# 8/12/2020

# brcc keystone logo

Baton Rouge Community College

*Academic Affairs Master Syllabus*

Date Approved: 28 August 2020

Term and Year of Implementation: Fall 2020

**Course Title:**  Clinical Procedures I

**BRCC Course Rubric:** MAST 1221

**Previous Course Rubric**: MAST 1220

**Lecture Hours per week-Lab Hours per week-Credit Hours**: 0-6-1

**Per semester: Lecture Hours-Lab Hours-Instructional Contact Hours**: 0-90-90

**Louisiana Common Course Number:**

**CIP Code:** 51.0801

**Course Description:** Introduces federal regulations and guidelines from the Centers for Disease Control and Prevention (CDC), Clinical Laboratory Improvement Amendments of 1988 (CLIA88), Occupational Safety and Health Administration (OSHA) Standards, as well as universal precautions. Students will perform emergency procedures, first aid and cardiopulmonary resuscitation (CPR), infection control measures, laboratory safety and quality control procedures, rehabilitation medical procedures, general safety measures/precautions used in the office/facility environment for employee/patient/client safety. Also introduces clinical facilities.

**Prerequisites:**  Admission to the Medical Assistant Program

**Co-requisites:** None

**Suggested Enrollment Cap:** 25

**Learning Outcomes.** *Upon successful completion of this course, the students will be able to:*

1. Demonstrate an understanding of federal regulations and guidelines related to clinical procedures.

2. Execute appropriate safety measures specific to laboratory and facility environments.

3. Evaluate potential employment opportunities in medical settings.

**Assessment Measures.** Assessment of all learning outcomes will be measured using the following methods:

1. Assessment measures may include, but are not limited to homework, quizzes, skills evaluation (‘check-offs’), and examinations.

**Information to be included on the Instructor’s Course Syllabi:**

* ***Disability Statement*:** Baton Rouge Community College seeks to meet the needs of its students in many ways. See the Office of Disability Services to receive suggestions for disability statements that should be included in each syllabus.
* ***Grading:*** The College grading policy should be included in the course syllabus. Any special practices should also go here. This should include the instructor’s and/or the department’s policy for make-up work. For example in a speech course, “Speeches not given on due date will receive no grade higher than a sixty” or “Make-up work will not be accepted after the last day of class”.
* ***Attendance Policy*:** Include the overall attendance policy of the college. Instructors may want to add additional information in individual syllabi to meet the needs of their courses.
* ***General Policies*:** Instructors’ policy on the use of things such as beepers and cell phones and/or hand held programmable calculators should be covered in this section.
* ***Cheating and Plagiarism*:** This must be included in all syllabi and should include the penalties for incidents in a given class. Students should have a clear idea of what constitutes cheating in a given course.
* ***Safety Concerns:*** In some courses, this may be a major issue. For example, “No student will be allowed in the lab without safety glasses”. General statements such as, “Items that may be harmful to one’s self or others should not be brought to class”.
* ***Library/ Learning Resources:*** Since the development of the total person is part of our mission, assignments in the library and/or the Learning Resources Center should be included to assist students in enhancing skills and in using resources. Students should be encouraged to use the library for reading enjoyment as part of lifelong learning.

**Expanded Course Outline:**

1. General safety measures/precautions used in the office/facility environment for employee and patient safety.
2. Physical hazards (fire, electricity, radiation, mechanical, and chemicals)
3. Biological hazards
4. Occupational Safety and Health Administration (OSHA) universal standard precautions guidelines for handling contaminated materials
5. Body mechanics for personal safety
6. Maintaining records (office/facility equipment operating manuals, receipts for purchase, preventive maintenance contracts, warranties, supplies, inventory, Material Safety Data Sheet (MSDS))
7. Guidelines for providing emergency care to patients in the office/facility
8. Primary patient assessment
9. Crash carts and first aid kits, common medical emergencies, findings, and first aid measures
10. Fire Drills: The Rescue, Activate alarm, Confine the fire, Extinguish the flame (RACE) formula
11. Body mechanics for moving equipment and assisting patients
12. Incident reporting
13. Hand washing techniques for infection control
14. Personal protective equipment (PPE) for isolation and other infection control measures
15. OSHA standards for the disposal of sharps
16. CPR procedures: adults, children, and infants, conscious and unconscious obstructed airway
17. Basic principles of infection control and patient in isolation
18. The relationship of microorganisms to disease
19. Microorganism containment.
20. Sexually transmitted diseases, including Acquired Immune Deficiency Syndrome (AIDS)
21. Isolation procedures
22. Supportive patient care
23. Vital sign monitoring, recording, and reporting
24. Admission, transfer, and discharge procedures (e.g., recording height and weight of all age groups)
25. Care for patients with seizure disorders
26. The complete patient medical history forms