

MEDA 1540 Practicum Spring 2020
Medical Assistant

SYLLABUS

- Credit Hours:** 6 credits
(Lecture 2.4 cr, Lab 1 cr, Clinical 2.6 cr)
- Required Textbook:** Lindh, W.Q., Pooler, M.S., Tamparo, C.D., Dahl, B.M., & Morris, J.A. (2018). *Comprehensive Medical Assisting: Administrative and Clinical Competencies*, (6th ed.). Clifton Park, NY: Delmar Cengage Learning.
- MindTap Medical Assisting 2 terms (12 months)
<https://www.cengage.com/c/comprehensive-medical-assisting-administrative-and-clinical-competencies-6e-lindh?filterBy=Student>
- Fees:** See webpage for estimated fees and information.
<https://www.nwc.edu/sites/nursing/allied-health-programs/cma.html>
- Goal:** The goal of this course is to provide the student with the opportunity to apply basic medical office knowledge learned within the Medical Assistant course and provide experiences for the student to interact with patients and healthcare team members in a healthcare setting.
- Course Description:** This course provides the medical assistant student with the opportunity to apply foundational principles and skills within in a medical office setting. Students are able to apply basic concepts of medical assistant skills through clinical practice and observe the function of the medical laboratory. Students will be working under the supervision of a healthcare provider with the healthcare team in a healthcare setting to experience the preparation of patients for physical exam, collecting and processing specimens, medication administration, and assisting the provider with medical procedures.
- **This course requires online coursework, 30 contact hours of face to face lab per semester and 120 clock hours of on-site clinical experiences****
- Course Outcomes:** Upon completion of this class, the student will incorporate the cognitive knowledge in performance of the psychomotor and affective domains in their practice as medical assistants in providing patient care.
1. Demonstrate professional characteristics of a medical assistant.
 2. Demonstrate proficiency with medical office equipment, procedures, and paper/electronic medical records/systems.
 3. Utilize appropriate communication skills to interact with clients /residents /families, and members of the healthcare team.
 4. Apply correct medical terminology, medical abbreviations, and health record documentation principles to report and record assessment of the client health, physical status, and well-being.
 5. Demonstrate knowledge of how to obtain client medical history as it pertains to the healthcare team and facility policies.
 6. Demonstrate beginning knowledge of medications and medication administration.
 7. Select appropriate Personal Protective Equipment (PPE) and practice standard precautions.

8. Participate with healthcare provider in patient care and document in the patient's record appropriately.
9. Perform venipuncture/capillary puncture and electrocardiography.
10. Assist with pulmonary function testing (as indicated).
11. Perform patient screenings using established protocols.
12. Preparation and administration of parenteral (excluding IV) and/or oral medications.
13. Perform CLIA waiver for hematology/ chemistry/urinalysis/ immunology/ microbiology testing.
14. Obtain specimens for testing and screen test results (as indicated per facility policy).

Instructor: Jessica Heny, MSN, RN
Visiting Instructor of Nursing
Office: YB159 and Cody Center
Office hours: As posted on door and By Appointment
Office phone: (307) 754-6494
e-mail address: jessica.heny@nwc.edu

Prerequisite: Have H/S diploma or GED or within 12 months of obtaining H/S diploma or GED
MEDA 1500 Medical Assistant

METHODS OF INSTRUCTION:

Learning labs
Clinical practice
Discussion
Demonstrations /Return Demonstrations
Homework Assignments
Reading Assignments

EVALUATION OF ACHIEVEMENT OF LEARNING OUTCOMES:

An overall grade of **74%** or better must be obtained to pass the course. After satisfactorily completing this course, the student will be eligible to take the medical assistant certification exam and will receive instructions on the application process.

You must have a **74%** average or above in your coursework **AND** an **"S" (satisfactory)** in skill evaluation in lab and clinical evaluation with your preceptor, to successfully complete this course. The "S" (satisfactory) is derived from observation/feedback from your instructor or clinical preceptor. The % grade is derived from the scale as noted in this syllabus.

Failure to complete the lab portion of this course will result in an automatic "F" failure unless other arrangements are made with the instructor.

Failure to achieve a satisfactory in the clinical portion of this course will result in an automatic "F" unless other arrangements are made with the instructor.

After successfully completing this course, the instructor collaborates with the National Healthcareer Association to offer the NHA Certified Clinical Medical Assistant certification exam. Once the exam details are available, the instructor will communicate this to the student. Completion of the NHA Certified Clinical Medical Assistant certification exam is not a requirement of the course, but is offered as a courtesy to facilitate the process of certification and integration into the healthcare workforce.

