

**MAYLAND COMMUNITY COLLEGE
Welcomes You To:**

**MED 150.10
Laboratory Procedures**

SPRING 2007

Course Description

This course is designed to provide instruction in basic laboratory techniques for the physician office laboratory. Topics include laboratory safety, quality control, specimen collection and processing, phlebotomy, OSHA/CLIA/HIPPA regulations, methodologies, theory and pathology of selective tests.

Prerequisites: Enrollment in the M.A. Program

Corequisites: None

Lecture: 3 hours

Lab: 4 hours

Credit: 5 hours

Instructor Information

Instructor: Dolly R. Horton, CMA, BS, M.Ed.
Office Location: 217, Phillips Building
Telephone Number: 828-765-7351 ext 330
E-mail Address: dhorton@mayland.edu
Office Hours: Office hours posted

Course Information

Course meeting days: Tuesday 9-12:50 Room P204, Thursday 12-2:50 Room 216

Required Text(s): Garrels, M. & Oatis, C. (2006). Laboratory testing for ambulatory settings. Saunders. St. Louis, MO.

LRC Resources: Selected readings assigned by the instructor

Required supplies: Disposable lab jacket

Training Aids: Videos, equipment in the Medical Assisting Laboratory, facilities tours.

Course Goals: The goal of this course is to enable the student to successfully complete the Laboratory Section of the Certified Medical Assistants' CMA certification/registry examination.

Instructional Objectives: Upon completion of the course, the student will be able to perform the following objectives with a 77% or better on written or competency examinations:

1. Perform basic laboratory tests/skills based on course topics
2. Identify the governmental agencies responsible for regulating laboratory safety and their respective roles
3. Explain if written records meet the legal requirements of accuracy, safety, and confidentiality
4. Explain the theory, methodology and pathology of selected tests
5. Identify the various manuals used in a Physician Office Laboratory (POL) and describe the information and records contained in each
6. Perform CLIA waived tests, urinalysis, hematology, chemistry, immunology and microbiology testing.
7. Perform standard precautions
8. Perform venipuncture
9. Perform capillary puncture
10. Dispose of biohazardous materials

11. Obtain specimens for microbiological testing
12. Instruct patients in the collection of a clean-catch mid-stream urine specimen
13. Instruct patients in the collection of fecal specimens
14. Screen and follow-up test results
15. Instruct individuals according to their needs.
16. Provide instruction for health maintenance and disease prevention
17. Perform an inventory of supplies and equipment
18. Perform routine maintenance of clinical equipment
19. Perform methods of quality control

Grading and Testing:

1. Announced written tests will be given.
2. **Announced tests not taken on the assigned day will have ten points deducted from the total score.**
3. Make-up test or exams must be taken within the week and may be essay.
4. Any student who makes below a 77 on a major exam must remediate. The original test grade will be used to determine the final class grade.
5. Clinical laboratory performance evaluation of the student will be graded according to accuracy, speed, organization, ability, and knowledge of the principle demonstrated. All lab performances must be satisfactorily completed. Clinical laboratory performances not taken on the assigned day must be completed within one week.

Grading Scale:

- A = 93-100
- B = 85-92
- C = 77-84
- D = 70-76
- F = 69 or below

Final Grade Distribution:

Tests	75%
<u>Graded laboratory demonstrations</u>	<u>25%</u>
total	100%

Note: In all MED courses, the student must make a “C” or better to continue in the Medical Assisting Program.

Class Attendance/Absences: See Medical Assisting Student Handbook.

Withdrawal Dates: Spring 2007

End of Unconditional Withdrawal	February 13, 2006
End of Conditional Withdrawal	March 27, 2006

The following ADA statement: Any student requesting special accommodations for this course due to a disability should apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which reasonable accommodations, if any, the student needs for success in this course.

Outline for Laboratory Procedures:

Jan.	9	Syllabi distribution, review of text, Chapter 1 Introduction to the Laboratory
	11	Chapter 1
	16	Test Chp. 1, Chapter 3 Blood Collection
	18	Chapter 1 competency exam, Chapter 3 lab
	23	Chapter 3
	25	Chapter 3 lab
Feb.	30	Test Chapter 3, Chapter 4 Hematology
	1	Chapter 3 competency exam, Chapter 4 lab
	6	Chapter 4
	8	Chapter 4 lab
	13	Test Chapter 4
	15	Chapter 4 competency exam
	20	Chapter 5 Chemistry
	22	Chapter 5 lab
	27	Chapter 5 test
Mar.	1	Chapter 5 lab competency
Spring break March 5-9		
	13	Chapter 6 Immunology
	15	Chapter 6 lab
	20	Chapter 6
	22	Chapter 6 lab
	27	Test Chapter 6
	29	Chapter 6 competency exam
April	3	Chapter 2 Urinalysis
	5-6	College Closed
	10	Test Chapter 2
	12	Chapter 2 lab and competency exam
	17	Chapter 7 Microbiology
	19	Chapter 7 lab
	24	Chapter 7
	26	Chapter 7
May	1	Review for final
	3	Comprehensive final including Chapter 7