

**MIDSTATE COLLEGE**  
**411 W. NORTHMOOR ROAD**  
**PEORIA, IL 61614**  
**(309) 692-4092      (800) 251-4299**  
**(Fall 2018)**

**COURSE:** AH 225 Clinical Procedures IV

**CREDIT HOURS:** 4 quarter hours

**METHOD OF DELIVERY:** arranged

**TEXTS:** 1. EAL Today's Medical Assistant, ISBN# 9780323401289  
2. Today's Medical Assistant: Clinical & Administrative Procedures, 3<sup>rd</sup> Ed., ISBN# 9780323312073

**AUTHOR:** 1. Bonewit-West/Hunt/Applegate  
2. Bonewit-West/Hunt/Applegate

**COURSE DESCRIPTION:** The student will perform laboratory procedures and meet predetermined competencies in collection, transport, handling, and disposal of specimens, hematology, and urinalysis testing. Special time and consideration is allotted for presentation of the theory, and legal and safe practice in this area of the medical office.

**PREREQUISITES:** AH 145 Clinical Procedures I, AH 165 Clinical Procedures II, and all health requirements completed and turned in or permission of Department Director.

**REQUIREMENTS FOR COMPLETING THE COURSE:** All competencies must be passed at 70% or better to pass this course regardless of classroom grades. Attendance at 75% or greater and compliance with dress code is required to pass the professionalism competency. Skill competencies may not be attempted more than 3 times. After the first attempt, the best grade attainable will be 70% for that competency. Students must complete assessment tools to the satisfaction of the instructor and complete standard departmental tests for AH 225. Department policy prohibits extra credit.

Required Competencies for AH 225:

1. Demonstrate CLIA waved test done by the Medical Assistant in immunology  
**(I-15)**
2. Demonstrate CLIA waved test done by the Medical Assistant in hematology **(I-12)**
3. Distinguish between normal and abnormal lab values **(II-5)**
4. Demonstrate CLIA waved test done by the Medical Assistant in microbiology  
**(III-8)**
5. Obtain a microbiological specimen for testing **(III-7)**
6. Demonstrate CLIA waved test done by the Medical Assistant in chemistry **(I-13)**
7. Perform quality control measures before performing a glucose level, screen & chart results **(I-11)**
8. Maintain laboratory test results using flow sheets **(II-2)**
9. Demonstrate CLIA waved test done by the Medical Assistant in Urinalysis **(I-14)**
10. Practice standard precautions **(III-2)**

11. Perform venipuncture **(I-2)**
12. Perform capillary puncture **(I-3)**
13. Select appropriate barrier/personal protective equipment for potentially infectious situation **(III-3)**
14. Prepare a blood smear **(I-12)**
15. Select appropriate PPE to safely prepare centrifuged blood specimen for transport **(III-3)**
16. Perform Hgb test, screen and chart results **(I-12)**
17. Dress & behave in a professional manner **MSC**

Required curriculum in all three learning domains (cognitive, psychomotor and affective) is listed under learning objectives and coded by assessment tool. T = test, W = worksheet, W\* = worksheet and work product. Required curriculum topics are followed by numerical mapping to Core Curriculum 2008.

**TOPICS:** CLIA waived testing, Certificate of waiver laboratories, Components of quality assurance

Lab requisitions and transfer of biohazardous materials, Obtaining and interpretation of lab work

**LEARNING OBJECTIVES:** Upon completion of the course, the student will be able to:

1. Maintain laboratory in accordance with safety standards
  - a. **T** describe the proper disposal of laboratory media and equipment following OSHA Guidelines. **MSC**
  - b. **T** identify diseases which may require CLIA waived testing. **C III (10)**
2. Complete CLIA waived testing
  - a. **W\*** demonstrate CLIA waived test done by the Medical Assistant in immunology: Pregnancy Test. **P I (15)**
  - b. **W** prepare a blood smear. **MSC**
  - c. **W\*** demonstrate CLIA waived test done by the Medical Assistant in hematology: HCT reading using micro-hematocrit centrifuge. **P I (12)**
  - d. **W\*** demonstrate CLIA waived test done by the Medical Assistant in microbiology: Preparing and reading a wet mount. **P III (8)**
  - e. **W\*** obtain a microbiological sample and complete a rapid Strep A test. Screen & chart results. **P III (7); P III (8); P I (16)**
  - f. **W\*** demonstrate CLIA waived test done by the Medical Assistant in Urinalysis: Perform macroscopic urine examination using strips and Clinitech machine. **P I (14)**