Week	Concept Outline	Topics	Assignment
Week 1 January 15-21	Assisting with Specialty Examinations and Procedures	Examinations and Procedures of Body Systems	Chapter 29
Week 2 January 22-28	Advanced Techniques and Procedures	Assisting with Minor Surgery Diagnostic Imaging	Chapters 30-31
Week 3 January 29-February 4	Advanced Techniques and Procedures	Rehabilitation and Therapeutic Modalities Nutrition in Health and Disease	Chapters 32-33
Week 4 February 5-11	Advanced Techniques and Procedures	Basic Pharmacology	Chapter 34
Week 5 February 12-18	Advanced Techniques and Procedures	Calculation of Medication Dosage and Medication Administration	Chapter 35
Week 6 February 19-25	Advanced Techniques and Procedures	Cardiac Procedures	Chapter 36
Week 7 February 26-March 3	Laboratory Procedures	Regulatory Guidelines for Safety and Quality in the Medical Laboratory Introduction to the Medical Laboratory	Chapters 37-38
Week 8 March 9-13	SPRING BREAK NO CLASS	SPRING BREAK NO CLASS	SPRING BREAK NO CLASS
Week 9 March 11-17	Laboratory Procedures	Phlebotomy: Venipuncture and Capillary Puncture Hematology	Chapter 39-40
Week 10 March 18-24	Laboratory Procedures	Urinalysis Basic Microbiology	Chapters 41-42
Week 11 March 25-31	Laboratory Procedures	Specialty Laboratory Tests	Chapter 43
Week 12 April 1-7	Professional Procedures	The Medical Assistant as Clinic Manager The Medical Assistant as Human Resource Manager	Chapter 44-45
Week 13 April 8-14 NO CLASS APRIL 13	Professional Procedures	Preparing for Medical Assisting Credentials Employment Strategies	Chapters 46-47
Week 14 April 15-21	REVIEW FOR FINAL	REVIEW FOR FINAL AND CERTIFICATION EXAM	
Week 15 April 22-28	FINAL	FINAL	
Week 16 April 29- May 5	Certification Exam	Certification Exam (May 4th Tentative Date)	

Lesson Objectives:

Week 1	<ol style="list-style-type: none">1. Identify major organs in each body system and recognize normal function of each body system.2. Discuss components of a neurological exam and demonstrate essentials of sensory system examination.3. Clarify the value of each chart utilized in eye exam and differentiate the type of visual acuity charts and how to use them appropriately.4. Explain the medical assistant's role when assisting with audiometry.5. Discuss process of urinary catheterization.
Week 2	<ol style="list-style-type: none">1. Recognize surgical asepsis and differentiate between surgical asepsis and medical asepsis.2. Assemble supplies and equipment necessary to achieve surgical asepsis and using an autoclave.3. Determine advantages and disadvantages of Betadine, Hibiclens, isopropyl alcohol, and hydrogen peroxide when each is used as a skin antiseptic.4. Define anesthesia and explain the advantages and disadvantages of epinephrine as an additive to injectable anesthetics.5. Determine safety precautions for personnel and patients as they relate to ionizing radiation treatments.6. Compare the various positions used during X-ray procedures.7. Discuss the uses of ultrasonography, position emission tomography, computerized tomography, magnetic resonance imaging, and flat plates.
Week 3	<ol style="list-style-type: none">1. Outline rehabilitation medicine and explain its importance in patient care.2. Discuss the importance of correct posture and body mechanics, and demonstrate how to safely transfer patients and lift or move heavy objects using proper body mechanics.3. Characterize safety precautions and techniques used when helping a patient ambulate and demonstrate how to assist the patient to safely stand and walk.4. Demonstrate how to safely care for the falling patient.5. Demonstrate how to measure patients for a walker, crutches, and a cane, and help them ambulate safely with each device.6. Simulate ambulation gaits used with crutches.7. Execute the safety precautions and techniques used when pushing a wheelchair.8. Explain the body's physiologic reactions to heat and cold therapeutic modalities.9. Describe the relationship between nutrition and the functioning of the digestive system.10. Identify the seven basic nutrient types.
Week 4	<ol style="list-style-type: none">1. Describe three types of drug names and given an example, for one drug, of all three names.2. Identify the five controlled substance schedules and describe appropriate storage and substances.3. Describe the principal actions of drugs and three undesirable reactions.4. Identify the routes of medications and storage and handling.
Week 5	<ol style="list-style-type: none">1. Discuss the legal and ethical implications of medication administration.2. Verify the medication order, and describe the parts of a prescription.3. Identify the abbreviations and symbols used in calculating medication dosage.4. Correctly calculate dosages for adults and children.5. List the guidelines to follow when preparing and administering medications.

