



COURSE SYLLABUS SEMESTER

School of Nursing and Health Professions

PROGRAM NAME: Medical Assisting
COURSE NAME: Medical Lab Procedures
COURSE NUMBER: MAP 240-XXX
CREDIT HOURS: 4 credits
CONTACT HOURS: 3 lecture; 3 lab
INSTRUCTOR:
OFFICE HOURS:
CAMPUS EMAIL:
DAYS, TIME, LOCATION:

CATALOG DESCRIPTION:

Provides an introduction to the clinical laboratory, an understanding of the structure and function of the urinary system and an introduction to phlebotomy. The student will also be introduced to hematology and blood chemistry testing.

PREREQUISITES: MAP 110, MAP 120, MAP 210

CO-REQUISITES: MAP 130, MAP 140, MAP 230

REQUIRED TEXT:

Booth, Whicker, Wyman, *Medical Assisting, Administrative and Clinical Procedures with Anatomy and Physiology*, Eighth Edition, McGraw Hill Publishing, 2024

Booth, Whicker, Wyman, *Medical Assisting, Administrative and Clinical Procedures with Anatomy and Physiology Student Workbook*, Eighth Edition, McGraw Hill Publishing, 2024

GENERAL INFORMATION:

For information on FERPA, Cheating and Plagiarism, Assessment of Student Learning Outcomes, and Student Code of Conduct, please refer to the appropriate section of the current Owens Community College Catalog.

COURSE OUTCOMES:

These areas of skill and knowledge will be expected by the student in order to successfully complete the course and will prepare the student for the Certified Medical Assistant (CMA)

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examination offered through the American Association of Medical Assistants (AAMA). The course will:

1. Explain the purpose of a laboratory test and the specific uses of laboratory test results. (SLO 2, 3)
2. List guidelines for testing urine and blood. (SLO 1, 2)
3. Define the purpose of microbiologic smears. (SLO 4)

STUDENT LEARNING OUTCOMES:

The student will be able to:

1. Demonstrate the collection of urine and blood specimens
2. Prepare the patient for collection of a urine specimen and various blood specimens
3. Document laboratory test results
4. Collect a microbiologic smear for a throat culture

Upon graduation at Owens CC students will...

- 1) Communicate effectively.
- 2) Act with professional responsibility.
- 3) Demonstrate sensitivity to others' beliefs and values.
- 4) Think analytically, critically, and creatively.

EVALUATION OF COMPETENCIES:

*Procedure 46-2	Performing a Quick Strep A Test on a Throat Specimen
*Procedure 46-3	Obtaining a Nasopharyngeal Culture Specimen
*Procedure 46-4	Preparing Microbiologic Specimens for Transport to an Outside Laboratory
*Procedure 47-1	Collecting a Clean-Catch Midstream Urine Specimen
*Procedure 47-5	Performing a Reagent Strip Test
*Procedure 47-6	Pregnancy Testing Using the EIA Method
*Procedure 48-2	Performing Venipuncture Using an Evacuated System (butterfly and straight stick methods)
*Procedure 48-3	Performing a Capillary Puncture
*Procedure 48-5	Measuring Hematocrit Percentage
*Procedure 48-6	Measuring Blood Glucose Using a Handheld Glucometer
*Procedure 48-7	Performing a Rapid Infectious Mononucleosis Test
*Procedure 55-1	Teaching Patients How to Read Food Labels