- g. **W\*** demonstrate CLIA waived test done by the Medical Assistant in chemistry: Cholesterol  
Test. Screen & chart results. P I (13); P I (16)
  - h. **W\*** perform Hemoglobin Test. Screen and chart results. P I (12) P I (16)
  - i. **W** instruct the patient in obtaining a clean catch specimen utilizing sensitivity to patient's rights and feelings. P III (7); A III (1)
3. Obtain venous blood specimens
- a. **W** Obtain blood thru use of the butterfly method. P I (2)
  - b. **W** Obtain venous blood specimen using a vacutainer. P I (2)
4. Demonstrate correct transport & storage of specimens
- a. **W** prepare a centrifuged blood specimen for transport. P III (2)
5. Quality control
- a. **W\*** obtain blood from capillary puncture to do glucose level with glucometer. Perform quality control on the glucometer before testing. Screen and chart results on flow sheet.  
P I (3); P I (11); P II (2)
  - b. **T** discuss issues related to quality control. C III (9)
6. Demonstrate professionalism
- a. **W** Dress and perform in a professional manner. MSC
  - b. **T** Distinguish between normal and abnormal lab values for Hgb, HCT, FBS, HgA1c, K+, HDL, LDL, Total Cholesterol, Prottime. A II (2)

**MIDSTATE GRADING SCALE:**

90 – 100 A

80 – 89 B

70 – 79 C\*

60 – 69 D

0 – 59 F

\*Students must have a grade of 70% or better on all competencies to pass this course.

**Academic Integrity:**

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and

supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following (**plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement**) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

### **Plagiarism:**

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of Turnitin which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

### **Student Success and Tutoring:**

Contact Student Success: Room 110; (309) 692-4092, ext. 1100; [studentsuccess@midstate.edu](mailto:studentsuccess@midstate.edu);

The Office of Student Success offers help in the following areas:

- **Tutoring:** Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- **Writing assignment assistance:** This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.
- **Math, accounting, and computer skills (including file management).**

- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management

This is a standardized syllabus for AH225. All modifications will be made by the program director to maintain consistency. AH225syl Rev 9/2013 aes

Instructor Information: Margaret Markley

Office 204 Phone: 309-692-4092 ext. 2040

Office Hours: Wednesday 4-6, Thursday 11 am-6 pm, and by arrangement

E-mail: [mmarkley@midstate.edu](mailto:mmarkley@midstate.edu).

Participation Requirements: This is a clinical class. You may not miss more than 25% of the total class time in order to complete this class. Missing more time than this will cause you to receive a failing grade on the Professionalism Competency and you will not be able to pass the class. Coming to class late or leaving before class is over will count towards the overall absence time. This class meets ten weeks so this means you may not miss more than two and one half class periods. If you are more than 30 minutes late or leave before the class is done this will be counted as half a class period. You must call or E-mail the instructor if you will not be at class or you know you will be late.

Policies and Procedures:

1. All work must be completed on time. If you miss a class, you are expected to use your course outline to determine what you have missed. You must make up anything that was due prior to the next class. If work is not made up prior to the next class, your grade on that work may be lowered by 10% for each week that it is not done and turned in.
2. You must follow the dress code. You will be given information on the first day of class as to what the requirements are. Dress is part of your professionalism competency and failure to follow will affect your overall grade.
3. Academic dishonesty is not tolerated in any situation and will be referred to the dean. Please refer to the Plagiarism policy for any written work and ask questions if you have any concerns about this.
4. All work turned in should be professionally written and presented. Check spelling and grammar. Do not hand in ragged edge papers or use ink other than black ink for clinical work.

- Please make sure that your phone is on “vibrate” if you are expecting a phone call that you must take. Leave class quietly and take your phone call. Do not text message during class. This is the same as talking on the phone. You cannot “be” at class and on the phone at the same time. If you are doing this it will affect your professionalism grade.

Methods of evaluation:

There will be a pretest and a posttest given in this class.

This class will have 1 written/oral presentation. There will be 4 tests and 3 quizzes, a final exam, study guide assignments, and clinical competencies. All clinical competencies must be passed with a 70% in order to pass this class. This includes your professionalism competency and the requirements for attendance. Clinical competencies will make up none of your final grade. Tests, quizzes, the final exam, assignments, and project will make up 100% of the final grade.

