

TEMA 1250 - Medical Assisting Lab Procedures (3 Credits)

Course Description

Medical Assisting Lab Procedures explores the physician's office laboratory (POL). The student will learn appropriate specimen collection, processing, and testing procedures. They will focus on Clinical Laboratory Improvement Amendment (CLIA) waived tests. In the skills portion, they will learn the practical application of the procedures and topics presented. Employment readiness will be addressed as the student constructs documentation for job applications.

Course Objectives

- Identify appropriate CLIA waived tests used in the POL.
 - Determine appropriate specimen collection, processing, and testing procedures.
 - Identify proper disposal of biohazardous materials in the POL.
 - Define federal, state, and local health regulations as they relate to the POL.
 - Recognize the appropriate use of standard precautions when practicing in the POL.
 - Summarize the steps and rationale for Quality Control.
 - Describe proper delivery of patient education in a simulated scenario.
 - Explore necessary preparation for employment as a Medical Assistant.
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Course Outline

- Physician's Office Laboratory
- Specimen Collection and Processing
- Blood Specimen Collection
- Diagnostic Testing
- Preparing for Employment

Assignments and Assessments

Welcome
Orientation
Syllabus and Course Agreement
Course Timeline
Post-enrollment Requirements
Read: Chapter 41 The Physician's Office Laboratory
PowerPoints: Chapter 41 The Physician's Office Laboratory
Physician's Office Laboratory Concept Check
Check Your Understanding: Chapter 41 The Physician's Office Laboratory
Office Regulations Activity
Complete an Incident Report Related to an Error in Patient Care Activity
Learning Lab: Emergency Preparedness (Chapter 41 The Physician's Office Laboratory)
Comply with Safety Signs, Symbols, and Labels Activity
Safety Poster Activity
Demonstrate Proper Use of Eyewash Equipment Activity
Clean a Spill Activity
Fire Safety Activity
Demonstrate Fire Preparedness Activity
Video Quiz: Using a Fire Extinguisher (Chapter 41 The Physician's Office Laboratory)
Parts of the Microscope Activity
Use a Microscope Activity
Quiz: Chapter 41 The Physician's Office Laboratory
Flashcards: Chapter 41 The Physician's Office Laboratory
The Physician Office Laboratory Exam- Requires Respondus: LockDown Browser
Check point meeting- Module 1
Read: Chapter 42 Specimen Collection and Processing
PowerPoints: Chapter 42 Specimen Collection and Processing
Specimen Collection and Processing Concept Check
Check Your Understanding: Chapter 42 Specimen Collection and Processing
Skill - Screen and Follow Up Test Results
Skill Reflection 1 - Screen and Follow Up Test Results
Skill Reflection 2 - Screen and Follow Up Test Results
Skill Reflection 3 - Screen and Follow Up Test Results
Screen and Follow Up Test Results Pass-off
Learning Lab: Laboratory Procedures (Chapter 42 Specimen Collection and Processing)
Clean Catch Urine Collection Handout
Skill - Instruct a Patient on the Collection of a Clean-Catch, Midstream Urine Specimen Video
Skill - Perform Screening for Pregnancy Video
Skill - Test Urine with Reagent Strips Videos
Skill Reflection 1 - Instruct a Patient on the Collection of a Clean-Catch, Midstream Urine Specimen
Skill Reflection 2 - Instruct a Patient on the Collection of a Clean-Catch, Midstream Urine Specimen
Skill Reflection 3 - Instruct a Patient on the Collection of a

