



**Course Master Syllabus**

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**CATALOG DESCRIPTION:** This course will introduce the student to the purpose, collection/procedural techniques and recording of diagnostic laboratory procedures commonly performed in the medical office.

**PREREQUISITE(S):** MED 176, MED 177, MED 178, MED 179, MED 182, MED 185, MED 186, MED 187

**COREQUISITE(S):** MED 181

**CREDITS:** 3

**HOURS:** 3.5 (60 Classroom Hours)

\*Last class session is 4 hours

**REQUIRED TEXT(S):** Lindh, W., Tamparo, C., Dahl, B., Morris, J., Correa, C. (2018). Comprehensive Medical Assisting. 6<sup>th</sup> Ed.

**Cengage Course Code:**

**SUPPLEMENTAL MATERIALS:** None

**INSTRUCTOR INFORMATION:**



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<b>CORE COMPETENCIES:</b> The following core competencies are embedded in this curriculum: Communicate effectively in both speech and writing; Apply appropriate mathematical and statistical concepts and operations to interpret data to solve problems; Use scientific method of inquiry, through the acquisition of scientific knowledge; Understand ethical issues and situations; Address an information need by locating, evaluating and effectively using information.	
<b>LEARNING ASSESSMENT</b>	
<b><i>Student Learning Outcomes:</i></b>	<b><i>Suggested Means of Assessment:</i></b>
Demonstrate an understanding of safety, quality assurance, quality control, and the protocols carried out in the medical office laboratory	Written exams, laboratory skill assessments (including work products), graded homework assignments
Collect specimens and perform routine urinalysis, including physical, chemical, and microscopic analysis	Written exams, laboratory skill assessments (including work products), graded homework assignments
Perform venipuncture and phlebotomy procedures and understand the rationale for the collection and processing of blood specimens for hematology, chemistry, immunology, and microbiology	Written exams, laboratory skill assessments (including work products), graded homework assignments
Understand standard precautions and perform procedures for the handling of all a) body fluids, secretions, excretions, b) blood, c) intact skin, and d) mucous membranes	Written exams, laboratory skill assessments (including work products), graded homework assignments
Perform CLIA waived testing, including hematology, chemistry, immunology, and microbiology	Written exams, laboratory skill assessments (including work products), graded homework assignments
Recognize the difference between normal and abnormal laboratory results and the importance of proper documentation and reporting	Written exams, laboratory skill assessments (including work products), graded homework assignments
Recognize the relationship between the Food and Drug Administration (FDA) and CLIA waived laboratory examinations and procedures commonly performed in medical offices that have insignificant risk of erroneous error	Written exams, laboratory skill assessments (including work products), graded homework assignments
<b>GRADING SYSTEM:</b>	C+ = 77 < 80
A = 90 < 100	C = 75 < 77
B+ = 87 < 90	F= Below 75
B = 80 < 87	



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**DISABILITY SERVICES STATEMENT:** Warren County Community College is committed to providing all students equal access to learning opportunities. Student Services is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Students who have, or think they may have, a disability (e.g. mental health, learning, vision, hearing, physical or systemic), are invited to contact Student Services to arrange a confidential discussion at (908) 835-2300 or by email at StudentServices@Warren.edu as soon as possible. Students registered for Disability Services with Student Services, who have requested accommodations for the current semester will be provided with an electronic letter detailing individual accommodations and are encouraged to contact the instructor early in the semester to discuss accommodations outlined in their letter.

**INSTRUCTIONAL SUPPORT CENTER:** The Instructional Support Center (ISC), located in Room 105 across from the library, provides academic support at no cost to WCCC students and is available for courses in which they are currently enrolled. The ISC is staffed with trained professional and peer tutors who are ready to help you understand and succeed. For scheduling or further information, visit the ISC in person, online at <http://www.warren.edu/tutoring/> or by telephone at (908)835-2354.

**STATEMENT AND POLICY ON CHEATING, PLAGIARISM AND ACADEMIC DISHONESTY:** Students are required to perform all the work specified by the instructor, and are responsible for the content and integrity of all academic work submitted. A violation of academic integrity will occur if a student: (1) knowingly represents work of others as one's own, (2) uses or obtains unauthorized assistance in any academic work, (3) gives fraudulent assistance to another student, or (4) furnishes false information or other misuse of college documents.

In cases of suspected violation of academic integrity, the incident is to be reported to the Office of Academics. A student found guilty of violating the rule of academic integrity by the Vice President of Academics will be considered to have failed in personal obligation to the College; such failure will be subject to disciplinary action by the College. Unless otherwise notified, the instructor will allow students who are pending disciplinary action to attend class.