****Students must successfully pass each competency with an 85% or higher to pass the class and to graduate**

****Students must successfully pass each graded competency within TWO attempts**

MAERB CORE CURRICULUM FOR MEDICAL ASSISTANTS

Cognitive (Knowledge Base)	Psychomotor (Skills)	Affective (Behavior)
1.1. Identify structural organization of the human body 1.2. Identify body systems 1.4. Identify major organs in each body system 1.5. Identify the anatomical location of major organs in each body system 1.7. Identify the normal function of each body system 1.8. Identify common pathology related to each body system including: a. signs b. symptoms c. etiology d. diagnostic measures e. treatment modalities 1.9. Identify Clinical Laboratory Improvement Amendments (CLIA) waived tests associated with common diseases 1.11. Identify quality assurance practices in healthcare III.5. Identify the principles of standard precautions III.6. Identify personal protective equipment (PPE) III.7. Identify the implications for failure to comply with Centers for Disease Control (CDC) regulations in healthcare settings IV.1. Identify dietary nutrients including: a. Carbohydrates b. Fat c. Protein d. Minerals e. Electrolytes f. Vitamins g. Fiber h. Water IV.2. Identify the function of dietary supplements IV.3. Identify the special dietary needs for: a. Weight control b. Diabetes c. Cardiovascular disease d. Hypertension e. Cancer f. Lactose sensitivity g. Gluten-free h. Food allergies i. Eating disorders IV.4. Identify the components of a food label V.2. Identify communication barriers V.3. identify techniques for overcoming communication barriers V.5 Identify challenges in communication with different age groups V.12. Identify subjective and objective information X.1. Identify scope of practice and standards of care for medical assistants XII.1. Identify workplace safeguards XII.2. Identify safety techniques that can be use in responding to accidental exposure to: a. Blood b. Other body fluids c. Needle sticks d. Chemicals XII.6. Identify processes for disposal of:	I.2. Perform: b. Venipuncture c. Capillary puncture I.3. Perform patient screening using established protocols I.8. Instruct and prepare a patient for a procedure or treatment 1.10. Perform quality control measure I.11. Obtain specimens and perform: a. CLIA waived hematology tests b. CLIA waived chemistry test c. CLIA waived urinalysis d. CLIA waived immunology test e. CLIA waived microbiology test 11.2 Record laboratory test results into the patient's record III.2. Select appropriate barrier/personal protective equipment (PPE) III.3. Perform handwashing III.10. Demonstrate proper disposal of biohazardous material: a. Sharps b. Regulated wastes IV 1. Instruct a patient regarding a dietary change related to patient's special dietary needs V .1. Respond to nonverbal communication - a. V.2. Correctly use and pronounce medical terminology in health care interactions X.2. Apply HIPAA rules in regard to: a. privacy b. release of information X.3. Document patient care accurately in the medical record XI.1. Demonstrate professional response(s) to ethical issues	1.Demonstrate critical thinking skills 2.Reassure patients 3. Demonstrate empathy for patients' concerns 4. Demonstrate active listening 5. Respect diversity 6. Recognize personal boundaries 7. Demonstrate tactfulness 8. Demonstrate self-awareness

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a. Biohazardous waste		
b. Chemicals		

GRADING PROCEDURES

Homework/Medication Cards	10%
Chapter Spelling Quiz	15%
Nutrition Project	5%
Procedures	25%
Chapter Tests	20%
Final Exam	25%

GRADING SCALE

93% - 100%	A
86% - 92.99%	B
76% - 85.99%	C
70% - 75.99%	D
0% - 69.99%	F

STUDENT RESPONSIBILITIES:

1. To discuss immediately with the instructor any questions regarding class procedure, assignments or grades.
2. To attend class regularly. **It is a requirement that you attend 85% of the class, whether it is an excused or unexcused absence.** A student who does not attend regularly may experience considerable difficulty. Regular attendance is essential in this class. If there is a need for you to be absent, **you must** notify the instructor within **24 hours** of the missed class. It is imperative that you notify the instructor within this time. It is responsibility to learn of any announcements concerning assignments and/or lab assignments or changes from the syllabus from a classmate.
3. No eating or drinking in the lab area of the classroom. All liquids must be in a closed container and always remain in the lecture area of the classroom.
4. You are expected to follow all instructions given with respect to the care and operations of the equipment in the classroom.

DISCIPLINARY ACTION:

Please refer to your program handbook for specific information.

ESSENTIAL FUNCTIONS/TECHNICAL STANDARDS:

The essential functions are the basic activities that you must be able to perform to complete the Medical Assisting curriculum.

1. Attend scheduled classes, labs, and supervised practices; be present for examination and testing.
2. Assimilate information presented via lecture, handouts, videos, discussions, computer and/or other educational modalities.
3. Complete assignments such as written assignments, oral presentations, class participation, examinations, and computer-based activities.

