**AH101: Winter Term 2016**

**Wednesday January 6th 2016**

**1.** Welcome to AH101

**2.** Does everyone have a ***study buddy*** or someone they can contact for peer to peer questions or missed classes?

**3. Grading & Syllabus**

**4.** We will have **Daily quizzes.** One at the beginning of class and again at the end of class. We will also be using **MindTap and MOSS**

**5. My Expectations:**

 **Attendance** – Please be on-time. Participation/attendance makes up a total 50% of your grade. If your late; points for attendance and participation will start getting deducted for every minute you are late. If you are more than 10 minutes late you will lose all attendance points for the day but can still earn participation points. I will have a sign in sheet for each class and papers for you to pick up at the beginning of each class.

* No hats
* No nose, lip or eyebrow piercing/earrings or rings
* NO CELL PHONES (I see you playing on your cell phone during class; I confiscate it. Phone goes off; I confiscate it.)
* No bags/purses or backpacks on tables
* Please come to class prepared will all materials

 **Includes:** Pen/Pencil

 Paper

 Textbook

 MOSS CD-ROM

 Flash Drive

**6.** Discuss “Classroom Norms”

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*BREAK\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**(Set out markers and butcher paper for ICA)**

**(ICA) In-Class Activities**

1. Separate students in 5 groups of 5 and one group of 4

2. Have one person come and get a box of markers to draw ½ hygienic & ½ non-hygienic person

 Have students get creative with illustrations and labeling

**\*\*\*\*While students are drawing their illustrations; load power point\*\*\*\***

**Unit 1: Introduction to Medical Assisting and Health Professions**

**Unit Overview**

In almost every health care environment, the medical assistant is a vital link in the team and is responsible for a wide range of administrative and clinical duties. The challenge of becoming a professional medical assistant will require open-mindedness and desire for continued learning and education, certification and recertification, and professional involvement through organizational participation. Medical assistants must possess certain personal qualities that identify them as true professionals in providing patients with the best health care possible. Health care is a dynamic, stimulating industry that requires medical assistants to constantly develop new skills if they are to contribute to the health care team.

**Chapter 1: The Medical Assisting Profession**

**1. Overview**

There are reasons why people are drawn to the medical profession. Perhaps people are intrigued by medicine and want to learn about advances in health care and to become involved in providing care to patients. Consumers of health care have become increasingly aware of the latest advances and techniques and expect to have health care provided to them by educated, skilled, and competent professionals. In this section, learners will identify the personal attributes necessary to be a successful medical assistant in the classroom/practicum as well as in the field and what credentialing they are able to obtain upon the completion of their training.

**2.** **Power Point**

**3.** **(ICA) In-Class Activities**

* (GA) Personal Attributes Activity. Have learners work in groups of two. Have them discuss and make a list of the desirable and undesirable attributes of a medical assistant. Have them list them in order of importance. Then compare the lists of all groups and discuss the importance of them**.**

 **Initial Questions and Activities**

* **What attributes do you have that attracted you to the profession of medical assisting?**

 *Answers will vary, but items that may be addressed are: List the attributes students mention on the board and discuss each one.*

 *Empathy able to take initiative*

 *good attitude have the physical attributes required*

 *dependable be a team player*

 *flexible can work independently*

 *have the desire to learn can have good communication skills*

**(Open text book to page 10-11 Figure 1-1)**

* **Manual Dexterity, Empathy, Good Attitude Competency & Dependability**
1. Communication
	1. Did you introduce yourself?
	2. Did you display appropriate response/feedback?
	3. Did you refrain from sharing personal experiences?
2. Presentation – harder to quantify
	1. Appearance -Are you dressed and groomed appropriately?
	2. Good personal hygiene practices
	3. A smile
	4. Following the dress code for your facility
	5. Use of correct body mechanics (do not want to show awkwardness, manual dexterity)
	6. Asking to assist the patient rather than taking charge?
3. Competency
	1. Paying attention to detail
	2. Are you knowledgeable and accountable?
4. Initiative – harder to quantify/measure
	1. Seeking ways to improve morale in the work place
5. Integrity – harder to quantify/measure
	1. Working within your scope of practice
	2. Did you maintain moral and ethical standards?
	3. Respecting individual diversity
	4. Immediately report any error you had made (example)
	5. Accountability

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*BREAK\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

(Prepare instructor video and have Quiz #1 and quiz grade sheet available to students upon return from break)

**1. Show attributes of a Medical Assistant**

**\*\*\*\*\*\*\*\*\*\*\*\*\* How are we doing on time ?????????????????**

**2. (ICA) Share experiences**

**(ICD) In-Class Discussion**

1. **How should you act during your practicum experience? What qualities will be important to express during practicum?**

 *The answers will vary, but items that may be addressed are punctuality, professional in demeanor and appearance, willing to learn, open to criticism, accepting assignments, helpful to co-workers, working to the best of their ability, mindful of patient confidentiality.*

1. **Why is it important for a medical assistant to have a practicum experience?**

*There are many benefits to the student in participating in a practicum program. Students are able to take the skills they have acquired in the classroom and laboratory and apply them to actual real world situations. They are able to apply their professionalism to the real situation.*

1. **What would be benefits to the students from practicum?**

*The answers will vary, but items that may be addressed the student has the opportunity to apply classroom knowledge and skill in a real-world medical setting, obtain references for employment, use practicum experience as part of resume, recognize the improvement in performance and knowledge, understand that there may be more than one acceptable method of performance and begin to establish a network of support through colleagues.*

1. **What is meant by “tact” and why is it important in the profession of medical assisting?**

*Tact is a skill a person has in saying and doing the right thing, especially in a delicate situation. This is a very important skill for the medical assistant to possess. In certain situations, medical assistants need to think before responding to a situation so they can gather their thoughts and respond in a professional manner.*

1. **What is meant by initiative?**

*Initiative is the willingness and ability to see when work needs to be done and to take action to see that it gets done. Medical assistants need to be ready to pitch in and recognize when others need assistance in order to be successful.*

**8. How may a patient develop trust in you (as a medical assistant)?**

*Showing consistent kindness and concern for the patient is a way to develop trust. Open line of communication is key component.*

* **Take Quiz #1**
* **Explain self-grading**
* **Review Homework for next class**

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