SYLLABI

AUTHORITY: **Academic Dean, Division Manager, Program Director**

POLICY: Syllabi content will be limited to standardized content, emailed to supervisor prior to each course for approval, and uploaded to eCourses' Overview once approved

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Unalterable Content

The following **unalterable** content is standardized in all syllabi:

- Course
- Units/Hours
- Total Weeks
- Textbook information
- Prerequisite information
- Course Description
- Course Learning Outcomes (CLOs)
- Course Policies
- Grading Scale
- Technology Requirements
- Institutional Classroom Standards
- Instructional Strategies and Methods for Assessing Student Learning Outcomes
- Library Resources
- Usage of positive language
- Usage of professional font (e.g. Verdana 10 pt., Times New Roman, Arial or Garamond 12 pt.).

Additional Information to be Added

The following areas are to be added by the instructor. **Click here** to view an example syllabus where the light green areas show where information can be inputted on the syllabi.

- **Instructor**: contains the instructor's name
- **Advising Times**: contains the advising times on when students would be able to meet with the instructor to get answers to any questions, seek tutoring, etc.
- **Phone**: contains a phone number where students can reach the instructor
- **Email**: contains the instructor's SJVC email address
- **Class Schedule**: contains the dates and times of class
- **Weekly Outline of Curriculum - Course Learning Outcome(s) Addressed**: Instructor reviews each week's curriculum and removes any CLOs and Learning Objectives not associated with that week's lesson plans. All CLOs and Learning Objectives must be utilized in the course and indicated on the course syllabus.
- **Weekly Activities**: Contains separate rows for each topic covered that week. To add a new row(s), right click in a blank row and select insert > insert rows below or above. To remove an unneeded row right click in the empty row and select delete cells > delete entire row > ok.
    - *Topics*: contains chunked topics (one per row)

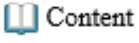
- *Objective(s):* contains the objective number with or without the text from the Course Learning Outcome(s) Addressed section that are aligned to each topic
  - **For instance**, Learning Objective "6.11 Use an AED", is indicated as "6.11" or "6.11 Use an AED"
- *Assignment/Due Date*: contains any assignments aligned to the topic and objectives (indicating a due date is optional)

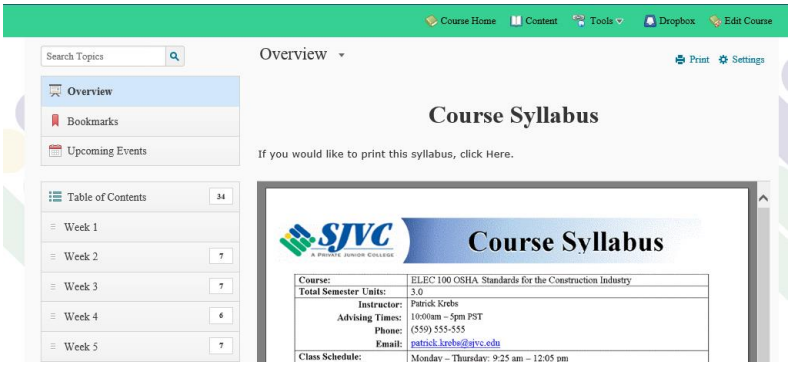
Any deviations from the unalterable content and additional information must be approved by Division Manager, Program Director or Academic Dean (e.g. graphics, color, wording, quotations).

STANDARD

1. Instructors will include additional information without modifying the standardized content into their syllabi
2. Instructors may edit syllabi content based on programmatic requirement with approval from supervisor and curriculum team at the CAO office
3. Instructors may include additional information upon approval from supervisor
4. Instructors will upload syllabi to eCourses' Overview area
5. Instructors will not print copies and disseminate them to their students. Students are to be referred to their eCourse to obtain their syllabus.

PROCEDURE:

1. By week 4 day 4 of the prior session, instructors will have edited and emailed the course syllabus to their Division Manager, Program Director or Academic Dean for review
2. By week 5 day 3 syllabi will be reviewed for compliance by Division Manager, Program Director or Academic Dean
3. Once approved the syllabus will be uploaded into the eCourses Overview area
   a. In the course select  at the top left-hand side of the screen
   b. Then select **Overview**, in the left-hand side of the screen
   c. Select the dropdown arrow to the right of overview
   d. Then select **Add an attachment**
   e. Add the syllabus from the computer or course offering files if the syllabus is already uploaded into the course. Once the syllabus is added, select **Upload**.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Course Syllabus
If you would like to print this syllabus, click Here.
SJVC
Course Syllabus
Course:
ELEC 100 OSHA Standards for the Construction Industry
Total Semester Units:
3.0
Instructor:
Patrick Krebs
Advising Times:
10:00am – 5pm PST
Phone:
(559) 555-555
Email:
patrick.krebs@sjvc.edu
Class Schedule:
Monday – Thursday: 9:25 am – 12:05 pm

