

De Anza College

HTEC 101B-01

Skill Building for HTEC 90G Fall 2015

Prerequisites: HTEC 60A (may be taken concurrently) **Course I.D:** Credit/No Credit (1 Unit)

Days/Times: Basic Patient Care students will practice blood pressures, temperatures, pulses, respirations at least 3 hours per week as indicated by the vital signs sheet they have to hand in each week. They will practice positioning, chief complaints, role playing, audiometry, vision testing, Pap smear set up, Ht & Wt on Adults and babies. Each student will practice 15 sets of vitals each week for ten weeks.

Instructor: Maureen Miramontes RN **Phone:** 408-864-8789

Office Hours: Monday 2:30pm-3:30pm, Tuesday 2:30pm-4:30pm, Wednesday 5:30pm-6:30pm

Course Description: Development of speed and accuracy in the skills taught in Basic Patient Care courses.

Student Learning Outcomes: Demonstrate medical asepsis, nutrition, diet therapy, vital signs, preparation of patients and examination rooms, and various procedures in the medical office.

Expected Outcome:

- (1) To improve the level of competency learned in th Clinical Skills.
- (2) To review and maintain the level of competency achieved once the level is satisfactory.
- (3) To improve the speed with which the skills are carried out.

Texts: *Clinical Procedures for Medical Assistants*, Bonewit-West, W.B. Saunders 9th Edition textbook and study guide.

Evaluation: Evaluation will be based on the degree of improvement made during the quarter, on class participation and on regular attendance. Erratic and/or insufficient attendance will result in an unsatisfactory grade in this course.

Attendance: Please notify the instructor prior to all absences. Arriving to the lab late twice in the quarter will result into an absence. **Only two absences will be accepted.** The same attendance policy in 90G applies in 101B.