

Syllabus - Advanced Clinical Office Procedures
Winter 2019

Class #	Date	Week	Lecture	Demonstration	Return Demonstration	Required Reading	WB Homework	Quiz
1	1/7/2019 & 1/8/2019	1	Intro to COP 2, Eyes and Ears, ets talk about the final and last term	Eye irrigation, Ear irrigation, Eyedrops, Eardrops	None		None	None
2	1/9/2019 & 1/10/2019	1		None	Eye irrigation, Ear irrigation, Eyedrops, Eardrops	Review chapter 30		Eye irrigation, Ear irrigation, Eyedrops, Eardrops
3	1/14/2019 & 1/15/2019	2	Specialty exams, prenatal exams, sigmoidoscopy, lumbar puncture	Assist with Gyn exam and pap, Naegles, Prenatal exam, Sigmoidoscopy, administer enema	Assist with Gyn exam and pap, Naegles, Prenatal exam, Sigmoidoscopy, administer enema	Chapter 32 & 34	Chapter 32 (Include Internet activity #4 and the Health Record Activities & in 34 (Include Case study 2-8, Internet activity 1)	
4	1/16/2019 & 1/17/2019 IPE 1/16	2	Specialty exams, prenatal exams, sigmoidoscopy, lumbar puncture	Assist with Gyn exam and pap, Naegles, Prenatal exam, Sigmoidoscopy, administer enema	Assist with Gyn exam and pap, Naegles, Prenatal exam, Sigmoidoscopy, administer enema			Assist with Gyn exam and pap, Naegles, Prenatal exam, Sigmoidoscopy, administer enema
5	1/21/2019 & 1/22/2019	3	Oral Meds	NO SCHOOL on 1/21/2019 Review		Chapter 28	Chapter 28 Include workplace applications 1, 3&4 and Health Records activities 1 and 2.	None
6	1/23/2019 & 1/24/2019 IPE 1/23	3	Oral Meds	Obtain and administer oral meds, Administer oral liquids, Administer sublingual meds, Apply transdermal meds, Apply topical ointments	Obtain and administer oral meds, Administer oral liquids, Administer sublingual meds, Apply transdermal meds, Apply topical ointments			Obtain and administer oral meds, Administer oral liquids, Administer sublingual meds, Apply transdermal meds, Apply topical ointments
7	1/28/2019 & 1/29/2019	4	Injectables	Filling a syringe, withdrawal from ampule reconstitute and drawing up meds, withdrawal from vial	None	Chapter 35	Chapter 35 (Including the Internet activities only)	None
8	1/30/2019 & 1/31/2019 IPE 1/30	4			Filling a syringe, withdrawal from ampule reconstitute and drawing up meds, withdrawal from vial		None	Filling a syringe, withdrawal from ampule reconstitute and drawing up meds, withdrawal from vial
9	2/4/2019 & 2/5/2019	5	IM, ID, Sub-Q, Z-trac	IM, ID, Sub-Q, Z-trac			None	
10	2/6/2019 & 2/7/2019	5	None	None	IM, ID, Sub-Q, Z-trac	None	None	IM, ID, Sub-Q, Z-trac
11	2/11/2019 & 2/12/2019	6	Immunizations					
12	2/13/2019 & 2/14/2019	6		IMMUNIZATION PROJECT	IPE 2/13			None
13	2/18/2019 & 2/19/2019	7		NO SCHOOL 2/18/2019				
14	2/20/2019 & 2/21/2019	7	Minor surgery, surgical instr. Skin closures	Surgical scrub, skin prep, sterile gloves, pouring liquids transfer forceps sterile field adding to sterile field assist suturing a lac, removing sutures removing staples wound culture sterile dressing IPE 2/20	Surgical scrub, skin prep, sterile gloves, pouring liquids transfer forceps sterile field adding to sterile field assist suturing a lac, removing sutures removing staples wound culture sterile dressing	chapter 49 & 50	chapter 49 (to question 39) & 50 (Include Health record activities 1)	Surgical scrub, skin prep, sterile gloves, pouring liquids transfer forceps sterile field adding to sterile field assist suturing a lac, removing sutures removing staples wound culture sterile dressing
15	2/25/2019 & 2/26/2019	8	Oxygen uses	Peak flow, O2 use, nebulizer use	Peak flow, O2 use, nebulizer use	Chapter 39	Chapter 39 (Include case study 1, Internet activity 2, Health record activity 3)	

16	2/27/2019 & 2/28/2019	8	Guest Speaker- Travis from Pacific Pulmonary Services	Catch up IPE 2/27				Peak flow, O2 use, nebulizer use
17	3/4/2019 & 3/5/2019	9						None
18	3/6/2019 & 3/7/2019	9	Breast testicular e	Breast testicular exams catheters	Breast testicular exams catheters.	None	None	
19	3/11/2019 & 3/12/2019	10	Emergencies, bandages, casts, splints crash carts	Tubular bandage, cast/splint care	Project			Tubular bandage, cast/splint care
20	3/13/2019 & 3/14/2019	10		Open Lab/Finishing competencies		None	None	
	3/19/2019	Final		8:00:00 AM Room 151				None