Course Syllabus Example

Course:	MAP 125: Clinical Procedures
Units/Hours:	3.0 Units / 45 Hours
Total Weeks:	5 Weeks
Instructor: **Advising Times:** **Phone:** **Email:**	Sample Instructor Monday – Thursday 12:00 pm- 12:20 pm Room 211 661-496-2282 Sample.Instructor@sjvc.edu
Class Schedule:	Monday through Thursday April 10th 2017 – May 11th, 2017 9:50 am – 12:00 pm Room 211

Textbook(s):		
	Title:	Medical Assisting: Administrative and Clinical Competencies
	Author(s):	Blesi
	Edition:	8th
	ISBN:	9781305110700

Prerequisite(s):

N/A

Course Description:

In this course students will discuss the role of the medical assistant in a clinical setting. Students will demonstrate non-invasive procedures such as electrocardiograms and vital signs. They will prepare exam rooms, exam trays, using medical and surgical aseptic techniques. They will discuss bloodborne pathogen guidelines for a safe medical office.

Course Learning Outcomes

Upon completion of this course, the student should be able to:

1. Obtain and document patient vital signs and clinical mensurations
2. Illustrate procedures for obtaining a 12-lead electrocardiogram (ECG)
3. Explain the requirements for Occupational Safety and Health Act (OSHA) guidelines and regulations regarding bloodborne pathogens
4. Identify common medical instruments, equipment, and their usage along with instructing patients in the use of assistive devices
5. Identify and employ proper medical and surgical aseptic techniques
6. Discuss the role of the medical assistant in patient care

Grade Item Weights

- 15% Quizzes
- 30% Projects/Homework
- 20% Skills
- 25% Exams
- 10% Professional Development

Course Policies

To successfully complete this course, review the course policy information below. For additional information regarding course/institutional polices please view your College Catalog.

Academic Honesty and APA	Students are required to do their own work honestly, without cheating or plagiarizing. Plagiarism is defined as using another's statements or thoughts without giving that source proper credit. SJVC does not and will not tolerate intentional involvement in dishonest academic behavior(s). Students who violate this policy will be subject to formal discipline, which may include the assignment of a failing grade, or in some cases, termination from the College. Click here for some additional information on Plagiarism and how to avoid it.
Attendance Policy	Students are expected to attend all class meetings. Regular class attendance is an integral component in achieving satisfactory grades. When a student has been absent or expects to be absent from class, he/she should call or e-mail the instructor to advise him/her of the reason for the absence.
Late Assignment Policy	Missed deadlines for homework and projects may affect your grade with either a 10% reduction in points or no credit. If a student will be absent on the day of the mid-course or final exam, he/she must make prior arrangements with the course instructor to take the examination within three (3) class days of the scheduled exam.
Programmatic Requirements	Some programs hold different requirements than mentioned above. See your instructor and/or your program handbook for details.

Grading Scale

Points earned in the course are converted to the percentage and letter grade as shown in the chart below for final grades and transcripts.

90	**-**	**100%**	**=**	**A**
80	**-**	**89%**	**=**	**B**
70	**-**	**79%**	**=**	**C***
65	**-**	**69%**	**=**	**D**
	Below 65		**=**	**F**

