

# MDCA 1417

## Procedures in Clinical Setting

### Spring 2026



**LAMAR INSTITUTE  
OF TECHNOLOGY**

#### **CREDIT**

SCH 4 (3 hours lecture, 3 hours lab)

#### **MODE OF INSTRUCTION**

Face to Face

#### **PREREQUISITE/CO-REQUISITE**

HPRS

Medical Terminology

#### **COURSE DESCRIPTION**

Emphasis on patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for health care settings.

#### **COURSE OBJECTIVES**

*Assist with routine and specialty office examinations and procedures including inventory control; perform medical and surgical asepsis and sterile techniques appropriate in health care settings; apply governmental health care guidelines; and respond to medical emergencies.*

Upon completion of this course, the student will be able to

- Describe the layout and features of a typical examination room
- Differentiate between sanitization and disinfection
- List steps to prevent infection spread in exam and treatment rooms
- Identify instruments and supplies used in physical exams
- Describe and perform vital signs measurement including temperature, pulse, respiration, and blood pressure
- Prepare patients for general and specialty physical exams
- Assist in gynecology, obstetrics, urology, and pediatric patient care
- Apply safety precautions and cultural competence in clinical procedures

#### **INSTRUCTOR CONTACT INFORMATION**

Instructor: Jamie Weaver

Email: [jamie.weaver@woodvilleeagles.org](mailto:jamie.weaver@woodvilleeagles.org)

Office Phone: 409-382-2884

Office Location: Woodville HS CTE RM 207

Office Hours: 2:39-3:30

## **REQUIRED TEXTBOOK AND MATERIALS**

Hartman's Medical Assisting the Basics Hartman Publishing, INC.

## **ATTENDANCE POLICY**

Regular attendance and active participation are essential for success in this course. Students are expected to attend all scheduled classes and engage fully in course activities. Attendance will be recorded and may impact final grades, especially in cases of excessive absences.

Students must notify the instructor in writing by the 15th day of the semester if they will be absent for religious holy days. Absences due to illness, emergencies, or other valid reasons should be communicated promptly.

## **LATE ASSIGNMENT POLICY**

Assignments are due on the date specified in the course calendar or as announced in class. Late submissions will be accepted up to 7 calendar days after the original due date with a 10% deduction per day. After 7 days, the assignment will receive a grade of zero unless prior arrangements have been made due to documented emergencies. No late work will be accepted during finals week.

Students are responsible for managing their time and communicating proactively with the instructor if challenges arise. Extensions may be granted at the instructor's discretion for valid, documented reasons.

## **DROP POLICY**

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specific drop date as listed on the Academic Calendar. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

## **COURSE CALENDAR**

Week 1 – Introduction to Clinical Procedures and Examination Room Setup

Week 2 – Infection Control, Sanitization, and Disinfection Procedures

Week 3 – Vital Signs: Temperature, Pulse, Respiration, Blood Pressure

Week 4 – Patient Preparation and Positioning for Physical Exams

Week 5 – General Physical Examination Techniques and Safety Precautions

Week 6 – Specialty Examinations: Gynecology and Obstetrics

Week 7 – Specialty Examinations: Urology and Reproductive System Disorders

Week 8 – Pediatric Patient Care and Immunizations

Week 9 – Minor Surgical Procedures and Emergency Procedures

Week 10 – Diagnostic Tests and Laboratory Procedures

Week 11 – Medical Assistant's Role in Patient Education and Communication

Week 12 – Documentation and Medical Records Management

Week 13 – Clinical Equipment Use and Maintenance

Week 14 – Review and Practical Skills Assessment

Week 15 – Final Exam and Course Wrap-up

## **COURSE EVALUATION**

Final grades will be calculated according to the following criteria:

### **GRADE BREAKDOWN**

- Unit Exams– 25%
- Clinical Labs & Skills Demonstrations – 30%
- Midterm Exam – 15%
- Final Exam – 25%
- Research Project- 10 % "Optimizing Patient Flow: The Impact of Medical Assistants on Clinical Efficiency and Patient Satisfaction".

### **GRADE SCALE**

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- 0-59 F

## **TECHNICAL REQUIREMENTS**

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

## **DISABILITIES STATEMENT**

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email [specialpopulations@lit.edu](mailto:specialpopulations@lit.edu). You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

## **STUDENT CODE OF CONDUCT STATEMENT**

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be

accessed at [www.lit.edu](http://www.lit.edu). Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

## **STARFISH**

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

## **ADDITIONAL COURSE POLICIES/INFORMATION**

These policies are designed to promote fairness, accountability, and academic success. Students are expected to read and follow all guidelines outlined in the LIT Catalog and Student Handbook.

### ***Attendance & Participation***

- Regular attendance is required and tracked.
- Students must notify the instructor by the 15th class day if they will be absent for religious holy days.
- Excessive absences may result in administrative withdrawal or impact final grades.
- Active participation in discussions, labs, and assignments is expected.

### ***Late Assignment Policy***

- Assignments are due on the date specified in the course calendar or announced in class.
- Late submissions are accepted up to 7 calendar days after the due date with a 10% deduction per day.
- After 7 days, the assignment will receive a grade of zero unless prior arrangements are made due to documented emergencies.
- No late work will be accepted during finals week.