Clean-Catch, Midstream Urine Specimen
Instruct a Patient on the Collection of a Clean-Catch, Midstream Urine Specimen Pass-off
Skill Reflection 1 - Perform Screening for Pregnancy
Skill Reflection 2 - Perform Screening for Pregnancy
Skill Reflection 3 - Perform Screening for Pregnancy
Perform Screening for Pregnancy Pass-off
Skill Reflection 1 - Test Urine with Reagent Strips
Skill Reflection 2 - Test Urine with Reagent Strips
Skill Reflection 3 - Test Urine with Reagent Strips
Test Urine with Reagent Strips Pass-off
Video Quiz: Performing a Complete Urinalysis (Chapter 42 Specimen Collection and Processing)
Skill - Instruct a Patient to Collect a Stool Specimen Video
Skill Reflection 1 - Instruct a Patient to Collect a Stool Specimen
Skill Reflection 2 - Instruct a Patient to Collect a Stool Specimen
Skill Reflection 3 - Instruct a Patient to Collect a Stool Specimen
Instruct a Patient to Collect a Stool Specimen Pass-off
Skill - Perform an Occult Blood Test Video
Skill Reflection 1 - Perform an Occult Blood Test
Skill Reflection 2 - Perform an Occult Blood Test
Skill Reflection 3 - Perform an Occult Blood Test
MOSS 42.1 Training: Printing Laboratory Results (Patel)
MOSS 42.2 Training: Preparing an Electronic Laboratory Requisition (Blomquist)
MOSS 42.3 Training: Preparing and Printing an Electronic Laboratory Requisition (Lindgren)
Skill - Instruct a Patient to Collect a Sputum Specimen Video
Skill Reflection 1 - Instruct a Patient to Collect a Sputum Specimen
Skill Reflection 2 - Instruct a Patient to Collect a Sputum Specimen
Skill Reflection 3 - Instruct a Patient to Collect a Sputum Specimen
Instruct a Patient to Collect a Sputum Specimen Pass-off
Skill - Perform a Wound Culture Collection for Microbiologic Testing Video
Skill Reflection 1 - Perform a Wound Culture Collection for Microbiologic Testing
Skill Reflection 2 - Perform a Wound Culture Collection for Microbiologic Testing
Skill Reflection 3 - Perform a Wound Culture Collection for Microbiologic Testing
Perform a Wound Culture Collection for Microbiologic Testing Pass-off
MOSS 42.1 Assessment: Printing Laboratory Results (Patel)
MOSS 42.2 Assessment: Preparing an Electronic Laboratory Requisition (Blomquist)
MOSS 42.3 Assessment: Preparing and Printing an Electronic Laboratory Requisition (Lindgren)

Skill - Obtaining a Throat Culture/Testing for Strep Video
Skill Reflection 1 - Obtain a Throat Culture
Skill Reflection 2 - Obtain a Throat Culture
Skill Reflection 3 - Obtain a Throat Culture
Obtain a Throat Culture Pass-off
Skill Reflection 1 - Perform a Rapid Strep Screening Test for Group A Strep
Skill Reflection 2 - Perform a Rapid Strep Screening Test for Group A Strep
Skill Reflection 3 - Perform a Rapid Strep Screening Test for Group A Strep
Perform a Rapid Strep Screening Test for Group A Strep Pass-off
Skill - Agar Plate and Gram Stain
Skill - Perform a Nasopharyngeal Swab Video
Skill Reflection 1 - Perform a Nasopharyngeal Swab
Skill Reflection 2 - Perform a Nasopharyngeal Swab
Skill Reflection 3 - Perform a Nasopharyngeal Swab
Perform a Nasopharyngeal Swab Pass-off
Medical Laboratory Virtual Tour
Quiz: Chapter 42 Specimen Collection and Processing
Flashcards: Chapter 42 Specimen Collection and Processing
Specimen Collection and Processing Exam- Requires Respondus LockDown Browser
Check point meeting- Module 2
Read: Chapter 43 Blood Specimen Collection
PowerPoints: Chapter 43 Blood Specimen Collection
Blood Specimen Collection Concept Check
Check Your Understanding: Chapter 43 Blood Specimen Collection
Critical Thinking Challenge 3.0: Awareness for Patient Concerns (Chapter 43 Blood Specimen Collection)
Skill - Puncture Skin with a Sterile Lancet Video
Skill Reflection - Puncture Skin with a Sterile Lancet
Skill - Venipuncture Video
Skill Reflection - Obtain Venous Blood with a Vacuum Tube
Skill Reflection - Obtain Venous Blood with a Vacuum Tube with Tube Change
Skill Reflection - Obtain Venous Blood with the Butterfly Needle Method
Order of Draw Video
Obtaining Blood Specimen for PKU Test Worksheet
Video Quiz: Venipuncture (Chapter 43 Blood Specimen Collection)
Skill - IV Placement Video
Skill Reflection 1 - IV Placement
Skill Reflection 2 - IV Placement
Skill Reflection 3 - IV Placement
Quiz: Chapter 43 Blood Specimen Collection
Flashcards: Chapter 43 Blood Specimen Collection
Blood Specimen Collection Exam- Requires Respondus LockDown Browser
Check point meeting- Module 3