*** Students must pass this course with 70% or better for credit in the course**

Weekly Outline of Curriculum

Week 1

Course Learning Outcome(s) Addressed

CLO 1: Obtain and document patient vital signs and clinical mensurations

- 1.1 Obtain and record vital measurements using accepted charting standards
- 1.2 Perform adult and pediatric height, weight, and BMI measurements (e.g., standing, wheelchair)
- 1.3 Blood Pressure
  - 1.3.1 Explain the physiology of blood pressure measurement
  - 1.3.2 Identify the steps in blood pressure measurement
  - 1.3.3 Accurately determine systolic and diastolic pressures
  - 1.3.4 Identify proper recording of blood pressure readings
  - 1.3.5 Recognize normal and abnormal blood pressure readings
- 1.4 Pulse
  - 1.4.1 Explain pulse physiology
  - 1.4.2 Identify pulse points and appropriate use of each
  - 1.4.3 Employ proper procedures for accurate pulse measurements
  - 1.4.4 Recognize normal values and deviations from normal
- 1.5 Respiration
  - 1.5.1 Explain the respiration cycle and physiology
  - 1.5.2 Accurately observe and measure respiratory rate
  - 1.5.3 Recognize normal measurements and deviations from normal
- 1.6 Temperature
  - 1.6.1 Identify types of thermometers and explain the use of each
  - 1.6.2 Explain the procedure for obtaining temperature measurements (e.g., aural, oral, rectal, axillary)
  - 1.6.3 Identify normal and abnormal temperature values for each method
  - 1.6.4 Recognize fever classifications and emergent values for each age group
- 1.7 Identify the steps to accurately measure patient height and weight
- 1.8 Identify proper procedures in measuring pediatric weight and length, chest and head circumference, and plot measurements on a growth chart
- 1.9 Explain the significance of height and weight in relation to nutrition, health, and disease recognizing changes indicating normal values versus deviation from normal

CLO 3: Explain the requirements for Occupational Safety and Health Act (OSHA) guidelines and regulations regarding bloodborne pathogens

- 3.1 Comply with OSHA standards for Health Care Workers (e.g., blood borne pathogens, MSDS, needlesticks, bodily fluids)
- 3.2 Comply with Occupational Safety and Health Act (OSHA) guidelines and regulations
- 3.3 Follow CDC Universal Precautions and transmission precautions (i.e., airborne, contact, droplet, hand hygiene)
- 3.4 Handle and dispose of biohazardous waste
- 3.5 Handle and dispose of chemicals
- 3.6 Use personal protective equipment (e.g., gloves, gown, mask)
- 3.7 Activate safety mechanisms for sharps

CLO 5: Identify and employ proper medical and surgical aseptic techniques

- 5.1 Prevent the spread of healthcare acquired (nosocomial) infection
- 5.2 Follow patient isolation procedures (e.g., radiation, reverse, TB)
- 5.3 Perform general medical asepsis
- 5.4 Perform surgical asepsis
- 5.5 Implement cleansing, disinfection, and sterilization as needed
- 5.6 Differentiate between sanitization, disinfection, and sterilization and know the various disinfectants and antiseptics
- 5.7 Demonstrate how to scrub and glove for sterile procedures
- 5.8 Describe the procedures for aseptic preparation of minor surgical procedures
- 5.9 Explain the importance of proper hand washing in breaking the chain of infection
- 5.10 Describe and utilize PPE (personal protective equipment) procedures
- 5.11 Demonstrate how to prepare and maintain a sterile field
- 5.12 Demonstrate how to wrap and pack instruments
- 5.13 Describe the procedures for sterile preparation for an office surgery
- 5.14 Operate the autoclave

CLO 6: Discuss the role of the medical assistant in patient care

- 6.1 Prepare and manage patient exam/treatment areas
- 6.2 Provide basic patient instruction/education (e.g., hemoccult, breast/testicular self-exams, nutrition, hygiene, pre- and post-operative care, health and wellness)
- 6.3 Define scope of practice for the medical assistant, and comprehend the conditions for practice within the state that the medical assistant in employed
- 6.4 Identify typical skills and job responsibilities of a medical assistant
- 6.5 Discuss the types of establishments where medical assistants may work

WEEK 1 ACTIVITIES

Objective(s)	Topics	Assignment/Due Date
6.1 – 6.5	Lecture on the role of the medical assistant Vital Sign Procedures	In class drop box assignment due 4/11/17
5.1 – 5.14	Lecture on Sterile and Aseptic Techniques Aseptic Hand Washing Procedures	In class drop box assignment due 4/13/17
3.1 – 3.7	Lecture on Sterile and Aseptic Techniques Aseptic Hand Washing Procedures	In class drop box assignment due 4/13/17
1.1 – 1.9	Lecture on the role of the medical assistant Vital Sign Procedures	In class drop box assignment due 4/12/17 Quiz on vital signs 4/13/17

