|  |  |
| --- | --- |
| **COURSE:** | **MED2070 Cardiology** |
|  | **4.5 Quarter Credits** |
|  | **32 Lecture Hours** |
|  | **32 Lab Hours****0 Extern Hours** |
|  | **64 Hours Out of Class Work**  |
|  | **128 Total Clock Hours**  |
|  |  |
| **PRE-REQUISITE:** | **NONE** |
| **CONTACT INFORMATION:** | See Instructor Contact Sheet for Phone Number and E-mail. |
|  | Online Office Hours Vary – Ask your instructor for their availability. |
|  | General Office Hours: 8:00 a.m. to 8:30 a.m., 12:30 to 12:45 p.m. |
|  | 5:30 p.m. to 6:00 p.m. Mon – ThursNOTE: Meetings are held during some of these times; Ask your instructor about their availability. |

**COURSE DESCRIPTION:**

This Course is designed to teach the student how to perform a 12-lead Electrocardiogram and to identify life-threatening arrhythmia. The student will complete at least two electrocardiograms and interpret these for class. An overview of other commonly performed cardiovascular studies is also presented. Lab included.

**LEARNING OBJECTIVES:**

Upon completion of this course, the student will demonstrate basic knowledge in the following:

1. Understand the basic anatomy and physiology of the heart (test)
2. Perform electrocardiogram (competency)
3. Perform Holter monitor applications with patient education (test)
4. Describe, recognize, and perform the requirements for various treatment protocols including patient education with regards to surgery, wound care, and the cycle of infection (test)
5. List the steps and perform wrapping instruments and general autoclave procedures (test [list the steps] and competency perform the steps
6. Pre (Certified Medical Assistant) Review

**INSTRUCTIONAL MATERIALS & REFERENCES:**

Beaman, Routh, Papazian-Boyce Sesser, Mills, Maly (2015) *Pearson’s Comprehensive*

*Medical Assisting*. Third Edition. Textbook and Workbook (Lab Coat Required) Upper

Saddle River, N.J.: Pearson Education

ISBN: 9780133563979

Houser, H.J. & Sesser, J.R. LWW's Medical Assisting Exam Review for CMA, RMA & CMAS Certification (2016) Medical Assisting Exam Review for CMA and RMA Certification) (4/E): Wolters Kluwer

ISBN: 9781451192568

E-ISBN: 9781496320834

**TOPICAL COURSE OUTLINE** – See instructor for scheduled dates.

**Week 1**

* Chapter 27 Circulatory System
* Practical
* Pre (Certified Medical Assistant) Review

**Week 2**

* Chapter 50 Electrocardiography
* The Electrocardiogram
* Special Procedures
* Practical
* Pre (Certified Medical Assistant) Review
* MID-TERM EXAM

**Week 3**

* Chapter 50 Electrocardiography
* Holter Monitoring
* Stress Testing
* Pacemaker
* Pre (Certified Medical Assistant) Review
* Quiz

**Week 4**

* Chapter 42 -Assisting with Minor Surgery
* Ambulatory Surgery
* Surgical Asepsis
* Surgical Instruments
* Surgical Assisting
* Preparing the patient for Minor Surgery
* Postoperative Patient Care
* Surgical Procedures performed in a medical office
* Pre (Certified Medical Assistant) Review
* FINAL EXAMFINAL EXAM

**INSTRUCTIONAL DELIVERY METHODS:**

This course will involve lecture and lab. Students are expected to read the required text assignments prior to class and participate in multimedia presentations and demonstrations. Additionally, the professor may utilize additional instructional delivery methods, including oral reports, special projects, and other related methods.

**On-Campus Attendance**: Attendance will be taken hourly at the beginning of each hour. All time missed from class including full session absences, tardiness, and leaving early will be recorded and included in the final attendance for each class. Any student absent or anticipated being absent for three (3) consecutive school days or more needs to contact the school director to see if the absences may be excused. Excused absences include a medical emergency, death of an immediate family member, jury duty, or military duty. The school director will approve excused absences on a case by case basis once documentation is received from the student. Four (4) absences (16 hours) in a 64-hour class may result in a failing grade and possible withdrawal from the College. Students who arrive late or leave early will have the time recorded. Students who are not in attendance for 70% or more of the class may receive a failing grade and possible withdrawal from the College. Students who are absent from all classes for eight (8) consecutive days in which classes are scheduled, and who do not notify the College, may be withdrawn from the College for non-attendance.