Read: Chapter 44 Diagnostic Testing
PowerPoints: Chapter 44 Diagnostic Testing
Diagnostic Testing Concept Check
Check Your Understanding: Chapter 44 Diagnostic Testing
Competency Challenge: Diagnostic Testing (Chapter 44 Diagnostic Testing)
Video Quiz: Hemoglobin Determination (Chapter 44 Diagnostic Testing)
Skill - Perform INR Video
Skill - Determine Hemoglobin Using a Hemoglobinometer Video
Skill - Determine Hematocrit (Hct) Using a Microhematocrit Centrifuge Video
Skill - Screen Blood Sugar (Glucose) Level Video
Skill - Perform Hemoglobin A1C (Glycosylated Hemoglobin) Screening Video
Skill - Perform a Cholesterol Screening Video
Skill - Perform a Screening for Infectious Mononucleosis Video
Skill Reflection - Perform IN R
Skill Reflection 1 - Determine Hemoglobin Using a Hemoglobinometer
Skill Reflection 2 - Determine Hemoglobin Using a Hemoglobinometer
Skill Reflection 3 - Determine Hemoglobin Using a Hemoglobinometer
Skill Reflection 1 - Determine Hematocrit (Hct) Using a Microhematocrit Centrifuge
Skill Reflection 2 - Determine Hematocrit (Hct) Using a Microhematocrit Centrifuge
Skill Reflection 3 - Determine Hematocrit (Hct) Using a Microhematocrit Centrifuge
Skill Reflection 1 - Screen Blood Sugar (Glucose) Level
Skill Reflection 2 - Screen Blood Sugar (Glucose) Level
Skill Reflection 3 - Screen Blood Sugar (Glucose) Level
Skill Reflection - Perform Hemoglobin A1C (Glycosylated Hemoglobin) Screening
Skill Reflection 1 - Perform a Cholesterol Screening
Skill Reflection 2 - Perform a Cholesterol Screening
Skill Reflection 3 - Perform a Cholesterol Screening
Skill Reflection 1 - Perform a Screening for Infectious Mononucleosis
Skill Reflection 2 - Perform a Screening for Infectious Mononucleosis
Skill Reflection 3 - Perform a Screening for Infectious Mononucleosis
Skill - Perform an Erythrocyte Sedimentation Rate (ESR) Video
Skill Reflection - Perform an Erythrocyte Sedimentation Rate (ESR)
Quiz: Chapter 44 Diagnostic Testing
Flashcards: Chapter 44 Diagnostic Testing
Diagnostic Testing Exam- Requires Respondus LockDown Browser

Schedule Your Final Scenario

Read: Chapter 57 Practicum and the Job Search

PowerPoints: Chapter 57 Practicum and the Job Search

Practicum and the Job Search Concept Check

Check Your Understanding: Chapter 57 Practicum and the Job Search

Learning Lab: Workplace Readiness (Chapter 57 Practicum and the Job Search)

Writing Assignment: Preparing for Employment (Chapter 57 Practicum and the Job Search)

Prepare a Resume

Prepare a Cover Letter

Complete a Job Application

Write an Interview Follow-Up Letter

Quiz: Chapter 57 Practicum and the Job Search

Flashcards: Chapter 57 Practicum and the Job Search

Practicum and the Job Search Exam• Requires Respond us

LockDown Browser

Read: Chapter 58 Managing the Office

PowerPoints: Chapter 58 Managing the Office

Managing the Office Concept Check

Check Your Understanding: Chapter 58 Managing the Office

Critical Thinking Challenge 3.0: Personality Conflict (Chapter 58 Managing the Office)

Writing Assignment: Managing the Office (Chapter 58 Managing the Office)

Quiz: Chapter 58 Managing the Office

Flashcards: Chapter 58 Managing the Office

Managing the Office Exam- Requires Respondus LockDown Browser

Check point meeting- Module 5

Professionalism Evaluation

Skills List

Final Scenario

End of Course Survey

Subject to change. Please consult your Canvas course for the most current instructions and updates.

Classroom Hours

Mo, Tu, W, Th, Fr
8:00 AM - 11:00 AM
12:00 PM - 3:00 PM

For a full list of course hours visit: [Course Schedule](#)

Instructor Contact Information

Dusty Hunter — dhunter@stech.edu
Candice Cox — ccox@stech.edu

Office Hours: By appointment

Email is the preferred method of communication; you will receive a response within 24 hours during regular business hours.

Canvas Information

Canvas is the where course content, grades, and communication will reside for this course.

- stech.instructure.com
- For Canvas passwords or any other computer-related technical support contact Student Services.
- For regular Hours and Weekdays call (435) 586 - 2899.
- For after Hours & Weekends call (435) 865 - 3929 (Leave a message if no response).

