

Revised: * March, 2018 **Term:** Spring 2018

**Note: the instructor reserves the right to change this syllabus should it become necessary.*

Course Title: MEDICAL THEORY AND TECHNIQUE – ECG

Course Number: ME105

Quarter Credit Hours: 2.9

Prerequisites: ME101

Lecture Hours: 10

Laboratory Hours: 38

Out-of-Class Hours: 20

Course Description:

Lab course for ME104. Respiratory functions; First Aid; ECG use; heart, lung, and bowel sounds; dietary education; and vital signs are covered through labs and demonstrations. ◊

Instructor	Kimberly Strickland	Office Hours	Fridays by appointment 9:30 – Noon
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Additional Details			

Instructional Materials and Technology Requirements:

Textbook Title: Pearson's Comprehensive Medical Assisting, Administrative and Clinical Competencies, Fourth Edition: Beaman, Routh, Papazian-Boyce, Sesser, Maly, Nguyen. Pearson. Copyright, 2018
ISBN13: 978-0-13-442020-2

Course Objectives:

Students will demonstrate the ability to use:

Vital Signs (Blood pressure, pulses, respirations, temperature, weight, height, and oxygen saturation)

Heart Sounds

Lung Sounds

Bowel sounds

Abdominal Examinations

Assisting with physical exams

First Aid

ECG

Reading and interpreting ECG results

Dietary Education

X-rays

Respiratory Sounds

Spirometry

Pulmonary Nebulizer Treatments

Oxygen Delivery systems

Instructional Methods: *(Description of how the course will be taught, including lecture, lab, online, community activities, etc.)*

-Students will attend classes on campus at least 4 (four) times a week.

-Students will be give reading assignments in the chapter area of study, which is to be completed before class time.

-Students will work individually and as a group during discussions at class time.

-Lectures will be given on each area of study, Power Points, visual aids, as well as, equipment used to demonstrate techniques.

-Special instructions, questions and additional help will be provides to the students by the instructor by appointment.

-Guest speakers or guests will provide information on how Medical Theory can help to prepare you for your role in the medical healthcare team.

Classroom Rules and Environment:

Uniforms:

Uniforms are required for this course. The uniform should be Neat, Clean, Proper fit, and in good taste. You will need (1) white uniform to be worn when doing your clinical projects, field trips, and for special occasions.

Cell Phones:

Students during class and clinical time's cell phones are to be turned off or on mute. NO TEXTING WILL BE PERMITTED DURING CLASSROOM TIME.

Hair:

Student's hair is to be worn up or out of the face during clinical hours. No hair should be hanging down into face or shoulder area. This is a safety and health issue.

Jewelry:

Students jewelry (especially rings and necklaces) are too be kept to a minimum.

Assessment Criteria and Evaluation Methods: *(Weight of tests, assignments, etc. and basis for determination of final grade)*

Assessment Criteria:

There are 400 points possible for this course:

Final:	Return Demonstration s	= 100
	Attendance (2 points per day deducted from grade)	= 100
	Participation	= 100
	Uniforms (5 points per day deducted for no uniform)	= 100

How homework is graded:

Reading assignments 750 words: typical pages with a text difficulty of new concepts and reading purpose to engage, with an average student 50 words per minute goal. Therefore, it is estimated a student can read 5 pages per hour. Time to complete illustration essays varies from student to student some will be able to illustrate in a paragraph while others may need several pages. Therefore, estimate on an essay for these essays is 1 hour. Reading homework will be assessed through discussion and class participation.

The Final return demonstration, assignments, attendance, and participation are totaled and divided by 4 to determine the final grade for this course.

Grading Scale	Letter	A	B	C	D	F	S	U
	Percent	90-100	80-89	70-79	60-69	0-59	Satisfactory	Unsatisfactory
	Numeric	4.0	3.0	2.0	1.0	0.0	-	-

Policies and Other Information:

Course Schedule and Topical Outline		
Week	Objective and Supporting Activity	Out of Class Activities
*1	*Syllabus- Teacher will read and retell syllabus for student understanding of assignments *Begin Power Point Chapter 50 on: Pulmonary Function Respiratory Care Skills: *Demonstrations of X-rays and identification of anatomical parts. *Demonstration of Oxygen Saturation Systems, nasal cannulas, tubing, ambu bags *Mouth care while using oxygen and respiratory diseases	-Reading Assignment-Pulmonary Function Chapter 50 in textbook. Read pages 1228 – 1244 for reading and understanding. (4hours)
*2	Respiratory care skills- continued: * Demonstration of Nebulizer treatments and equipment *Respiratory Sounds *Spirometry	Practice at home techniques of the Respiratory System on willing participants. Record findings. (1 hour)

	* Demonstrations of How to take a recording of *Respirations	
*3	*Review Respiratory area and Complete Power Point on Chapter 50 Pulmonary Functions *Begin Power Point Chapter 49: Electrocardiography Cardiology Care Skills: *Demonstration of Blood Pressure *Demonstration of Pulses *Demonstration of Oxygen Saturation	Reading assignment- Electrocardiography Chapter 49 in textbook. Read pages 1205 – 1227, for reading and understanding. (4 hours)
*4	Cardiology Skills continue: * Heart Sounds *ECG Machine-Control Panel, paper, equipment * Performing a ECG 12 Lead *Artifacts *Continue with the Power Point Chapter 49 Electrocardiography	Practice at home techniques of the Cardiology Skills: Check pulses, placements for Electrodes, Blood pressure, Heart sounds. Perform these on a willing participant. Record finding. (1 hour)
*5	* Review Cardiology area and Complete Power Point for Chapter 49: Electrocardiography *Begin Power Point for Chapter 35: Assisting with a Physical Exam Skills: *Abdominal Exams *Bowel Sounds *Cleaning of Exam Rooms	Reading assignment: Chapter 35 in textbook. Read pages 833 – 865, for reading and understanding. (4 hours)
*6	*Physical Exam Skills continued * Power Point Chapter 35 continued *Patient Health History * Documentation of Chief Complaint during Patient Interview *Exam Equipment * Positioning of Patients	Practice at home techniques and review skills learned in Physical Examination. Perform skills on willing participants and record. (1 hour)
*7	* Review Physical Examinations Skills and complete power point for Chapter 35. *Begin Power Point Chapter 42: Assisting with Medical Emergencies and Emergency Preparedness *First Aid Skills- * Responding to a patient with an Obstructed Airway *Performing First Aid on a Person in Shock *Performing First Aid to a Diabetic Shock/Diabetic Coma Patient	Reading assignment: Chapter 42 in textbook. Read pages 1021 - 1059, for reading and understanding. (4 hours)
*8	*Continue Power Point for Chapter 42 * Continue First Aid Skills- * Applying Pressure Bandage to Control Bleed *Performing First Aid for person with seizures *Responding to a Patient with Syncope Performing First Aid for a patient with a Fracture	Practice at home skills of First Aid on a willing participant and record. (1 hour)
*9	*Begin end of course review *Review and return demonstration of all Respiratory Skills	
*10	* Continue end of course review * Review and return demonstration of all Cardiology Skills	
*11	* Continue end of course review * Review and return demonstration of First Aid Skills	
*12		
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