**Online Attendance**: Online courses are offered during the same four (4) week timeframe as on-ground courses. The online courses are available 24/7. Attendance is posted daily, Monday through Sunday (11:59 pm). Students must participate online via the Canvas platform and complete assignments in order for attendance to be posted. The same on-ground rules for absences apply for courses taken online except for the rule regarding arriving late and leaving early. Four (4) absences (16 hours) in a 64-hour class may result in a failing grade and possible dismissal from the College. Students who are not in attendance for at least 70% or more of the class may receive a failing grade and possible dismissal from the College. Students who are absent from all classes for eight (8) consecutive days in which classes are scheduled, and who do not notify the College, may be dismissed from the College for non-attendance.

**MAJOR REQUIREMENTS:**

**MAJOR COURSE GRADING REQUIREMENTS FOR MEDICAL ASSISTANT STUDENTS**

Medical Assistant Course Competencies (A minimum score of 85 for the efficiency of all competencies in each course is required to pass each course). Students must be given at least two attempts to complete the competencies to achieve a score of 85. Instructors must facilitate lessons to prepare students for the competencies on at least two occasions for at least twice the usual and customary amount of time to complete each competency.

**Did the student perform the competencies IN A COMPETENT MANNER in this course to warrant an 85% efficiency score?**

If YES, add 41 points in this box: 41 points

If NO, add 0 (zero) points in this box: 0 points

Class Assignments: 16 points

Midterm Exam/Project/Assignment: 10 points

Certification Prep Quiz One: 10 points

Final Exam/Project/Assignment: 10 points

Certification Preparatory Quiz: 10 points

For the Certification Preparatory Quizzes, a Minimum Passing Score is 70 (**A score of 69 and under will result in 0 of the 10 points calculated toward overall class grade**). Quiz cannot exceed 50 questions and students have up to 4 hours to complete the quiz. Students must be given at least three attempts to take this quiz to achieve a score of 70. Instructors must facilitate lessons to prepare students for the quiz on at least three occasions for at least a total of 9 hours.

For students in Medical Terminology Lecture/Lab, Anatomy & Physiology I & II, Medical Ethics, Success Seminar, and Career Development Lecture, the following aspects must be completed as part of each class grade:

Career Preparation (One Completed Informational Interview or Project-Based Researched Interview Plus Resume Updated and Evaluated) 3 points

For students in Administrative Office Procedures, Basic Clinical Procedures, Lab Procedures, Principles of Pharmacology Lecture/Lab, Cardiology, and the Final Certified Medical Assistant Exam Prep & Exam, the following aspects must be completed as part of each class grade:

Externship Preparation, including Skills Evaluation 3 points

The externship preparation, including skills evaluation, must be prepared and graded by the externship supervisor, with oversight by the lead instructor and dean as needed.

In the Final Certified Medical Assistant Exam Prep & Exam course, the Midterm Exam and the Final Exam must also be comprised of two additional certification prep exams and any grade below a 70 will count as zero (0) points toward the 10 points each for the Midterm Exam, the Final Exam, Certification Prep Quiz One, and Certification Quiz Two.

**OUT-OF-CLASS LEARNING ACTIVITIES AND ASSIGNMENTS:**

For one hour of classroom or direct faculty instruction, there is a minimum of two hours of out of class student work or an equivalent amount of work.

The following tasks may be assigned to the student to accomplish the written requirements of this course:

1. Prepare a written professional report on a subject that is approved by your instructor in APA format.
2. Deliver an oral report on your professional report.

Out-of-class work/learning activities, as detailed on the syllabus addendum, may also include the following:

* Reading and writing assignments
* Projects
* Clearly defined papers or reports
* Practice or practical application of theory
* Other learning experiences

Further details will be provided by your professor. This is measured and reflected on your syllabus as a percentage of your grade. In most cases, 16% of your grade is reflected from your out of class work.