Weekly Outline of Curriculum

Week 2

Course Learning Outcome(s) Addressed

CLO 1: Obtain and document patient vital signs and clinical mensurations

- 1.1 Obtain and record vital measurements using accepted charting standards
- 1.2 Perform adult and pediatric height, weight, and BMI measurements (e.g., standing, wheelchair)
- 1.3 Blood Pressure
  - 1.3.1 Explain the physiology of blood pressure measurement
  - 1.3.2 Identify the steps in blood pressure measurement
  - 1.3.3 Accurately determine systolic and diastolic pressures
  - 1.3.4 Identify proper recording of blood pressure readings
  - 1.3.5 Recognize normal and abnormal blood pressure readings
- 1.4 Pulse
  - 1.4.1 Explain pulse physiology
  - 1.4.2 Identify pulse points and appropriate use of each
  - 1.4.3 Employ proper procedures for accurate pulse measurements
  - 1.4.4 Recognize normal values and deviations from normal
- 1.5 Respiration
  - 1.5.1 Explain the respiration cycle and physiology
  - 1.5.2 Accurately observe and measure respiratory rate
  - 1.5.3 Recognize normal measurements and deviations from normal
- 1.6 Temperature
  - 1.6.1 Identify types of thermometers and explain the use of each
  - 1.6.2 Explain the procedure for obtaining temperature measurements (e.g., aural, oral, rectal, axillary)
  - 1.6.3 Identify normal and abnormal temperature values for each method
  - 1.6.4 Recognize fever classifications and emergent values for each age group
- 1.7 Identify the steps to accurately measure patient height and weight
- 1.8 Identify proper procedures in measuring pediatric weight and length, chest and head circumference, and plot measurements on a growth chart
- 1.9 Explain the significance of height and weight in relation to nutrition, health, and disease recognizing changes indicating normal values versus deviation from normal

CLO 4: Identify common medical instruments, equipment, and their usage along with instructing patients in the use of assistive devices

- 4.1 Assist the provider with patient examinations (e.g., physical, gynecological)
- 4.2 Assist with minor surgical procedures (e.g., skin prep, patient instruction for pre and post care)
- 4.3 Position and drape a patient for an exam or procedure (e.g., Fowler's, lithotomy, prone, supine, dorsal recumbent)
- 4.4 Practice safety procedures when using medical equipment and supplies (e.g., lock wheels, gait/transfer belts)
- 4.5 Transfer patients using correct body mechanics
- 4.6 Instruct patients in the proper procedure for the use of assistive devices (e.g., cane, walker, crutches, wheelchairs)
- 4.7 Identify instrument classifications and explain their purpose

4.8 Define the use of common instruments (e.g., hemostats, forceps, scissors)

4.9 Explain the procedure for the proper use, care, cleaning and storage of instruments and equipment (e.g., sanitization, lubrication, sterilization)

4.10 Discuss room preparation and identify instruments used in tray set-ups for exams and minor surgical procedures (e.g., physical exam, OBGYN, suture and staple removal, ear and eye irrigation)

CLO 5: Identify and employ proper medical and surgical aseptic techniques

5.1 Prevent the spread of healthcare acquired (nosocomial) infection

5.2 Follow patient isolation procedures (e.g., radiation, reverse, TB)

5.3 Perform general medical asepsis

5.4 Perform surgical asepsis

5.5 Implement cleansing, disinfection, and sterilization as needed

5.6 Differentiate between sanitization, disinfection, and sterilization and know the various disinfectants and antiseptics

5.7 Demonstrate how to scrub and glove for sterile procedures

5.8 Describe the procedures for aseptic preparation of minor surgical procedures

5.9 Explain the importance of proper hand washing in breaking the chain of infection

5.10 Describe and utilize PPE (personal protective equipment) procedures

5.11 Demonstrate how to prepare and maintain a sterile field

5.12 Demonstrate how to wrap and pack instruments

5.13 Describe the procedures for sterile preparation for an office surgery

5.14 Operate the autoclave

WEEK 2 ACTIVITIES

Objective(s)	Topics	Assignment/Due Date
1.10 – 1.14	Vitals Signs Procedures	
5.1 – 5.14	Aseptic Handwashing Procedures Sterile Scrub Procedures Sterile Gloving Procedures Sterile Wrap Procedures Sterile Tray Procedures	In class drop box assignment due 4/18/17
1.1 – 1.9	Vital Sign Procedures	
4.1 – 4.10	Instrument Identification Procedures Lecture on Patient Positioning Patient Positioning Demonstrations Crutches, cane, walker, and wheelchair transfer demonstration procedure	Quiz on Instrument ID and Patient Positioning 4/20/17

Weekly Outline of Curriculum

Week 3

Course Learning Outcome(s) Addressed

CLO 3: Explain the requirements for Occupational Safety and Health Act (OSHA) guidelines and regulations regarding bloodborne pathogens

