

SPRING 2015 --BASIC CLINICAL LABORATORY PROCEDURES

HTEC 64-01

1.5 UNITS

INSTRUCTOR: MAUREEN MIRAMONTES R.N.

Background: Registered Nurse for 7 years. Run a Moderate Complex Physician Office Laboratory for over 10 years as the primary Lab Assistant performing all the Clia Waived and Non-Waived tests.

Class Day/Time: Monday's 11:30 a.m. to 2:20 p.m.

Office Hours: Monday 2:30pm to 4:00pm., Tuesday 2:30pm to 3:30pm and Wednesday 5:00pm to 6:30pm

Email: miramontesmaureen@fhda.edu

NEEDED

Required Text: Clinical Laboratory Procedures for Medical Assistants. Bonewit-West, Kathy; Elsevier, 9th Edition **Textbook-** ISBN 978-1-4557-4834-1

Required Workbook: Clinical Laboratory Procedures for Medical Assistants, Bonewit-West, Kathy; Elsevier, 9th Edition **Study Guide-** ISBN 978-1-4557-4835-8

Handbook: Biology, Health, and Environmental Science's Division Student's Handbook, available at www.bhs.deanza.edu. On the left side of the page find and click STUDENT HANDBOOK.

Scantrons: For exams or quizzes, please be sure they are not wrinkled.

Lab Coat/Scrubs/Gloves:

Each student is responsible for obtaining their own disposable **gloves**, any color **scrubs** and a long sleeved white **lab coat** to the knees (I have some disposable lab coats in case of a financial hardship).

Scrubs must be worn by the **3rd class meeting.**

Lab Coats will be stored at school and must be worn for all activities involving moist body substances and bacterial cultures. (This is a state requirement) You will not be able to participate in lab activities if you do not have your lab coat. Coats can be taken home at the end of the quarter.

IMPORTANT!!!!

YOU MUST BRING DOCUMENTATION OF YOUR 3 HEPATITIS B VACCINES OR PROOF OF A POSITIVE HEPATITIS B BLOOD TEST ON THE FIRST DAY OF CLASS,

OTHERWISE YOU WILL BE DROPPED FROM CLASS. A COPY IS ALL THAT IS REQUIRED NOT AN ORIGINAL. De Anza Student Health Services 408-864-8732

Prerequisite: Passing the Basic Medical Terminology 60A and 3 Hepatitis B Vaccines or a positive Hep B blood test.

STUDENT LEARNING OUTCOMES:

Demonstrate the practice of proper application of OSHA standards.

Demonstrate the handling and storage of specimens.

Demonstrate the classification of bacteria and identification of infectious diseases.

Description: Students will be introduced to the role of the clinical laboratory in patient care, urine collection and urinalysis, medical microbiology and infectious diseases.

Objectives: Upon successful completion of this course the students will be able to:

1. Define common terms used in the clinical laboratory
2. List and explain the five specific uses of laboratory test results.
3. Identify federal regulations enacted to improve the quality of laboratory testing.
4. Identify and explain the appropriate guidelines for specimen collection.
5. Explain the purpose and importance of advance patient preparation for collection of certain lab tests.
6. Describe the various methods for proper handling and storing of specimens.
7. Enumerate appropriate laboratory safety guidelines for a medical office or clinical laboratory.
8. List and describe the stages in the course of an infectious disease.
9. Describe what happens when a pathogen invades the body.
10. Distinguish among the three classifications of bacteria based on shape.
11. Identify the safety guidelines to be followed when handling a pathogenic specimen.
12. Demonstrate the proper procedure for obtaining a throat specimen.
13. Explain the purpose of gram staining.
14. Identify infectious diseases cause by gram-positive and gram-negative bacteria.
15. Describe ways in which the medical assistant and phlebotomist can help to prevent and control the transmission of infectious microorganisms in the work setting and community.
16. Describe and identify the structures forming the urinary system and state the function of each.
17. Define the terms used to describe symptoms of urinary system dysfunction.
18. Demonstrate the correct way to instruct a patient on the collection of a clean-catch midstream Urine specimen.
19. Explain some common conditions that may cause changes in the properties of urine.
20. List and explain the tests included on the Ames SpG 10 reagent strip.
21. Demonstrate the proper procedure for performing physical and chemical tests of urine.
22. Identify the common elements found during a microscopic examination of urine sediment.

