
Medical Office Sterile Technique

HTEC 90H-01

De Anza College, Classroom S-74 Instructor: Maureen Miramontes

1.5 Units

SKILLS LAB: STUDENTS MUST BE ENROLLED IN HTEC 101E

COURSE OUTLINE

Review of Concepts of Asepsis
Infection Control
Assisting with Minor Surgery
Medical Office Instruments
Sterilization and Disinfection
Application of Sterile Gloves
Bandaging
Advanced Medical Assisting Procedures

PRE or COREQUISITES

HTEC 60A (Basic Medical Terminology) or instructor approval.

DAYS/TIMES

Wednesdays @ 11:30PM-2:20PM (concurrent enrollment in HTEC 101E)

INSTRUCTOR INFORMATION: MAUREEN MIRAMONTES RN

Maureen Miramontes is your course instructor. She is the Program Coordinator for the Health Technologies Department at De Anza College. Maureen became a Certified and Registered Medical Assistant right out of high school and has now been a Registered Nurse for 7 years. She supervised Medical Assistants, Lab Assistants, Receptionists, and File Clerks at Samaritan Medical Care Center for 18 years. She is now a per diem employee helping SMCC with their Laboratory Accreditation Regulations. Maureen also is currently teaching the evening adult Medical Assisting program at Silicon Valley Technical Career Center (formerly known as CCOC) for 11 years.

Office Hours Held: From January 5, to March 27, 2015 **except** on holidays. (Prearranged Office hours) or Monday 3:30pm-4:30pm, Tuesday 2:30pm-3:30pm, Thursday 12-2pm

Days/Hours: Phone Message Only (24 hrs./day)

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 5-7 hours per week using and studying course materials.

1. **Attend the First Class Meeting on Wednesday, Jan. 7 at 11:30AM-2:20PM in S-74**
2. Attend ALL two-and 50 minutes of class.
3. Complete all reading assignments.

4. SUCCESSFULLY COMPLETE, PRACTICAL ASSIGNMENTS, FINAL PRACTICAL AND WRITTEN EXAMS AND ASSIGNMENT FROM WORKBOOK.
5. Required to access and read the students handbook. An on-line copy is available on My Portal under “Current Student’s tab”.

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MALPRACTICE INSURANCE

This will be paid for by De Anza College

COURSE MATERIALS

Purchase at the De Anza College Bookstore:

Clinical Procedures for the Medical Assistant, Bonewit-West, W.B.Saunders(9th edition)

Study Guide for Clinical Procedures for Medical Assistants, Bonewit-West, Saunders(9th Ed.)

STUDY EACH WEEK’S ASSIGNMENTS

The primary course content comes from the readings. The classes are intended to emphasize and illustrate the reading material.

Work on the lessons in the following order:

- a. Attend the classes.
- b. Read the texts’ assignment.
- c. Complete the assigned review manual assignments and turn them in **at the beginning of class.**
- d. Practice the skills learned in class (instruments will be kept in the Sciences Center Lab in the Science Building for the duration of the quarter starting the forth week of classes.).

Test Folders

Your graded tests will be kept in individual folders; I will bring them to each class period for you to review (please do not take them out of the classroom). Please make sure that all tests stay in your folder as I do not record your grades until the end of the quarter. You will not receive your tests back at the end of the quarter.

HOMEWORK

Completed homework is **due on the assigned date.** If you are absent full credit will be given upon your return **if homework is complete,** otherwise no credit is issued.

ATTENDANCE

Students will be dropped from this class after the 1st absence, and receive a failing grade if it is after the dropped date. You will not be allowed to stay in class at this point. Being more than 5 minutes late for class twice during the quarter will count as one absence. Please notify the instructor prior to each absence. **No absences allowed for practical exams.**

UNIFORMS

Each student **must** be in uniform for this course by the **second class** meeting and **every** class thereafter. **5 points** will be awarded towards your overall grade for each class meeting you are in full uniform = 50points.

Professional scrubs

White professional shoes (no open toe or heel shoes)

Name tag

Hair worn pulled back

Minimum jewelry to one ring, no bracelets, small earrings, no facial piercing

FINAL GRADES

Your grade will base on the total points accumulated during quarter. The student will earn points for the Study Guide assignments, Class Participation, Uniforms, Exams, Final Practical Exam, and Final Written Exam. **Note:** Incompletes can be given to students who have **documented problems** such as **illness** that prevents sitting for the **final exam only**.

The final grade is determined by the percentage of your accumulated points (from your assignments, practical and written quizzes and exams) for the course.

90 – 100%	A
80 – 89%	B
70 – 79%	C
69 – 60%	D
59% and below	F

You may access your final grades through My Portal

Policy on Copying and Cheating:

Students who submit the work of others as their own or cheat on exams or other assignments receive a failing grade in the course and are reported to college authorities.

IMPORTANT DATES

Monday January 19, 2015- Last Day to drop with no record of a grade and a **Holiday No Classes**
Martin Luther King's Birthday

Monday February 16, 2015- **Holiday No Classes** George Washington's Birthday

Friday February 27, 2015- Last Day to drop with a W.

Schedule

Medical Office Sterile Techniques

Winter 2015

<u>Class Schedule:</u>	<u>Topic</u>	* <u>H.W. Chapter Due</u>
January 07	Introduction	(see below)
January 14	Ch. 2/Medical Asepsis and OSHA Standard Introduction of Instrument Trays A,B,C Teach Gloving and Hand washing (<i>Uniforms required</i>)	
January 21	Ch. 3/Sterilization and Disinfection Ch. 10/Minor Office Surgery Teach instrument wrapping/autoclaving	Ch. 2
January 28	Ch. 10 Bandaging Introduction of Instruments Trays D,E,F	Ch. 3,10
February 4	Ch. 7/Physical Agents to Promote Tissue Healing Learn how to use crutches, PRACTICE FOR NEXT WEEK!!	
February 11	Practical Exam for Gloving and Instrument Wrapping	Ch. 7
February 18	Ch. 13/Colon Procedures& Male Reproductive Practice Setting Up Minor Surgery Trays Practice Instruments Trays	
February 25	Ch. 14/Radiology and Diagnostic Imaging Practical & Written Exam for Bandaging	Ch. 13
March 4	Ch. 21/Emergency Medical Procedures Lab Practice	Ch. 14
March 11	<u>Instrument Lab Practical Examination</u> <u>No absences allowed (no exceptions)</u>	Ch. 21
March 18	<u>Practical Examination Sterile Tray Set-up</u> <u>No absences allowed</u>	
March 25	<u>Final Examination</u> (Written- based on Ch. 2,3,10 in Bonewit-West-9 th edition) (NO ABSENCES OR TARDINESS ALLOWED)	

(Complete the following sections in the Bonewit-West Study Guide)

****Pre-Test, Post-Test, Key Term Assessment, Evaluation of Learning, and Critical Thinking in the study guide. No need to do any exercises that require you to do Internet searches or to work with a partner on an assignment.***