- 3.1 Comply with OSHA standards for Health Care Workers (e.g., blood borne pathogens, MSDS, needlesticks, bodily fluids)
- 3.2 Comply with Occupational Safety and Health Act (OSHA) guidelines and regulations
- 3.3 Follow CDC Universal Precautions and transmission precautions (i.e., airborne, contact, droplet, hand hygiene)
- 3.4 Handle and dispose of biohazardous waste
- 3.5 Handle and dispose of chemicals
- 3.6 Use personal protective equipment (e.g., gloves, gown, mask)
- 3.7 Activate safety mechanisms for sharps

CLO 4: Identify common medical instruments, equipment, and their usage along with instructing patients in the use of assistive devices

- 4.1 Assist the provider with patient examinations (e.g., physical, gynecological)
- 4.2 Assist with minor surgical procedures (e.g., skin prep, patient instruction for pre and post care)
- 4.3 Position and drape a patient for an exam or procedure (e.g., Fowler's, lithotomy, prone, supine, dorsal recumbent)
- 4.4 Practice safety procedures when using medical equipment and supplies (e.g., lock wheels, gait/transfer belts)
- 4.5 Transfer patients using correct body mechanics
- 4.6 Instruct patients in the proper procedure for the use of assistive devices (e.g., cane, walker, crutches, wheelchairs)
- 4.7 Identify instrument classifications and explain their purpose
- 4.8 Define the use of common instruments (e.g., hemostats, forceps, scissors)
- 4.9 Explain the procedure for the proper use, care, cleaning and storage of instruments and equipment (e.g., sanitization, lubrication, sterilization)
- 4.10 Discuss room preparation and identify instruments used in tray set-ups for exams and minor surgical procedures (e.g., physical exam, OBGYN, suture and staple removal, ear and eye irrigation)

CLO 5: Identify and employ proper medical and surgical aseptic techniques

- 5.1 Prevent the spread of healthcare acquired (nosocomial) infection
- 5.2 Follow patient isolation procedures (e.g., radiation, reverse, TB)
- 5.3 Perform general medical asepsis
- 5.4 Perform surgical asepsis
- 5.5 Implement cleansing, disinfection, and sterilization as needed
- 5.6 Differentiate between sanitization, disinfection, and sterilization and know the various disinfectants and antiseptics
- 5.7 Demonstrate how to scrub and glove for sterile procedures
- 5.8 Describe the procedures for aseptic preparation of minor surgical procedures
- 5.9 Explain the importance of proper hand washing in breaking the chain of infection
- 5.10 Describe and utilize PPE (personal protective equipment) procedures
- 5.11 Demonstrate how to prepare and maintain a sterile field
- 5.12 Demonstrate how to wrap and pack instruments
- 5.13 Describe the procedures for sterile preparation for an office surgery

5.14 Operate the autoclave

CLO 6: Discuss the role of the medical assistant in patient care

6.1 Prepare and manage patient exam/treatment areas

6.2 Provide basic patient instruction/education (e.g., hemoccult, breast/testicular self-exams, nutrition, hygiene, pre- and post-operative care, health and wellness)

6.3 Define scope of practice for the medical assistant, and comprehend the conditions for practice within the state that the medical assistant in employed

6.4 Identify typical skills and job responsibilities of a medical assistant

6.5 Discuss the types of establishments where medical assistants may work

WEEK 3 ACTIVITIES

Objective(s)	Topics	Assignment/Due Date
6.1 – 6.5	Vital Signs Procedures	Midterm Exam 4/25/17
5.1 – 5.14	Aseptic Handwashing Procedures Sterile Scrub Procedures Sterile Gloving Procedures Sterile Wrap Procedures Sterile Tray Procedures	Midterm exam 4/25/17
3.1 – 3.7	Aseptic Handwashing Procedures Gloving of non-sterile and sterile gloves	Midterm Exam 4/25/17
4.1 – 4.10	Instrument Identification Patient Positioning Crutches, cane, walker, and wheelchair transfer	Midterm Exam 4/25/17

Weekly Outline of Curriculum

Week 4

Course Learning Outcome(s) Addressed

CLO 2: Illustrate procedures for obtaining a 12-lead electrocardiogram (ECG)

2.1 Prepare and position the patient for ECG testing (e.g., gowning, skin preparation)

2.2 Ensure proper grounding of the ECG machine

2.3 Check battery charge and paper supply

2.4 Place electrodes on the patient appropriately for the test (e.g., stress, Holter, telemetry)

2.5 Capture and record ECG tracings

2.6 Use additional resources as needed for specific diagnostic tests (e.g., blood pressure cuff, treadmill, Holter monitor)