Course Policies

Policies-Students must adhere to the Program Safety, Work Ethic, and Dress Code as outlined in the Medical Assistant Policies & Orientation. Attendance is important to your success in the Medical Assistant program. You are responsible for the schedule that you set at the beginning of your course and to sign in at the clock-in station at the beginning of your first hour and sign out after your last hour. You are allotted one 15-minute break during each 3-hour block of time, breaks should not be taken within the first or last 30 minutes of your schedule. Problems with signing in must be reported to an instructor as soon as possible. You must maintain 80% attendance in the program. Failure to meet the required attendance standard will result in academic corrective action being taken. If you are going to be absent, communication with the instructor is required to set up time to make up the time missed. This makeup time will be scheduled at the convenience of the instructors and the availability of the classroom and clinic. If you do not have a schedule for ten (10) consecutive days, you will be withdrawn from Southwest Tech. Students are expected to complete coursework according to the scheduled amount of hours designated for the course. All students in the program must stay on task and maintain a minimum 67% progress to retain financial aid eligibility. Failure to meet these requirements shall result in the student completing an Academic Intervention Plan with the Medical Assistant program leadership team and possibly academic warning, probation, and withdrawal from the program if not brought up by the end of each quarter. Cell phones should be on silent and are not allowed in the clinic area. Be courteous to your classmates and take phone calls out in the hall. Excessive cell phone use can hinder progress. Grading- Each assignment is awarded points according to how well the submission follows the assignment's requirements. Written submissions are graded according to the college writing guidelines. Students must have a minimum of 80% on each module to pass off the module and all modules must be passed off before students are allowed to sign up for the next class. Some assignments may be submitted more than once. If that is the case the assignment will clearly state this. At the end of each module, students are asked to submit a "Module Checkpoint Meeting" showing that they have completed all module requirements.

High School Power School Grades: Quarter student grades will be determined by student progress percentage. Faculty will use the higher percentage of either 1) quarter progress, or 2) cumulative progress for the current training plan year. The progress percentage will be used with the grading scale to determine the minimum grade. High School Grade Scale: The following grading scale will be used to determine a letter grade from the progress percentage:

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|-----------------|-----------------|-----------------|-----------------|
| • A : 94 - 100% | • B : 83 - 86% | • C : 73 - 76% | • D : 63 - 66% |
| • A- : 90 - 93% | • B- : 80 - 82% | • C- : 70 - 72% | • D- : 60 - 62% |
| • B+ : 87 - 89% | • C+ : 77 - 79% | • D+ : 67 - 69% | • F : 0 - 59% |

Additional Information

InformaCast Statement: Southwest Tech uses InformaCast to ensure the safety and well-being of our students. In times of emergency, such as weather closures and delays, this app allows us to promptly deliver notifications directly to your mobile devices. To stay informed and receive real-time updates, we encourage all students to sign up for notifications. Your safety is our priority, and staying connected ensures a swift response to any unforeseen circumstances. More information and directions for signing up are available at: <https://stech.edu/emergency-notifications/>

Internet Acceptable Use Policy: The student is expected to review and follow the Southwest Technical College Internet Safety Policy at: <https://stech.edu/students/policies/>

Student Code of Conduct Policy: The student is expected to review and follow the Southwest Technical College Student Code of Conduct Policy at: <https://stech.edu/students/policies/>

Accommodations: Students with medical, psychological, learning, or other disabilities desiring accommodations or services under ADA, must contact the Student Services Office. Student Services determines eligibility for and authorizes the provision of these accommodations and services. Students must voluntarily disclose that they have a disability, request an accommodation, and provide documentation of their disability. Students with disabilities may apply for accommodations, based on an eligible disability, through the Student Services office located at 757 W. 800 S., Cedar City, UT 84720, and by phone at (435) 586-2899. No diagnostic services are currently available through Southwest Technical College.

Safety and Building Maintenance: The College has developed and follows a variety of plans to ensure the safe and effective operation of its facilities and programs. The following plans are available online:

1) Facilities Operations and Maintenance Plan; 2) Technical Infrastructure Plan; and 3) Health and Safety Plan.

Withdrawals and Refunds: Please refer to the Southwest Technical College Refund Policy at: <https://stech.edu/students/policies/>

Any high school or adult student, who declares a technical training objective is eligible for admission at Southwest Technical College (Southwest Tech). Program-specific admissions requirements may exist and will be listed on the Southwest Tech website. A high school diploma or equivalent is not required for admission but is mandatory for students seeking Title IV Federal Financial Aid.

Non-Discriminatory Policy: Southwest Technical College affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise, and bases its policies on the idea of global human dignity.

Southwest Tech is committed to a policy of nondiscrimination. No otherwise qualified person may be excluded from participation in or be subjected to discrimination in any course, program or activity because of race, age, color, religion, sex, pregnancy, national origin or disability. Southwest Technical College does not discriminate on the basis of sex in the education programs or activities that it operates, as required by Title IX and 34 CFR part 106. The requirement not to discriminate in education programs or activities extends to admission and employment. Inquiries about Title IX and its regulations to STECH may be referred to the Title IX Coordinator, to the Department of Education, and/or to the Office for Civil rights.

If you believe you have experienced discrimination or harassment on our campus, please contact the Title IX Coordinator, Cory Estes: cestes@stech.edu, (435) 865-3938.

For special accommodations, please contact the ADA Coordinator, Cyndie Tracy: ctracy@stech.edu, (435) 865-3944.

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