**REQUIRED FORMAT FOR RESEARCH PAPERS:** Research papers written for any Warren County Community College class must conform to the required documentation style. Papers written for humanities (and some social science) classes will follow the most recent edition of the Modern Language Association (MLA) in-text citation and bibliographic methods. Social science and science papers will require the use of the most recent edition of the American Psychological Association (APA) in-text citation and bibliographic methods.

Please consult with your instructor regarding the correct documentation style to use in his/her class.



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**ATTENDANCE POLICY:** Students are expected to attend all class sessions of courses in which they are enrolled and are responsible for all material presented in class and all homework assignments.

Grades are based on the quality of work completed in meeting the requirements for a particular course, as stated in the course syllabus and catalog description.

Excessive absence may be considered sufficient cause for dismissal from class by an instructor or other appropriate college staff member. Any decision to exclude a student from class or the College due to excessive absence shall be subject to review by the President in accordance with established procedures. Students who have not attended class are not entitled to a refund of tuition.

**WCCC HAYTAIAN & MAIER LIBRARY:** (908) 835-2336 <http://warren.libguides.com>

### Library Hours

Monday-Thursday 8am-8pm

Friday 8am-3pm

Check the Academic Calendar for specific holiday dates. Exceptions may apply during breaks and summer sessions. Any changes to the Library's hours are posted on the Library's web page and near the Library doors.

- **Passwords and Log-Ins-**The Library is responsible for resetting passwords for your Network account (email, computers, Wi-Fi, library resources, and printing). This cannot be reset over the phone. Please stop by the Library for help.
- **College IDs-**College IDs are required for all students. The Library is responsible for producing all ID cards. To get an ID card you must bring to the Library a current copy of your class schedule and another form of ID. Your student ID is also your library card and is needed to check materials out of the Library. Your first ID card is free and replacement cards are issued at a cost to the student.
- **Inter-Library Loan (ILL)-**The Library participates in a nation-wide inter-library loan program which is available free to all students and faculty. You can either submit ILL requests via the Internet (form available on the Library's web page) or in person at the circulation desk.



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**TOPICAL OUTLINE:**

Safety in the Lab, The Microscope, Quality Assurance and Control, Record Keeping in the Medical Lab, Urine Specimen Collection and Processing, Physical and Chemical Properties of Urine, Microscopic Properties of Urine, Routine and Advanced Venipuncture, Chemical Analyzers and Clinical Application, Hemoglobin and Hematocrit, The Complete Blood Count, Advanced Hematology Studies, Immunology and Microbiology Testing

**The following MAERB Core Curriculum Competencies are taught and assessed in this course:**

**Cognitive Domain**

- I.C. 10. Identify CLIA waived tests associated with common diseases**
- I.C. 12. Identify quality assurance practices in healthcare**
- II.C. 6. Analyze healthcare results as reported in:
  - a. graphs**
  - b. tables****
- III.C. 6. Define personal protective equipment (PPE) for:
  - a. all body fluids, secretions and excretions**
  - b. blood**
  - c. non-intact skin**
  - d. mucous membranes****
- XII.C. 1. Identify:
  - a. safety signs**
  - b. symbols**
  - c. labels****
- XII.C. 2. Identify safety techniques that can be used in responding to accidental exposure to:
  - a. blood**
  - b. other body fluids**
  - c. needle sticks**
  - d. chemicals****
- XII.C. 5. Describe the purpose of Safety Data Sheets (SDS) in a healthcare setting**
- XII.C. 6. Discuss protocols for disposal of biological chemical materials**



**Psychomotor Domain**

- I.P. 2. Perform:
  - b. venipuncture
  - c. capillary puncture
- I.P. 10. Perform a quality control measure
- I.P. 11. Obtain specimens and perform:
  - a. CLIA waived hematology test
  - b. CLIA waived chemistry test
  - c. CLIA waived urinalysis test
  - d. CLIA waived immunology test
  - e. CLIA waived microbiology test
- II.P. 2. Differentiate between normal and abnormal results
- II.P. 3. Maintain lab test results using flow sheets
- III.P.I. Participate in Blood Borne Pathogen training
- III.P. 2. Select appropriate barrier/personal protective equipment (PPE)
- III.P. 10. Demonstrate proper disposal of biohazardous material
  - a. sharps
  - b. regulated wastes
- XII.P. 1. Comply with:
  - a. safety signs
  - b. symbols
  - c. labels
- XII.P. 2. Demonstrate proper use of:
  - a. eyewash equipment
  - c. sharps disposal containers

**Affective Domain**

- I.A. 3. Show awareness of a patient's concern related to the procedure being performed
- II.A. 1. Reassure a patient of the accuracy of the test results
- V.A. 4. Explain to a patient the rationale for performing a procedure



**GRADING METHODS:**

**ITINERARY:**