2.7 Adapt technique for special populations (e.g., age appropriate, isolation, special needs)

2.8 Explain the ECG procedure to the patient (e.g., movement, talking, electronics)

2.9 Monitor patient vital signs and tolerance during testing

2.10 Identify causes of artifact (e.g., patient movement, current interference, seizures)

2.11 Account for patients with special considerations (e.g., shunts, piercings, scars, pacemaker/AICD-failure to pace)

2.12 Correct artifacts and recording errors (e.g., paper placement, lead reversal, power loss, remove electronic devices)

2.13 Prepare the report for the physician

2.14 Transmit the report to the patient's EMR/EHR or chart

2.15 Clean and store the ECG machine after use

2.16 Describe the electrical conduction system of the heart

2.17 Identify the 12 leads of an ECG and describe the ECG graphic representation of the cardiac cycle

- 2.17.1 P Wave
- 2.17.2 QRS Complex
- 2.17.3 T Wave
- 2.17.4 U Wave
- 2.17.5 PR Interval
- 2.17.6 QRS Duration
- 2.17.7 QT Interval

2.18 Identify and measure a Lead II rhythm strip (e.g., heart rate, rhythm)

CLO 5: Identify and employ proper medical and surgical aseptic techniques

5.1 Prevent the spread of healthcare acquired (nosocomial) infection

5.2 Follow patient isolation procedures (e.g., radiation, reverse, TB)

5.3 Perform general medical asepsis

5.4 Perform surgical asepsis

5.5 Implement cleansing, disinfection, and sterilization as needed

5.6 Differentiate between sanitization, disinfection, and sterilization and know the various disinfectants and antiseptics

5.7 Demonstrate how to scrub and glove for sterile procedures

5.8 Describe the procedures for aseptic preparation of minor surgical procedures

5.9 Explain the importance of proper hand washing in breaking the chain of infection

5.10 Describe and utilize PPE (personal protective equipment) procedures

5.11 Demonstrate how to prepare and maintain a sterile field

5.12 Demonstrate how to wrap and pack instruments

5.13 Describe the procedures for sterile preparation for an office surgery

5.14 Operate the autoclave

CLO 6: Discuss the role of the medical assistant in patient care

6.1 Prepare and manage patient exam/treatment areas

6.2 Provide basic patient instruction/education (e.g., hemoccult, breast/testicular self-exams, nutrition, hygiene, pre- and post-operative care, health and wellness)

6.3 Define scope of practice for the medical assistant, and comprehend the conditions for practice within the state that the medical assistant in employed

6.4 Identify typical skills and job responsibilities of a medical assistant

6.5 Discuss the types of establishments where medical assistants may work

WEEK 4 ACTIVITIES

Objective(s)	Topics	Assignment/Due Date
6.1 – 6.5	ECG procedures Vital Sign procedures	
5.1 – 5.14	Aseptic Handwashing Procedures Sterile Scrub Procedures Sterile Gloving Procedures Sterile Wrap Procedures Sterile Tray Procedures Suture/Staple Removal Procedures	In class drop box assignments due 5/4/17
2.1 – 2.18	Lecture on Cardiology Procedures ECG procedures	In class drop box assignments due 5/4/17

Weekly Outline of Curriculum

Week 5

Course Learning Outcome(s) Addressed

CLO 2: Illustrate procedures for obtaining a 12-lead electrocardiogram (ECG)

- 2.1 Prepare and position the patient for ECG testing (e.g., gowning, skin preparation)
- 2.2 Ensure proper grounding of the ECG machine
- 2.3 Check battery charge and paper supply
- 2.4 Place electrodes on the patient appropriately for the test (e.g., stress, Holter, telemetry)
- 2.5 Capture and record ECG tracings
- 2.6 Use additional resources as needed for specific diagnostic tests (e.g., blood pressure cuff, treadmill, Holter monitor)
- 2.7 Adapt technique for special populations (e.g., age appropriate, isolation, special needs)
- 2.8 Explain the ECG procedure to the patient (e.g., movement, talking, electronics)
- 2.9 Monitor patient vital signs and tolerance during testing
- 2.10 Identify causes of artifact (e.g., patient movement, current interference, seizures)
- 2.11 Account for patients with special considerations (e.g., shunts, piercings, scars, pacemaker/AICD-failure to pace)
- 2.12 Correct artifacts and recording errors (e.g., paper placement, lead reversal, power loss, remove electronic devices)
- 2.13 Prepare the report for the physician
- 2.14 Transmit the report to the patient's EMR/EHR or chart
- 2.15 Clean and store the ECG machine after use
- 2.16 Describe the electrical conduction system of the heart
- 2.17 Identify the 12 leads of an ECG and describe the ECG graphic representation of the cardiac cycle
  - 2.17.1 P Wave
  - 2.17.2 QRS Complex
  - 2.17.3 T Wave
  - 2.17.4 U Wave

