

**MDCA 1317**  
**Procedures in a Clinical Setting**  
**Western Texas College**

I. Basic Course Information

- A. Course Description: Emphasis on patient assessment, physical examinations and treatment per the physician, vital signs, documentation, surgical techniques, and other clinical procedures.
- B. Prerequisites: None

II. Student Learning Outcomes

- A. Identify and correlate cells, tissues, organs, and systems of the human body; differentiate normal from abnormal structure and function; and differentiate all body systems, their organs, and relevant pathophysiology.

III. Online Testing Requirements

- A. The midterm and final exam must be proctored by an approved testing organization. (Ask your instructor for more details.)
- B. Students are not allowed to use their book or notes of any kind while taking their proctored tests and exams.

IV. Major Course Requirements: The grade for this course will be determined as follows:

- A. Exams: 30%
- B. Quizzes: 15%
- C. Lab Assignments: 30%
- D. Project 25%

E. Grading scale:

- A= (90-100%)
- B= (80-89%)
- C= (70-79%)
- D= (60-69%)

- F. Students must earn a grade "C" or higher to successfully complete this course.
- G. Students must attain a "C" or higher to remain in the program.

V. Information on Books and Other Course Materials

- A. Title: Kinn's The Clinical Medical Assistant: An Applied Learning Approach
- B. Author: Proctor, Niedzwiecki, Pepper, Madero, Garrels, Mills
- C. Edition: 14<sup>th</sup>

- D. Publisher: ELSEVIER
- E. ISBN13: 978-0323613576

Workbook Required

- A. Title: Kinn's The Clinical Medical Assistant: An Applied Learning Approach Study Guide and Check-Off List
- B. Author: Proctor, Niedzwiecki, Pepper, Madero, Garrels, Mills
- C. Edition: 14<sup>th</sup> Edition
- D. Publisher: El Sevier
- E. ISBN-13: 978-0323613613

VI. Other Policies, Procedures and important dates: Please refer to the WTC Course Catalog for the following:

- A. Campus Calendar
- B. Final exam schedule
- C. How to drop a class
- D. Withdrawal information
- E. Student Conduct/Academic Integrity
- F. Class Attendance
- G. Students with disabilities

VII. Course Sequence & Content

<b>Week</b>	<b>Topic</b>
Week 1	<b>Course Overview</b>  Chapter 20: Assessing Vital Signs Skills Check-Off- Vital Signs
Week 2	Chapter 21: Physical Examination  <b>Quiz 1</b> Skills Check-Off Physical Examination
Week 3	Chapter 24: Surgical Supplies and Instruments Chapter 25: Assisting with Surgical Procedures  Skills Check-Off Surgical Supplies/Instruments
Week 4	Chapter 31: Assisting in Ophthalmology and Otolaryngology Chapter 32: Assisting in Dermatology Chapter 33: Assisting in Allergy and Infectious Disease <b>Quiz 2</b>

	Skills Check-Off Ophthalmology/Otolaryngology, Dermatology,
Week 5	Chapter 34: Assisting in Gastroenterology Skills Check-Off Allergy, Infectious Disease, Gastroenterology
Week 6	Chapter 36: Assisting in Orthopedics and Rheumatology  <b>Quiz 3</b> Skills Check-Off Orthopedics, Rheumatology
Week 7	Chapter 36: Assisting in Neurology Chapter 37: Assisting in Mental Health  Skills Check-Off Neurology, Mental Health
Week 8	<b>Midterm</b>
Week 9	Chapter 38: Assisting in Endocrinology Chapter 39: Assisting in Cardiology Skill Check-Off Endocrinology and Cardiology
Week 10	Chapter 40: Assisting in Pulmonology  <b>Quiz 4</b> Skills Check-Off Pulmonology
Week 11	Chapter 41: Assisting in Urology and Male Reproduction  Skills Check-Off Urology/ Male Reproduction
Week 12	Chapter 42: Assisting in Obstetrics and Gynecology  <b>Quiz 5</b> Skills Check-Off Obstetrics and Gynecology
Week 13	Chapter 43: Assisting in Pediatrics Chapter 44: Assisting in Geriatrics

	Skills Check-Off in Pediatrics/ Geriatrics
Week 14	Chapter 22: Patient Coaching Chapter 23: Nutrition and Health Promotion  <b>Quiz 6</b>  <b>Patient Teaching/Health Promotion Presentation</b>
Week 15	Course Review
Week 16	<b>Final Exam</b>

Disclaimer: Sequence & Content is subject to change at the instructor's discretion.