4. Apply the assimilated information to appropriate clinical situations.
5. Effectively communicate with faculty, fellow students and professionals, using oral, written and computer modalities in an appropriate manner.
6. Make effective use of learning resources at Owens Community College.
7. Demonstrate sufficient problem-solving skills to assess multifactorial aspects of medical assisting practices.
8. Organize and prioritize necessary tasks/activities within time constraints.
9. Demonstrate sufficient computer skills, eye and hand coordination to perform certain aspects of medical assisting practices.

CELLULAR PHONES:

Unless authorized by the instructor, there will be no use of cell phones during class time; this includes texting, using apps, etc. If you need to be contacted immediately due to an emergency, please have them contact the School of Nursing and Healthcare Professions Office at 567-661-7295 or the Department of Public Safety at 567-661-7575 and a message will be passed to you. **Failure to have your cell phone on vibrate will lead to further disciplinary action.** **When you are working in the lab portion of the classroom you are not allowed to have your cell phone on your person.**

EMAIL:

Owens Community College provides each student with a campus email account through your Ozone account. To activate your Ozone email account, go to: <https://ozone.edu> and follow the instructions given. If you have problems, you can contact the Help Desk at 567-661-7120 or 1-800-GO-OWENS, ext. 7120. You may also email the Help Desk at helpdesk@owens.edu.

Instructors will communicate with students through the Owens email, not through private email sites, texting, or social media.

INSTRUCTION METHODS

Lecture
Power Points
In-class activities
Role playing
Critical Thinking

METHODS OF EVALUATION

Perform procedures required by CAAHEP
Pen/pencil Chapter tests
Spelling/Terminology quizzes
Homework
Medication cards

POLICY ON MAKE-UP EXAM:

You will be given an opportunity to make-up exams for an **excused absence** with no penalty. **Please refer to the Expectations for MAP 240 and MAP 130 for additional information.**

POLICY ON ATTENDANCE:

Regular and punctual class attendance is expected of all students. Although job and family commitments are very important, it is also important that you attend class. **Classes begin on time. If you enter the classroom after the posted course start time you will be marked late. Exceptions to being tardy are weather related.** It is your responsibility to notify your instructor the reason you were late to class, as well as your responsibility to get the information already covered in class from another student.

Tardiness and absences will be evaluated, and further action determined on an individual basis by the instructor in conjunction with the Chair of the program. If you are hospitalized or seen in the ER, Urgent Care, or doctor, you will need to have a note from the physician releasing you to return to class.

DISABILITY STATEMENT:

If you have a disability or acquire one, you may be entitled to receive individualized services and/or accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to apply for services, please contact the Office of Disability Services in Alumni Hall 103 at 567-661-7007 or email disability@owens.edu.

STUDENT CODE OF CONDUCT:

All students are expected to follow Owens Community College's Code of Conduct. If you are unfamiliar with the code, it can be found at https://www.owens.edu/student_service/code_conduct.html.

ACADEMIC ASSISTANCE AND SUPPORT:

A combination of services is provided to students to both enhance the educational experience and improve student growth. Included but not limited to:

1. Library Services
2. Testing Center
3. Computer Labs (please check the open lab schedule posted outside the labs)

COVID INFORMATION:

Mask Policy: Please pay attention to the college's current policy on masks. **Current masks are not required on campus while indoors;** however, this requirement may change depending on COVID circumstances. If changes are made, you will be informed via email and/or other communication methods. If you need a mask, a box of masks is in HEC 136 or you can see the Department of Public Safety.

Students who Appear Sick or Report Covid: If you have a positive COVID test, please report that information to your instructor as soon as possible. The instructor will then report the positive diagnosis to the COVID-19 Response Team on campus at covid19@owens.edu.

Make Up Work/Working around Quarantine: If you test positive for COVID, you quarantine, or must care for someone with COVID during this course, please let the instructor and Chair of the Medical Assisting Program as soon as possible. When possible, class materials will be available through Blackboard or Owens email. The instructor will do their best to make arrangements for you to make up the lab work missed.