	<ol style="list-style-type: none"> 6. Identify the six rights of proper drug administration. 7. Choose site selection for administration of injections. 8. Describe safe disposal of syringes, needles, and biohazard materials. 9. Describe inhalation medication and its administration.
Week 6	<ol style="list-style-type: none"> 1. Follow the circulation of blood through the heart starting with the vena cava. 2. Describe the electrical conduction system of the heart. 3. State three reasons why patients may need an electrocardiogram (ECG). 4. Differentiate the 12 leads of an ECG and describe what area of the heart each lead represents. 5. Describe the reason for a patient activity diary during ambulatory electrocardiography.
Week 7	<ol style="list-style-type: none"> 1. Identify and discuss the contents of Clinical Laboratory Improvement Amendments (CLIA) and its importance to the medical assistant. 2. Identify personal safety precautions as established by the Occupational Safety and Health Administration (OSHA). 3. Identify and comply with safety signs, symbols, and labels. 4. Explain the reasons for performing laboratory testing. 5. Name nine of the most common laboratory panels and explain the body system or function being surveyed. 6. Demonstrate how to correctly complete a laboratory requisition. 7. Justify the rationale behind proper patient preparation before laboratory testing.
Week 8	SPRING BREAK/NO CLASS
Week 9	<ol style="list-style-type: none"> 1. Inventory a collection tray, explain the supplies and equipment used in blood collections, and demonstrate the ability to use them safely and comfortably. 2. Explain the importance of correct patient identification; complete specimen labeling; and proper handling, storage, and delivery. 3. Summarize the step-by-step procedure for drawing blood with a syringe, vacuum tube system, butterfly, or capillary puncture. 4. Identify appropriate blood collection tubes in proper order of draw. 5. Distinguish between normal and abnormal blood test results. 6. Discuss how the clinical science of hematology and the complete blood count (CBC) are used in diagnosis and treatment of disease.
Week 10	<ol style="list-style-type: none"> 1. Explain the rationale of performing a proper clean catch collection to a patient. 2. Explain the importance of proper collection and preservation of 24-hour urine specimens. 3. Describe the medical assistants scope of practice regarding performance of a urinalysis. 4. Perform the physical and chemical examination of urine. 1. Display sensitivity to the patient's rights and feelings in collecting specimens. 2. Explain foodborne illnesses, preventative measures, symptoms, and treatments. 3. Compare and contrast bacteria, viruses, fungi, and parasites. 4. Explain the types of microbiology specimens collected in the POL and how they are collected. 5. Describe the medical assistant's scope of practice within microbiology laboratory procedures.
Week 11	<ol style="list-style-type: none"> 1. Explain the types of waived specialty tests performed in the POL and how specimens are collected. 2. Obtain capillary blood specimens for PKU and glucose testing. 3. Select appropriate PPE for potentially infectious situations.
Week 12	<ol style="list-style-type: none"> 1. Discuss characteristics of managers and leaders.

	2. Discuss the different management styles. 3. Recall effective methods of resolving conflict. 4. Describe the purpose of a procedure manual. 5. Interpret the role of the human resources manager. 6. Explain the function of the clinic policy manual. 7. Discuss possible methods for evaluating employees.
Week 13	1. Discuss the purpose of certification and the importance of recertification. 2. Develop a plan and study schedule to sit for a medical assistant certification examination. 3. Describe several methods for pursuing continuing education opportunities through each accrediting agency. 4. Identify the purpose and content of a cover letter. 5. Differentiate between the different resume styles and formulate a resume. 6. Demonstrate effective ways to anticipate and respond to an interviewer's questions.
Week 14	Review for Final and Certification Exam
Week 15	FINAL
Week 16	CERTIFICATION EXAM

METHODS OF EVALUATION:

LAB PARTICIPATION	Satisfactory/Unsatisfactory
CLINICAL	Satisfactory/Unsatisfactory
HOMEWORK	40%
WEEKLY QUIZ	50%
FINAL EXAM	10%

GRADING SCALE:

A	= 95-100%	4.0 points
A-	= 90-94%	3.7 points
B+	= 87-89%	3.3 points
B	= 84-86%	3.0 points
B-	= 80-83%	2.7 points
C+	= 77-79%	2.3 points
C	= 74-76%	2.0 points
C-	= 70-73%	1.7 points
D+	= 67-69%	1.3 points
D	= 64-66%	1.0 points
D-	= 60-63%	0.7 points
F	= below 60%	0.0 points
S	= Satisfactory	0.0 points
U	= Unsatisfactory	0.0 points
W	= Withdrawn	0.0 points

There will be no extra credit opportunities during this course.