Date	Topic	Objectives	Assignments and Homework
Week 1	Chapter 1. Getting to Know the Clinical Lab	Describe the proper disposal of laboratory media and equipment following OSHA Guidelines.	Pretest. Chapter 1 discussion. Microscope competency. Homework: Read Chapter 1 and 2 and do assignment in Study Guide.
Week 2		Dress and perform in a professional manner. Distinguish between normal and abnormal lab values	Practice with Venipuncture materials.
Week 3	Chapter 2 Phlebotomy	Obtain venous blood specimen using a vacutainer.	Microscope quiz. Study guide for Test 1 handed out in class. Discuss Chapter 2. Venipuncture. Blood transfer competencies.
Week 4	Chapter 3 Hematology	Dress and perform in a professional manner. Distinguish between normal and abnormal lab values Prepare a centrifuged blood specimen for	Chapter 1 and 2 Test. (Test 1) Assignments for Test 1 due today. Homework: Read Chapter 3 and do

		transport. Demonstrate CLIA waived test done by the Medical Assistant in hematocrit reading using micro- hematocrit centrifuge. Perform Hemoglobin Test. Screen and chart results. prepare a blood smear	assignment in Study guide. Hemoglobin, Hematocrit, Blood Smear.
Week 5	Chapter 4 Immunology	Dress and perform in a professional manner. Distinguish between normal and abnormal lab values. <b>T</b> identify diseases which may require CLIA waived testing	Test on Chapter 3. Chapter 3 questions due today. blood typing, strep test, blood draws.
Week 6	Chapter 5 Urinalysis	Dress and perform in a professional manner. Distinguish between normal and abnormal lab values. <b>T</b> identify diseases which may require CLIA waived testing	Read Chapter 4 and 5 and do assignment in Study guide. Discuss Chapter 4 in class.
Week 7	Chapter 5 Urinalysis.	Dress and perform in a professional manner. Distinguish between normal and abnormal lab values. Identify diseases which may require CLIA waived testing. Demonstrate CLIA waived test done by the Medical Assistant in immunology: Pregnancy. Obtain a microbiological sample and complete a rapid Strep A test. Screen & chart results. Demonstrate CLIA waived test done by the Medical Assistant in Urinalysis: Perform macroscopic urine examination using strips and Clinitech machine. Instruct the patient in obtaining a clean catch specimen utilizing sensitivity to patient's rights and feelings.	Chapter 4 Quiz (Quiz 1) Chapter 4 assignments due. Discuss Chapter 5. Urinalysis, Clean Catch Specimens, Toxicology, Urine sedimentation, pregnancy testing.
Week 8	Chapter 6 Chemistry	Dress and perform in a professional manner. Distinguish between normal and abnormal lab	Chapter 5 Test (Test 3) Chapter 5 assignments due. Glucose,

		<p>values. Obtain blood from capillary puncture to do glucose level with glucometer quality control on the glucometer before testing. Screen and chart results on flow sheet. Demonstrate CLIA waived test done by the Medical Assistant in chemistry: Cholesterol Test. Screen &amp; chart results. Discuss issues related to quality control.</p>	<p>Cholesterol, Read Chapter 6 and Chapter 7 and do assignments in Study Guide for Test on Chapters 6 and 7. Discuss Chapter 6 and 7.</p>
Week 9	Chapter 6 and 7 Chemistry and Microbiology	<p>Dress and perform in a professional manner. Distinguish between normal and abnormal lab values. Identify diseases which may require CLIA waived testing. Demonstrate CLIA waived test done by the Medical Assistant in microbiology: Preparing and reading a wet mount. Hermocult Testing.</p>	<p>(Quiz 2) Stool Specimen, Occult blood. (In class)</p>
Week 10		<p>Dress and perform in a professional manner. Distinguish between normal and abnormal lab values Identify diseases which may require CLIA waived testing</p>	<p>Test 4 on Chapter 6 and 7. Chapter 6 and 7 workbook assignments due. Do blood draws with butterflies. Project on lab testing due today.</p>
Week 11		<p>Dress and perform in a professional manner. Blood draws.</p>	<p>Test 4 on Chapter 6 and 7. Chapter 6 and 7 workbook assignments due.</p>
Week 12	Final exam	<p>Dress and perform in a professional manner</p>	<p>Present project on Lab Testing.</p>