2.17.5 PR Interval
2.17.6 QRS Duration
2.17.7 QT Interval

2.18 Identify and measure a Lead II rhythm strip (e.g., heart rate, rhythm)

CLO 3: Explain the requirements for Occupational Safety and Health Act (OSHA) guidelines and regulations regarding bloodborne pathogens

3.1 Comply with OSHA standards for Health Care Workers (e.g., blood borne pathogens, MSDS, needlesticks, bodily fluids)

3.2 Comply with Occupational Safety and Health Act (OSHA) guidelines and regulations

3.3 Follow CDC Universal Precautions and transmission precautions (i.e., airborne, contact, droplet, hand hygiene)

3.4 Handle and dispose of biohazardous waste

3.5 Handle and dispose of chemicals

3.6 Use personal protective equipment (e.g., gloves, gown, mask)

3.7 Activate safety mechanisms for sharps

CLO 5: Identify and employ proper medical and surgical aseptic techniques

5.1 Prevent the spread of healthcare acquired (nosocomial) infection

5.2 Follow patient isolation procedures (e.g., radiation, reverse, TB)

5.3 Perform general medical asepsis

5.4 Perform surgical asepsis

5.5 Implement cleansing, disinfection, and sterilization as needed

5.6 Differentiate between sanitization, disinfection, and sterilization and know the various disinfectants and antiseptics

5.7 Demonstrate how to scrub and glove for sterile procedures

5.8 Describe the procedures for aseptic preparation of minor surgical procedures

5.9 Explain the importance of proper hand washing in breaking the chain of infection

5.10 Describe and utilize PPE (personal protective equipment) procedures

5.11 Demonstrate how to prepare and maintain a sterile field

5.12 Demonstrate how to wrap and pack instruments

5.13 Describe the procedures for sterile preparation for an office surgery

5.14 Operate the autoclave

CLO 6: Discuss the role of the medical assistant in patient care

6.1 Prepare and manage patient exam/treatment areas

6.2 Provide basic patient instruction/education (e.g., hemoccult, breast/testicular self-exams, nutrition, hygiene, pre- and post-operative care, health and wellness)

6.3 Define scope of practice for the medical assistant, and comprehend the conditions for practice within the state that the medical assistant in employed

6.4 Identify typical skills and job responsibilities of a medical assistant

6.5 Discuss the types of establishments where medical assistants may work

WEEK 5 ACTIVITIES

Objective(s)	Topics	Assignment/Due Date
6.1 – 6.5	Finalization of all lab skills	All skills completed by 5/10/17

		Final Exam 5/11/17
5.1 – 5.14	Finalization of all lab skills	All skills completed by 5/10/17 Final Exam 5/11/17
3.1 – 3.7	Finalization of all lab skills	All skills completed by 5/10/17 Final Exam 5/11/17
2.1 – 2.18	Finalization of all lab skills	All skills completed by 5/10/17 Final Exam 5/11/17

Technology Requirements (Hardware/Software)

If your course or program is hybrid or blended, please refer to the Online Technical Requirements web page for the eCourses technical requirements to ensure your computer at home will fully support your coursework. Internet Explorer is the recommended browser. In addition, Microsoft Office applications such as Word, Excel and PowerPoint are standard for SJVC eCourses.

Due to the necessity of technology in eCourses, you must have a backup plan for using an alternative computer with internet access in case of problems with your personal computer. If you live near any SJVC campus, you may use the computer labs located on each campus. If you have a technology problem that affects your ability to access your online course, please notify your instructor immediately. If you can access other internet sites but cannot access your online course, you need to contact the SJVC Help Desk to seek assistance.

If you have no internet access at all, it is not an SJVC eCourses issue. Please be aware that the Help Desk does not cover problems that you may be experiencing with your computer hardware, internet connection, or other technical problems that may require a technician or intervention from your Internet Service Provider.