LATE ASSIGNMENTS:

Late assignments or Missed Assignments will **not** be accepted unless prior arrangements have been made.

EXAMINATION POLICY:

Students are expected to take all exams on the day(s) they are scheduled. You may not make up a missed exam unless you've made prior arrangements with your instructor. **Any exam without prior instructor approval will be given a grade of "0".**

LAB REQUIREMENTS:

As part of this course, medical assistant skill demonstrations will be provided and the students will have an opportunity to practice these skills in a laboratory setting. Skill performance evaluations will be conducted on each student to determine skill proficiency and are graded as Satisfactory/Unsatisfactory. All Skills must be performed satisfactorily before the student will be allowed to perform skills in the clinical setting. Completion of this requirement is mandatory for progression in this course.

LAB SUPPLIES NEEDED:

Casual attire is acceptable within the laboratory setting. (Please dress appropriately; closed toe shoes are a must). You will also need a watch with a second hand. Supplies kits will be given and if additional supplies are needed during this course, they will be distributed as needed within the laboratory setting.

LAB SCHEDULE:

Mondays 6:00-8:00pm

LAB ATTENDANCE:

Due to the interactive learning methods and limited opportunity to obtain lab / skill information, student attendance is **mandatory** for this course. This course requires active participation online and in lab. Therefore, students are expected to attend each assigned lab and will be excused only under the most emergent circumstances. Students with an unavoidable absence must e-mail or leave a voice mail for the instructor as soon as possible regarding their absence. It is not guaranteed that lab skill make-up days may be scheduled.

PRE-CLINICAL REQUIREMENTS:

Background checks, drug screening, and immunization requirements must be met before students can attend clinical. Students who are unable to satisfactorily meet the expectations of the background check and drug screening, and/or fail to complete the required immunizations will not be allowed to attend clinical experiences. Students who fail to attend the required clinical experiences are unable to meet the clinical expectations required in this course and will be asked to withdraw from the course.

CLINICAL EXPERIENCES:

Preceptors are individuals currently working in a medical office that can provide expertise in the medical clinic environment. Preceptors work alongside the student to expose the student to the various duties and responsibilities of the medical assistant. Preceptors serve as a role model to the student and facilitate an environment where students can learn what it means to be a medical assistant in a medical setting. Preceptors are located throughout the NWC service area and students will be assigned to a variety of locations to give students the opportunity to engage in the function of large and small medical settings. Preceptors provide experiences for students to practice hands on skills and achieve a level of proficiency in patient care. Preceptors are chosen in collaboration with surrounding clinical institutions and are based on criteria outlined in the Preceptor Handbook. Preceptor guided clinical experiences are evaluated according to the 'Preceptor Feedback' form and used to inform the "S/U" Clinical component of the "Methods of Evaluation".

CLINICAL DRESS:

- Wine-colored Cherokee Scrubs
- Comfortable, well-fitting, closed-toed shoes
- Watch with sweeping second-hand or digital second-indicator
- Hair must be clean and well-groomed
- Good personal hygiene is the responsibility of each student and is respectful of patients and colleagues in the clinical environment. Students are expected to bathe regularly, to conduct proper oral hygiene, and in general to prevent offensive body odors.

CLINICAL ATTENDANCE:

Students are required to acquire their own transportation to and from the clinical assignment site. Students are required to attend all clinical experiences and absences should be avoided. Students with unavoidable absence must e-mail and leave a voice mail for the instructor and preceptor as soon as possible regarding their absence to schedule a makeup time. If the student is unable to reschedule missed clinical days, an incomplete "I" will be given and a timeline will be agreed upon between the student/instructor/preceptor on completion of required clinical hours.

ACADEMIC HONESTY:

(*NOTE – This language is adapted from the NWC Student Handbook Academic Code of Conduct – please refer to that document for more information.)

