# **Fresno City College**

MA 4 Office Laboratory Procedures Syllabus

Course Description:

Preparation of patient specimens for laboratory study or transportation, and specimen screening analysis techniques, recording of findings, laboratory safety, regulations and safety hazards. Precautionary measures relevant to specimen handling, personal and patient safety.

Course Objective:

This course is designed to give the student the fundamentals and basic introduction into the theory and technique of basic medical office laboratory procedures. The focus is on:

1. The physician office laboratory testing procedures
2. Patient preparation
3. Proper specimen collection procedures
4. Safety standards
5. Universal precautions
6. Laboratory technique
7. Laboratory terminology

Student Learning Outcomes:

1. Describe basic personnel protective Equipment (PPE) for laboratory.
2. Perform accurate laboratory tests, using accurate detail with application of proper and safe technique.
3. Define laboratory procedures, laboratory tests, and the conditions for which they are performed.

Course Information:

1. MA4: Section 43427 2016 F - 08/16 – 10/13/2016: Lecture 1:00 – 3:10 pm; Laboratory 3:20 – 5:10 pm. Tuesday and Thursdays.
2. Instructors Constance Mollo [constance.mollo@fresnocitycollege.edu](mailto:constance.mollo@fresnocitycollege.edu) Lecture ; Jojie Stallard [jojie.stallard@fresnocitycollege.edu](mailto:jojie.stallard@fresnocitycollege.edu) Laboratory
3. Textbook: Proctor D; Alexander A; Kinn’s The Medical Assistant 13th Edition;   
   Proctor D; Alexander A; Kinn’s The Medical Assistant 13th Edition Study Guide  
   Proctor D; Alexander A; Kinn’s The Medical Assistant 13th Edition Procedure Checklist Manual. **Each student must have their own personal copy of the textbook, Study Guide and Checklist manuals. Copies made of study guide and checklists violate copyright laws and will not be accepted from students turning in assignments. A copy of textbook is on reserve in the library.**
4. Other Course materials  
   1. Scranton 882 E or ES for taking chapter tests and final.

2. Recommended to have a medical dictionary or access to an on-line medical dictionary resource.  
3. Medical Assisting Uniform: The designated color for Student Medical Assistants is **Teal.** Uniform may be in either of these combinations:

A. Teal top **and** teal pants, white or teal undershirt/tank top/camisole- this can be long sleeves during colder weather, white socks, white shoes, white lab coat

B. Teal top (white pants) **or** teal pants (white top), white or teal undershirt/tank top/camisole- this can be long sleeves during colder weather, white socks, white shoes, white lab coat  
**Uniform must be worn beginning the second week of class: Tuesday August 23rd.**While wearing the MA uniform:

A. Uniforms must be clean and pressed, shoes clean

B. No head coverings (i.e. caps, scarves, head bands etc.)

C. No excessive jewelry; neck jewelry, bracelets and dangle-earrings or large hair clips permissible.

D. Hair must be worn away from the face and held in place. Long hair must be off the collar and held in place with a simple hair clip or elastic tie.

E. Fanny packs are not to be worn with the MA uniform.

F. Tattoos must be covered.

G. Ear piercing must be simple, minimal and conservative. No multiple earrings are permitted. **Facial piercing is not permitted.**

H. Nails must be clean and neatly trimmed and must not extend beyond the tips of the fingers. No **acrylic nails** to be worn during class. Nail polish is not permitted.

I. Facial hair must be well trimmed, neat in appearance and not long and excessive.

J. Perfume, cologne, after-shave lotions, etc. must be used with good judgment (use light fragrances and a very little amount). Remember, you the Medical Assistant are working with patients who are ill and may have problems with fragrances, aromas and or odors.

**NOTE: Meet with the instructors before or after class if you have any personal questions or concerns regarding the uniform policy.**

1. In addition to the uniform requirements, you will need
2. White Laboratory Coat
3. Safety Glasses / Goggles

Instructor / Course Expectations:

1. Attendance: Students are expected to be in their seats when class begins. Absences from either lecture or laboratory section of class will be considered as an absence for the entire class An automatic drop will be initiated by the instructor if student is absent the first week of class or has more than three unexcused absences within the first four weeks of class.
2. Tardiness: Three incidences of tardiness will equal one absence.
3. Preparation and Participation: Students are expected to be prepared for class by reading the assignments prior to class. Use the Schedule of assignments at end of syllabus as a guide to material to prepare for class.
4. Spelling: Students must use correct spelling with written assignments, quizzes and exams.
5. Quizzes, Exams and Final: A quiz on materials covered during lecture will be given every class meeting. Chapter exams will be given on completion of chapters. The final is comprehensive and will include all chapters covered during the course.
6. Successful laboratory participation is part of the class requirement. This class is an office laboratory procedures class which includes participation in the laboratory portion. The student must be successful in the laboratory portion of MA4 in order to pass the class.
7. Academic Problems: If a student is experiencing problems regarding the class content, please notify the instructor immediately. **If you have a verified need for an academic accommodation or materials in alternative media, per The Americans with Disabilities Act or Section 504 of the Rehabilitation Act, please contact your instructor at the beginning of the semester with the proper paper work.**
8. Disruptive behavior: Defined as any behavior in the classroom setting that impedes the learning process. Examples of disruptive behavior are but not limited to:
   1. Tardiness
   2. Talking during lecture; text messaging, passing notes
   3. Cell phone usage including head phone; ear phones. Cell phones are to be off and stowed during class.
   4. Sun visors, sunglasses, ball caps, and or hoods shall not be worn during class.
   5. Leaving the class during lecture or laboratory. Two 10 minute breaks are given during lecture.
   6. Food and beverages are not allowed in class and must be consumed during the scheduled breaks. No gum chewing allowed in laboratory portion of classroom.
   7. Disruptive behavior will not be tolerated and students participating in the behavior will be asked to leave the class and will be reported to the Dean through the Disruptive Student Form.
9. Cheating and Plagiarism will not be tolerated. Any student found coping or allowing another student to copy test and quiz answers or handing in copyrighted material for a class grade will be asked to leave class and will be reported to the college according to the guidelines found in the current Fresno City College Catalog. Cheating and plagiarism is a serious offense and may lead to suspension and or expulsion from class.
10. Guests and Visitors: Fresno City College policy and liability regulations do not permit non students to sit or remain in the classroom while the class is in session. Those refusing to leave will be reported to Campus Police.
11. Instructor’s Motto: Treat your class like a job:
    1. Be punctual
    2. Listen
    3. Participate
    4. Take notes
    5. Be prepared.
12. Grading Policy: No student will be allowed to leave the class room prior to finishing their examination; doing so will result in the forfeiture of the remaining portion of the exam. Additionally, talking to another student during an examination or quiz will result in quiz and or test being terminated.
    1. Quizzes and test will be given at the beginning of the class period. Tardy students will have only what time is left in an ongoing class quiz and will not be allowed to make up a quiz after the class has finished the quiz.
    2. Practical laboratory procedures: Students will be graded on successful practical laboratory procedures. Late workbook assignments or other assignments will be accepted for grading, however full credit will not be given.
    3. Any student that does not attend class in MA uniform will be considered absent with a 20 point deduction.
    4. The grades earned in both the lecture and laboratory portion of the class will be combined for the student final grade.
    5. Extra Credit: At the discretion of the instructor, extra credit assignments may be given. Up to only 20 points can be earned.
    6. Final Grade: Students may access final grade through FCC Web Advisor at end of the Semester; December 2016.
    7. Determination of Grades is based on percent of weighted total. 90 – 100 % = A; 80 -89% =B; 70 -79% = C; 60- 69% = D and < 60% =F
    8. Weighted percentage: Assignments = 20 %; Quizzes = 20%; Chapter tests and Final = 35%; Professionalism = 25%.

Schedule of Assignments

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| **Week of Semester** | **Class meeting Days** | **Assignments and topics** |
| Week 1  08/16 | Tuesday | Orientation to course  Syllabus review  Introductions  Begin Chapter 44 |
| Week 1  08/18 | Thursday | Quiz  Overview of Laboratory and professionals  CLIA / Rules and regulations  Equipment  Role of Clinical lab in patient care |
| Week 2  08/23 | Tuesday | Quiz; Final paper assignment; Laboratory Safety and measurement. |
| Week 2  08/25 | Thursday | Quiz; Laboratory measurement; Quality Assurance; Quality Control; Laboratory equipment and testing. |
| Week 3  08/30 | Tuesday | Quiz; Conclude Chapter 44; Study Guide for chap 44 due  Review for chapter test. |
| Week 3  09/01 | Thursday | Chapter 44 test  Begin Chapter 45 Urinalysis. |
| Week 4  09/06 | Tuesday | Urinary tract and urine formation. Collection techniques |
| Week 4  09/08 | Thursday | Quiz; Components of urinalysis; Handling and transport of specimens; Specialized testing; QA and QC of UA. |
| Week 5  09/13 | Tuesday | Quiz; Conclusion of Chapter 45; Study Guide chapter 45 due. |
| Week 5  09/15 | Thursday | Chapter 45 test  Begin Chapter 46; vocabulary circulatory system. |
| Week 6  09/20 | Tuesday | Quiz; Capillary punctures, devices, containers; and site selection. |
| Week 6  09/22 | Thursday | Quiz; Capillary punctures, patient preparation; collecting the specimen; specimen handling; labeling and transport. |
| Week 7  09/27 | Tuesday | Quiz; Phlebotomy vocabulary; equipment; order of collection; safety precautions |
| Week 7  09/29 | Thursday | Quiz; Venipuncture techniques; Problems associated with venipunctures; Pediatric phlebotomy; Specimen handling; Patient education; legal and ethical issues. |
| Week 8  10/04 | Tuesday | Quiz; Presentation of final assignment; Chapter 46 Study Guide due; Review of Chapter 46 |
| Week 8  10/06 | Thursday | Chapter 46 Test  Begin Chapter 47 |
| Week 9  10/11 | Tuesday | Quiz  Hematology; Review for final |
| Week 9  10/13 | Thursday | Final; Comprehensive of material covered during semester. |