Institutional Classroom Standards

As a working professional, you will have policies and procedures on the job. In preparing you for a future as a successful professional, the college expects students to follow policies as presented in the *Student Handbook*, the *College Catalog* and your *program handbook* (if applicable)*. In addition, your classroom experience is structured to prepare you for a successful career. The following are examples of how your classroom experience relates to and influences those skills and behaviors required of professionals:

A. As a professional, you are expected to follow a dress code. At SJVC you will dress for success. In all classes, including General Education courses, students are expected to follow their program dress codes.

B. As a professional, you are required to be present and punctual every day. Just as you would give notification at work, you are to contact your instructor ahead of class time if absence or tardiness is unavoidable.

C. On the job, you are expected to complete work on time. Your training for meeting deadlines begins now:

   i. Missed deadlines for homework and projects may affect your grade with either a 10% reduction in points or no credit.

   ii. Missed quizzes may not be taken.

   iii. Missed midterms or final exams, however, may be taken in accordance with college policy.

D. As an employee, you are expected to conduct yourself with integrity. In your class work you are expected to fulfill the principles and standards of academic integrity. Cheating or plagiarism on tests or assignments is cause for formal disciplinary action.

E. On the job your performance must be exceptional. The expectation at school is the same. To help improve classroom performance students who score below 70% on quizzes or assignments should attend tutoring sessions to review the material or skills missed.

F. As an employee, you are expected to show respect for your supervisors, fellow employees, and clients by silencing your cell phone and appropriately using other electronic devices. Students are expected to show the same respect in class.

G. Students may bring water into the classroom only in a screw cap bottle; no food is allowed.

This syllabus is only a guideline and subject to change.

***Some programs have additional program requirements. Please see your Program Director or Instructor for details.**

Instructional Strategies and Methods for Assessing Student Learning Outcomes:

1. **Critical Thinking Tasks and Assignments:**

   Through discussions, individual and group presentations, written assignments, and research papers and projects, students will demonstrate critical thinking skills and problem solving abilities that meet the standards outlined by the Student Learning Outcomes for this course. Each instructor must maintain an instructor portfolio with examples of all required assignments and activities.

2. **Required Reading, Writing, Projects, and Outside of Class Assignments:**

   Each instructor must maintain a listing of all homework assignments including reading assignments, writing assignments, and projects.

3. **Methods to Measure Achievement of Student Learning Outcomes:**

   Students in this course will be graded in the following categories:

   a) Writing Assignments:

- Written homework
- Research papers
- Term or other papers

b) Computational or Non-Computational Problem Solving Demonstrations:

- Exams
- Homework problems
- Quizzes

c) Skill Demonstration:

- Individual and group presentations
- Performance exams
- Skill competencies
- Case studies

d) Objective Examinations:

- Multiple choice
- Matching items
- Fill-in-the-blanks
- Essays
- Short answer
- True or false

Evaluation of student performance may be based on the scores received on quizzes, homework assignments, projects, skill performance, and objective examinations. The final grade in the course is determined by the percent ranges converted to the letter grade.

Library Resources

CREDO	Credo will take you through various online modules and give you the foundation you need to write your next paper. • Starting Your Research Paper • Types of Sources • Search Strategies and Techniques • Evaluating and Using Information • APA Citations and Tools • Presenting Information Access Credo through InfoZone under the "eCourses" tab. Credo can be found in the "My Courses" section.

LIRN

The Library Information Resources Network (LIRN) provides millions of resources covering a wide variety of topics for general education, business, medical, and more.

- Access to databases
- Journals, magazines, newspapers
- Reference works
- Podcasts, audio, video and images

Access LIRN through InfoZone under the "Links" tab and enter the code for your campus. Campus codes can be found below.

Aviation	19037
Bakersfield	67295
Delano	53454
Fresno	14293
Hanford	58188
Hesperia	38884
Lancaster	74708
Madera	03804

Modesto	49556
Online	32421
Ontario	14426
Porterville	22219
Rancho Cordova	98989
San Diego	83490
Temecula	22984
Visalia	58188

eBraryAcademic Complete™:

eBrary is part of LIRN and offers access to thousands of eBooks from trusted publishers in all academic subject areas along with powerful research tools. Access eBrary by first logging into LIRN. Once in LIRN, select "Academic Complete" from the available databases.

Destiny

Looking for a book in your campus library? Destiny allows you to do an online search through your on-campus library resources. Access Destiny through InfoZone under the "Links" tab, then select your campus.

NEED HELP?

- Instructors can clarify their expectations.
- Student Center Coordinators and Librarians can provide help along the way.
- Email SJVCLibrary@sjvc.edu

Contact information for the Student Center and Library can be found by accessing Destiny through InfoZone under the "Links" tab, then selecting your campus.