Northwest College is committed to creating and maintaining an environment of academic honesty. It is the faculty's responsibility to affirm the importance of academic integrity and to try to educate students as to standards of academic behavior. Students, too, bear the responsibility for academic integrity. Northwest College expects each student to learn and comply with academic expectations, display appropriate conduct in classroom situations, accept Northwest College's "Student Academic Rights" and "Student Academic Responsibilities", and preserves academic integrity by upholding the spirit of the letter of Academic Code of Conduct. Violations of academic integrity include but are not limited to the following: plagiarism, cheating, trafficking, copyright infringement, and interfering with the learning of other students.

PROFESSIONAL ATTITUDE, CONDUCT and/or BEHAVIOR:

Professional conduct/behavior is expected during lab, clinical and classroom!

- Unprofessional attitude, conduct and/or behavior in all components is defined as the inability to work productively, constructively and cooperatively with others. Continual antagonism of instructors or classmates, and/or repeatedly causing dissension among others.
- Face booking and other social media will not take place during classroom/ laboratory experiences. This includes during assignment and testing times as well as other times determined by the discretion of faculty. Consequences for such violations are at the discretion of the faculty.
- Faculty will use their professional experience and expertise to determine when a student is demonstrating an unacceptable attitude, conduct or behavior.
- Unprofessional attitude, conduct or behavior is grounds for dismissal from the Medical Assistant class.
- Profanity is considered unprofessional conduct.
- Students will be required to adhere to national and state standards of practice and to practice within legal and ethical frameworks.

STUDENT USE OF TELEPHONES (calls/texting/cameras):

- Cell phones are to be turned off and put away during all learning activities. Cell phones may not be on person while in clinical experiences. The instructor reserves the right to keep the phone until class, clinical or learning activities are complete if the cell phone is used or visible. The student may not leave class, clinical experience or lab to answer a phone call unless extenuating circumstances necessitate and the student has made arrangements prior to lab/class with the instructor.
- Personal calls, texting and taking pictures with cell phones, tablets or other camera devices are prohibited during clinical experiences.

STUDENT HEALTH & SAFETY RESPONSIBILITIES:

Students must have the cognitive and physical ability to meet course outcomes and to render nursing care with reasonable skill and safety to clients and self. It is the student's responsibility to advise the faculty of pregnancy, allergy, any acute or chronic health conditions, infectious diseases or any such conditions that may interfere with academic or clinical progress. The faculty reserves the right to restrict the student's clinical practice when a health related problem or potential problem exists. Students must adhere to the health and safety rules and regulations of assigned clinical agencies. In the event of extended interruption of classroom or clinical activities due to hospitalization or health related circumstances, the student will be required to provide a written statement from a qualified health care provider regarding any restrictions or required accommodations before being allowed to resume classroom and clinical activities.

ADA STATEMENT:

Northwest College is dedicated to removing barriers and opening access for students with disabilities in compliance with ADA and Section 504 of the Rehabilitation Act. It is the student's responsibility to make an appointment with the Disability Support Services (DSS) Coordinator to provide documentation of a disability (whether it is psychiatric, learning, mobility, health related, or sensory) and to inquire about accommodations for courses each semester. To contact the DSS Coordinator, call 754 - 6135 or stop by the Student Success Center located in the lower level of Colter Hall.

NORTHWEST COLLEGE NONDISCRIMINATION NOTICE:

Northwest College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, genetic information or veteran status in its programs and activities. We are an Equal Opportunity Employer and Institution (EOE/EOI). Student inquiries concerning disability services shall be directed to the Disability Support Services Coordinator, Student Success Center, 231 W. 6th St. Bldg. 4, Powell, WY 82435-1860; 307.754.6227. All other compliance inquiries shall be directed to the Compliance Officer, Orendorff Building, 231 W. 6th St. Bldg. 1, Powell, WY 82435-1898; 307.754.6098, or the Office of Civil Rights, U.S. Department of Education, Federal Building, 1244 Speer Blvd. #310, Denver, CO 80204-3582; 303.844.6595; Fax: 303.844.4303; TDD: 308.844.3417; ORC_Denver@ed.gov. Title IX inquiries: Title IX Coordinator, Orendorff Building, 231 W. 6th St. Bldg. 1, Powell, WY 82435-1898; 307.754.6100; Title9@nwc.edu.

NORTHWEST COLLEGE RESPECT FOR DIVERSITY STATEMENT:

The Northwest College community includes a rich mix of individuals who, through their distinctive viewpoints, personalities, and life experiences, contribute to an intellectually stimulating and supportive culture. Northwest College's commitment to diversity is central to understanding and learning through the promotion of free and open inquiry and discussion.

