**BARTON COMMUNITY COLLEGE**

**COURSE SYLLABUS**

# **GENERAL COURSE INFORMATION**

Course Number: MDAS 1646

Course Title: Emergency Preparedness

Credit Hours: 1

Prerequisite: None

Division/Discipline: Workforce Training & Community Education, Medical Assistant

Course Description: Provides healthcare professionals with an orientation for their possible future roles in disaster response and the importance of staying within the scope of practice of their profession. Students will be prepared to meet the expectations of their employers, to volunteer effectively, and to be competent and safe responders.

# **INSTRUCTOR INFORMATION**

# **COLLEGE POLICIES**

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available on the College webpage.)

Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at disabilityservices@bartonccc.edu.

# **COURSE AS VIEWED IN THE TOTAL CURRICULUM**

This class prepares the Medical Assistant to assume a role in emergency preparedness within their practice area. Review of emergency procedures and equipment as identified by OSHA will be presented.

# **ASSESSMENT OF STUDENT LEARNING**

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

Outcomes and Competencies:

1. Examine the role of the medical assistant in emergency preparedness.
2. Describe the role and responsibilities of the medical assistant.
3. Identify the roles of other health care team members.
4. Relate the role of the medical assistant to the health care team.
5. Identify safety signs, symbols and labels.
6. Identify safety signs, symbols and labels.
7. Interpret the signs, symbols and labels.
8. Describe the appropriate use of signs, symbols and labels.
9. Demonstrate how to read a MSDS sheet.
10. Demonstrate the use of safety equipment.
11. Demonstrate the use of an eyewash station and locate them within the facility
12. Describe the use of a fire extinguisher. Utilize PASS acronym
13. Locate fire extinguishers.
14. Demonstrate safe sharps disposal.
15. Develop a personal safety plan.
16. Present safety information necessary if you are getting ready to leave.
17. Address safety during violence.
18. List safety measures taken at home.
19. Describe safety during an order of protection.
20. Utilize drug and alcohol safety.
21. List resources to assist in emotional health protection.
22. Develop an environmental safety plan.
23. Setup the staffing of a point of distribution site.
24. Write a control of contamination policy which includes PPE and patient isolation.
25. Utilize a laboratory response network.
26. Develop a procedure for evacuation of a healthcare facility.
27. Identify methods of maintaining protection of medical records.
28. Demonstrate effective communication with patients in the aftermath of a disaster.
29. Identify an evacuation safety plan.
30. Include a map.
31. Describe means of reporting fires and other emergencies.
32. List evacuation procedures and emergency escape route assignments.
33. Discuss procedures to account for all employees after an emergency evacuation has been completed.
34. Describe duties for rescue and medical personnel for those employees who are to perform them.
35. Maintain list of community resources for emergency preparedness.
36. Include names of local/state resources.
37. List contact information
38. List provides summary/description of each resource as it relates to emergency preparedness.
39. List is organized and professionally presented.
40. **INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS**

# **TEXTBOOKS AND OTHER REQUIRED MATERIALS**

# **REFERENCES**

# **METHODS OF INSTRUCTION AND EVALUATION**

# **ATTENDANCE REQUIREMENTS**

# **COURSE OUTLINE**