Contingency Plans: While unlikely, there is a possibility that the college will be required to suspend face-to-face classes and labs temporarily. While we hope this is not the case, if it does happen, your lab will not meet. We will conduct the lecture portion of the class online and we will make up the hands-on portion when classes are able to resume. The instructor and Chair of the Medical Assisting Program will be available online and via email to assist. Depending on the

circumstances, the plan would be for the campus to remain open including the library, computer labs, and student study spaces.

ANTI-DISCRIMINATION AND HARASSMENT & TITLE IX/SEXUAL MISCONDUCT:

All students, faculty, and staff are expected to follow Owens Community College's Anti-Discrimination and Harassment Policy and the College's Title IX/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

If you are unfamiliar with the Anti-Discrimination and Harassment Policy, it can be found at:

<https://www.owens.edu/trustees/procedures/proc3358-11-4-17.pdf>

If you are unfamiliar with the Title IX/Sexual Misconduct Procedures and Guidelines, it can be found at: <https://www.owens.edu/trustees/procedures/proc3358-11-4-17-titleIX.pdf>

Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the class.

Week	Day/Date	Readings	Activity/Assignment	Assessment
1	Monday	Chapter 45 Orientation in the Lab Pages: 950 - 970	Review Syllabus Hand out Medication Card Words and Instructions Begin Ch. 45 Discussion HW: Workbook Ch 45 pgs. 625-630 (Vocab Review, Matching, T/F, MC, Sentence Completion, Label Parts of the Microscope)	Orientation to the Lab
	Wednesday	Chapter 45	Finish Ch. 45 Discussion HW check-in Review for Ch. 45 Spelling and Test	Introduce and practice Procedure 47-1
2	TBD	TBD	TBD	TBD
	Wednesday	Chapter 30 The Urinary System Pages: 633-643	HW DUE Begin and Complete Ch. 30 Discussion (Questions from Ch. 30 will be on the Ch. 47 Test) HW: Workbook Ch 30 pgs 411-416 (Vocab Review, Matching, T/F, MC, Sentence Completion, Label Parts of Urinary system & Kidney, Build-a-Word, CT) Review for Ch. 30 Test	Chapter 45 Spelling and Test Practice Procedure 47-1 Introduce and Practice Procedures: 47-5, 47-6
3	Monday	Chapter 47 Collecting, Processing, and Testing Urine and Stool Specimens Pages: 1003-1031	HW DUE Begin Ch. 47 Discussion HW: Workbook Ch 47 pgs 655-659 (Vocab Review, Matching, T/F, MC, Sentence Completion, Label Parts of	

			Urinary system & Kidney, Build-a-Word)	
	Wednesday		Ch. 47 Discussion Continued	Practice Procedures 47-1, 47-5, 47-6
4	Monday		HW DUE Finish Ch. 47 Discussion Review for Ch. 47 Spelling and Test	
	Wednesday	Chapter 26 The Blood Pages: 572-583	Begin and Finish Ch. 26 Discussion (Questions from Ch. 26 will be on the Ch. 48 Test) HW: Workbook Ch 26 pgs. 379-384 (Vocab Review, Matching, MC, Sentence Completion, SA, WBC type, Blood type/antigens and antibodies, Build-a-Word)	Ch. 47 Spelling and Test (with questions from Ch. 30) Evaluate on Procedures 47-1, 47-5, 47-6
5	Monday	Chapter 48 Collecting, Processing, and Testing Blood Specimens	HW DUE Begin Ch. 48 Discussion HW: Workbook Ch 48 pgs. 679-684 (Vocab Review, Matching, MC, Sentence Completion, SA, Application # 1)	
	Wednesday	Chapter 48	Continue Ch. 48 Discussion	Introduce and practice procedure 48-3, 48-6
6	Monday	Chapter 48	HW DUE Continue Ch. 48 Discussion	Practice Evals in lab
	Wednesday	Chapter 48	Finish Ch. 48 Discussion Review for Ch. 48 Spelling and Test	Introduce 48-5 and practice with 48-3, 48-6
7	Monday	Chapter 33 The Endocrine System Pages: 584-697	Begin Ch. 33 Discussion HW: Workbook Ch 33 Pgs. 439-445 (Vocab Review, Matching, MC, Sentence Completion, Build-a-Word)	Chapter 48 Spelling and Test (questions from Ch. 26 will be included) Practice in lab
	Wednesday	Chapter 33	Finish Ch. 33 Discussion Work on HW in class and answer questions Review for Ch. 33 Test	Eval on Procedures 48-3, 48-5, 48-6
8	Monday	Chapter 46	Begin Ch. 46 Discussion	Chapter 33 Test

