26	<b>Practice, Catch up on Vital Log Sheets</b>	<b>Vital signs</b>	<b>Ch. 9 HW Due</b> (See above)	Yes	
12/3	<b>Final Practical Examination</b>	<b>Based on Vital Signs Chapter</b>	<b>BP, T, P, R</b>	Yes	Submit the last BP/sheet/log
12/10	<b>Final Written Examination</b>	<b>Based on Bonewit-West Ch. 4 (VS)</b>	<b>12/10 @ 11:30AM in S74.</b>	Yes	Finish any practical exam not done last week!

**Key:** BW = Bonewit-West text

*\*We will review each Study Guide's chapter's assignment the week before the assignment is due .No need to do any assignments where you need to go on the internet, go visit a medical site or work with a partner.*