

BERGEN COMMUNITY COLLEGE
DIVISION OF HEALTH PROFESSIONS
MEDICAL OFFICE ASSISTANT PROGRAM
Course Syllabus
MOA241 Clinical Laboratory Technology

Semester and year: Fall
Course Number: MOA-241
Meeting Times and Locations: Lecture:
Instructor:
Office Number:
E-Mail:
Office Hours:

Catalog Course Description:

MOA-241 Clinical Laboratory Technology enables the student to develop competence in the techniques of laboratory procedure commonly performed in a physician's office. Procedures studied include urinalysis, hematology, bacteriology, immunology, and basal metabolism. 3 lectures, 3 labs, 4 credits
Prerequisite: MOA-240

<u>Credits:</u> 4 - 6 Hours	Lecture:	3 hours
	Laboratory:	3 hours

Clock Hours: 90

Prerequisite: MOA240 Clinical Office Practices

Required Textbooks:

Clinical Procedures for the Medical Assistants, and student workbook, Eighth Edition
By Kathy Bonewit-West
W.B. Saunders Company, A Harcourt Health Science Company

Topical Outline of Course Coverage:

1. Introduction to the Physician's Office Laboratory (POL)
2. Safety in the laboratory
3. The microscope
4. Other laboratory equipment and supplies
5. Statistics in the POL

6. Quality assurance and quality control
7. Record keeping in the POL
8. Urinalysis, physical, chemical, microscopic, anatomy, collection of specimens
9. Hematology, collection, testing, manual, automatic
10. Immunology
11. Cultures

MOA Curriculum Competencies:

Competencies are performed for either a grade which is determined and explained to the student prior or for a pass/fail determination by the instructor.

The student receives 3 attempts to pass/fail.

The student's grade determination for a grade is 1st attempt 100%, minus points if missing a step, 2nd attempt is minus 11 points, 3rd attempt minus 22 points. Any steps not completed for additional attempts will be minus points. Points are determined by the amount of steps to be completed based on the total grade determination. Some competencies will be a pass/fail determined by the instructor.

***Student must successfully pass all the psychomotor and affective competencies in order to pass the course and progress in the program.**

MOA Curriculum Competencies:

Cognitive Domain

I.C.10. Identify CLIA waived tests associated with common diseases

I.C.12. Identify quality assurance practices in healthcare

IV.C.1. Describe dietary nutrients including:

- a. carbohydrates
- b. fat
- c. protein
- d. minerals
- e. electrolytes
- f. vitamins
- g. fiber
- h. water

IV.C.2. Define the function of dietary supplements.

IV.C.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

XII.C. Protective Practices

XII.C.1. Identify:

- a. safety signs
- b. symbols
- c. labels

Psychomotor Domain

I.P.2. Perform

- b. venipuncture
- c. capillary puncture
- I.P.8. Instruct and prepare a patient for a procedure of a treatment.
- I.P.10. Perform a quality control measure.
- I.P.11. Obtain specimens and perform:
 - a. CLIA waived hematology test
 - b. CLIA waived chemistry test
 - c. CLIA waived urinalysis
 - d. CLIA waived immunology test
 - e. CLIA waived microbiology test
- II.P.2. Differentiate between normal and abnormal test results.
- II.P.3. Maintain lab test results using flow sheets
- III.P.2. Select appropriate barrier/personal protective equipment(PPE)
- III.P.10. Demonstrate proper disposal of biohazardous material.
 - a. sharps
- IV.P.1. Instruct a patient according to patient's special dietary needs.
- V.P.3. use medical terminology correctly and pronounced accurately to communicate information to providers and patients.
- XII.P Protective Practices
- XII.P.1. Comply with: a. safety signs; b. symbols; c. labels
- XII.P.2. Demonstrate proper use of:
 - a. eyewash equipment
 - c. sharps disposal containers.

Affective Domain

- I.A.2. incorporated critical thinking skills when performing patient care
- I.A.3. Show awareness of a patient's concerns related to the procedure being performed
- II.A.1. Reassure a patient of the accuracy of the test results.
- III.A. Recognize the implications for failure to comply with the disease control (CDC) regulations in healthcare settings
- IV.A.1. Show awareness of patient's concerns regarding a dietary change.
- V.A.4. Explain to a patient the rationale for performance of a procedure.