ATTENDANCE:

Any student who does not attend the first scheduled class of the quarter will be dropped from the course. Coming in late for class or leaving early is not acceptable. Any instructions missed by the student for leaving early or leaving before the end of the class is the responsibility of the student. This includes lab and Lecture. Any assignment missed cannot be make-up, no matter the excuse, this includes, Labs, Quizzes, and Exams.

ONE ABSENCE ONLY: If the second absence falls within the allowed time to withdraw, you can withdraw. If the second absence falls after the due date you will receive an F for the class.

SPECIAL NEEDS PROGRAMS: Students with special needs please see the instructor with the proper paperwork the first day of class.

***GRADES: CLINICAL SITES WHERE DEANZA PLACES EXTERNS REQUIRES THIS GRADING SCALE:**

A 94-100, B 87-93.9, C 80-86.9, D 70-79.9, F>- 69.9

Homework: 10 pts,

Exams /quizzes: 6-10 pts, 50-150 pts

Final:100-200 pts

CALCULATIONS: STUDENT POINTS DIVIDED BY TOTAL POINTS X 100=%

Laboratory exercises and quizzes/exams are not corrected after class or during class.

To continue to the next course 64B, students must obtain a passing grade of 80%, which is a C in this course. DeAnza and our outside facilities require these high standards. If you do not pass with a C and wish to repeat you will have to register for another quarter. There are no automatic add-ons.

Homework: All homework for 64A is written in the STUDY GUIDE and will be checked by Instructor or Instructor' s Assistant Anticipate five to six hours in study each week. Each chapter homework assignment is worth 10 points (may be modified depending on whether ALL the work was done.). 1 hr class time=2hrs homework

Lab Exercises will generate additional points- 10-30 points depending on the Lab. Labs cannot be made-up. Keeping a folder with all paper work handed back will enable the students to know their exact scores at all time.

NO GRADES OR SCORES , WHICH INCLUDES THE FINALS, WILL BE GIVEN VIA THE INTERNET. IT IS A SCHOOL POLICY

Written assignments are due at the beginning of the class period.

Place assigned paper work, if requested in basket on the front desk.

Five points will be deducted if HOMEWORK IS NOT COMPLETED IN ANY DEGREE OF INCOMPLETE, OR IF TURNED IN LATE ON THE DUE DATE. HOMEWORK CANNOT BE MADE-UP AT A LATER DATE.

Example: homework left in the student's car and handed in after homework is checked will not be accepted.

NO EXTRA CREDIT

Keep all corrected papers in a personal folder for your records.

Quizzes/Exams: If scheduled, will be given after the completion of a chapter. Once we are finished with a chapter an Exam/Quiz will be given. Students are not excused after an Exam. Instruction continues until the end of the class period.

If you correct the answers during the exam on the Scranton make certain it is erased completely. Scranton's have been known to pick up the erased answer.

IN CLASSROOM: NO CELLS PHONES ON DURING CLASS, NO TEXTING, CALLING OR RECEIVING CALLS. NO DRINKING OR EATING IN CLASSROOM. DURING LECTURE IF STUDENT NEEDS A DRINK, STEP OUTSIDE OF THE CLASSROOM .NO STUDENT LEAVES DURING AN EXAM FOR RESTROOM.

STUDENT ACCOUNTABILITY

Faculty can expect students will at all times do their own work (unless in a group session as direct by their faculty). There is zero tolerance for any cheating, plagiarism, or behavior that would lead a reasonable person to assume that these actions have taken place. Students not following this zero tolerance policy will receive a zero on exam and reported to the college authorities. This is located in the Student Handbook

Appearance: excellent personal hygiene is mandatory for anyone working in the health care profession. No heavy perfumes, heavy make-up, dangle jewelry and bracelets, and no facial piercing. Keep nails short and clean and if polished, light clear polish. Hair if long tied back. Closed toe shoes. All students need to wear a name badge, Shoes white and clean. No sun visor or hats worn in class.