**READING ASSIGNMENT** – **See instructor for scheduled dates**

Week 1 Chapter 27

 Pre (Certified Medical Assistant) Review

Week 2 Chapter 50

 Pre (Certified Medical Assistant) Review

Week 3 Chapters 50

 Pre (Certified Medical Assistant) Review

Week 4 Chapter 42

 Pre (Certified Medical Assistant) Review

**ASSESSMENT CRITERIA/METHOD OF EVALUATING STUDENTS:**

Grades and grade points represent the final measure of a student’s performance in a course. The following grades are used by Florida Technical College:

|  |  |  |  |
| --- | --- | --- | --- |
| Percentage Grades | Hours per Equivalent | Qtr Credit | Grade Points |
| A – Excellent | 90-100 | 1 | 4 |
| B – Above Average | 80-89 | 1 | 3 |
| C – Satisfactory | 70-79 | 1 | 2 |
| D – Passing | 60-69 | 1 | 1 |
| F – Failing  |  Below 60 | 1 | 0 |
| I – Incomplete | N/A | 1 | 0 |
| W – Withdraw | N/A | 1 | 0 |
| T – Transfer | N/A | 1 | 0 |

An “I” is assigned when coursework is not completed in the appropriate times due to circumstances beyond the student’s control. The student has 14 calendar days into the next scheduled course to complete the requirements.

Any “I” not removed by the student will be automatically converted to the otherwise earned grade, typically an “F”.

A grade of “W” is assigned as a grade for those students who request in writing to withdraw from a course prior to completing the mid-term. A grade of “W” is not calculated into the GPA, but will be considered as credits attempted if the student has incurred a financial obligation thus affecting the successful completion percentage. Degree students who withdraw during the drop-add period and enroll in another course will receive no grade in the original course.

**ACADEMIC CONDUCT:**

At Florida Technical College, students are expected to exhibit the highest standards of academic propriety. Academic misconduct prejudicial to the academic integrity of the student, fellow classmates, and/or school will lead to disciplinary action that may include suspension or dismissal. Academic misconduct may include, but is not limited to, the following:

**Cheating:** Attempting to receive assistance from persons, papers or other material without the permission of the instructor; or acquisition of an examination and/or quiz prior to the examination date.

**Plagiarism:** Plagiarism is defined as taking and using as one’s own the ideas and writings of another without giving appropriate credit through proper documentation.

Providing assistance to a student attempting to cheat or plagiarize is also considered academically dishonest.

The consequences of any such conduct are dependent on the seriousness of the offense that occurred; previous violations of policies and regulations by the student, and the attitude and cooperation of the student as determined by the instructor and/or Program Chairs. Disciplinary action for verifiable academic dishonesty is in the immediate discretion of the instructor. The instructor and/or student may petition the School Director for a grievance decision. The instructor and/or School Director may take one or a combination of the following actions depending on the circumstances of the case:

* The student will receive a zero for the individual effort.
* The student will receive an “F” in the course for the quarter; if an “F” results as the course grade, the student may be dismissed, or may not meet graduation or financial aid requirements.
* The student will be dismissed immediately from the College. Students have the right to appeal decisions based on academic integrity to the Executive Director.

**Practical Exam**

Each Practical Exam is allowed three (3) attempts.

If the student does not pass the practical exam on the first attempt:

Remediation with the instructor will be given immediately.

If the student doesn’t pass the practical exam on the second attempt:

Required tutoring for no less than one (1) hour with documentation before student is allowed to attempt the competency again.

If the student does not pass the practical exam on the third attempt:

Consultation with the instructor and Academic Dean.

The following is a list of all competencies the student will be required to perform:

**Proc# Procedure Name Page**

42-1 Surgical Hand Hygiene/Sterile Scrub 959

42-2 Surgical Gloving 960

42-3 Opening a Sterile Packet 962

42-4 Dropping a Sterile Packet onto a Sterile Field 963

42-5 Transferring Sterile Objects using Transfer Forceps 964

42-6 Transferring Sterile Solutions onto a Sterile Field 971

42-7 Assisting with Minor Surgery 972

42-8 Preparing the Patient’s Skin for Surgical Proc. 976

42-9 Assist with Suturing 980

42-10 Removing Sutures 981

42-11 Changing a Sterile Dressing 983

42-12 Applying a Bandage Over a Sterile Dressing 984

50-1 Recording a 12-Lead Electrocardiograph 1185

50-2 Applying a Holter Monitor 1193

Notes:

See Attached