Learning Objectives

Upon successful completion of this course, the student will be able to:

1. demonstrate laboratory safety and quality assurance when performing laboratory tests
2. perform routine urinalysis on human specimens using proper collection methods.
3. perform venipuncture and skin punctures, using the guideline established with the OSHA's Bloodborne Pathogens Standards.
4. calibrate, maintain laboratory instruments, operate and maintain binocular microscope.
5. perform manual and automated hematologic studies.
6. perform serologic tests, using antigen-antibody reactions for demonstrating end results.

7. prepare bacterial smears to collect specimens and to perform throat and urine cultures.

The Student is required to:

1. Attend every lecture class.
2. Attend every laboratory session.
3. Participate in all class and laboratory activities.
4. Complete assigned readings in the textbooks and or handouts.
5. Submit assignments on the specified dates.
6. Perform each of the laboratory procedures and tasks.
7. Collect appropriate body fluid specimens.
8. Perform 10 venipunctures from other students in class.
9. Comply with OSHA's Bloodborne Pathogens Standards.
10. Conform with "Universal Precautions"
11. Obtain lecture notes and assignments when absent from class or lab.
12. Keep notebook of procedures to use during externship.

Student Assignments:

1. Reading assignments from textbook, supplement textbooks, journals, articles and handouts.
2. Written assignments on specialized topics as given during the semester.
3. Tests on reading assignments and lecture/discussion materials.
4. Quizzes

Evaluation and Grading:

The following criteria will be utilized in determining final grades for this course:

Students must pass both the chapter tests and clinical competencies to pass the course.

Chapter tests 50 percent and must maintain a 70% passing rate

Clinical competency 50 percent and must maintain a 70% passing rate

Clinical class participation

Final Grade Evaluation:

% of Points Earned	Grade
90 to 100%	A
86 to 89%	B+
80 to 85%	B
76 to 79%	C+
70 to 75%	C
0 to 69%	F

Test Policy:

All tests are mandatory. Tests will be made up at the next scheduled class.

Documentation of absences must be provided to make up the test without penalty of subtraction of 11 points.

Attendance policy: 90% of scheduled class time required. If student falls below 90%, their grade will drop 10%. Any student having a problem with attendance should contact instructor and have documentation of missing time.

Students who are late or leave early for 5 classes will be considered as 1 absent class.

90% of scheduled class time is required

Information on Academic and Support Services

<http://bergen.smartcatalogiq.com/en/2016-2017/Catalog/Academic-and-Student-Support-Services>

Instructors retain the right to revise the course syllabus as needed.

MOA-241- CLASS SCHEDULE

Schedule is subject to change

Date	Topic	Chapter/Pages	Assignments
	Introduction and Test summer assignments	Chapter 2 Pg. 50 Chapter 15 Pg. 579 Chapter 18 Pg. 657	Read
	Review test POL	Chapter 15 Pg. 579	Read
	POL and introduce finger stick	Chapter 15 Pg. 579 Chapter 17 Pg. 695	Read
	Microscope Hematology Slides	Chapter 20 Pg. 765 Chapter 18 Pg. 703 Chapter 15 Pg. 716	Read
	Hematology A&P	Chapter 18 Pg. 703	Read
	Hgb Lecture and procedure	Chapter 18 Pg. 708	Read
	Glucose Lecture and procedure	Chapter 19 Pg. 703	Read
	Phlebotomy-venipuncture	Chapter 17 Pg. 673	Read

	POL chapter test		Read
	Hct lecture and procedure	Chapter 20 Pg. 703 Chapter 20 Pg. 710	Read
	Cholesterol lecture and procedure	Chapter 19 Pg. 746	Read
	ESR lecture and procedure H-ploytic testing	Chapter 18 Pg. 703	Read
	Coagulation and Mononucleosis procedure	Chapter 18 Pg. 718	Read
	Urinalysis A &P lecture Hematology Test	Chapter 16 Pg. 616	Read
	Urine manual testing	Chapter 16 Pg. 633	Read
	Clintek testing	Chapter 16 Pg. 632	Read
	Urine Microscopic procedure	Chapter 16 Pg. 645	Read
	Microbiology A&P lecture	Chapter 20 Pg. 759	Read
	Urine culture Start VP check off ESR Check Off	Chapter 16 Pg. 649	Read
	Strep Test	Chapter 20 Pg. 769	Read
	Influenza test		
	Pregnancy test	Chapter 16 Pg. 652	Read
	Thanksgiving		
	Urinalysis Test		
	Thanksgiving		
	Hematology slide Check Off		
	HGB, GLU Check off		
	Cholesterol and coagulation check off		
	Hct check off		

	Urinalysis check off		
	Final Exam		

Revised: Fall 2018