We recognize that our success as an institution depends on an environment where all individuals are included in Northwest College's community regardless of, but not limited to race, age, gender identity, ethnicity, sexual orientation, gender, nationality, citizenship, religious affiliation, or disability.

NORTHWEST COLLEGE COURSE WITHDRAWAL PROCEDURE AND SCHEDULE:

If you find that you no longer wish to remain in this class, you should officially drop or withdraw from it. Only you, the student, can initiate this process, and you are strongly encouraged to consult first with your academic advisor with regard to the effect on your program of study, financial aid status, etc. In order to drop or withdraw from class, you must meet certain deadlines and follow specific procedures:

- **To drop:** you can do this by the deadline listed below and no record will appear on your transcript. You can drop a class by logging onto WebAdvisor through your student portal, or your academic advisor can do it for you as well. You can also go to the Admissions Office and complete the appropriate form.
- **To Withdraw:** after the "drop" deadline, your remaining option is to "withdraw" from this course. A mark of "W" will appear on your transcript, but it will not affect your GPA. Again, you can withdraw from a class by the deadline listed below by logging onto WebAdvisor through your student portal, or your academic advisor can do it for you as well. You can also go to the Registration and Records Office and complete the appropriate form.
- **Administrative Withdrawal:** If you merely stop logging onto this class, or cease submitting work even if you still log on, but do not officially remove yourself from class, then you will be subject to "Administrative Withdrawal" from the course, at the discretion of the instructor, up to the official "Withdrawal" deadline mentioned above. Otherwise you shall definitely receive an "F".

Drop/Add/Withdrawal deadlines are available on the Academic Calendar that can be found here:

<http://calendar.nwc.edu/site/academics/>

OFFENSIVE MATERIALS:

Performing in the role of Medical Assistance may require contact with the human body and body secretions. As a result, this course will contain information about these topics. The course may also contain explicit

information on topics and issues such as nudity, sexuality, and elimination of body wastes (this is not an inclusive list).

NORTHWEST COLLEGE FINAL EXAM SCHEDULE:

The Final Exam Schedule for the current semester can be found here:

<https://nwc.edu/academics/finals.html>

NORTHWEST COLLEGE STUDENT RESOURCES:

Northwest College offers a multitude of resources to increase student success including:

1. Northwest College Student Success Program
 - a. Contact Person – Ty Barrus (ty.Barris@nwc.edu)
 - b. Location – Lower level of Coulter hall
 - c. Website – <http://nwc.edu/services/success.html>
2. Northwest college Tutoring Center
 - a. Contact Person – Jen Schneider (jen.schneider@nwc.edu)
 - b. Location – 2nd floor of Hinckley Library
 - c. Phone – 307.754.6188
 - d. Website – <https://nwc.edu/tutoring/>
3. Northwest College Children’s Learning and Care Center
 - a. Contact Person – Autourina Mains (autourina.mains@nwc.edu)
 - b. Location – Children’s Learning and Care Center (beside the Fagerberg Building)
 - c. Phone – 307.754.6188
 - d. Website – <https://nwc.edu/services/childcare/>
4. Hinckley Library
 - a. Website – <http://nwc.edu/library/>
5. Project Succeed/Trio
 - a. Contact Person – Terri Meyer (terri.meyer@nwc.edu)
 - b. Location – Frisby Building 101
 - c. Phone – 307.754.6224
 - d. Website – <https://Nwc.edu/trio/>
6. Net-Tutor (on-line tutoring services)
 - a. Website – <http://nwc.edu/tutoring/online.html>

NORTHWEST COLLEGE EMERGENCY PROCEDURES GUIDE (including evacuation assembly areas):

<https://nwc.edu/securit/documents/Emergency%20Response%20Guide%202015.pdf>

AMENDMENTS TO THE SYLLABUS:

The instructor reserves the right to amend the syllabus during the course if the instructor perceives such amendments would be conducive to student learning. The instructor will notify the student of any changes.

Memorandum of Understanding

Medical Assistant Practicum (MEDA 1540)

I have received the course outline, course requirements and course syllabi for Medical Assistant. I have reviewed and understand the course requirements and how the grades will be computed. I understand the risks inherent in the medical office and voluntarily accept the responsibility to protect the health and safety of myself and others by following the protocols outlined by the clinical facility and NWC Student Handbook.

Student signature: _____ Date: _____