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		Microbiology and Disease Pages: 971-1001	HW DUE Ch 33 Workbook HW: Workbook Ch 46 Pgs. 635-641(Vocab Review, Matching, MC, Sentence Completion, SA, CT)	Introduce Procedures: 48-2 and 48-7
	Wednesday		Chapter 46 HW: Workbook Ch 46 Pgs. 635-641(Vocab Review, Matching, MC, Sentence Completion, SA, CT)	Practice Procedures: 48-2, 48-7 Introduce Procedure: 46-2, 46-3, 46-4
9	TBD	TBD	TBD	TBD
10	Monday		HW DUE Continue Ch. 46 Discussion	Practice Procedures: 48-2, 48-7, 46-2, 46-3, 46-4
	Wednesday		Finish Ch. 46 Discussion Review for Ch. 46 Spelling and Test	Practice Procedures: 48-2, 48-7, 46-2, 46-3, 46-4
11	Monday	Chapter 32 The Digestive System Pages: 668-683	Begin Ch. 32 Discussion (Questions from Ch. 32 will be on Ch. 55 Test) HW: Workbook Ch 32 Pgs. 429-436- (Vocab Review, Matching, MC, Sentence Completion, SA, CT)	Chapter 46 Spelling and Test
	Wednesday		Finish Ch. 32 Discussion	Practice Procedures: 48-2, 48-7, 46-2, 46-3, 46-4
11	Monday	Chapter 55 Nutrition and Health Pages: 1210-1238	HW DUE Begin Ch. 55 Discussion Hand out Rubric and Discuss Nutrition Project HW: Workbook Ch 55 Pgs. 805-810 (Vocab Review, Matching, MC, Sentence Completion, SA, CT)	Practice Procedures: 48-2, 48-7, 46-2, 46-3, 46-4
	Wednesday	Chapter 55	Continue Ch. 55 Discussion Review for Nutrition Quiz!	Practice Procedures: 48-2, 48-7, 46-2, 46-3, 46-4 Introduce Procedure 55-1
12	Monday	Chapter 55	HW DUE Continue Ch. 55 Discussion Work on Nutrition Project in class	Nutrition Quiz!

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	Wednesday	Chapter 55	Finish Ch. 55 Discussion Review for Ch. 55 Spelling and Test	Eval on Procedure 55-1
13	Monday	Chapter 27 The Lymphoid System and The Immune Response Pages: 585-597	Begin Ch. 27 Discussion Nutrition Project Check-In HW: Workbook Ch 27 Pgs. 387-392 (Vocab Review, Matching, MC, Sentence Completion, SA, CT)	Chapter 55 Spelling and Test (questions from Ch. 32 will be included)
	Wednesday	Chapter 27	Continue Ch. 27 Discussion	Practice Procedures: 48-2, 48-7, 46-2, 46-3, 46-4
14	Monday	Chapter 27	HW DUE Continue Ch. 27 Discussion Nutrition Project Check-In	
	Wednesday	Chapter 27	Finish Ch. 27 Discussion Review for Ch. 27 Test	Practice Procedures: 48-2, 48-7, 46-2, 46-3, 46-4 Begin Evaluations if ready
15	Monday	Wrap up all Chapters	Present Nutrition Projects in Class	Chapter 27 Test Continue remaining Evaluations
	Wednesday	Final Exam Review	LAB DAY	Continue remaining Evaluations
Final Exam Week	Monday	Final Exam Review	LAB DAY Final Exam Review	Complete any remaining Evaluations!
	Wednesday		Final Exam	All Evaluations Must be Complete by TODAY!

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